



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

Requested Board Meeting Date: March 21, 2017

or Procurement Director Award

**Contractor/Vendor Name (DBA):** United Way of Tucson and Southern Arizona, Inc.

**Project Title/Description:**

Employee Combined Appeal Program (ECAP) 2017 Campaign.

**Purpose:**

United Way will provide assistance in operating the 2017 Employee Combined Appeal Program (ECAP) Campaign by providing employee education, staff training, collection, distribution and accounting services for payroll donations from County employees for distribution to charitable organizations.

**Procurement Method:**

Direct select approved by County Administrator.

**Program Goals/Predicted Outcomes:**

Contractor will provide organization, publicity, associated informational services and fiscal administrative services for the 2017 Defined Contribution Period.

**Public Benefit:**

Pima County residents will receive assistance from all charities/agencies that County employees contribute through cash contributions or through payroll deductions. The Ending Poverty Now initiative helps people get ahead instead of just "getting by" and Pima County has partnered with United Way and other community organizations and businesses to help break the cycle of poverty in our community to increase self-sufficiency for hard-working individuals and families throughout Southern Arizona.

**Metrics Available to Measure Performance:**

Contractor will organize the 2017 campaign, assist with the kick-off meeting and the awards luncheon, provide ECAP posters, agency directories, training manuals and other promotional materials as needed for the campaign. Distribute the funds donated through payroll deductions to the charitable organizations as designated by each county employee.

**Retroactive:**

Yes, 2017 campaign totals were not available until February, 2017 and staff/attorneys completed the amendment for signatures and Board of Supervisor meeting agenda.

To: CoB - 3-8-17 (1)  
pgs. 3

Procure Dept 03/08/17 09:11:32

**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: CED Contract Number (i.e.,15-123): 14\*435

Amendment No.: Three - 3 AMS Version No.: fourteen - 14

Effective Date: January 1, 2017 New Termination Date: December 31, 2017

Expense  Revenue  Increase  Decrease Amount This Amendment: \$53,465.85

Funding Source(s): Community and Economic Development Administration (CED) Budget - General Fund

Cost to Pima County General Fund: \$53,465.85

Contact: Celina for Jan Lesher, Deputy County Administrator for Community and Health Services

Department: Community and Economic Development Administration (CED) Telephone: 724-8228

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: Jan 3-7-2017

County Administrator Signature/Date: C. Bullock 3/7/17  
*(Required for Board Agenda/Addendum Items)*

**PIMA COUNTY DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATION**

**PROJECT:** Employee Combined Appeal Program  
(ECAP 2017 Campaign)

**CONTRACTOR:** UNITED WAY OF TUCSON AND  
SOUTHERN ARIZONA  
330 N. Commerce Park Loop, Suite 200  
Tucson, AZ 85754

**CONTRACT AMOUNT:** \$233,910.23

**CONTRACT NO.:** CT-CED-14\*435

**CONTRACT AMENDMENT NO.:** Three (03)

<b>CONTRACT</b>
<b>NO.</b> <u>CT-CED-14-435</u>
<b>AMENDMENT NO.</b> <u>03</u>
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

<b>Original Contract Term:</b>	1/1/2014 – 12/31/2014	<b>Original Contract Amount:</b>	\$ 67,591.73
<b>Termination Prior Amendment:</b>	12/31/2016	<b>Amount Prior Amendments:</b>	\$112,852.65
<b>Termination This Amendment:</b>	12/31/2017	<b>Amount this Amendment:</b>	\$53,465.85
		<b>Revised Contract Amount:</b>	\$233,910.23

**Contract Amendment No. Three**

**RECITALS**

- A. COUNTY and CONTRACTOR entered into the above-referenced contract for services.
- B. Pursuant to Article I – TERM AND EXTENSION/RENEWAL/CHANGES the contract may be extended for additional one year periods, up to a total term of five (5) years.
- C. COUNTY has reviewed CONTRACTOR's performance and finds it satisfactory.
- D. COUNTY and CONTRACTOR have agreed to increase the contract amount to allow payment for the continued provision of assistance with the 2017 Employee Combined Appeal Program (ECAP) during the extended term of the Contract.

**NOW, THEREFORE,** the Parties agree as follows:

1.0 PROGRAM GLOSSARY is amended to add:

<b>2017 ECAP Campaign</b>	FY 2017 – 2018 = July 1, 2017 through June 30, 2018
<b>2017 Defined Contribution Period</b>	January 1, 2017 through December 31, 2017

2.0 ARTICLE I – TERM AND EXTENSION/RENEWAL/CHANGES, paragraph A is amended as follows:

2.1. The termination date is changed:

FROM: December 31, 2016  
TO: December 31, 2017

2.2. The second sentence is deleted in its entirety and replaced with the following:

The parties have the option to extend this Contract for one (1) additional 12 month period or any portion thereof.

3.0 ARTICLE II – SCOPE OF SERVICES is amended as follows:

3.1. Change “2016 Defined Contribution Period” to “2017 Defined Contribution Period” throughout.

3.2. Change “2016 ECAP Campaign” to “2017 ECAP Campaign” throughout.

3.3. Change the date in the first sentence of Paragraph B (2) as follows:

FROM: January 30, 2017

TO: January 30, 2018

3.4. Add the following column to the table in Paragraph B (6):

Calendar Year 2017: <b>DUE TO COUNTY NO LATER THAN</b>
August 29, 2017
August 29, 2017
August 29, 2017
March 2, 2017
March 2, 2017

3.5. Change the year in Paragraph C(6):

FROM: 2016

To: 2017

3.6. Change the date in the first sentence of Paragraph C (8):

FROM: January 15, 2017

TO: January 15, 2018

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

4.0 ARTICLE III – COMPENSATION AND PAYMENT is amended to:

4.1. Change “2016” to read “2017” throughout.

4.2. Add to Paragraph B the following:

The estimated not-to-exceed amount for 2017 is \$53,465.85.

---

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

---

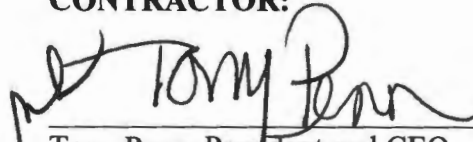
IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

\_\_\_\_\_  
Chair, Board of Supervisors

Date: \_\_\_\_\_

**CONTRACTOR:**


  
\_\_\_\_\_  
Tony Penn, President and CEO

Date: 2/24/17

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board of Supervisors

**APPROVED AS TO CONTENT:**

 2-15-17

Jan Lesher, Deputy County Administrator

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney