



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 12/17/2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Diligence Systems Inc.

**\*Project Title/Description:**

Report Development Services

**\*Purpose:**

Renewal of existing contract for contractor to provide report writing services in support of the Department of Finance & Risk Management.

**\*Procurement Method:**

Direct Select per Board of Supervisors' Policy D 29.6 III C.

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

Contractor will provide support for existing Budget reports and produce additional on demand reports and downloads from County Financial, Budget, and Payroll applications.

**\*Public Benefit:**

Critical reports can be made available to the public in a timely manner.

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

Quality of work product and meeting delivery deadlines.

**\*Retroactive:**

DEC 17 10 02 PM '19  
AW

To: COB- 12-11-19

**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 22-10.***Amendment / Revised Award Information**Document Type: CT Department Code: FN Contract Number (i.e., 15-123): 18-269Amendment No.: 1 AMS Version No.: 6Effective Date: 04/01/2020 New Termination Date: 03/31/2022

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

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 300,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** GeneralFunding from General Fund? ☒ Yes ☐ No If Yes \$ 300,000.00 % 100**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: Sam CorreaDepartment: Finance and Risk Management Telephone: 724-4001Department Director Signature/Date: [Signature] 11/27/19Deputy County Administrator Signature/Date: [Signature] 12/3/19County Administrator Signature/Date: [Signature] 12/3/19  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Finance & Risk Management**

**Project: Report Development Services**

**Contractor: Diligence Systems Inc., 7 Lincoln Hwy, Ste 200, Edison, NJ, 08820**

**Contract No.: CT-FN-18\*269**

**Contract Amendment No.: 01**

<b>Orig. Contract Term:</b> 04/01/2018 - 03/31/2020	<b>Orig. Amount:</b>	\$300,000.00
<b>Termination Date Prior Amendment:</b> 03/31/2020	<b>Prior Amendments Amount:</b>	\$0.00
<b>Termination Date This Amendment:</b> 03/31/2022	<b>This Amendment Amount:</b>	\$300,000.00
	<b>Revised Total Amount:</b>	\$600,000.00

**CONTRACT AMENDMENT**

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

**1. Background and Purpose.**

1.1. Background. On April 1, 2018, County and Contractor entered into the above referenced agreement to provide Report Development Services.

1.2. Purpose. County requires additional report writing services to produce on demand reports and downloads from County Financial, Budget, and Payroll applications. Services under this contract have also been used to facilitate the creation of the county-wide employee compensation adjustment files that are uploaded by Human Resources into ADP.

**2. Term.** The Contract terminates on March 31, 2022.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$300,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$600,000.00.

**4. Scope of Services.** The parties have revised the Scope of Services as follows:  
Scope of services will remain the same.

**5. Israel Boycott Certification.** Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

The effective date of this Amendment is April 01, 2020.

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

**CONTRACTOR**

Vandana Patel  
Authorized Officer Signature

Vandana Patel, President  
Printed Name and Title

11/27/2019  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

Stacey Roseberry  
Deputy County Attorney

**STACEY ROSEBERRY**

\_\_\_\_\_  
Print DCA Name

11/26/19  
Date

**APPROVED AS TO CONTENT**

Michelle Campese  
Department Head

11/27/19  
Date