



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 02/15/2022

** = Mandatory, information must be provided*

or Procurement Director Award: ☐

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

Diligence Systems Inc.

***Project Title/Description:**

Report Development Services

***Purpose:**

Renewal of existing contract for contractor to provide report writing services in support of the Department of Finance & Risk Management.

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Contractor will provide support for existing Budget reports and produce additional on demand reports and downloads from County Financial, Budget, and Payroll applications.

***Public Benefit:**

Critical reports can be made available to the public in a timely manner.

***Metrics Available to Measure Performance:**

Quality of work product and meeting delivery deadlines.

***Retroactive:**

No.

TO: COB 1-27-2022 ①
VERS: 13
PGS: 3

01-20 '22 PM02:17

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: CT Department Code: FN Contract Number (i.e., 15-123): 18-269

Amendment No.: 2 AMS Version No.: 11/13/18

Commencement Date: 04/01/2022 New Termination Date: 03/31/2024

Prior Contract No. (Synergen/CMS): _____

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 313,600.00

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

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

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 313,600.00 % 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: Sam Correa

Department: Finance & Risk Management

Telephone: 724-4001

Department Director Signature: Michelle Chang

Date: 1/14/2022

Deputy County Administrator Signature: [Signature]

Date: _____

County Administrator Signature: _____

Date: 1/19/2022

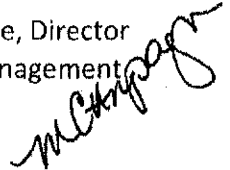


PIMA COUNTY
FINANCE & RISK MANAGEMENT

Date: January 21, 2022

To: Jan Leshner
Acting County Administrator

From: Michelle Campagne, Director
Finance & Risk Management



Re: Amendment Request – Direct Selection of Professional Services from Diligence Systems Inc., Contract Number CT18*269

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select Diligence Systems Inc. to provide on demand report writing services in support of the Department of Finance & Risk Management and Contract Number CT18*269 was awarded in the amount of \$300,000.

Background: The contractor utilized under this contract has been working as a business analyst and custom report writer in support of Advantage, Performance Budgeting, and Maximo since implementing these systems back in 2011. The services provided by this contractor are generally ad-hoc requests that come from other departments and County Administration. In addition, this contractor has been the sole resource for coding all County-wide salary increases (including our custom smoothing process) and the accompanying PAF documents for the last eight years. He's also recently worked to calculate salary adjustments for County range adjustments and create upload files to generate those transactions. As we are currently engaged in an upgrade of our ADP application and are about to begin another major ERP implementation, we believe this resource will be highly beneficial in contributing to the overall success of these projects.

Requested Action: The Department of Finance & Risk Management requests approval to amend CT18*269 to increase funds in the amount of \$313,600 for a total not-to-exceed amount of \$913,600, with an annual not-to-exceed amount of \$156,800, to allow for continued services with Diligence Systems Inc. pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

The Department of Finance & Risk Management requests to extend this contract an additional two years for a new contract termination date of 03/31/2024 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

S.C.

Michelle Campagne, Director


130 W. Congress, 6th Fl. Tucson, Arizona 85701-1317 • Phone: 520-724-8410 • Fax: 520-770-4173


Jan Leshner, Acting County Administrator

Re: Amendment Request – Direct Selection of Professional Services from Diligence Systems Inc., Contract Number CT18*269

January 21, 2022

Page 2 of 2

Approved as to Form:  Date: 1/21/2022
Terri Spencer
Procurement Director

Direct Select Approved:  Date: 1/26/2022
Jan Leshner
Acting County Administrator

c. Terri Spencer, Procurement Director

Pima County Department of Finance & Risk Management

Project: Report Development Services

Contractor: Diligence Systems Inc., 7 Lincoln Hwy, Ste 200, Edison, NJ, 08820

Contract No.: CT-FN-18*269

Contract Amendment No.: 02

Orig. Contract Term: 04/01/2018 - 03/31/2020	Orig. Amount:	\$300,000.00
Termination Date Prior Amendment: 03/31/2022	Prior Amendments Amount:	\$300,000.00
Termination Date This Amendment: 03/31/2024	This Amendment Amount:	\$313,600.00
	Revised Total Amount:	\$913,600.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On April 1, 2018, County and Contractor entered into the above referenced agreement to provide Report Development Services.

1.2. Purpose. County requires additional report writing services to produce on demand reports and downloads from County Financial, Budget, and Payroll applications. Services under this contract have also been used to facilitate the creation of the county-wide employee compensation adjustment files that are uploaded by Human Resources into ADP.

2. Term. The Contract terminates on March 31, 2024.

3. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$313,600.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$913,600.00. The annual not to exceed amount is increased to \$156,800.00

4. Scope of Services. The parties have revised the Scope of Services as follows:
Scope of services will remain the same.

5. Diligence Systems Inc. Pricing (Exhibit B). Contractor will be compensated at an hourly rate of EIGHTY DOLLARS (\$80.00).

The effective date of this Amendment is April 01, 2022.

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

PIMA COUNTY

Chairman, Board of Supervisors

Date

CONTRACTOR

Vandana Patel
Authorized Officer Signature

Vandana Patel, President
Printed Name and Title

01/13/2022
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Victoria Buchinger
Deputy County Attorney

Victoria Buchinger
Print DCA Name

January 13, 2022
Date

APPROVED AS TO CONTENT

Michelle Carter
Department Head

1/13/2022
Date

(Exhibit B)
Diligence Systems Inc.
PRICING

In consideration of the services specified in the Contract, the COUNTY agrees to pay CONTRACTOR as follows:

CONTRACTOR will submit to COUNTY invoices on or before the 30th calendar day of each month beginning April 1, 2018, for services rendered. CONTRACTOR will be compensated at an hourly rate of SEVENTY-TWO DOLLARS (\$72.00). COUNTY will pay CONTRACTOR within thirty days of receipt of invoice.