



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 22, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Nancy Chow

***Project Title/Description:**

Academic Tutoring Services

***Purpose:**

Contractor will provide one-to-one tutoring in math, English language arts, and elective studies to formerly out-of-school youth. The amendment is to provide funds for tutoring services for the period of 7/1/2021 to 6/30/2022. The contract can be found in OnBase by searching Contracts CT- CS -20*341 in Doc_ID_AMS.

Amendment (02) reason: increase amount of contract by \$35,000.00 to include SY 2021 - 2022.

Attachment: Contract Number CT-CR-21*353 (Amendment 02)

***Procurement Method:**

RFP-CSET-PVHS-2020-01 per Pima County Board of Supervisors Policy 29.6 Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Youth participants will improve their academic performance sufficiently to pass math, English language arts, and elective studies. Students will demonstrate mastery on state subject area tests and progress toward a high school diploma.

***Public Benefit:**

Youth participants will complete their high school education, improve skills needed to obtain a sustainable job, and continue on to post-secondary education, career training, and/or employment.

***Metrics Available to Measure Performance:**

The tutor will be evaluated by the Pima Vocational High School (PVHS) program coordinator, by reviewing student academic improvement as measured by weekly comprehension assessments, course final exams, and state standardized tests.

***Retroactive:**

No

TO: COB 6-9-21 Q1
Vers.: 3
Pgs.: 2

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: CR Contract Number (i.e., 15-123): 21*353
Amendment No.: Two (02) AMS Version No.: 03
Commencement Date: July 1, 2021 New Termination Date: June 30, 2022
Prior Contract No. (Synergen/CMS): CT-CS-20*341

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 35,000.00

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

***Funding Source(s) required:**

State Equalization

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: Irene Moreno

Department: Community & Workforce Development Telephone: 724-9745

Department Director Signature/Date: [Signature] 6/11/21

Deputy County Administrator Signature/Date: [Signature] 8 June 2021

County Administrator Signature/Date: [Signature] 6/21/21

(Required for Board Agenda/Addendum Items)

Pima County Department of Community & Workforce Development (Pima Vocational High School)

Project: Academic Tutoring Services

Contractor: Nancy Chow
4977 N. Plaza Amor
Tucson, AZ 85704

Contract No.: CT-CR-21-353

Contract Amendment No.: Two (02)

Orig. Contract Term: 07/01/2020 – 06/30/2021	Orig. Amount:	\$ 35,000.00
Termination Date Prior Amendment: 06/30/2021	Prior Amendments Amount:	\$ 3,500.00
Termination Date This Amendment: 06/30/2022	This Amendment Amount:	\$ 35,000.00
	Revised Total Amount:	\$ 73,500.00

PROFESSIONAL SERVICES CONTRACT – AMENDMENT TWO

1. Background and Purpose.

1.1. Background. On July 1, 2020, Pima County ("County") and Nancy Chow ("Contractor") entered into the above referenced Contract to provide academic tutoring services to the students of Pima Vocational High School ("PVHS").

1.2. Purpose. County requires continued academic tutoring services for the 2021-2022 school year. This amendment will provide additional funds for tutoring services to support students during the 2021-2022 school year.

2. Term. The County is exercising the second of four extension options to renew the contract for one additional year commencing on July 1, 2021 and terminating on June 30, 2022.

3. Compensation and Payment. Paragraph 5.2 is amended to increase the NTE amount from \$38,500.00 to \$73,500.00.

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

Signature page to follow

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this amendment and of the original Contract cited herein:

PIMA COUNTY

Sharon Bronson, Chair Board of Supervisors

Date

CONTRACTOR

Nancy Chow
Nancy Chow, Owner

6-11-2021
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Stacey Roseberry
Stacey Roseberry
Deputy County Attorney

5/5/2021
Date

APPROVED AS TO CONTENT

Daniel P. Sullivan
Daniel Sullivan, Director
Community & Workforce Development

5/27/21
Date