



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 08/06/19

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

CBS Consulting Group

***Project Title/Description:**

Professional Grant Writing Services

***Purpose:**

Provide professional Grant Writing Services for competitive and formula grants. Amendment # 2 to extend contract for one year and add funding.

***Procurement Method:**

Direct Select. D29.6 III.-C

***Program Goals/Predicted Outcomes:**

Apply for new and continuing federal, state and local grant funds to enhance PCAO ability to reduce crime by holding offenders accountable, supporting Victims and prevention crime programs.

***Public Benefit:**

Use of grant funded monies provides supplemental funding for various criminal justice programs and core services including crime prevention, criminal prosecution and Victim services saving tax local payer dollars. Historically the County Attorney's Office receives on average \$4 million of grant funding annually.

***Metrics Available to Measure Performance:**

Contractor will be paid on a quarterly basis for services provided in Exhibit A which include maintaining existing grants, prospecting and soliciting for new grants and renewing annual grant awards. Contractor will be paid on a monthly basis for services provided in Exhibit B which include providing Competitive Proposals for additional work.

***Retroactive:**

Yes - All signatures were not attained by the Board of Supervisors clerk's deadline.

To: COB - 7-10-19
Ver. - 4
Pgs - 2 (1)

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: PCA Contract Number (i.e.,15-123): 17-323Amendment No.: 02 AMS Version No.: 04 06 12Effective Date: 07/01/2019 New Termination Date: 06/30/2020

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 44,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Pima County Attorney's Office Anti-Racketeering FundFunding 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): _____

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: Nancy NaresDepartment: Pima County Attorney's OfficeTelephone: 520-724-8582Department Director Signature/Date: [Signature] 6/24/19Deputy County Administrator Signature/Date: [Signature] 7/3/19County Administrator Signature/Date: [Signature] 7/3/19
(Required for Board Agenda/Addendum Items)

Pima County Attorney Office

Project: Professional Grant Writing Services

Contractor: CBS Consulting Group

**P.O. Box 1624
Green Valley, Arizona 85622**

Contract No.: CT-PCA-17-323

Contract Amendment No.: Two (#2)

Orig. Contract Term: 04/01/2017 - 06/30/2018	Orig. Amount:	\$ 67,500.00
Termination Date Prior Amendment: 06/30/19	Prior Amendments Amount:	\$ 44,000.00
Termination Date This Amendment: 06/30/20	This Amendment Amount:	\$ 44,000.00
	Revised Total Amount:	\$155,500.00

CONTRACT AMENDMENT

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

- 1. Term.** The Contract terminates on June 30, 2020.
- 2. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 3, is increased by \$44,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$155,500.00.

The effective date of this Amendment is July 01, 2019.

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

PIMA COUNTY

Chairman, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

CHRISTOPHER STRAUB

Deputy County Attorney

Print DCA Name

Date

7-2-2019

CONTRACTOR

Cheryl A. Brownstein
Authorized Officer Signature

CHERYL A. BROWNSTEIN PRINCIPAL
Printed Name and Title CBS CONSULTING GROUP

6/27/19
Date

APPROVED AS TO CONTENT

David Straub
Department Head

Date

7/8/19