



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 04/15/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

United Way of Tucson and Southern Arizona, Inc.

**\*Project Title/Description:**

Employees Care About Pima County (ECAP) 2025 Campaign

**\*Purpose:**

United Way administers Pima County's ECAP campaign by providing agency education, ECAP trainings, and materials as well as the accounting and distribution of County employees' financial contributions to charitable agencies and organizations. These contributions include a onetime donations and/or payroll deduction of funds from participating employees. Employee participation is voluntary. These employee-selected agencies will receive 100 percent of the employees ECAP contributions.

**\*Procurement Method:**

Pursuant to D 29.6.C., Direct Selection approved by the County Administrator

**\*Program Goals/Predicted Outcomes:**

United Way will provide County agency information and associated informational and fiscal administrative services for the 2025 ECAP Campaign and defined contribution period. Pima County employee selected charitable agencies will receive donations from employees through United Way.

**\*Public Benefit:**

For 55 years, the ECAP program has provided funding for various assistance to our community. Pima County residents will continue to receive much needed assistance through donated by County that is distributed by the United Way to employee selected charitable organizations.

**\*Metrics Available to Measure Performance:**

United Way will provide quarterly, mid-year, and annual reports including:

1. Total dollar amounts collected from County employees and distributed to employee selected charitable agencies and organizations.
2. Total numbers and percentages of participating employees by County Department.
3. Total Amounts of funding distributed to each agency within Pima County.

**\*Retroactive:**

Yes, to January 1, 2025, based on the December 2024 ECAP pledge deadline being extended, to accommodate employee participation opportunities. The contract preparation and the signature process took longer than anticipated due to extenuating circumstances delaying the execution of the agreement.

**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☒ Expense Amount \$ \_\_\_\_\_ \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☒ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☒ No  
 If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☒ No  
 If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CA Contract Number (i.e., 15-123): CT24\*435  
 Amendment No.: 01 AMS Version No.: \_\_\_\_\_  
 Commencement Date: 01/01/2025 New Termination Date: \_\_\_\_\_  
 Prior Contract No. (Synergen/CMS): N/A

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 47,737.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** 1000

Funding from General Fund? ☒ Yes ☐ No If Yes \$ \_\_\_\_\_ % 100

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** \_\_\_\_\_

**\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Marchelle Pappas


Department: Human Resources

Telephone: 724-2732

Department Director Signature: \_\_\_\_\_ Date: 3/28/25

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: 3/28/25

**Date:** March 28, 2025  
**To:** Jan Leshner, County Administrator  
**Via:** Bruce Collins, Director, Procurement Department  
**From:** Cathy Bohland, Director, Human Resources Department   
**Subject:** Amendment Request – Direct Selection of Professional Services from United Way of Tucson and Southern Arizona, Inc. for ECAP Contract Number CT\_24000000000000000435

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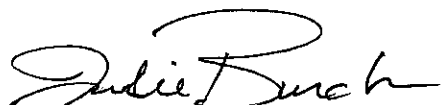
Pursuant to Board of Supervisors Policy D29.6, *Selection and Contracting of Professional Services, III(C)*, Direct Selection, and Procurement Procedure No. PO-50, approval was received to direct select United Way of Tucson and Southern Arizona, Inc. to assist in administering the County's Employees Care About Pima County (ECAP) campaign, under Contract Number CT\_24000000000000000435, as originally awarded in the amount of \$38,337.60

**Background:** On January 1, 2024, County and Contractor entered into the above-referenced agreement to administer the Employees Care About Pima County (ECAP) campaign.

**Requested Action:** The Human Resources Department requests approval to amend CT\_24000000000000000435 by adding Contract Amendment No: 1 to increase the contract amount by \$47,737.00, for a new not to exceed total of \$86,074.60, with the option to add three (3), one (1) year renewals not to exceed \$50,000.00 each.

This amendment will ensure the continuation of services with United Way of Tucson Southern Arizona, Inc. in administration of our ECAP Program.

This request aligns with the **Direct Select provisions of Board of Supervisors Policy D29.6 III(C)** and will allow uninterrupted administration of the ECAP campaign.

Approved as to Form:   
for Bruce Collins, Director, Procurement

Date: 3/28/2025

Approved:   
Jan Leshner, County Administrator

Date: 3/28/2025

**Pima County Department of County Administration****Project: Employees Care About Pima County (ECAP) Campaign****Contractor: UNITED WAY OF TUCSON AND SOUTHERN ARIZONA, INC.**

330 N Commerce Park Loop, Suite 200

Tucson, Arizona 85754

**Contract No.: CT\_2400000000000000435 (FKA CT-CA-24\*435)****Contract Amendment No.: 01****Orig. Contract Term:** 01/01/2024 – 12/31/2024**Termination Date Prior Amendment:** N/A**Termination Date This Amendment:** 12/31/2025**Orig. Amount:**

\$ 38,337.60

**Prior Amendments Amount:**

\$ 0.00

**This Amendment Amount:**

\$ 47,737.00

**Revised Total Amount:**

\$ 86,074.60

**CONTRACT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On January 1, 2024, County and Contractor entered into the above referenced agreement to administer the Employees Care about Pima County (ECAP) Campaign

1.2. Purpose. County requires additional organization, publicity, associated information services and fiscal administrative services for the 2025 defined contribution period.

**2. Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on January 1, 2025, and terminating on December 31, 2025. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5, is increased by \$47,737.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$86,074.60.

**4. Heat Injury and Illness Prevention and Safety Plan.** Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of

**Contract No.: CT\_2400000000000000435****1**

Revised 9/19/24

the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

*ajw*

*Tony Penn*  
\_\_\_\_\_  
Authorized Officer Signature

Tony Penn, President & CEO  
\_\_\_\_\_  
Printed Name and Title

3/24/2025  
\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

*[Signature]*  
\_\_\_\_\_  
Deputy County Attorney

Daniel Jurkowitz  
\_\_\_\_\_  
Print DCA Name

03/25/25  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

*Cathy Bohland*  
\_\_\_\_\_  
Department Head

03/25/25  
\_\_\_\_\_  
Date