



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):**

Nancy Chow

***Project Title/Description:**

Academic Tutoring Services

***Purpose:**

Contractor will provide one-to-one tutoring in math, English Language Arts (ELA), social studies, and electives, to formerly out-of-school youth. This amendment will provide continued provision of academic tutoring services, as needed, in various subjects, for the 2022-23 school year. The contract can be found in OnBase by searching Contracts CT-CR-21*353 (Formerly CT-CS-20*341) in DOC_ID_AMS.

Amendment (04) reason: extend term one year and add funds of \$40,000.00 for SY 2022-23.

Attachment: Contract Number CT-CT-21*353 (Amendment 04)

***Procurement Method:**

Processed per Pima County Board of Supervisors Policy 29.6, III-A, RFP-CSET-PVHS-2020-01.

***Program Goals/Predicted Outcomes:**

Youth participants will improve their academic performance, sufficiently, to pass math, ELA, social studies, and elective courses. Students will demonstrate mastery on state subject area tests and progress toward a high school diploma.

***Public Benefit:**

Youth participants will complete their high school education, improve skills needed to obtain sustainable employment, and continue onto post-secondary education, career training and/or employment.

***Metrics Available to Measure Performance:**

The tutor will be evaluated by the PVHS program coordinator, by reviewing student academic improvement, measured by weekly comprehension assessments, course final exams, and state standardized tests.

***Retroactive:**

Yes. Processing time took longer than expected, due 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

TO: COB 7-15-22(1)
Vers: 8
Pgs: 4

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*353
 Amendment No.: 04 AMS Version No.: 08
 Commencement Date: 07/01/2022 New Termination Date: 06/30/2023
 Prior Contract No. (Synergen/CMS): CT-CS-20*341

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 40,000.00

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

***Funding Source(s) required: State Equalization**

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: Kayla Walker

Department: Community & Workforce Development

Telephone: 724-9402

Department Director Signature: _____

Date: 7/13/2022

Deputy County Administrator Signature: _____

Date: 7/15/22

County Administrator Signature: _____

Date: 7/15/22

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

Project: Academic Tutoring Services

Contractor: Nancy Chow
4977 N. Plaza Amor
Tucson, AZ 85704

Contract No.: CT-CR-21*353

Contract Amendment No.: Four (04)

Funding: State Equalization

Orig. Contract Term: 07/01/2020 – 06/30/2021	Orig. Amount:	\$ 35,000.00
Termination Date Prior Amendment: 06/30/2022	Prior Amendments Amount:	\$ 40,000.00
Termination Date This Amendment: 06/30/2023	This Amendment Amount:	\$ 40,000.00
	Revised Total Amount:	\$115,000.00

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, 2021, County and Nancy Chow ("Contractor") entered into the above referenced agreement ("Contract") to provide academic tutoring services to Pima Vocational High School ("PVHS").

1.2. Purpose. County requires continued provision of academic tutoring services to the students of PVHS for the 2022-23 school year.

2. **Term**. County is exercising the second 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 \$75,000.00 to \$115,000.00.
4. **Scope of Services, Exhibit A**, is replaced in its entirety with attached Exhibit A.
5. **Compensation and Payment, Exhibit B**, is amended to increase the number of hours to 1600 hours, commencing on July 1, 2022 and terminating on June 30, 2023.

6. Suspension and Debarment, is added at Section 8.

6.1. 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).

6.2. 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.

6.3. 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

Nancy Chow
Nancy Chow

7-8-2022
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Kalvin
Deputy County Attorney

July 8, 2022
Date

APPROVED AS TO CONTENT

for *MS*
Daniel Sullivan, Director
Community & Workforce Development

7/13/2022
Date

Exhibit A
Scope of Services
Commencement Date: July 1, 2022

1. Provide on-site academic tutoring services as follows:

Audience	Topic	Frequency
PVHS Students	Academic Tutoring Services for PVHS Students in mathematics, English language arts, science, and elective courses.	Contractor must be available Monday through Friday 8:30 a.m. – 2:30 p.m. on all school scheduled days during the 2022 – 2023 school year. Contractor is required to attend all staff Professional Development training.

2. Provide on-site academic tutoring services at the campus located at:

5025 W. Ina Rd.
Tucson, AZ 85743.

3. Review student academic improvement as measured by weekly comprehension assessments, course final exams, and state standardized tests.

End of Exhibit A