



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/02/2022

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Christine Nybakken, dba Nybakken Group, L.L.C.

**\*Project Title/Description:**

Special Education Services

**\*Purpose:**

Contractor will observe and assess students in classrooms or in group settings, to determine whether special education, English Learner (EL), and/or other support services may be necessary. Contractor will determine the specific accommodations needed and ensure completion of referrals for necessary services. The contract and amendments can be found in OnBase by searching Contracts CT-CT-21\*426 (formerly CT-CS-18\*376) in Doc\_ID\_AMS.

Amendment (04) reason: extend contract one year and add funds of \$30,000.00 for the 2022-23 school year.

Attachment: Contract Number CT-CR-21\*426 (Amendment 04)

**\*Procurement Method:**

Processed per Pima County Board of Supervisors Policy 29.6, III-A, RFP-CSET-PVHS-2018-03.

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

Contractor will assist Pima Vocational High School ("PVHS") in meeting all federal and state requirements for providing exceptional services to youth who qualify for special education, EL, and other support services.

**\*Public Benefit:**

PVHS provides students with a quality education at their individual academic level. Students who reside in Pima County will benefit by being able to complete the state requirements of an accredited high school diploma.

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

The modification of lessons for such students that will accommodate curricula successfully without compromising mastery of state required academic standards.

**\*Retroactive:**

Yes. Processing time took longer than expected, due to a delay in the contractor receiving her UEI number in sam.gov. The contractor has already submitted her request and is just waiting to be assigned a number. A clause has been added to the amendment addressing the issue.

OK GMI  
AF 7/14/22

JUL15\*22PM0211 PD

**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: CR Contract Number (i.e., 15-123): 21\*426  
 Amendment No.: 04 AMS Version No.: 03  
 Commencement Date: 07/01/2022 New Termination Date: 06/30/2023  
 Prior Contract No. (Synergen/CMS): CT-CR-18\*376

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 30,000.00

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

**\*Funding Source(s) required:** State Equalization and Arizona Department of Education – Individuals with Disabilities Education Act

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: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_

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

County Administrator Signature: \_\_\_\_\_

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

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

**Project:** Special Education Services

**Contractor:** Christine Nybakken  
dba Nybakken Group, L.L.C.  
7476 E. Arkansas Avenue #3909  
Denver, CO 80231

**Contract No.:** CT-CR-21\*426

**Contract Amendment No.:** Four (04)

**Funding:** State Equalization and Individuals with Disabilities Education Act (IDEA)

<b>Orig. Contract Term:</b> 07/01/2018 – 06/30/2019	<b>Orig. Amount:</b>	\$ 30,000.00
<b>Termination Date Prior Amendment:</b> 06/30/2022	<b>Prior Amendments Amount:</b>	\$ 90,000.00
<b>Termination Date This Amendment:</b> 06/30/2023	<b>This Amendment Amount:</b>	\$ 30,000.00
	<b>Revised Total Amount:</b>	\$150,000.00

**PROFESSIONAL SERVICES CONTRACT - AMENDMENT FOUR**

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

**1. Background and Purpose.**

1.1. Background. On July 1, 2018, County and Nybakken Group, L.L.C. ("Contractor") entered into the above referenced agreement to provide special education services to Pima Vocational High School ("PVHS").

1.2. Purpose. County requires continued provision of special education services for the 2022-2023 school year. This amendment will provide funds to support PVHS special education students, during the 2022-2023 school year.

**2. Term.** The County is exercising the fourth 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. Compensation and Payment, Section 5.** Paragraph 5.2 Maximum Payment Amount is amended to increase the NTE amount from \$120,000.00 to \$150,000.00.

**4. Suspension and Debarment,** is added at **Section 8.**

4.1. This Contract is a covered transaction for purposes of 2 C.F.R. part 180. As such, Contractor is required to verify that none of Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940), suspended (defined at 2 C.F.R. § 180.1015) or disqualified (defined at 2 C.F.R. § 180.935).

4.2. Contractor agrees to comply with 2 C.F.R. art. 180, subpart C, throughout the term of this Contract, and to include a requirement to comply with these regulations in any lower tier covered transaction Contractor enters into.

4.3. Contractor agrees to obtain a Unique Entity Identifier (UEI) from the System for Award Management at SAM.gov, so that County may verify SAM Exclusions status for this UEI. This Contract will be subject to cancellation 30 days following execution if a UEI has not been provided.

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**

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**

\_\_\_\_\_  
Christine Nybakken  
Owner

7/13/22  
\_\_\_\_\_  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

\_\_\_\_\_  
Deputy County Attorney

July 11, 2022  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

\_\_\_\_\_  
for: Daniel Sullivan, Director  
Community & Workforce Development

\_\_\_\_\_  
Date