



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 10/17/2023

* = Mandatory, information must be provided

or Procurement Director Award:

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

Assistance Dogs of the West

***Project Title/Description:**

Courthouse Dogs Program

***Purpose:**

Assistance Dogs of the West (ADW) will provide instruction led professional instructor/trainers to participants from the Pima County Attorneys' Office. Participants will gain an understanding of theoretical concepts and a working knowledge of service dog training and handling skills. They will be introduced to and learn to apply: observation skills, positive reinforcement methodologies, and problem solving skills necessary to manage their dog in all working environments.

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Pima County Attorney's Office has over a ten-year relationship with Assistance Dogs of the West (ADW). They selected and trained our previous service dogs and understand the dynamics of our office. ADW provision of Professional Training of our handlers will reinforce the dog handler's knowledge of the job that will help to improve the uses of the courthouse dogs in various settings necessary to continue to enhance this program to serve the victims of crime. .

***Public Benefit:**

Victims of Crime, especially children and special need individuals, will benefit from interaction with the courthouse dogs during crisis intervention, investigations, court proceedings, and during the entire legal process. Courthouse facility dogs play a crucial role in easing stress felt by children and other crime victims such as domestic violence victims in the criminal justice system.

***Metrics Available to Measure Performance:**

Pima County Attorney's Office will be reviewing and approving invoices to monitor services provided under this agreement required to meet the needs of the projects.

***Retroactive:**

Yes. Pima County and Contractor finalized the scope of services and amount on 08/08/2023, Anti-Racketeering Funds Memo approved on 08/15/2023, and Direct Select Memo finalized 08/22/2023. Contract routed for signatures on 08/23/2023. The negative impact of not approving this agreement may result in victims of crime will not benefit from the interaction with the courthouse dogs during proceedings easing stress felt by children.

TO: COB 9-27-2023 (1)
VERS.: 1
PGS.: 13

SEP27'23AM0900 PD

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: CT Department Code: PCA Contract Number (i.e., 15-123): 24-031
Commencement Date: 10/01/2023 Termination Date: 09/30/2024 Prior Contract Number (Synergen/CMS):
[X] Expense Amount \$ 19,356.00 * [] Revenue Amount: \$

*Funding Source(s) required: PCA-Anti-Racketeering Fund

Funding from General Fund? [] Yes [X] No If Yes \$ %

Contract is fully or partially funded with Federal Funds? [] Yes [X] No

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

Were insurance or indemnity clauses modified? [] Yes [X] No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? [] Yes [X] No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):

Amendment No.: AMS Version No.:

Commencement Date: New Termination Date:

Prior Contract No. (Synergen/CMS):

[] Expense [] Revenue [] Increase [] Decrease

Amount This Amendment: \$

Is there revenue included? [] Yes [] No If Yes \$

*Funding Source(s) required:

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):

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: Amy Gaudet

Department: Pima County Attorney's Office

Telephone: 724-8142

Department Director Signature: [Signature] Date: 9/26/2023

Deputy County Administrator Signature: [Signature] Date:

County Administrator Signature: [Signature] Date: 9/24/2023

Laura Conover
Pima County Attorney



(520) 724-5600
pcao.pima.gov
32 N. Stone Avenue, Tucson, AZ 85701

DATE: 08/21/2023

TO: Jan Leshner, County Administrator

FROM: Nicole Heath, Legal Administrator Nicole Heath Digitally signed by Nicole Heath
Date: 2023.08.21 12:25:45 -0700

Cc: Steve Holmes, Deputy County Administrator
Terri Spencer, Procurement Director


SUBJECT: Request for Direct Selection of Professional Services from Assistance Dogs of the West for Courthouse Dogs Program

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, this memorandum seeks approval to select Assistance Dogs of the West for Courthouse Dogs Program.

Background: Pima County Attorney's Office has over a ten-year relationship with Assistance Dogs of the West (ADW). They selected and trained our previous service dogs and understand the dynamics of our office. ADW's provision of Professional Training of our handlers will reinforce the dog handler's knowledge of the job that will help to improve the uses of the courthouse dogs in various settings necessary to continue to enhance this program to serve the victims of crime.

Requested Action: The Pima County Attorney's Office requests Assistance Dogs of the West for Courthouse Dogs Program to be selected for an initial contract term of one year in the amount of \$19,356.00 and up to four additional one-year extension periods for a total not-to-exceed contract amount of \$96,780.00 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

S.R.

Approved as to Form:  Date: 8/21/2023
Terri Spencer, Procurement Director

Concur:  Date: 8-21-2023
Steve Holmes, Deputy County Administrator

Direct Select Approved:  Date: 8-22-23
Jan Leshner, County Administrator

Pima County Attorney's Office

Project: Courthouse Dogs Program

Contractor: Assistance Dogs of the West
P.O. Box 31027
Santa Fe, NM 87594

Amount: \$19,356.00

Contract No.: CT-PCA-24-031

Funding: Anti-Racketeering Funds

PROFESSIONAL SERVICES CONTRACT

1. Parties and Background.

- 1.1. Parties. This Contract is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Assistance Dogs of the West ("Contractor").
- 1.2. Authority. County selected Contractor pursuant to and consistent with Board of Supervisors Policy D29.6.

2. Term.

- 2.1. Initial Term. The term of this Contract commences on October 1, 2023, and will terminate on September 30, 2024 ("Initial Term"). "Term," when used in this Contract, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Contract, the parties will, for all purposes, deem the Contract to have been in effect as of the commencement date.
- 2.2. Extension Options. County may renew this Contract for up to four (4) additional periods of up to 1 year each (each an "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

3. Scope of Services. Contractor will provide County with the services described in **Exhibit A** (3 pages), at the dates and times described on **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon demand. The Services must comply with all requirements and specifications in the Solicitation.

4. Key Personnel. Contractor will employ suitably trained and skilled professional personnel to perform all consultant services under this Contract. Prior to changing any key personnel, especially those key personnel County relied upon in making this Contract, Contractor will obtain the approval of County. The key personnel include the following staff:

Linda Milanesi

5. **Compensation and Payment.**

- 5.1. **Rates; Adjustment.** County will pay Contractor at the rates set forth in **Exhibit B** (1 page). Those rates will remain in effect during an Extension Option period unless Contractor, at least 90 days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.
- 5.2. **Maximum Payment Amount.** County's total payments to Contractor under this Contract, including any sales taxes, may not exceed \$19,356.00 [per year] (the "**NTE Amount**"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Contractor is not required to provide any services, payment for which will cause the County's total payments under this Contract to exceed the NTE Amount; if Contractor does so, it is at the Contractor's own risk.
- 5.3. **Sales Taxes.** The payment amounts or rates in **Exhibit B** do not include sales taxes. Contractor may invoice County for sales taxes that Contractor is required to pay under this Contract. Contractor will show sales taxes as a separate line item on invoices.
- 5.4. **Timing of Invoices.** Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contractor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any product or service invoiced more than 6-months late.
- 5.5. **Content of Invoices.** Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item.
- 5.6. **Invoice Adjustments.** County may, at any time during the Term and during the retention period set forth in Section 22 below, question any payment under this Contract. If County raises a question about the propriety of a past payment, Contractor will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Contractor under this or any other contract between County and Contractor. Contractor will promptly pay to County any overpayment that County cannot recover by set-off.

6. **Insurance.** Contractor will procure and maintain at its own expense insurance policies (the "**Required Insurance**") satisfying the below requirements (the "**Insurance Requirements**") until all its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Contractor's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Contractor for liabilities that may arise from or relate to this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.

- 6.1. **Insurance Coverages and Limits:** Contractor will procure and maintain, until all its obligations have been discharged, coverage with limits of liability not less than those

stated below. Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A-VII, unless otherwise approved by the County.

- 6.1.1. Commercial General Liability (CGL) – Occurrence Form with limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include coverage for liability arising from premises, operations, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations. Any standard coverages excluded from the CGL policy, such as products/completed operations, etc. shall be covered by endorsement or separate policy and documented on the Certificates of Insurance.
- 6.1.2. Business Automobile Liability – Coverage for bodily injury and property damage on any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.
- 6.1.3. Workers' Compensation and Employers' Liability – Statutory coverage for Workers' Compensation. Workers' Compensation statutory coverage is compulsory for employers of one or more employees. Employers Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each employee – disease.
- 6.1.4. Professional Liability (E & O) Insurance – This insurance is required for work from professionals whose coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

6.2. Additional Coverage Requirements:

- 6.2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.
- 6.2.2. Additional Insured Endorsement: The General Liability and Business Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- 6.2.3. Subrogation Endorsement: The General Liability, Business Automobile Liability and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- 6.2.4. Primary Insurance Endorsement: The Required Insurance policies must

stipulate that they are primary and that any insurance carried by County, or its agents, officials, or employees, is excess and not contributory insurance.

- 6.2.5. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).
- 6.2.6. Subcontractors: Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.
- 6.3. Notice of Cancellation: Contractor must notify County, within two (2) business days of Contractor's receipt of notice from an insurer, if any Required Insurance policy is suspended, voided, or cancelled for any reason. Notice must include the Pima County project or contract number and project description.
- 6.4. Verification of Coverage:
 - 6.4.1. Contractor must furnish County with a certificate of insurance (valid ACORD form or equivalent approved by Pima County) for each Required Insurance policy, which must specify that the policy has all the required endorsements and must include the Pima County project or contract number and project description. Each certificate must be signed by an authorized representative of the insurer.
 - 6.4.2. County may at any time require Contractor to provide a complete copy of any Required Insurance policy or endorsement. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.
 - 6.4.3. Contractor must provide the certificates to County before work commences. Each Required Insurance policy must be in effect at least 10 days before work under this Contract commences. Contractor must provide County a renewal certificate not less than 15 days prior to a Required Insurance policy's expiration date. Failure to maintain the Required Insurance policies, or to provide evidence of renewal, is a material breach of this Contract.
 - 6.4.4. All insurance certificates must be sent directly to the appropriate County Department.
- 6.5. Approval and Modifications: The Pima County Risk Manager may modify the Insurance Requirements at any point during the Term of this Contract. This can be done administratively, with written notice from the Risk Manager and does not require a formal Contract amendment. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate

or endorsement, nor the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

7. **Indemnification.** To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.
8. **Laws and Regulations.**
 - 8.1. Compliance with Laws. Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.
 - 8.2. Licensing. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.
 - 8.3. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.
9. **Independent Contractor.** Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.
10. **Subcontractors.** Contractor is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Contractor is responsible for the acts and omissions of its own employees. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
11. **Assignment.** Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.

12. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.
13. **Americans with Disabilities Act.** Contractor will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C. §§ 12101-12213) and the federal regulations for Title II (28 CFR Part 35).
14. **Authority to Contract.** Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.
15. **Full and Complete Performance.** The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Contract, or to take any action based on the other party's failure to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Contract, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
16. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.
17. **Termination by County.**
 - 17.1. Without Cause. County may terminate this Contract at any time without cause by notifying Contractor, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Contractor will be payment for services rendered prior to the date of termination.
 - 17.2. With Cause. County may terminate this Contract at any time without advance notice and without further obligation to County when County finds Contractor to be in default of any provision of this Contract.
 - 17.3. Non-Appropriation. Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.
18. **Notice.** Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County:

Contractor:

Nicole Heath, Legal Administrator
Pima County Attorney's Office
32 N. Stone Avenue, 19th Floor
Tucson, AZ 85701
(520)724-5600

Linda Milanese, Executive Director
Assistance Dogs of the West
P.O. Box 31027
Santa Fe, NM 87594
(505)989-9640

19. **Non-Exclusive Contract.** Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
20. **Remedies.** Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.
21. **Severability.** Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.
22. **Books and Records.** Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.
23. **Public Records.**
 - 23.1. **Disclosure.** Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.
 - 23.2. **Records Marked Confidential; Notice and Protective Order.** If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.
24. **Legal Arizona Workers Act Compliance.**
 - 24.1. **Compliance with Immigration Laws.** Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to

its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.

24.2. **Books & Records.** County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

24.3. **Remedies for Breach of Warranty.** Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

24.4. **Subcontractors.** Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 24 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to

Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

25. **Grant Compliance.** Not Applicable.

26. **Israel Boycott Certification.** Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

27. **Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during

the term of the Contract that the Contractor is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

- 28. **Amendment.** The parties may modify, amend, alter or extend this Contract only by a written amendment signed by the parties.
- 29. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

PIMA COUNTY

CONTRACTOR

Chair, Board of Supervisors

Linda Milanesi

Authorized Officer Signature

Date

Linda Milanesi

Printed Name and Title

9.26.2023

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

APPROVED AS TO CONTENT

Cindy Nguyen

Deputy County Attorney

Nicole Heath

Nicole Heath, Legal Administrator

Cindy Nguyen

Print DCA Name

09/26/2023

Date

9/20/23

Date

**Exhibit A (3 pages)
Scope of Services**

1. Contractor will provide instruction led by an Assistance Dogs of the West (ADW) professional instructor/trainers to participants from the Pima County Attorneys' Office. Participants will gain an understanding of theoretical concepts and a working knowledge of service dog training and handling skills. They will be introduced to and learn to apply: observation skills, positive reinforcement methodologies, and problem solving skills necessary to manage their dog in all working environments.
2. Contractor will provide instruction to participants about the following standards:
 - a. ADI Minimum Standards for Assistance Dogs in Public
 - b. ADI Standards and Ethics Regarding Clients
 - c. ADI Standards and Ethics Regarding Dogs
 - d. ADI Minimum Standards for Assistance Dog Partners
 - e. ADI Minimum Standards for Training Service Dogs
 - f. ADI Minimum Standards for Training and Placement of Facility Dogs
3. Contractor will provide instruction to participants about the following topics during the training:
 - a. Dog Bill of Rights
 - b. Orientation to the Canine
 - c. Leadership and Personal Power
 - d. Canine Motivators and Rewards
 - e. Distractions and Attention Getters
 - f. Canine Behavior
 - g. Learning Theory: Educating your Dog
 - i. The many ways to teach dogs
 - ii. Putting things together
 - h. Clicker training: theory and application
 - i. Public Access rules and responsibilities
 - i. What does public access mean?
 - ii. Responsibility of handler to public: Good public relations
 - iii. Questions and answers the public may have for you about service dogs
 - iv. Responsibility of handler to dog: Safety and skills
 - v. Service dogs in public: do's and do not's
 - j. Massage and Grooming
 - k. Hazards to your dog
 - l. Feeding your dog
 - m. Fears and phobias
 - n. Emotion and action

- o. When things go wrong
 - p. Training resources: books and webinars
 - q. Dog Training ABC's
4. Contractor will provide training to the PCAO's newly identified dog handlers, if applicable. Contractor will also provide brush up/additional training to current dog handlers as needed. Training will include:
- a. Lectures will be given via Zoom sessions: approximately five days of two-hour lectures.
 - b. On-site training for handling a courthouse facility dog in public and specific working environments. Number of training days may vary depending on handlers' current knowledge and skill level working with the canine.
 - c. Public Access test

Physical demonstration of skill proficiency for each individual dog/handler team according to ADI Public Access Test

 - PAT is made up of 14 overall skills for the dog/handler team, broken down into more precise parts. It is based not just on dog skills but on communication and handler skills as well
 - Team is able to walk by other dogs, people, children and adults in public and maintain work ethic, i.e.: no pulling out, barking, lunging, sniffing etc.
 - Restaurant: Team enters, eats and dog goes under table for duration, then team exits restaurant, and the dog is unobtrusive to patrons and employees
 - Team can exit car, enter building, change of pace and direction, stop, start, turn right and left on a loose leash throughout a public building and return to car
 - Team relationship: Does handler communicate and use praise? Is dog relaxed and confident? Can handler keep dog under control?
 - This is a pass/fail physical skill test to ensure the team is not a public hazard, and that the dog is stable, well-behaved, and unobtrusive to the public.
5. Contractor will provide recertification and advanced dog handling skills training, if needed, for Nicole Vigil, Kristen Dever, and Kristen Fitzpatrick that includes the following:
- a. On-site dog skill training and handling. Number of training days may vary depending on handlers' current knowledge and skill level working with the canine. Typically this training/recertification will take one to 4 days.
 - b. Review of cues and criteria.
 - c. Public access: review of skills and regulations.
 - d. Public Access Test Recertification.

Physical demonstration of skill proficiency for each individual dog/handler team according to ADI Public Access Test

- PAT is made up of 14 overall skills for the dog/handler team, broken down into more precise parts. It is based not just on dog skills but on communication and handler skills as well
 - Team is able to walk by other dogs, people, children and adults in public and maintain work ethic, i.e.: no pulling out, barking, lunging, sniffing etc.
 - Restaurant: Team enters, eats and dog goes under table for duration, then team exits restaurant, and the dog is unobtrusive to patrons and employees
 - Team can exit car, enter building, change of pace and direction, stop, start, turn right and left on a loose leash throughout a public building and return to car
 - Team relationship: Does handler communicate and use praise? Is dog relaxed and confident? Can handler keep dog under control?
 - This is a pass/fail physical skill test to ensure the team is not a public hazard, and that the dog is stable, well-behaved, and unobtrusive to the public.
- e. Pima County site specific working environment training.

**Exhibit B (1 page)
Rates**

Facility Dog Placement and Travel Estimates

Placement of Courthouse/Facility Dog= \$12,000
Lodging= 6 Nights at Current Government Rate
Estimated at \$145/night= \$870
Per Diem= 5 Days and 2 Travel Days at Current Government Rate
Estimated at \$64/day and \$48/travel day= \$416
Roundtrip Flight Estimate= \$700
Rental Vehicle plus gas for 7 days= \$650
Airport Parking= \$42
Total Estimate= \$14,678.00

*Estimates are based on one ADW trainer. If extra staff need training, it is possible that an extra ADW trainer will need to travel which will add extra costs. If an extra dog is needed from ADW for extra staff to practice with, there is a \$1,000 charge added on for the use of an extra dog.

*Actual total may vary depending on actual rates at the time of placement. Invoice will be submitted with receipts after placement occurs.

Follow Up Training and Travel Estimates

Per Day Cost for Training= \$650/day x 4 days= \$2,600
Lodging= 4 Nights at Current Government Rate
Estimated at \$145/night= \$580
Per Diem= 3 Days and 2 Travel Days at Current Government Rate
Estimated at \$64/day and \$48/travel day= \$288
Roundtrip Flight Estimate= \$700
Rental Vehicle plus gas for 7 days= \$450
Airport Parking= \$30
Total Estimate= \$4,648.00

*Estimates are based on one ADW trainer. If extra staff need training, it is possible that an extra ADW trainer will need to be present which will add extra costs. If an extra dog is needed from ADW for extra staff to practice with, there is a \$1,000 charge added on for the use of an extra dog.

*Actual total may vary depending on actual rates at the time of placement and number of days needed for training. Invoice will be submitted with receipts after placement occurs.