



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

☐ Award ☒ Contract ☐ Grant

**Requested Board Meeting Date:** March 21, 2023

*\* = Mandatory, information must be provided*

**or Procurement Director Award:** ☐

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

United Way of Tucson and Southern Arizona, Inc.

**\*Project Title/Description:**

Employees Care About Pima County (ECAP) Campaign

**\*Purpose:**

United Way administers Pima County's ECAP campaign by providing agency education, ECAP trainings, and materials as well as the accounting and distribution of County employees' financial contributions to charitable agencies and organizations. These contributions include a one-time donation(s) and/or payroll deduction of funds from participating employees. Employee participation is voluntary. These employees-selected agencies will receive 00 percent of the employees' ECAP contribution.

The purpose of Amendment Four (4) is to update contractual language, extend the contract for one year, and add funding to allow United Way to continue to provide ECAP organization, implementation and fiscal administration services.

**\*Procurement Method:**

Pursuant to D 29.6.C., Direct Selection approved by the County Administrator

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

United Way will provide County agency information and associated informational and fiscal administrative services for the 2023 ECAP Campaign and Defined Contribution Period. Pima County employee-selected charitable agencies will receive donations from employees through United Way.

**\*Public Benefit:**

For 53 years, the ECAP program has provided funding for various assistance to our community. Pima County residents will continue to receive much-needed assistance through funds donated by County employees and distributed by United Way to employee-selected charitable agencies and organizations

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

United Way will provide quarterly, mid-year, and annual reports including:

1. Total dollar amounts collected from County employees and distributed to employee-selected charitable agencies and organizations.
2. Total numbers and percentages of participating employees by County Department.
3. Total Amounts of funding distributed to each agency within Pima County.

**\*Retroactive:**

Yes, the December 2022 ECAP pledge deadline was extended to accommodate employee participation opportunities. The final pledge totals were made available to the County in late January, resulting in this amendment being retroactive to January 1, 2023. After final pledge calculations and amendment four (4) reviews and signatures, County staff placed this amendment on the next available Board of Supervisors meeting agenda

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: CED Contract Number (i.e., 15-123): 19\*401

Amendment No.: 04 AMS Version No.: 16

Commencement Date: 01/01/2023 New Termination Date: 12/31/2023

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 39,647.85

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

\*Funding Source(s) required: General Fund

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 39,647.85 % 100

**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: Marchelle Pappas

Department: Human Resources

Telephone: 724-2732

Department Director Signature: \_\_\_\_\_ Date: 3/1/23

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

County Administrator Signature: \_\_\_\_\_ Date: 3/1/23

**Pima County Department of Community and Economic Development Administration**

**Project:** EMPLOYEES CARE ABOUT PIMA COUNTY (ECAP) CAMPAIGN

**Contractor:** UNITED WAY OF TUCSON AND SOUTHERN ARIZONA, INC.

330 N. Commerce Park Loop, Suite 200

Tucson, Arizona 85754

**Contract No.:** CT-CED-19-401

**Contract Amendment No.:** Four (4)

Original Contract Term:	01-01-2019 – 12-31-2019	Orig. Contract Amount:	\$ 47,992.50
Termination Date Prior Amendment	12-31-2020	Prior Amendment Amount	\$ 47,978.70
Termination Date Prior Amendment 2	12-31-2021	Amendment 2 Amount	\$ 42,336.60
Termination Date Prior Amendment 3	12-31-2022	Amendment 3 Amount	\$ 40,595.10
Termination Date This Amendment	12-31-2023	Amount This Amendment	\$ 39,647.85
		Revised Contract Amount:	\$218,550.75

**PROFESSIONAL SERVICES CONTRACT AMENDMENT NO. FOUR (4)**

**1. Background and Purpose.**

- 1.1. **Background.** On June 18, 2019, Pima County ("County") executed the above-referenced Contract with United Way of Tucson and Southern Arizona, Inc. ("Contractor") to administer the annual Employees Combined Appeal Program, now known as the Employees Care About Pima County (ECAP Campaign). On February 18, 2020, County executed Amendment One to the referenced Contract to clarify and update terms for the 2020 Defined Contribution Period. On February 16, 2021, County executed Amendment Two to the referenced Contract to clarify and updated terms for the 2021 Defined Contribution Period. On April 5, 2022, County executed Amendment Three to the referenced Contract to clarify and update terms for the 2022 Defined Contribution Period.
- 1.2. **Purpose.** County requires additional organization, publicity, associated information services and fiscal administrative services for the 2023 Defined Contribution Period. County has reviewed Contractor's performance and finds it satisfactory. County and Contractor agree to increase the contract amount to allow payment for the continued provision of assistance with the 2023 Employees Care About Pima County ("ECAP") Program during the extended term of the Contract.

**2. Glossary of Program Terms.** The following definitions are amended:

**2.1 ECAP Campaign** is amended to add:

For the fifth term of this contract, the **2023 ECAP Campaign** is FY 2022–2023 = July 1, 2022 through June 30, 2023.

**2.2 Defined Contribution Period** is amended to add:

**The 2023 Defined Contribution Period** is January 1, 2023 through December 31, 2023.

- 3. Term.** County is exercising the fourth extension option to renew the contract for one additional year commencing on January 1, 2023 and terminating on December 31, 2023. If the commencement date is before the signature date of the last party to execute this amendment,

the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

4. **Compensation and Payment.** The table in paragraph 6.2 is deleted and replaced with the following:

<b>Contract Year/Contract Term</b>	<b>Estimated Payment to Contractor</b>
January 1 – December 31, 2019	\$47,992.50
January 1 – December 31, 2020	\$47,978.70
January 1 – December 31, 2021	\$42,336.60
January 1 – December 31, 2022	\$40,595.10
January 1 – December 31, 2023	\$39,647.85

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

APPROVED AS TO CONTENT:

*Cathy Bohland*  
Cathy Bohland, Director  
Human Resources

APPROVED AS TO FORM:

*[Signature]*  
Deputy County Attorney  
Daniel Jurkowitz

**CONTRACTOR**

*Tony Penn*  
Authorized Officer Signature

Tony Penn, President & CEO  
Printed Name and Title

02 / 28 / 2023  
Date

CB