



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

Requested Board Meeting Date: 11/22/2016

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Sheryl McBane Mulford dba Ideation Collaborative

**Project Title/Description:**  
Leadership and Staff Development Program

**Purpose:**

Twenty additional Pima County Public Library staff members will be selected to participate in a Leadership Staff Development Training in 2017. Participants will focus on topics related to building capacity for leadership and organizational effectiveness. This amendment also extends the contract to allow for expanded participation of the first group of trainees with an added wrap up that will draw on the learning from previous sessions to enhance the skills and confidence of 40 leadership trainees. The wrap up will include the Director and Deputies and will cover best practices in community engagement, relationship building and presenting.

**Procurement Method:**

**Program Goals/Predicted Outcomes:**

Two cohorts in collaboration with PCPL leadership will facilitate excellence in service delivery and implementation of the Library's Community Impact Plan, and promote organizational wellness for the Library District.

**Public Benefit:**

Pima County residents will benefit from succession planning with a focus on building executive skill sets and in supporting strong functioning areas for the Pima County Library, from community engagement, to enhanced communication, to cultural competence, a focus on social equity and bias-awareness, to building capacity, and strengthening systems and relationships between the library and community.

**Metrics Available to Measure Performance:**

Metrics will be collected using pre/post program strength-based assessment tests, and progress reports, evaluations on participants learning objectives, and related to completion of assignments to continue to develop the skills learned.

**Retroactive:**

Yes. held pending questions and vendor contact changes. First available date for approval 11/22/2016

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To: COB. 11-15-14 (1)  
Pgs. 3 Addendum

**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: LIB \_\_\_\_\_ Contract Number (i.e., 15-123): 16\*108

Amendment No.: 1 \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: November 12, 2016 \_\_\_\_\_ New Termination Date: November 11, 2017

Expense  Revenue  Increase  Decrease Amount This Amendment: \$90,000.00

Funding Source(s): Arizona State Library, Archives and Public Records, Library District Funds

2050-1085 2051-0230

Cost to Pima County General Fund: 00.00

Contact: Beth Matthias-Loghry

Department: Library Telephone: 520-594-5613

Department Director Signature/Date: *Beth Matthias-Loghry* 11-9-16

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

County Administrator Signature/Date: *C. Dulcey* 11/9/16  
*(Required for Board Agenda/Addendum Items)*

PIMA COUNTY PUBLIC LIBRARY	
PROJECT:	Leadership and Staff Development Program
CONTRACTOR:	Sheryl McBane Mulford dba Ideation Collaborative 2309 Oak Knoll Drive Santa Rosa, CA 95403
CONTRACT NO.:	CT-LIB-16*108
CONTRACT AMENDMENT NO. ONE (1)	

**CONTRACT**

NO. CT-LIB-16-108

AMENDMENT NO. 01

This number must appear on all invoices, correspondence and documents pertaining to this contract.

Original Term	11/12/2015 – 11/11/2016	Original Amount	\$40,000.00
Termination date prior amend	n/a	Amount prior amendments	-0-
Termination date this amend	11/11/2017	Amount this amendment	\$50,000.00
		Revised contract amount	\$90,000.00

**CONTRACT AMENDMENT 1**

**RECITALS**

- A. Pima County Public Library (“DISTRICT”) and Sheryl McBane Mulford *dba* Ideation Collaborative entered into the above-referenced contract for the provision of Leadership and Staff Development Programs for DISTRICT staff.
- B. DISTRICT wishes to continue to offer such programs for staff.
- C. DISTRICT has reviewed Contractor’s performance and finds it satisfactory.
- D. Pursuant to Section 1.0 – TERM AND EXTENSION/RENEWAL/CHANGES the agreement may be extended for up to four additional one-year periods or any portion thereof.

NOW, THEREFORE, the Parties agree to amend the Contract as follows:

**1. Section 1.0 -- TERM AND EXTENSION/RENEWAL/CHANGES, Paragraph 1.1:**

1.1. The termination date is changed:

FROM: November 11, 2016  
TO: November 11, 2017

1.2. The number of available renewals is changed:

FROM: four (4) additional one-year periods or any portion thereof  
TO: three (3) additional one-year periods or any portion thereof

**2. Section 3.0 – COMPENSATION AND PAYMENT, paragraph 3.1 is amended to change the not-to-exceed amount:**

FROM: \$40,000.00  
TO: \$90,000.00

**3. Exhibit A – SCOPE OF WORK** is amended as follows for the 2016-2017 contract year:

3.1. Paragraph 1, the first sentence is deleted in its entirety and replaced with the following:

Contractor will provide a series of Leadership and Staff Development Programs for Cohorts of up to 20 people each. Cohort 1 will participate in the Programs during contract year 2015-2016. Cohort 2 will participate in the Programs during contract year 2016-2017.

3.2. Paragraph 2.2 is amended to add Paragraph 2.2.1.6 to read:

2.2.1.6 Workshop for Cohort 1 and PCPL leadership. Cohort 1 and the leadership team will meet for a full day on the day immediately following the conclusion of Workshop 1 for Cohort 2 to:

2.2.1.6.1 Develop communication agreements to facilitate collaborative work in the organization;

2.2.1.6.2 Create inclusive leadership by involving participants in a coordinate effort to design and transform library services and engage operational teams; and

2.2.1.6.3 Identify opportunities to support Cohort 2 on their leadership journey.

3.3. Paragraph 2.4 is added to read:

2.4 Workshop 5. After the conclusion of Workshop 4 for Cohort 2, Contractor will hold a one and one-half day workshop to be attended by Cohort 1, Cohort 2 and PCPL leadership. The workshop will draw on the learning from the other sessions to enhance the skills and confidence of the participants. Topics will include, but are not limited to:

2.4.1 An Inclusive Culture of Leadership – achieving shared goals, increasing impact, motivating and leading high performing groups, developing effective teams, and reaching agreements;

2.4.2 Presenting and Presence – building strong relationships and collaborating with community leaders; and

2.4.3 Principles and Best Practices in Community Engagement – partnering with community members to develop and enhance the mission of and vision for PCPL.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

4. **BUDGET.** Section 3 – Budget is deleted in its entirety and replaced with the following:

3.1 Contractor will be paid as follows:

Activity	Payment due after	Amount Contract year 2015-2016	Amount Contract year 2016-2017
Workshop 1	Conclusion of one 2-day workshop	\$10,000.00	---
	Conclusion of one 2-day session for Cohort 2 and one 1-day session for Cohort 1 and library leadership	---	\$15,000.00
Workshop 2	Conclusion of one 2-day workshop	\$10,000.00	---
	Conclusion of one 2-day workshop for Cohort 2	---	\$10,000.00
Workshop 3	Conclusion of one 2-day workshop	\$10,000.00	---
	Conclusion of one 2-day workshop for Cohort 2	---	\$10,000.00
Workshop 4	Conclusion of one 2-day workshop	\$10,000.00	---
	Conclusion of one 2-day workshop for Cohort 2	---	\$10,000.00
Workshop 5	Conclusion of one and one-half day large format session for library leadership and Cohorts 1 and 2	---	\$5,000.00
<b>TOTAL</b>		<b>\$40,000.00</b>	<b>\$50,000.00</b>

3.2 Payment is inclusive of all Contractor’s activities, fees and travel expenses.

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 Contract amendment on the date written below:

**PIMA COUNTY PUBLIC LIBRARY**

N/A  
Mary Jo Furphy, Procurement Director

Date: \_\_\_\_\_

APPROVED AS TO CONTENT:

Amber Mathewson 11-9-16  
Amber Mathewson, Interim Director Date

APPROVED AS TO FORM:

Karen S. Friar  
Karen S. Friar, Deputy County Attorney

**CONTRACTOR**

[Signature]  
Authorized Officer Signature

Sheryl McCabe Mulford, strategist  
Printed Name and Title

Date: 11.07.2016

**PIMA COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Chairman

**ATTEST:**

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