



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 06/21/2022

** = Mandatory, information must be provided*

or Procurement Director Award: ☐

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

SFB Software Design LLC

***Project Title/Description:**

Software maintenance and user support.

***Purpose:**

Software maintenance and user support for existing database systems. This amendment extends the contract and adds additional funds.

***Procurement Method:**

Direct Select per Board of Supervisor Policy 29.6.III-C

***Program Goals/Predicted Outcomes:**

Provide maintenance and support to existing database systems.

***Public Benefit:**

Maintain various databases related to law enforcement and financial activities.

***Metrics Available to Measure Performance:**

Monthly invoices and work performed detail.

***Retroactive:**

No.

TO: COB 5-4-2022 (1)
Vers.: 8
Pgs.: 2

05-04 '22 PM12:31

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: SD Contract Number (i.e., 15-123): 19*419
 Amendment No.: 3 AMS Version No.: 86
 Commencement Date: 07/01/2022 New Termination Date: 06/30/2023
 Prior Contract No. (Synergen/CMS): _____

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 48,600.00

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

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

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 48,600.00 % _____

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: Bonnie Schaeffer

Department: Sheriff

Telephone: 520-351-6374

Department Director Signature: [Signature] Date: 4/28/2022

Deputy County Administrator Signature: [Signature] Date: _____

County Administrator Signature: [Signature] Date: 4/29/2022



PIMA COUNTY SHERIFF'S DEPARTMENT

Chris Nanos, Sheriff

1750 East Benson Highway, Tucson, Arizona 85714-1758

Phone: (520) 351-4600 • Fax: (520) 351-4622 • www.pimasheriff.org

DATE: April 18, 2022
TO: Jan Leshar, County Administrator
FROM: Chris Nanos, Sheriff 
Cc: Terri Spencer, Procurement Director
SUBJECT: Request to amend SFB Software Design LLC Contract No. CT-SD-19*412
Direct Selection of Professional Services for software maintenance and user agreement

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, this memorandum seeks approval to amend the referenced contract with SFB Software Design LLC to provide continued services for software maintenance and user support.

Background: Ms. Schaefer has been a contractor with the Sheriff's Department for over 25 years. During this period, she has designed and developed numerous Microsoft Access Systems that are currently used by our Civil Unit, Financial Services Unit, and the Air Unit. Ms. Schaefer has customized her databases to meet departmental needs. The current term of the contract expires 6/30/2022. The contract is very cost-beneficial given the quality services and the results that we have received. Amending Ms. Schaefer's contract for an additional one-year period pursuant to Article 1 – Term an Extension/Renewal in an annual amount of \$48,600.00 will allow her to continue providing maintenance and support for the existing systems.

Requested Action: The Sheriff's Department requests approval to amend the referenced contract with SFB Software Design to extend the contract term for an additional one-year period through 6/30/2023 in an annual amount of \$48,600.00 for software maintenance and user support pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

Approved as to Form:


Terri Spencer
Procurement Director

Date: 4/19/2022

Direct Select Approved:


Jan Leshar
County Administrator

Date: 4/29/2022

Pima County Sheriff's Department

Project: Software Maintenance and User Support

Contractor: SFB Software Design LLC.

Contract No.: CT-SD-19*412

Contract Amendment No.: 03

Orig. Contract Term: 07/01/2019 - 06/30/2020	Orig. Amount:	\$ 45,000.00
Termination Date Prior Amendment: 06/30/2022	Prior Amendments Amount:	\$ 93,600.00
Termination Date This Amendment: 06/30/2023	This Amendment Amount:	\$ 48,600.00
	Revised Total Amount:	\$187,200.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On July 1, 2019, County and Contractor entered into the above referenced agreement to provide software maintenance and user support for existing database systems.

1.2. Purpose. County requires additional year of software maintenance and user support for existing databases.

2. Term. The County is exercising the third extension option to renew the contract for one additional year commencing on July 1, 2022 and terminating on June 30, 2023. 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 Article 3, is increased by \$48,600.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$187,200.00.

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

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR


Authorized Officer Signature

JANET M. SCHAEFER
Printed Name and Title

4-18-22
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM


Deputy County Attorney

SEAN HOLGUIN

Print DCA Name

4/26/22
Date

APPROVED AS TO CONTENT


Department Head

APRIL 26, 2022
Date