



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

Award Contract Grant

Requested Board Meeting Date: 01/19/2021

* = Mandatory, information must be provided

or Procurement Director Award

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

Assistance Dogs of the West

***Project Title/Description:**

Courthouse Dog Program

***Purpose:**

The purpose of this amendment is to add funding by \$7,500 which increases the maximum payment amount to \$44,000.00. The Scope of Services is replaced with the attached Exhibit A (4 pages) for the 2020-2021 contract year.

A-2 3
A

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Pima County Attorney's Office has a six year relationship with Assistance Dogs of the West (ADW). They selected and trained our two previous service dogs and understand the dynamics of our office and of the Southern Arizona Children's Advocacy Center (SACAC) where these service dogs also provide support services for children who have been victimized. ADW provision of the required Professional Training meeting Assistance Dog International Standards of our primary handlers and secondary handlers will reinforce the dog handler's knowledge of the job that will help to improve the use 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 court house 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:**

No.

20210114PC000000

To: COB 12-30-2020 (1)
Vers: 16
pgs: 4

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: PCA Contract Number (i.e., 15-123): 19*245
Amendment No.: 03 AMS Version No.: 06
Commencement Date: 10/01/2020 New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____
 Expense or Revenue Increase Decrease Amount This Amendment: \$ 7,500.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** PCA Anti-Racketeering 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): _____
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: Rosa Ramos
Department: Pima County Attorneys Office Telephone: 520-724-8231
Department Director Signature/Date: [Signature] 12/28/20
Deputy County Administrator Signature/Date: _____
County Administrator Signature/Date: [Signature] 12/28/20
(Required for Board Agenda/Addendum Items)



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Tucson, Arizona 85701-1412

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Fax (520) 740-5585

www.pcao.pima.gov

Barbara LaWall

Pima County Attorney

TO: C.H. Huckelberry
County Administrator

FROM: David Smutzer 
Legal Administrator

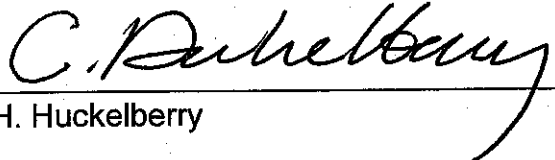
DATE: December 28, 2020

RE: Professional Services Contract with Assistance Dogs of the West
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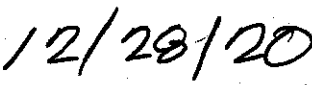
Pursuant to Procurement Policy D. 29.6 subsection B. Direct Selection, the County Attorney is requesting an increase of \$7,500 with Assistance Dogs of The West contract a nonprofit agency that will be providing virtual and on-site training for five Victim Advocate employees to be the new handlers and/or recertified for our courthouse dog primarily assigned to SACASA.

The amount of the contract should not exceed \$44,000.00 and will be funded from non-general sources.

APPROVED:



C.H. Huckelberry



Date

c: Barbara LaWall, Pima County Attorney
Amelia Cramer, Chief Deputy

Pima County Attorney's Office

Project: Courthouse Dog Program

**Contractor: Assistance Dogs of the West (ADW)
P.O. Box 31207
Santa Fe, NM 85791**

Contract No.: CT-PCA-19-245

Contract Amendment No.: 3

Orig. Contract Term: 10/01-2018-09/30/2019	Orig. Amount:	\$27,800.00
Termination Date Prior Amendment: 09/30/2021	Prior Amendments Amount:	\$ 8,700.00
Termination Date This Amendment: N/A	This Amendment Amount:	\$ 7,500.00
	Revised Total Amount:	\$44,000.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On October 1, 2018 County and Contractor entered into the above referenced agreement to provide the Courthouse Dog Program.

1.2. Purpose. County is seeking to continue services with Contractor for Courthouse Dog Program.

2. Compensation and Payment.

2.1 Rates; Adjustment. County will pay Contractor the rates set forth in Exhibit B-2 (1 page).

2.2 Maximum Payment Amount. The maximum amount the County will spend under this Contract is increased by \$7,500.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$44,000.00.

3. Scope of Services. The parties have revised the Scope of Services to add the services described in Exhibit A-2 (3 pages) to Exhibit A-1. The commencement date for the revised Scope of Services is October 1, 2020. If the commencement date for the revised Scope of Services is before the effective date of this amendment, the parties will, for all purposes, deem the revised Scope to have been in effect as of the commencement date.

4. Copies and Counterparts. The Parties may execute this amendment in multiple copies, each of which is an original, but all of which constitute one agreement after each Party has signed such a counterpart. Any executed counterpart may be delivered by facsimile, electronic mail, or other electronic means.

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

PIMA COUNTY

CONTRACTOR

Chairman, Board of Supervisors

Linda Milanesi

Authorized Officer Signature

Date

Linda Milanesi

Printed Name and Title

12.28.2020

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

APPROVED AS TO CONTENT

Sherry

Dave Smet

Deputy County Attorney

Department Head

Stacey Roseberry
Print DCA Name

12/28/20

Date

12/23/2020
Date

Exhibit A-2

Scope of Services Commencing 10/01/2020

1. Contractor will provide instruction led by an Assistance Dogs of the West (ADW) professional instructor/trainer 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
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 Secondary dog handler Lupita Siqueiros to include:
 - a. Lectures will be given via Zoom sessions: approximately five days of two-hour lectures.

b. Four days of in person on-site training for handling a courthouse facility dog in public and specific working environments.

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 for Nicole Vigil Colleen Phelan, Emily Wall, and Kristen Fitzpatrick that includes the following:

a. Four days of on-site dog skill training and handling.

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.
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- 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.

6. Contractor will provide Dog Handler Basic Skills Training for Nicole Vigil & Lupita Siqueiros as follows:

- a. This training will concentrate on teaching Nicole the skills to be able to break down dog behaviors and cues into digestible parts and teach Lupita a foundation of basic courthouse dog handling.
 - b. ADW instructor/Trainer Aimee Brown will be teaching and guiding Nicole Vigil, via Zoom sessions, to assist with teaching Lupita Siqueiros.
 - c. Eight sessions of one hour via zoom.
 - d. Two sessions per week to prepare Client Placement Training (CPT) in February 2021.
7. **COVID-19 Restrictions.** All in-person and group services must be provided in compliance with Centers for Disease Control and Prevention ("CDC"), State, and County guidelines for operating during the Coronavirus COVID-19 pandemic. County and Contractor will confer at least monthly to determine whether the activities set forth in this Scope of Services must be modified or curtailed to comply with public health restrictions related to COVID-19 until services can be resumed in full.

Exhibit B-2

Compensation and Payment

Full Courthouse/Facility Dog Secondary Handler Training for Lupita

- Lectures via Zoom, with 3-4 days of in person on-site training includes Public Access Test/Certification

\$1,500.00

In Person Dog Handler Skills Training for Nicole, Colleen, Emily (\$700/person)

- 3-4 days on site, includes recertification (NC for Colleen)

\$1,400.00

Dog Handler Basic Skills Training

- 8 sessions to focus on basic handler training skills via Zoom (\$75/session). To begin after holiday. Aimee, Lupita, Nicole to schedule/two sessions per week to prepare for CPT in February.

\$600.00

Courthouse Handler Training Travel Expenses Estimate

- Lodging for ADW Training for 5 Nights (\$133/night)
- Per Diem for ADW Training (4 Days, 2 Travel Days)
- Rental Vehicle
- Gas for Round Trip from Santa Fe, NM to Tucson, AZ

\$4,000.00

TOTAL

\$7,500.00