



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 11/16/2021

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Express Services, Inc. of Colorado dba EXPRESS Employment Professionals

***Project Title/Description:**

Substitute teachers for core and elective studies

***Purpose:**

Pima Vocational High School ("PVHS") requires substitute teachers to provide classroom instruction, as needed in math, English, social studies, and elective courses. PVHS has been affected by the nationwide teacher shortage and has seen an increase in the need to use long-term substitute teachers in English and social studies. This amendment will provide additional funds for the use of substitute teachers, as needed, in all subjects, for the 2021-22 school year. The contract and amendments can be found in OnBase, by searching Contracts CT-CR-21*424 (Formerly CT-CS-18*379) in Doc_ID_AMS.

Amendment (4) reason: addition of \$40,000.00 to existing contract, for the 2021-22 school year.

Attachment: Contract Number CT-CR-21*424 (Amendment 04)

***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:**

PVHS will provide qualified substitute instructors, as needed, in the absence of regular teachers, to ensure the daily continuity of instruction and supervision of PVHS students.

***Public Benefit:**

PVHS will maintain continuous instruction for students by highly qualified substitute teachers to ensure that there is no lapse in quality education for students who reside within Pima County.

***Metrics Available to Measure Performance:**

Substitute teachers will be on-site to provide instruction and supervision of students, in the absence of a regular teacher.

***Retroactive:**

Yes. The original term of the amendment for 21-22 is from 07/01/2021 – 06/30/2022. PVHS is only adding funds of \$40,000.00 to the contract for 21-22. Due to the nationwide teacher shortage and staff turnaround, PVHS has used long-term substitute teachers in English and social studies, which has caused the contract funds to diminish faster than anticipated. If the amendment is not approved, PVHS will not have teachers for in-person classes for the 2021-22 school year.

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To: COB 11-10-21 (2)
Vers: 3
pgs: 2 ADDENDUM

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

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*424
Amendment No.: 04 AMS Version No.: 03
Commencement Date: 07/01/2021 New Termination Date: 06/30/2022
Prior Contract No. (Synergen/CMS): CT-CS-18*379

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 40,000.00

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

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

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: [Signature] Date: 11/8/2021

Deputy County Administrator Signature: [Signature] Date: 8 Nov 2021

County Administrator Signature: [Signature] Date: 11/9/2021

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

Project: Substitute teachers for core and elective studies

Contractor: Express Services, Inc. of Colorado
dba EXPRESS Employment Professionals
6451 S. Country Club Road, Suite 101
Tucson, AZ 85706

Contract No.: CT-CR-21*424

Contract Amendment No.: Four (04)

Orig. Contract Term: 07/01/2018 - 06/30/2019	Orig. Amount:	\$ 20,000.00
Termination Date Prior Amendment: 06/30/2021	Prior Amendments Amount:	\$ 60,000.00
Termination Date This Amendment: 06/30/2022	This Amendment Amount:	\$ 40,000.00
	Revised Total Amount:	\$120,000.00

PROFESSIONAL SERVICE CONTRACT - AMENDMENT FOUR

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

1. Background and Purpose.

1.1. Background. On July 1, 2018, County and Express Services, Inc. of Colorado, *dba* EXPRESS Employment Professionals ("Contractor") entered into the above referenced agreement to provide substitute teachers for Pima Vocational High School, ("PVHS").

1.2. Purpose. County requires substitute teachers to provide classroom instruction, as needed, in math, English, social studies and electives. PVHS has been affected by the nationwide teacher shortage and has seen an increase in the need to use long-term substitute teachers in English and social studies. This amendment will provide additional funds for the use of substitute teachers, as needed, in all subjects, for the 2021-22 school year.

2. Term. There is no change to the term of this contract. The Contract will terminate on June 30, 2022.

3. Compensation and Payment. Paragraph 5.2 is amended as follows, County is exercising the fourth extension option to increase the NTE Amount from \$80,000.00 to \$120,000.00.

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

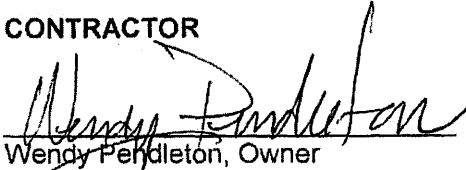
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR


Wendy Pendleton, Owner

11/8/2021


Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM




Stacey Roseberry
Deputy County Attorney

11/8/2021

Date

APPROVED AS TO CONTENT


for: Daniel Sullivan, Director
Community & Workforce Development

11/8/2021

Date