



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 22, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Aspire Business Consultants, Inc.

***Project Title/Description:**

Financial Accounting and Reporting

***Purpose:**

Pima Vocational High School ("PVHS") requires continued assistance in specialized charter school financial services to ensure compliance with all State and Federal accounting and reporting requirements, related to grants management and state funding. The contract and amendments can be found in OnBase by searching Contracts CT-CR-21*354 (formerly CT-CS-18*378) in Doc_ID_AMS.

Amendment (03) reason: increase amount of contract by \$50,000.00 to include SY 2020 - 2021 and SY 2021 - 2022.

Attachment: Contract Number CT-CR-21*354 (Amendment 03)

***Procurement Method:**

RFP-CSET-PVHS-2018-2 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

All reporting with regards to financial requirements will be done in a timely manner for both State and Federal mandates.

***Public Benefit:**

Provides financial and accounting services to keep Pima Vocational High School in compliance with both State and Federal laws.

***Metrics Available to Measure Performance:**

Compliance with State and Federal requirements utilizing county and state financial reporting system guidelines.

***Retroactive:**

Yes. Processing time took longer than anticipated. Due to staffing changes, COVID-19 pandemic and an increase of grants, additional funds are needed for professional accounting services. This amendment will provide additional funding for fiscal monitoring services to support school operations, for 2020-21 and continued funding for 2021-22. If the contract is not approved, professional accounting services will not be available after May 30, 2021.

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*354
Amendment No.: 03 AMS Version No.: 01
Commencement Date: June 1, 2021 New Termination Date: June 30, 2022
Prior Contract No. (Synergen/CMS): CT-CS-18*378
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ \$50,000.00
Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:**

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] 5/27/21

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

[Signature] 8 June 2021
[Signature] 6/8/21

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

Project: Financial Accounting and Reporting

Contractor: ASPIRE Business Consultants, Inc.
P.O. Box 12084
Glendale, AZ 85318

Contract No.: CT-CS-18*378 (CT-CR-21*354 from and after July 1, 2020)

Contract Amendment No.: Three (03)

Orig. Contract Term: 07/01/2018 – 06/30/2019
Termination Date Prior Amendment: 06/30/2021
Termination Date This Amendment: 06/30/2022

Orig. Amount:	\$ 20,000.00
Prior Amendments Amount:	\$ 40,000.00
This Amendment Amount:	\$ 50,000.00
Revised Total Amount:	\$ 110,000.00

PROFESSIONAL SERVICES CONTRACT – AMENDMENT THREE

1. Background and Purpose.

1.1. Background. On July 1, 2018, Pima County ("County") and ASPIRE Business Consultants, Inc. ("Contractor") entered into the above referenced agreement to provide financial accounting and reporting services to 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 are restructured to form the Community & Workforce Development Department. This Contract is renumbered to CT-CR-21-354, 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 provision of financial accounting and reporting services for the 2020-21 and 2021-22 school year. This amendment will provide additional funds for fiscal monitoring services to support school operations.

2. Term. Pursuant to **paragraph 2.2**, County exercises the third of four extension options to renew the contract for one additional year commencing on June 1, 2021. And terminating on June 30, 2022.

3. Maximum Payment Amount. The maximum payment amount the County will spend under this Contract, as set forth in Section 5, is increased by **\$50,000.00**. County's total payments to Contractor under this contract, including any sales taxes, will not exceed **\$110,000.00**.

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

Signature page to follow

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

CONTRACTOR

Sharon Bronson, Chair Board of Supervisors

Heather Jones, Owner

Date

6/7/2021
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

Stacey Roseberry

Stacey Roseberry
Deputy County Attorney

5/5/2021
Date

APPROVED AS TO CONTENT

Daniel Sullivan

Daniel Sullivan, Director
Community & Workforce Development

5/27/21
Date