



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: May 4, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Nancy Chow

***Project Title/Description:**

Academic Tutoring Services

***Purpose:**

Contractor will provide one-to-one tutoring in math, English language arts, and elective studies to formerly out-of-school youth. The amendment is to provide funds for tutoring services. Additional tutoring services are required to support students with distance and hybrid learning, during the COVID-19 pandemic.

Attachment: Contract Number CT-CS-20*341 (Amendment 01) (CT-CR-21*353 from and after July 1, 2020).

***Procurement Method:**

RFP-CSET-PVHS-2020-01 per Pima County Board of Supervisors Policy 29.6 Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Youth participants will improve their academic performance sufficiently to pass math, English language arts, and elective studies. Students will demonstrate mastery on state subject area tests and progress toward a high school diploma.

***Public Benefit:**

Youth participants will complete their high school education, improve skills needed to obtain a sustainable job, and continue on to post-secondary education, career training, and/or employment.

***Metrics Available to Measure Performance:**

The tutor will be evaluated by the Pima Vocational High School (PVHS) program coordinator, by reviewing student academic improvement as measured by weekly comprehension assessments, course final exams, and state standardized tests.

***Retroactive:**

Yes. Processing time took longer than anticipated. Due to staffing changes and the COVID-19 pandemic, additional funds were needed for academic tutoring services, to assist students with hybrid and distance learning. If the May 1, 2021 effective date is not approved, tutoring services will not be available after May 15, 2021.

TO: COB 4-21-2021 (2)
Vers: 1
Pgs.: 2

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: CR Contract Number (i.e., 15-123): 21-353
Amendment No.: One (01) AMS Version No.: 01
Commencement Date: July 1, 2020 New Termination Date: _____
Prior Contract No. (Synergen/CMS): CT-CS-20-341
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 3,500.00

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

***Funding Source(s) required:** State Equalization
Elementary and Secondary School Emergency Relief Grant (ESSER)

Funding 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): _____
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: Irene Moreno

Department: Community & Workforce Development Telephone: 724-9745

Department Director Signature/Date: [Signature]

Deputy County Administrator Signature/Date: [Signature] 20 Apr 2021

County Administrator Signature/Date: [Signature] 4/20/21
(Required for Board Agenda/Addendum Items)

Pima County Department of Community & Workforce Development (Pima Vocational High School)

Project: Academic Tutoring Services

Contractor: Nancy Chow
4977 N. Plaza Amor
Tucson, AZ 85704

Contract No.: CT-CS-20*341 (CT-CR-21*353 from and after July 1, 2020)

Contract Amendment No.: One (01)

| | | |
|---|---------------------------------|--------------|
| Orig. Contract Term: 07/01/2020 – 06/30/2021 | Orig. Amount: | \$ 35,000.00 |
| Termination Date Prior Amendment: N/A | Prior Amendments Amount: | 0.00 |
| Termination Date This Amendment: 06/30/2021 | This Amendment Amount: | \$ 3,500.00 |
| | Revised Total Amount: | \$ 38,500.00 |

PROFESSIONAL SERVICES CONTRACT – AMENDMENT ONE

1. Background and Purpose.

1.1. Background. On July 1, 2020, Pima County ("County") and Nancy Chow ("Contractor") entered into the above referenced Contract to provide academic tutoring services to the students of Pima Vocational High School ("PVHS").

1.2. County Organization. Effective July 1, 2020, Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department were restructured to form the Community & Workforce Development Department. This Contract is renumbered to CT-CR-21-353, but all terms and conditions remain unchanged. Any reference in the Contract to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community & Workforce Development Department ("CWD").

1.3. Purpose. Due to the COVID-19 pandemic, County requires additional academic tutoring services for the 2020-2021 school year. This amendment will provide additional funds for tutoring services to support distance and hybrid learning.

2. Compensation and Payment. Paragraph 5.2 is amended to increase the NTE Amount from \$35,000.00 to \$38,500.00.

4. EXHIBIT B – Compensation and Payment. Paragraph 1.1 is amended to increase the number of hours from 1,400 to 1,540.

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

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this amendment and of the original Contract cited herein:

PIMA COUNTY

Sharon Bronson, Chair Board of Supervisors

Date

CONTRACTOR

Nancy Chow
Nancy Chow, Owner

4-16-2021
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Stacey Roseberry
Stacey Roseberry
Deputy County Attorney

4/9/2021
Date

APPROVED AS TO CONTENT

Daniel Sullivan
Daniel Sullivan, Director
Community & Workforce Development

4/14/21
Date