



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

Award  Contract  Grant

Requested Board Meeting Date: May 15, 2018

\* = Mandatory, information must be provided

or Procurement Director Award

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

Joseph M. Casey

**\*Project Title/Description:**

Academic tutoring services for Pima Vocational High School (PVHS) Students. The original contract and amendments may be found under CT-16\*412. Search for contract number 16%412 in eContracts.

**\*Purpose:**

This amendment allows Joseph M. Casey to continue to provide tutoring services in math, writing and language arts to out-of-school youth. Tutoring services provided by the contractor will assist eligible out-of-school youth to improve their academic skills to successfully complete the course of study required by the state to earn a diploma and also to qualify for post-secondary employment training and college entry.

Attachment: Contract Number CT-CS-16-412

**\*Procurement Method:**

RFP-CSET-PVHS-ATIS-2016-2017-05 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

Youth participants will improve their academic performance sufficiently to pass math, writing, and language arts high school classes, demonstrate mastery on the State subject area tests, and progress toward a high school diploma.

**\*Public Benefit:**

Out-of-school youth will complete their high school education, improve skills needed to obtain a sustainable job, and continue on to post secondary employment and career training to improve their quality of life.

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

The tutor will be evaluated by the PVHS Program Coordinator by reviewing student academic improvement as measured by weekly comprehension checks, course final exams, and state standardized tests.

**\*Retroactive:**

Yes. The processing time of this amendment took longer than anticipated due to amendment changes. If the May 1, 2018 effective date is not approved, tutoring services will not be available to students from May 1, 2018 to May 15, 2018.

To: CoB 5.2.18  
Pjs - 3  
(1)

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Effective 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  
**\*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 22-73.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-412  
Amendment No.: 03 AMS Version No.: 07  
Effective Date: 5/1/18 New Termination Date: 06/30/2019  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ \$32,500.00  
Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_  
**\*Funding Source(s) required:** State Equalization Fund

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

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

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Effective 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: Cecilia Noperi  
Department: Community Services Employment and Training Telephone: 724-9409  
Department Director Signature/Date: \_\_\_\_\_  
Deputy County Administrator Signature/Date: \_\_\_\_\_ 5/2/18  
County Administrator Signature/Date: \_\_\_\_\_ 5/2/18  
*(Required for Board Agenda/Addendum Items)*

<p><b>Pima County Department of Community Services Employment &amp; Training – Pima Vocational High School</b></p> <p><b>Project:</b> Academic tutoring services for Pima Vocational High School Students</p> <p><b>Contractor:</b> Joseph M. Casey 7374 N. Mona Lisa Road, #10203 Tucson, Arizona 85741</p> <p><b>Contract No.:</b> 16*412</p> <p><b>Contract Amendment No.:</b> Three (3)</p>	<table border="1" style="margin: auto;"> <tr> <td colspan="2"><b>CONTRACT</b></td> </tr> <tr> <td><b>NO.</b></td> <td><u>CT-08-16-412</u></td> </tr> <tr> <td><b>AMENDMENT NO.</b></td> <td><u>03</u></td> </tr> <tr> <td colspan="2">This number must appear on all invoices, correspondence and documents pertaining to this contract.</td> </tr> </table>	<b>CONTRACT</b>		<b>NO.</b>	<u>CT-08-16-412</u>	<b>AMENDMENT NO.</b>	<u>03</u>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
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<b>NO.</b>	<u>CT-08-16-412</u>								
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Original Contract Term:	07/01/2016 – 06/30/2017	Original Amount:	\$27,625.00
Termination Prior Amendment:	06/30/2018	Amount Prior Amendment(s):	\$29,500.00
Termination This Amendment:	06/30/2019	Amount This Amendment:	\$32,500.00
		<b>Revised Total Amount:</b>	<b>\$89,625.00</b>

**Professional Services Contract – Amendment No. Three (3)**

Pima County (“County”), a body politic and corporate of the State of Arizona, and Joseph Casey (“Contractor”), a sole proprietor, entered into the above-referenced contract for the provision of academic tutoring services to students at Pima Vocational High School (“PVHS”).

**RECITALS**

- A. The demand for tutoring services for PVHS students during the 2017-2018 contract year is greater than anticipated and additional hours are necessary to meet student needs.
- B. Additionally, the Pima County Board of Supervisors finds that the continued provisions of one-on-one academic tutoring in math, writing and language arts during 2018-2019 is in the best interest of PVHS students and the residents of Pima County.
- C. County has reviewed Contractor’s performance and finds it satisfactory.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

- 1.0 Section 1 – TERM AND EXTENSION/RENEWAL/CHANGES, paragraph 1.1** is amended as follows:
  - 1.1. The termination date is changed:

FROM: June 30, 2018

TO: June 30 2019
  - 1.2. The number of available renewals is changed:

FROM: two (2) additional one-year periods or any portion thereof

TO: one (1) additional one-year periods or any portion thereof

2.0 **Section 2 – SCOPE OF SERVICES**, is amended as follows:

2.1. **Paragraph 2.2.1**, the table is deleted and replaced with the following:

<b>Contract Year</b>	<b>Maximum number of hours</b>
2016-2017	1105
2017-2018	1180
2018-2019	1300

2.2. **Paragraph 2.2.8** is added to read:

Attend monthly staff meetings and, upon request, attend additional staff training sessions.

3.0 **Section 3 – COMPENSATION AND PAYMENT**, **paragraph 3.1** is deleted in its entirety and replaced with the following:

In consideration for the goods and services specified in this Contract, Contractor will be paid **\$25.00** **for each hour of delivered service** as follows:

<b>Contract Year</b>	<b>Allocated Amount</b>
2016-2017	\$27,625.00
2017-2018	\$29,500.00
2018-2019	\$32,500.00
<b>TOTAL</b>	<b>\$89,625.00</b>

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