



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

Requested Board Meeting Date: 08/17/2015

or Procurement Director Award ☐

**Contractor/Vendor Name (DBA):** QUEUE CORPORATION

**Project Title/Description:**

Voter Registration/Database Consulting Services

**Purpose:**

To provide vital assistance to the Pima County Recorder's office in order to upgrade software and convert to a more modern database.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

The County is required to maintain a link between the Pima County Voter Registration database and the statewide voter registration database and to regularly upgrade that programming to coincide with changes to the state system. Recent changes to the statewide voter registration system have required a number of modifications to the Pima County voter registration database in order to maintain communication and data transfers between the two systems. As Queue consultants were very closely involved in the original programming with the State system, and they have been working with the Recorder's Office for a number of years in this capacity, they have extensive familiarity with the Pima County voter registration system and its links to the state system. Queue employees will be working on Pima County projects on a part time basis.

In addition, the Recorder's Office is currently in the process of making extensive changes to our Recording system. Queue's staff has intimate knowledge of that system and will be extremely helpful in making the necessary upgrades.

The Recorder's Office is also currently in the process of replacing a programmer on our IT staff. Having Queue staff available to help fill in the gap and get a new person up to speed will be invaluable.

Finally, the rate of compensation for Queue staff has remained the same since Queue first started working for the Recorder's Office a number of years ago. It is appropriate at this time to increase their compensation from \$60.00 per hour to \$65.00 per hour. This increase is accounted for in the additional amount the Recorder would like to add in this amendment.

**Public Benefit:**

Maintain updated voter registration system to promptly and efficiently disseminate voter materials. In addition, upgrade Recording system to more efficiently serve the public.

**Metrics Available to Measure Performance:**

Provide services as described under Scope of Work; employ suitably trained and skilled personnel to perform consultant services under the contract; maintain required insurance as stipulated per contract; comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.

**Retroactive:**

N/A

AUG 11 15 PM 2:54 PC CLK OF BI  
RB

COB: 8-11-15  
8-17-15 Addendum

2pgs(2)

Procure Dept 08/11/15 PM 01:50

**Original 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): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards  
Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: RE Contract Number (i.e., 15-123): 14-0081  
Amendment No.: 3 AMS Version No.: 11  
Effective Date: 09/01/2015 New Termination Date: 08/31/2016  
☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 90,000.00  
Funding Source(s): Document Storage and Retrieval Fund (91.67%; \$82,503.00)  
Help America Vote Act grant fund (8.33%; \$7,497.00)  
Cost to Pima County General Fund: \$0.00

Contact: Pam Franklin

Department: Recorder's Office

Telephone: 724-4356

Department Director Signature/Date: \_\_\_\_\_

8/10/15

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

8-10-15

County Administrator Signature/Date:  
(Required for Board Agenda/Addendum Items)

C. D. Melberry 8/10/15

<p><b>PIMA COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY</b></p> <p><b>PROJECT: Voter Registration/Database Consulting Services</b></p> <p><b>CONTRACTOR: Queue Corporation</b></p> <p><b>CONTRACT NO.: CT-RE-14000000000000000081</b> (fka CT-RE-130000000000000000846)</p> <p><b>CONTRACT AMENDMENT NO.: Three (#03)</b></p>	<table border="1"> <tr> <td align="center" colspan="2"><b>CONTRACT</b></td> </tr> <tr> <td><b>NO. <u>CT-RE-14000000000000000081</u></b></td> <td></td> </tr> <tr> <td><b>AMENDMENT NO. <u>03</u></b></td> <td></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. <u>CT-RE-14000000000000000081</u></b>		<b>AMENDMENT NO. <u>03</u></b>		This number must appear on all invoices, correspondence and documents pertaining to this contract.	
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<b>NO. <u>CT-RE-14000000000000000081</u></b>									
<b>AMENDMENT NO. <u>03</u></b>									
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<b>ORIG. CONTRACT TERM:</b> 09/01/2013 – 08/31/2014	<b>ORIG. CONTRACT AMOUNT:</b> \$ 90,000.00
<b>TERMINATION DATE PRIOR AMENDMENT:</b> 08/31/2015	<b>PRIOR AMENDMENTS:</b> \$ 240,000.00
<b>TERMINATION THIS AMENDMENT:</b> 08/31/2016	<b>AMOUNT THIS AMENDMENT:</b> \$ 90,000.00
	<b>REVISED CONTRACT AMOUNT:</b> \$ 420,000.00

### CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article I - Term, have agreed to extend the Contract term for a period of one year; and

WHEREAS, CONTRACTOR and COUNTY have agreed to increase the contract amount to allow payment for increased demand of Voter Registration/Database Consulting Services during the term of the contract.

NOW, THEREFORE, it is agreed as follows:

**CHANGE: ARTICLE I - TERM:**

From: "... shall terminate on August 31, 2015..."

To: "... shall terminate on August 31, 2016..."

**CHANGE: ARTICLE III – COMPENSATION AND PAYMENT:**

From: "... in an amount not to exceed three-hundred and thirty thousand dollars (\$330,000.00)."

To: "... in an amount not to exceed four-hundred and twenty thousand dollars (\$420,000.00)."

and

From: "Pricing for the work will not exceed \$60.00 per hour for services performed..."

To: "Pricing for the work will not exceed \$65.00 per hour for services performed..."

The effective date of this Amendment shall be upon execution by the Pima County Board of Supervisors.

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

IN WITNESS WHEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

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

\_\_\_\_\_  
Date

**CONTRACTOR:**

\_\_\_\_\_  
Signature

Michael P. Martin, President  
\_\_\_\_\_  
Name and Title (Please Print)

8/10/2015  
\_\_\_\_\_  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

\_\_\_\_\_  
Jesse Rodriguez, Chief Information Officer

8/10/15  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Tobin Rosen, Deputy County Attorney

8/6/15  
\_\_\_\_\_  
Date