



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: 09/01/2015

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Janet Hart

Project Title/Description:

Professional Grant Writing Services

Purpose:

Provide professional Grant Writing Services

Procurement Method:

Direct Select

Program Goals/Predicted Outcomes:

Apply and re apply for grant funds that compliment the goals of the Pima County Attorney's Office.

Public Benefit:

Use of grant funded monies provides supplemental funding for various programs including revention, prosecution and Victim Services saves tax payer dollars.

Metrics Available to Measure Performance:

Pima County Attorney's Office will be reviewing and approving invoices to monitor grant writing and reporting services provided under this agreement required to satisfy grant requirements of the projects.

Retroactive:

Contract term expired 07/31/15. 07/29/15 signed by County Attorney. 07/29/15 contract sent to vendor for approval. 08/03/15 returned from vendor. The next Board of Supervisors meeting is 09/01/2015.

Original Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$ _____ ☐ Revenue Amount: \$ _____

Funding Source(s): _____

Cost to Pima County General Fund: _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number? ☐ Yes ☐ No ☐ Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment Information

Document Type: CT _____ Department Code: PCA _____ Contract Number (i.e., 15-123): CT 13*200

Amendment No.: 04 _____ AMS Version No.: 05

Effective Date: 08/01/2015 _____ New Termination Date: 06/30/2016

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$20,000.00

Funding Source(s): Special Revenue

Cost to Pima County General Fund: No cost to general fund

To: COB - 8.19.15 (2) pgs. 4

Procurement 08/14/15 PM0145

Contact: Star Romero

Department: Pima County Attorney

Telephone: 520-740-5606

Department Director Signature/Date:

Dave Smuf 8/4/15

Deputy County Administrator Signature/Date:

County Administrator Signature/Date:
(Required for Board Agenda/Addendum Items)

C. Duellberg 8/13/15

<p>PIMA COUNTY ATTORNEY'S OFFICE</p> <p>PROJECT: PROFESSIONAL GRANT WRITING SERVICES</p> <p>CONTRACTOR: JANET HART 2107 N. MARGARET AVENUE TUCSON, AZ 85716</p> <p>CONTRACT NO.: CT-PCA-13000000000000000200</p> <p>CONTRACT AMENDMENT NO.: Forth (04)</p>	<table border="1"> <tr> <td align="center" colspan="2">CONTRACT</td> </tr> <tr> <td colspan="2">NO. <i>CT-PCA-13000000000000000200</i></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><i>04</i></td> </tr> <tr> <td colspan="2"> This number must appear on all invoices, correspondence and documents pertaining to this contract. </td> </tr> </table>	CONTRACT		NO. <i>CT-PCA-13000000000000000200</i>		AMENDMENT NO.	<i>04</i>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
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ORIG. CONTRACT TERM: 08/01/2012 – 07/31/2012	ORIG. CONTRACT AMOUNT: \$12,000.00
TERMINATION DATE PRIOR AMENDMENT: 07/31/2015	PRIOR AMENDMENTS: \$48,000.00
TERMINATION THIS AMENDMENT: 06/30/2016	AMOUNT THIS AMENDMENT: \$20,000.00
	REVISED CONTRACT AMOUNT: \$80,000.00

CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article I - Term, have agreed to extend the Contract term for a period of one year; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article II – Scope of Services, have agreed to add to the scope of services during the term of the contract; and

WHEREAS, CONTRACT and COUNTY, pursuant to Article II – Compensation and Payment, have agreed to increase the contract amount to allow payment for the continued provision of services during the extended term of the contract.

NOW, THEREFORE, it is agreed as follows:

CHANGE: ARTICLE I - TERM:

From: "... shall terminate on the 31st day of July, 2015..."

To: "... shall terminate on the 30th day of June, 2016..."

ADD: ARTICLE II – SCOPE OF SERVICES:

Agency Title of Solicitation	Expected Timeline	Activities and Deliverables
Arizona Governor's Office STOP Violence Against Women Grant	Fall 2015	Secure RFP; communicate with PCAO and project partner staff to develop a plan and budget for new applications and/or renewals; draft proposal for review by project director and assigned grant administrator at least 2 weeks before the deadline; revise application as needed and secure final approval from the Legal Administrator; complete final edits; secure required signatures; submit grant by deadline; supply an electronic copy to the project director, PCAO grant administrator, and any partner organizations.
Arizona Criminal Justice Commission Tandem Drug Prosecution Grant	Winter 2016	
Arizona Criminal Justice Commission Victim Assistance Grant	Winter 2016	
Arizona Auto Theft Authority • Auto Theft Vertical Prosecution Grant • Professional Training Grant	Spring 2016	
Department of Justice Byrne JAG shared with City of Tucson and Pima County Sheriff's Dept.	Spring 2016	
Arizona Department of Public Safety VOCA - Crime Victim Assistance Grant	Spring 2016	

Other Activities:

- (1) I will also review and make recommendations regarding any new grant solicitations that are of interest to PCAO and forwarded to me by a member of PCAO's upper management team. If it appears to be a viable project and I am available, I will submit a competitive proposal for consideration of the additional work as an extension of this contract.
- (2) If during the contract year PCAO hires someone to replace me, I will work to provide as seamless a transition as possible.

Work Location / Travel: As an independent contractor, all work will be completed in my home office using my own supplies and equipment. That and all regular in-state travel is included in the contract rate. No out-of-state or extended travel is anticipated, but if it is requested by PCAO, the costs will be billed at County rates.

Fee: The all-inclusive annual fee for completing the six specified applications and other activities outlined above is \$20,000. I plan to invoice PCAO three times a year to cover the work completed in the fall, winter and spring as outlined in the Scope of Work Chart, page 1.

Start Date/End Date: The contract will start on August 1, 2015 and end on June 30, 2016. It may be renewed for up-to four more years.

CHANGE: ARTICLE III - PAYMENT:

From: "Total payment for this Contract shall not exceed \$60,000.00."

To: "Total payment for this Contract shall not exceed \$80,000.00."

The effective date of this Amendment shall be August 1, 2015.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

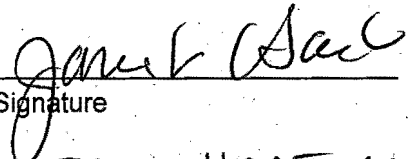
IN WITNESS WHEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

APPROVED:

Chair, Board of Supervisors

Date

CONTRACTOR:


Signature

JANET HART, GRANT WRITER
Name and Title (Please Print)


7/30/15
Date

ATTEST

Clerk of Board

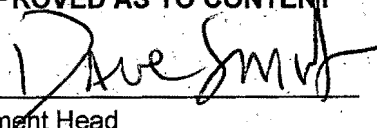
Date

APPROVED AS TO FORM:


Tobin Rosen, Deputy County Attorney

7/29/15
Date

APPROVED AS TO CONTENT


Department Head

8/4/15
Date