



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/05/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

The Human Communications Studio LLC

**\*Project Title/Description:**

Advocacy, Trial Strategy, & Communication Training

**\*Purpose:**

The Human Communications Studio LLC, (HCS) will provide on-site training, consultation, and courtroom observation for attorneys and professional staff. Services will be delivered in three (3) 75-hour increments of service for a total of 225 hours per year. The attorney trainings will include topics such as pre-trial case review and presentation strategies, strategies for opening and closing statements, rebuttals, direct and cross, special victim and child communications. In addition, the trainings will provide jury selection and voir dire strategies, jurors as learners, strategic display design and exhibit integration, one-on-one consultation, personality theory and communication, as well as courtroom observation and feedback. This unique format of conclusive training, observation, and skill-building is critical to ensure the legal development and courtroom expertise required for many of our new attorneys, as well as increasing the professional development of many of our veteran employees. This contractor is well versed in the courtroom processes and personnel specific to Pima County as well as the mission, vision, and values of The People's Office. This specialized combination of services is not available in concurrent format from any other single vendor. At the professional level required for both new and veteran attorneys and staff. This amendment 2 is to increase and extend the term date.

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

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

Predicted outcomes include a safer community through an increase in trial preparation and success. The goals for this contract includes professional development and skills training for criminal attorneys, particularly those new to Pima County Attorney's Office, and others with limited litigation experience.

**\*Public Benefit:**

Pima County will benefit from skilled attorneys and staff that are dedicated to protecting the public safety through enhanced prosecution and comprehensive legal services.

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

Pima County Attorney's Office will review and approve invoices to monitor services provided under this agreement required to meet the needs of the training.

**\*Retroactive:**

Yes. Communication with the contractor was still ongoing past the due date to submit the amendment for the July 15 BOS meeting.

TO: COB. 7-21-25(1)  
Vers: 1  
PgS: 2

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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: PO Department Code: PCA Contract Number (i.e., 15-123): PO2400001702  
Amendment No.: 2 AMS Version No.: 1  
Commencement Date: 08/01/2025 New Termination Date: 07/31/2026

Prior Contract No. (Synergen/CMS): CT-PCA-23\*448

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 45,000.00

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

**\*Funding Source(s) required: PCAO General Fund**

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 45,000.00 % \_\_\_\_\_

**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: Rachel Welshans

Department: Pima County Attorney's Office

Telephone: 724-5728

Department Director Signature: \_\_\_\_\_

Date: 07/16/2025

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

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: 7/14/2025

**Pima County Attorney's Office**

**Project: Advocacy, Trial Strategy, & Communication Training**

**Contractor: The Human Communication Studio LLC**

**Contract No.: PO2400001702**

**Contract Amendment No.: 02**

<b>Orig. Contract Term:</b> 08/01/2023-07/31/2024	<b>Orig. Amount:</b>	\$ 45,000.00
<b>Termination Date Prior Amendment:</b> 07/31/2025	<b>Prior Amendments Amount:</b>	\$ 45,000.00
<b>Termination Date This Amendment:</b> 07/31/2026	<b>This Amendment Amount:</b>	\$ 45,000.00
	<b>Revised Total Amount:</b>	\$135,000.00

## **CONTRACT AMENDMENT**

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

**1. Background and Purpose.**

1.1. Background. On August 1, 2023, County and Contractor entered into the above referenced agreement to provide Advocacy, Trial Strategy, & Communication Training.

1.2. Purpose. County requires additional professional services from Contractor.

**2. Term.** The County is exercising the second extension option to renew the contract for one additional year commencing on August 1, 2025 and terminating on July 31, 2026. 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 5.2, is increased by \$45,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$135,000.00.

**4. Scope of Services.** The parties have revised the Scope of Services as follows: The contracted training will now be offered to professional staff as well as attorneys effective as of the new amendment commencement date of August 1, 2025. There is no change to cost from the previously approved amount.

**5. 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 the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees.

**Contract No.: PO2400001702**

1

*Revised 9/19/24*

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**

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

\_\_\_\_\_  
Date

ATTEST

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

\_\_\_\_\_  
Date

APPROVED AS TO FORM

Janis Gallego  
Deputy County Attorney

Janis Gallego

\_\_\_\_\_  
Print DCA Name

7/14/2025

\_\_\_\_\_  
Date

**CONTRACTOR**

Kathryn Kellner  
Authorized Officer Signature

Kathryn Kellner, Director  
\_\_\_\_\_  
Printed Name and Title

7/15/2025  
\_\_\_\_\_  
Date

APPROVED AS TO CONTENT

Giuliano De Santis  
Giuliano De Santis, Legal Administrator

07/16/25  
\_\_\_\_\_  
Date