



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 1/24/2023

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Step Up to Justice

***Project Title/Description:**

Emergency Eviction Legal Services

***Purpose:**

Step Up to Justice will provide brief legal assistance to tenants on a schedule agreed upon with Emergency Eviction Legal Services (EELS) administration. This amendment will provide additional funding of \$60,000 for the period of February 1, 2023 to January 31, 2024.

Attachment: Contract number CT-GMI-22-265 (Amendment 1)

***Procurement Method:**

Direct Select pursuant to Board of Supervisors Policy D29.6 III.C

***Program Goals/Predicted Outcomes:**

Step Up to Justice will provide brief legal assistance to eligible tenants facing eviction proceedings.

***Public Benefit:**

Various studies show that tenants facing eviction achieve better outcomes when they have access to counsel. These outcomes include remaining in their current housing or finding alternate housing and/or other assistance. These positive outcomes promote social and economic stability and can help reduce homelessness.

***Metrics Available to Measure Performance:**

Step Up to Justice will provide brief legal assistance to tenants on a schedule agreed upon with EELS administration.

***Retroactive:**

No.

GMI AF Approves
12/30/22

TO: COB 1-5-23
Vers: 1.3
pgs: 1.3

JAN04'23AM0835 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: GMI Contract Number (i.e., 15-123): 22-265
Amendment No.: 1 AMS Version No.: 3
Commencement Date: 2/1/23 New Termination Date: 1/31/24
Prior Contract No. (Synergen/CMS): NA

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 60,000.00

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

*Funding Source(s) required: Coronavirus Local Fiscal Recovery Fund authorized by the American Recovery Plan 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: Andy Flagg, Deputy Director

Department: Community & Workforce Development

Telephone: (520) 724-8508

Department Director Signature: [Signature] Date: 12/20/2022
Deputy County Administrator Signature: [Signature] Date: 1/3/2022
County Administrator Signature: [Signature] Date: 1/3/2022



DATE: December 22, 2022

TO: Jan Leshner, County Administrator

FROM: Andy Flagg, Community & Workforce Development (CWD) Deputy Director

Cc: Dr. Francisco Garcia, MD, MPH, Deputy County Administrator & Chief Medical Officer
Terri Spencer, Procurement Director
Daniel Sullivan, CWD Director

SUBJECT: Amendment Request – Direct Selection of Professional Services from Step Up to Justice for Emergency Eviction Legal Services, Contract Number CT-GMI-22*265

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select Step Up to Justice to provide of Brief Legal Assistance legal services to qualifying tenants facing eviction, and Contract Number CT-GMI-22*265 was awarded in the amount of \$50,000 original amount of contract.

Background: SU2J is a nonprofit organization dedicated to expanding access-to free civil legal services to low-income households. Among the services SU2J provides is legal advice to tenants, including those facing eviction. The reason for the amendment is because capacity to provide Brief Legal Assistance provided by this vendor remains necessary.


Requested Action: The Community & Workforce Development Department requests approval to amend CT-GMI-22*265 to increase funds in the amount of \$60,000 for a not-to-exceed amount of \$110,000 to allow for continued services with Step Up to Justice pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

The Community & Workforce Development Department requests to extend this contract an additional year for a new contract termination date of 12/31/23 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.


ALF/rh

Approved as to Form: 
Terri Spencer
Procurement Director

Date: 12/22/2022

Concur: 
Dr. Francisco Garcia, MD, MPH
Deputy County Administrator & Chief Medical Officer

Date: 22 Dec 2022

Direct Select Approved: 
Jan Leshner
County Administrator

Date: 12/27/22

Pima County Community and Workforce Development in Partnership with Grant Management & Innovation

Project: Emergency Eviction Legal Services

Contractor: Step Up to Justice
320 N. Commerce Park Loop, #100
Tucson, AZ 85745

Contract No.: CT-GMI-22*265

Contract Amendment No.: 01

Orig. Contract Term: 02/01/2022-01/31/2023	Orig. Amount:	\$50,000.00
Termination Date Prior Amendment: N/A	Prior Amendment Amount:	\$0.00
Termination Date This Amendment: 01/31/2024	This Amendment Amount:	\$60,000.00
	Revised Total Amount:	\$110,000.00

SAM UEI: D6A4ZLGNEL67		Expiration Date: 02/02/2023		
Research or Development:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Federal Contract No.: N/A				
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Match Amount: N/A	
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input type="checkbox"/> NICRA	<input type="checkbox"/> de minimis	<input checked="" type="checkbox"/> None
Status of Agency:		<input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Contractor		
CFDA	Program Description	National Funding	Pima County Award	FAIN
21.027	American Rescue Plan Act, Coronavirus State & Local Fiscal Recovery Funds (CSLFRF)	\$350,000,000,000	03/2021 – 12/2024 \$203,421,668.00	SLFRP0180

PROFESSIONAL SERVICES CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On March 3, 2022, County and Contractor entered into the above referenced Contract to provide Emergency Eviction Legal Services.

1.2. Purpose. County requires additional Emergency Eviction Legal Services.

2. Term. As per paragraph 2.2 of the Contract, County is exercising the first extension option to renew the Contract for one additional year commencing on February 1, 2023 and terminating on January 31, 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 7.2, is increased by \$60,000.00. County's total payments to Contractor under this Contract, including any sales taxes, will not exceed \$110,000.00.
4. **Scope of Services.** The Scope of Services as described in **Exhibit A** of the original Contract remains in effect.
5. **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.

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PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR



Authorized Officer Signature

Michele Mirto

Printed Name and Title

12/1/22

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Kyle Johnson

Print DCA Name

11/28/2022

Date

APPROVED AS TO CONTENT



Andrew L. Flagg
CWD Deputy Director

12/20/2022

Date