



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 04/04/2023

* = Mandatory, information must be provided

or Procurement Director Award:

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

CBIZ Benefit & Insurance Services, Inc. dba CBIZ Talent and Compensation Solutions

***Project Title/Description:**

Classification and Compensation Study

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-22-187, Amendment No. 01. This Amendment is for a one-time increase in the amount of \$75,000.00 for a cumulative not-to-exceed contract amount of \$458,000.00, and appends the Forced Labor of Ethnic Uyghurs provision to the contract, pursuant to A.R.S. § 35-394.

Administering Department: Human Resources.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, on 06/07/2022, the Board of Supervisors approved an award of contract for an initial term of one (1) year and annual award amount of \$383,000.00 with two (2) one-year renewal options.

The increase is needed to exercise the options to include drafting of job classifications in the project.

PRCUID: 440604

Attachment: Contract Amendment No. 01.

***Program Goals/Predicted Outcomes:**

Upon completion of this project, Human Resources will make recommendations to the Board of Supervisors for approval for changes to our current classification and compensation structures, with the goal of establishing a modern, efficient and equitable system for determining what jobs are required by the County and the appropriate wages required to adequately compensate employees.

***Public Benefit:**

Improved processes in place to manage employment for County will result in better services provided to the community.

***Metrics Available to Measure Performance:**

Milestones and timelines to measure project progress and the performance of the vendor are built into the four phases of this project.

***Retroactive:**

No.

TD: COB 3-16-23 (1)

Vers: 3
pgs: 2

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: MA Department Code: PO Contract Number (i.e., 15-123): 22-187
Amendment No.: 01 AMS Version No.: 3
Commencement Date: 04/04/23 New Termination Date:
Prior Contract No. (Synergen/CMS):
Expense Revenue Increase Decrease
Amount This Amendment: \$ 75,000.00

Is there revenue included? Yes No If Yes \$

*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ % 100

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: Procurement Officer: Kelsey Braun-Shirley Division Manager: Ana Wilber

Department: Procurement Director: Terri Spencer Telephone: (520) 724-7466

Department Director Signature: Cathy Bohland Date:
Deputy County Administrator Signature: Date: 3/15/2023
County Administrator Signature: Date: 3/15/2023

Pima County Department of Human Resources

Project: Classification and Compensation Study

**Contractor: CBIZ Benefits & Insurance Services, Inc.
dba CBIZ Talent and Compensation Solutions**

Contract No.: MA-PO-22-187

Contract Amendment No.: 01

Orig. Contract Term: 06/09/2022 - 06/08/2023	Orig. Amount:	\$383,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 06/08/2023	This Amendment Amount:	\$ 75,000.00
	Revised Total Amount:	\$458,000.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On June 9, 2022, County and Contractor entered into the above referenced agreement to provide compensation and classification study services.

1.2. Purpose. County requires an increase to the maximum payment amount to exercise the option to include drafting of job classifications in the project.

2. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$75,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$458,000.00.

3. 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 Company 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.

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

This contract template has been approved as to form by the Pima County Attorney's Office.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

CONTRACTOR

CBIZ Benefits & Insurance Services, Inc.

DocuSigned by:

Nancy M. Mellard

Authorized Officer Signature

Nancy M. Mellard - Executive Vice President
Printed Name and Title

3/14/2023

Date

APPROVED AS TO CONTENT

Cathy Bohland

Digitally signed by Cathy Bohland
DN: cn=Cathy Bohland, o=Pima County, ou=Human Resources, email=cathy.bohland@pima.gov, c=US
Date: 2023.03.15 15:23:53 -07'00'

Department Head

03/15/2023

Date