



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 6/22/2021

* = 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:**

This contract provides for professional Grant Writing Services for competitive and formula grants. Amendment #4 to extend contract for a additional year and add funding.

***Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

***Program Goals/Predicted Outcomes:**

The predicted outcomes for this contract is to continue applying for new and continuing, federal, state, and local grant funds to enhance Pima County Attorney's Office's ability to reduce crime by holding offenders accountable; supporting victims; and implementing prevention crime programs.

***Public Benefit:**

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

***Metrics Available to Measure Performance:**

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

***Retroactive:**

No

TO: COB 6-11-21 (1)
Vers: 1.0
pgs: 2
Addendum

JUN 17 2021 10:00 PM CLKUP-BD

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: PCA Contract Number (i.e., 15-123): 17-323

Amendment No.: 4 AMS Version No.: 10

Effective Date: 07/07/2021 New Termination Date: 06/30/2022

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 55,000.00

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

*Funding Source(s) required: Pima County Attorney's Office- Anti-Racketeering Fund

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): _____

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: Mahmoud Hourani

Department: Pima County Attorney's Office

Telephone: 520-724-5282

Department Director Signature/Date: _____ 6-9-21

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____ 6/10/21
(Required for Board Agenda/Addendum Items)

Pima County Attorney Office

Project: Professional Grant Writing Services

Contractor: CBS Consulting Group

**P.O.Box1624
Green Valley, Arizona 85622**

Contract No.: CT-PCA-17-323

Contract Amendment No.: [4]

Orig. Contract Term: 04/01/2017 - 06/30/2018	Orig. Amount:	\$ 67,500.00
Termination Date Prior Amendment: 06/30/21	Prior Amendments Amount:	\$143,000.00
Termination Date This Amendment: 06/30/22	This Amendment Amount:	\$ 55,000.00
	Revised Total Amount:	\$265,500.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On April 01, 2017, County and Contractor entered into the above referenced contract to provide professional grant-writing services. The term for the second extension option in amendment 2 was July 1, 2020 to June 30, 2021.

1.2. Purpose. County requires continuing grant-writing services from Contractor.

2. Term. The County is exercising the third extension option to renew the contract for one additional year commencing on July 1, 2021 and terminating on June 30, 2022. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date

3. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 3 is increased by \$55,000. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$265,500.00.

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

Signature page to follow

PIMA COUNTY

Chairman, Board of Supervisors

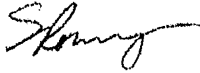
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Stacey Roseberry
Deputy County Attorney

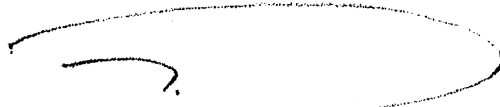
5/26/2021
Date

CONTRACTOR


Authorized Officer Signature

CHERYL BROWNSTEIN-SANTIAGO,
Printed Name and Title CBS CONSULTING GROUP
PRINCIPAL

6/8/21
Date



Martha Durkin
Administrative Services Manager

6-2-21
Date