



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 11/15/2022

or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

Application Software Inc., dba ASI COBRA, LLC.

***Project Title/Description:**

COBRA Administration Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-18-295, Amendment No. 01. This Amendment is for a one-time increase in the amount of \$50,000.00 for a cumulative not-to-exceed contract amount of \$140,000.00, effective 11/15/2022.

This Amendment also extends the termination date to 06/30/2024 and appends the Forced Labor of Ethnic Uyghurs provision to the contract, pursuant to A.R.S. § 35-395, effective 07/01/2023.

Administering Department: Human Resources.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, on 04/30/2018, the Procurement Director approved an award of contract for a term of five (5) years in the not-to-exceed contract amount of \$90,000.00.

The increase is needed due to higher than anticipated usage and to sufficiently fund the contract through its termination. The extension is needed to allow for continuity of services while a new payroll and benefits administration system is implemented.

PRCUID: 280110

Attachment: Contract Amendment No. 01.

***Program Goals/Predicted Outcomes:**

To facilitate efficiency and compliance of COBRA benefit.

***Public Benefit:**

Offered as an optional benefit to employees and their families.

***Metrics Available to Measure Performance:**

Initial Notices, Elections, Qualifying Events, Phone Calls and Phone Call abandonment rate.

***Retroactive:**

No.

TO: COB 11-1-22⁽¹⁾
Vers: 8
pgs: 2

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: MA Department Code: PO Contract Number (i.e., 15-123): 18-295

Amendment No.: 01 AMS Version No.: 8

Commencement Date: 11/15/2022 and 07/01/2023 New Termination Date: 06/30/2024

Prior Contract No. (Synergen/CMS): _____

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 50,000.00

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

*Funding Source(s) required: Pima County Health Benefits Trust Fund

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: Procurement Officer: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley Date: 2022.10.26 11:57:18 -0700 Division Manager: Ana Wilber Digitally signed by Ana Wilber Date: 2022.10.31 09:22:14 -0700

Department: Procurement Director Terri Spencer Digitally signed by Terri Spencer Date: 2022.10.31 12:19:37 -0700

Telephone: 520-724-7466

Department Director Signature: _____ Date: 10/31/2022

Deputy County Administrator Signature: _____ Date: 10-31-22

County Administrator Signature: _____ Date: 10/31/2022

Pima County Department of Human Resources

Project: COBRA Administration Services

**Contractor: Application Software, Inc.
dba ASI COBRA, LLC**

Contract No.: MA-PO-18-295

Contract Amendment No.: 01

Orig. Contract Term: 07/01/2018 - 06/30/2023	Orig. Amount:	\$ 90,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 06/30/2024	This Amendment Amount:	\$ 50,000.00
	Revised Total Amount:	\$140,000.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On July 1, 2018, County and Contractor entered into the above referenced agreement to provide COBRA Administration Services.

1.2. Purpose. County requires continuing COBRA Administration Services.

2. Term. The parties agree to extend the term of the Contract for one additional year commencing on July 1, 2023 and terminating on June 30, 2024. 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 Section 5.2, is increased by \$50,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$140,000.00.

4. Forced Labor of Ethnic Uyghurs. Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

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

ATTEST

Clerk of the Board

Date

CONTRACTOR

Paul L. Jackson
Authorized Officer Signature

Paul L. Jackson, General Counsel
Printed Name and Title

10-18-2022
Date

*This contract amendment template has been approved as to form by the Pima County Attorney's Office.