



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 4, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Gloria Proo

**\*Project Title/Description:**

Professional Development for Pima Vocational High School ("PVHS") administrators and staff. The contract can be found in On Base by searching Contracts CT- CS -18\*377 in Doc\_ID\_AMS.

**\*Purpose:**

Contractor will assist in academic program development at PVHS to meet state Charter School Standards and ensure compliance with state and federal requirements needed to maintain state and federal funding.

Amendment (1) reason: one year extension to include SY 2019 - 2020.

Attachment: Contract Number CT-CS-18\*377 (Amendment 01)

**\*Procurement Method:**

RFP-CSET-PVHS-2018-04 per Pima County Board of Supervisors Policy D29.6 Selection and Contracting of Professional Services.

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

PVHS will be in compliance with all state and federal performance requirements to qualify for continued state funding and grants in order to serve out-of-school youth from Pima County's high poverty areas.

**\*Public Benefit:**

PVHS's compliance with state and federal requirements will enable the school and Pima County to qualify for funds to serve out-of-school, unemployed, and under-served youth from high poverty areas. All youth within Pima County will be able to complete the state requirements for an accredited high school diploma.

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

Youth will earn an accredited high school diploma, receive vocational training, and improve successful placements in sustainable employment and post-secondary career training.

**\*Retroactive:**

NO

TO: COB 5-28-2019  
Vers.: 02  
Pgs.: 3  
ADDENDUM

MAY 28 19 01 54 POC/KDF/RD

(2)

**Contract / Award 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) 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 22-73.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 18\*377  
Amendment No.: One (1) AMS Version No.: 2  
Effective Date: July 1, 2019 New Termination Date: June 30, 2020  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_  
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 20,000.00

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

**\*Funding Source(s) required:** General Fund \$16,000.00  
CSI Implementation Grant \$4,000.00

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 16,000.00 % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Effective 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: Vanessa Mendoza

Department: Community Services Employment and Training Telephone: 724-9400

Department Director Signature/Date: [Signature] 5-23-19

Deputy County Administrator Signature/Date: [Signature] 5-23-2019.

County Administrator Signature/Date: [Signature] 5/23/19  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training  
Pima Vocational High School**

**Project:** Professional Development for PVHS Administrators and Staff

**Contractor:** Gloria Proo  
2202 E. Cooper Street  
Tucson, AZ 85719

**Contract No.:** CT-CS-18\*377

**Contract Amendment No.:** One (1)

Original Contract Term:	07/01/18 – 06/30/19	Orig. Contract Amount:	\$20,000.00
Termination Date Prior Amendment:	N/A	Prior Amendments Amount	N/A
Term This Amendment	07/01/19 – 06/30/20	Amount This Amendment:	\$20,000.00
		Revised Contract Amount:	\$40,000.00

**PROFESSIONAL SERVICE CONTRACT – AMENDMENT NO. ONE (1)**

**1. Background and Purpose.**

- 1.1. Background. On June 29, 2018, County and Contractor entered into the above-referenced contract to provide professional development services for administrative and instructional staff at Pima Vocational High School (“PVHS”).
- 1.2. Purpose. Continued provision of professional development training during 2019-2020 is in the best interests of PVHS students and the residents of Pima County.

2. **Section 2 – Term.** Pursuant to paragraph 2.2, County exercises the first of four (4) extension options. This Contract will terminate on June, 30, 2020.

3. **Section 5 – Compensation and Payment.** Pursuant to paragraph 5.2 – Maximum Payment Amount, the NTE Amount is \$20,000.00 for the 2019-2020 contract year. Total payments to Contractor under this contract, including any sales taxes, will not exceed \$40,000.00.

4. **Section 18 – Notice** is amended to change the County’s contact name:

FROM: Charles Casey, Director

TO: Arnold Palacios, Director

5. **EXHIBIT A – SCOPE OF WORK** is deleted in its entirety and replaced with the attached **Exhibit A1** (one page).

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

6. **Section 25 – Israel Boycott Certification** is deleted in its entirety and the remaining section is *renumbered to conform.*

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

The effective date of this Amendment is July 1, 2019.

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Chairman, Board of Supervisors

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

Gloria Proo med.  
Gloria Proo

Date: 5/23/19

ATTEST:

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

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

APPROVED AS TO CONTENT:

Arnold Palacios 5-23-19  
Arnold Palacios, Director Date  
Community Services, Employment & Training

APPROVED AS TO FORM:

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

**SCOPE OF WORK**

Contractor will:

1. Provide on-site training to PVHS Administrative Team and Instructional Staff as follows:
  - 1.1. Topics to be covered will include:
    - 1.1.1. Implementation of the applicable fiscal year Comprehensive School Improvement Grant; and
    - 1.1.2. Effective implementation of data-driven instruction strategies in and outside of the classroom.
  - 1.2. Training will be provided at least eight (8) hours per month, ten (10) months per fiscal year.
2. Create comprehensive training materials for distribution at each of the training sessions provided pursuant to paragraph 1.1 above.
3. Prepare and submit grant applications as directed by PVHS administration.
4. Assist in preparing reports of student and school progress for PVHS funding sources including, but not limited to, the Arizona Department of Education and Pima County.
5. Review, analyze and report, including suggestions for performance improvements, to PVHS administration on topics including, but not limited to:
  - 5.1. Student progress in the mastery of State academic standards (“AzCCRS”) to ensure PVHS meets State school improvement requirements;
  - 5.2. Efficacy of data collection and performance-analysis systems;
  - 5.3. Staff achievement of professional development goals and requirements; and
  - 5.4. Graduation rates of PHVS students.

**END OF EXHIBIT A1**