



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: February 16, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

United Way of Tucson and Southern Arizona, Inc.

***Project Title/Description:**

Employees Care About Pima County (ECAP) 2021 Campaign

The contract can be found in OnBase by searching Contracts 19*401 in Doc_ID_AMS.

***Purpose:**

United Way administers Pima County's ECAP campaign by providing agency education, ECAP trainings and materials as well as the accounting and distribution of County employees' financial contributions to charitable agencies and organizations. These contributions include one-time donation(s) and/or payroll-deduction of funds from participating employees. Employee participation is voluntary. These employee-selected agencies will receive 100 percent of the employees' ECAP contribution.

The purpose of Amendment Two is to update contractual language, extend contract for one year, and add funding to allow United Way to continue to provide County ECAP organization, implementation and fiscal administration services.

***Procurement Method:**

Pursuant to D 29.6.C., Direct Selection approved by the County Administrator

***Program Goals/Predicted Outcomes:**

United Way will provide County agency information, associated informational and fiscal administrative services for the 2021 ECAP Campaign and Defined Contribution Period. Pima County employee-selected charitable agencies will receive donations from employees through United Way.

***Public Benefit:**

For 51 years, the ECAP program has provided funding for various assistance to our community. Pima County residents will continue to receive much-needed assistance through funds donated by County employees and distributed by United Way to employee-selected charitable agencies and organizations.

***Metrics Available to Measure Performance:**

United Way will provide quarterly, mid-year and annual reports on the 1) total dollar amounts collected from County employees and distributed to employee-selected charitable agencies and organizations, 2) total numbers and percentages of participating employees by County department, and 3) total amounts of funding distributed to each agency within Pima County.

***Retroactive:**

Yes, the December 2020 ECAP pledge deadline was extended to accommodate employee participation opportunities. The final pledge totals were available in late January 2021, resulting in this contract amendment being retroactive to January 1, 2021. After final pledge calculations and Amendment Two reviews and signatures, County staff placed this amendment on the next available Board of Supervisors meeting agenda.

REC-0921M0846PCD KOF BLD

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Contract / Award Information

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

Commencement 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: CED Contract Number (i.e., 15-123): 19-401Amendment No.: 02 AMS Version No.: 8Commencement Date: 12/31/2020 1-1-2021 HL New Termination Date: 12/31/2021

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 42,336.60Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** General Fund - Community & Economic Development AdministrationFunding from General Fund? ☒ Yes ☐ No If Yes \$ 42,336.60 % 100**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

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

Commencement 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: Lisa Matthews for Jan LesharDepartment: Community and Economic Development Administration Telephone: 724-4425Department Director Signature/Date: [Signature] 2-4-2021Deputy County Administrator Signature/Date: [Signature] 2-1-2021County Administrator Signature/Date: [Signature] 2/4/21
(Required for Board Agenda/Addendum Items)

Pima County Department of Community and Economic Development Administration**Project:** EMPLOYEES CARE ABOUT PIMA COUNTY (ECAP) 2021 CAMPAIGN**Contractor:** UNITED WAY OF TUCSON AND SOUTHERN ARIZONA, INC.
330 N. Commerce Park Loop, Suite 200
Tucson, Arizona 85754**Contract No.:** CT-CED-19-401**Contract Amendment No.:** Two (2)

| | | | |
|----------------------------------|-------------------------|--------------------------|--------------|
| Original Contract Term: | 01-01-2019 – 12-31-2019 | Orig. Contract Amount: | \$ 47,992.50 |
| Termination Date Prior Amendment | 12-31-2020 | Prior Amendment Amount | \$ 47,978.70 |
| Termination Date This Amendment | 12-31-2021 | Amount This Amendment: | \$ 42,336.60 |
| | | Revised Contract Amount: | \$138,307.80 |

PROFESSIONAL SERVICES CONTRACT AMENDMENT NO. TWO**1. Background and Purpose.**

- 1.1. **Background.** On June 18, 2019, Pima County ("County") executed the above-referenced Contract with United Way of Tucson and Southern Arizona, Inc. ("Contractor") to administer the annual Employees Combined Appeal Program, now known as the Employees Care About Pima County (ECAP Campaign). On February 18, 2020, County executed Amendment One to the referenced Contract to clarify and update terms for the 2020 Defined Contribution Period.
- 1.2. **Purpose.** County requires additional organization, publicity, associated information services and fiscal administrative services for the 2021 Defined Contribution Period. County has reviewed Contractor's performance and finds it satisfactory. County and Contractor agree to increase the contract amount to allow payment for the continued provision of assistance with the 2021 Employees Care About Pima County ("ECAP") Program during the extended term of the Contract.

2. Glossary of Program Terms. The following definitions are amended:**2.1 ECAP Campaign** is amended to add:

For the third term of this contract, the **2021 ECAP Campaign** is FY 2020–2021 = July 1, 2020 through June 30, 2021.

2.2 Defined Contribution Period is amended to add:

The 2021 Defined Contribution Period is January 1, 2021 through December 31, 2021.

3. **Term.** County is exercising the second extension option to renew the contract for one additional year commencing on January 1, 2021 and terminating on December 31, 2021. If the commencement date is before the signature date of the last party to execute this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

4. **Scope of Services.** The table in paragraph 4.2.6 is deleted and replaced with the following:

| Report | Contents | Dates Covered | Date Due |
|-----------|---|---|--|
| Quarterly | Distributions for each calendar quarter and year-to-date distributions, including the names of the charitable organizations, the amounts received by each organization, the investment earning received by Contractor and expenses incurred by Contractor | Jan. 1 - March 31; April 1 - June 30; July 1 - Sept 30; and Oct. 1 - Dec. 31 of Contract Year | Thirty (30) days from the end of the quarter |
| | A reconciliation of the Pima County ECAP account including distributions to the United Way Collective Impact Account. | | |
| | Details of each employees' contribution during the Defined Contribution Period | | |
| Mid-Year | Total amount of donations received by Contractor from <u>all sources</u> , including Pima County | January 1 through June 30 of Contract Year | July 30 of the Contract Year |
| | Total amount distributed by Contract to agencies within Pima County | | |
| Year-End | Total amount distributed by Contract to agencies within Pima County | January 1 through December 30 of Contract Year | January 30 of the year following the Contract Year |
| | Details of each employees' contribution for the Defined Contribution Period | | |

5. **Key Personnel.** One of the key personnel has changed as follows:

Bruce Ayers
United Way of Tucson and Southern Arizona
Phone: (520)903-3901

is replaced by:

Carlton Miller, Associate Development Officer
United Way of Tucson and Southern Arizona
Phone: (520)903-3901

6. **Compensation and Payment.** The table in paragraph 6.2 is deleted and replaced with the following:

| Contract Year/Contract Term | Estimated Payment to Contractor |
|-------------------------------|---------------------------------|
| January 1 – December 31, 2019 | \$47,992.50 |
| January 1 – December 31, 2020 | \$47,978.70 |
| January 1 – December 31, 2021 | \$42,336.60 |

The parties are also adding paragraph 6.4 as follows: Contractor will provide County accurate reports to support requests for payment.

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

PIMA COUNTY

Chair, Board of Supervisors

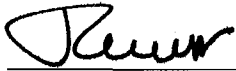
Date

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:



Jan Lesher
Chief Deputy County Administrator

APPROVED AS TO FORM:



Stacey Roseberry
Deputy County Attorney

DS
CB

CONTRACTOR

DocuSigned by:
Tony Penn

Authorized Officer Signature

Tony Penn, President & CEO

Printed Name and Title

2/2/2021

Date