



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: September 17, 2024

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Aspire Business Consultants Inc

**\*Project Title/Description:**

Financial Accounting and Reporting Services – Pima Vocational High School

**\*Purpose:**

Pima Vocational High School ("PVHS") received State Equalization Funding and other state and federal funding as a public, charter school. Although PVHS ceased educational operations at the end of the 2023-24 school year and requires continued provision of specialized charter school financial and reporting services, to ensure compliance with all State and Federal accounting and reporting requirements.

The contract can be found in On Base by searching PO CT\_23000000000000000346 in Doc\_ID\_AMS

Attachment: Contract Number CT\_23000000000000000346 (formerly CT-CR-23-346) Amendment 1

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D 29.6, III.C.

**\*Program Goals/Predicted Outcomes:**

Contractor will continue to provide mandated financial and reporting services associated with the wind-down of PVHS, including distribution of Classroom Site Fund payments; ensuring compliant expenditure of State Equalization Funding and other restricted funding; and assisting with reporting, accounting, and grants management.

**\*Public Benefit:**

Aspire's financial and accounting services will assist with keeping the wind-down of PVHS in compliance with State and Federal laws and deadlines.

**\*Metrics Available to Measure Performance:**

Compliance with State and Federal requirements utilizing county and state financial reporting system.

**\*Retroactive:**

Yes, to July 1, 2024. Staff notified the Board in late March of the likely need to continue Aspire's services into Fiscal Year 2024-25, and an amendment was prepared in May. The amendment was not processed prior to the transition from AMS Advantage to Workday. By the time the error was recognized, September 17 was the first available Board of Supervisors meeting. If not renewed, Aspire will not provide necessary services to assure the successful and compliant wind-down of PVHS finances.

TO: LOB, 8-30-24(1)  
VERS: 1  
PGS: 2

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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: PO Department Code: CWD Contract Number (i.e., 15-123): PO CT 23\*346

Amendment No.: 1 AMS Version No.: 1

Commencement Date: 7/1/2024 New Termination Date: 6/30/2025

Prior Contract No. (Synergen/CMS): CT-CR-23-346

Expense Revenue Increase Decrease

Amount This Amendment: \$ 35,000.00

Is there revenue included? Yes No If Yes \$

\*Funding Source(s) required: State Equalization 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: Andy Flagg

Department: Community & Workforce Development

Telephone: 724-8508

Department Director Signature: [Signature]

Date: 8/28/24

Deputy County Administrator Signature: [Signature]

Date: 29 Aug 2024

County Administrator Signature: [Signature]

Date: 8/29/24

**Pima County Department of Community & Workforce Development**

**Project: Financial Accounting and Reporting Services – Pima Vocational High School**

**Contractor: Aspire Business Consultants Inc**

**Contract No.: CT\_23000000000000000346 (formerly CT-CR-23-346)**

**Contract Amendment No.: 1**

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<b>Orig. Contract Term:</b> 07/01/23-06/30/24	<b>Orig. Amount:</b>	\$ 35,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	\$ 0.00
<b>Termination Date This Amendment:</b> 06/30/25	<b>This Amendment Amount:</b>	\$ 35,000.00
	<b>Revised Total Amount:</b>	\$ 70,000.00

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### CONTRACT AMENDMENT

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

**1. Background and Purpose.**

1.1. Background. On July 1, 2023, County and Aspire Business Consultants Inc (“Contractor”) Contractor entered into the above referenced agreement to provide financial accounting and reporting services for Pima Vocational High School.

1.2. Purpose. County requires additional services to facilitate the wind-down of the school.

**2. Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on July 1, 2024 and terminating on June 30, 2025. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5, is increased by \$35,000.00. County’s total payments to Contractor under this contract, including any sales taxes, will not exceed \$70,000.00.

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

**Signature page to follow.**

**PIMA COUNTY**

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

\_\_\_\_\_  
Date

ATTEST

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

\_\_\_\_\_  
Date

APPROVED AS TO FORM

*Kyle Johnson*  
\_\_\_\_\_  
Deputy County Attorney

Kyle Johnson

\_\_\_\_\_  
Print DCA Name

8/28/2024

\_\_\_\_\_  
Date

**CONTRACTOR**

*Heather Jones*  
\_\_\_\_\_  
Heather Jones (Aug 28, 2024 1:34:58 PDT)

\_\_\_\_\_  
Authorized Officer Signature

Heather Jones, President

\_\_\_\_\_  
Printed Name and Title

28/08/2024

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT

*Shel D...*  
\_\_\_\_\_  
Department Head

*8/28/24*  
\_\_\_\_\_  
Date