



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/02/2022

or Procurement Director Award: ☐

\* = Mandatory, information must be provided

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

Jessica M. Estrada

**\*Project Title/Description:**

Special Education Services

**\*Purpose:**

Provide federal and state required education services for students that qualify for special educational programs. The contract and amendments can be found in OnBase by searching Contract CT-CT-21\*423 (formerly CT-CS-18\*375) in Doc\_ID\_AMS.

Amendment (04) reason: extend contract one year and add funds of \$33,000.00 for the 2022-23 school year.

Attachment: Contract Number CT-CR-21\*423 (Amendment 04)

**\*Procurement Method:**

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

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

Contractor will assist in the development, revisions, and continuance of Pima Vocational High School (PVHS) policies, procedures, and programs to maintain compliance with all federal and state requirements for special education students.

**\*Public Benefit:**

PVHS will 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:**

Ensure that PVHS complies with special education laws, Individualized Education Program meetings with students and parents, and 45-day screenings of special education students with adequate documentation.

**\*Retroactive:**

Yes. Processing time took longer than expected, due to the contractor waiting for her UEI number in sam.gov. The number has been added to the amendment.

OK GMI  
AF 7/14/22

TO: COB 7/18/22 W  
Vers.: 4  
pgs.: 3

JUL15'22 PM0211 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\*423  
 Amendment No.: 04 AMS Version No.: 04  
 Commencement Date: 07/01/2022 New Termination Date: 6/30/2023  
 Prior Contract No. (Synergen/CMS): CT-CS-18\*375

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 33,000.00

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

**\*Funding Source(s) required:** State Equalization and Arizona Department of Education – Individual 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: 7/15/2022

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

Date: 15 Jul 2022

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

Date: 7/15/2022

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

**Project:** Special Education Services

**Contractor:** Jessica M. Estrada  
536 S. 6<sup>th</sup> Ave. Apt. B  
Tucson, AZ 85701

**Contract No.:** CT-CR-21\*423

**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>	\$ 27,000.00
<b>Termination Date Prior Amendment:</b> 06/30/2022	<b>Prior Amendments Amount:</b>	\$ 81,000.00
<b>Termination Date This Amendment:</b> 06/30/2023	<b>This Amendment Amount:</b>	\$ 33,000.00
	<b>Revised Total Amount:</b>	\$141,000.00

<b>Unique Entity Identifier:</b> FGN9X5ZDEXY5		<b>SAM Registration Date:</b> June 23, 2022	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal or State Contract No.:</b>		<b>Award Date:</b>	
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	0%
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Agency:</b>		<input type="checkbox"/> Subrecipient	<input checked="" type="checkbox"/> Contractor

**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 Jessica M. Estrada ("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.**

- 3.1. Paragraph 5.1 Rates; Adjustment is amended to increase the rate of pay from \$45.00 per hour to \$55.00 per hour, commencing on July 1, 2022 and terminating on June 30, 2023.
- 3.2. Paragraph 5.2 Maximum Payment Amount is amended to increase the NTE amount from \$108,000.00 to \$141,000.00.

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on 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**

  
\_\_\_\_\_  
Jessica M. Estrada

\_\_\_\_\_  
July 12, 2022  
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

\_\_\_\_\_  
7/13/2022  
Date