

# COB - BOSAIR FORM

07/27/2026 8:31 AM (MST)



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number: PO ECD PO2600018227

|                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Award Type:                                                                                      | Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| BOSAIR Activity:                                                                                 | Board Meeting Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Requested Board Meeting Date:                                                                    | 08/11/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Supplier / Customer / Grantor / Subrecipient:                                                    | Southern Arizona Education Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Project Title / Description:                                                                     | Advancing Academic Success and Civic Engagement Across Pima County                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Purpose:                                                                                         | To empower and enable a more educated and engaged community by providing access to learning, services, and opportunities. Its regional programs are focused on increasing high school completion, expanding access to college and career pathways, and cultivating youth leadership in public life. These efforts strengthen the economic vitality and civic health of Pima County by preparing young people to succeed in education, employment, and community service.                                                    |
| Procurement Method:                                                                              | Direct Select for Professional Services: Direct Select per Board of Supervisors Policy D29.6, III-C.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Procurement Method Additional Info:                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Program Goals/Predicted Outcomes:                                                                | Identify education issues in the community and address those through education advocacy activities, partnerships and programs                                                                                                                                                                                                                                                                                                                                                                                               |
| Public Benefit and Impact:                                                                       | The Agency's work fosters long-term upward economic mobility and civic participation for youth and families in Pima County. By delivering equitable access to educational resources, college and career pathways, and civic engagement opportunities, the Agency helps prepare the next generation of informed, employed, and empowered community members. These efforts directly benefit the region through a more skilled workforce, higher rates of postsecondary attainment, and strengthened democratic participation. |
| Strategic Plan Pillar                                                                            | <ul style="list-style-type: none"><li>Infrastructure &amp; Growth</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Support of Prosperity Initiative:                                                                | <ul style="list-style-type: none"><li>7. Increase Pathways to Post-Secondary Education</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Provide information that explains how this activity supports the selected Prosperity Initiatives | This contract supports this Prosperity Initiative #7 through the Peer Coach Program that provides college and career readiness support, FAFSA data, FAFSA application services, and coordination through ABOR to provide additional transition support from high school to college and that supports career ID and corresponding required academic training needs.                                                                                                                                                          |
| Metrics Available to Measure Performance:                                                        | Agency will submit required regular reports which include the number of units served, number of deliverables to unduplicated participants, and associated performance outcomes including the number of unduplicated participants that have met expected performance levels.                                                                                                                                                                                                                                                 |
| Retroactive:                                                                                     | YES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Retroactive Description:**

Yes. It took longer than anticipated to finalize the Funding Agreement due to revisions/modifications in the Scope of Services. If the Funding Agreement is not approved, Pima County will not continue its partnership with Southern Arizona Education Council and will not provide funding for SAEC economic and workforce development-related activities.

Contract / Award Information

Record Number: PO ECD PO2600018227

|                                               |              |
|-----------------------------------------------|--------------|
| Document Type:                                | PO           |
| Department Code:                              | ECD          |
| Contract Number:                              | PO2600018227 |
| Commencement Date:                            | 07/01/2026   |
| Termination Date:                             | 06/30/2027   |
| Supplier / Subrecipient Headquarters Location | Arizona      |

\* Headquarters information is not a consideration for awards

|                       |
|-----------------------|
| Total Expense Amount: |
| \$122,000.00          |
| Total Revenue Amount: |
| \$0.00                |

|                                                                     |              |
|---------------------------------------------------------------------|--------------|
| Funding Source Name(s)<br>Required:                                 | General Fund |
| Funding from General Fund?                                          | YES          |
| If Yes Provide Total General Funds:                                 |              |
| \$122,000.00                                                        |              |
| Percent General Funds                                               | 100          |
| Contract is fully or partially funded with Federal Funds?           | NO           |
| Contract is fully or partially funded with Non-Federal Grant Funds? | NO           |
| Were insurance or indemnity clauses modified?                       | NO           |

|                                           |    |
|-------------------------------------------|----|
| Vendor is using a Social Security Number? | NO |
|-------------------------------------------|----|

|             |                      |
|-------------|----------------------|
| Department: | Economic Development |
|-------------|----------------------|

|       |                  |
|-------|------------------|
| Name: | Julie McWilliams |
|-------|------------------|

|            |              |
|------------|--------------|
| Telephone: | 520-724-8450 |
|------------|--------------|

|                                       |    |
|---------------------------------------|----|
| Add Procurement Department Signatures | No |
|---------------------------------------|----|

|                               |    |
|-------------------------------|----|
| Add GMI Department Signatures | No |
|-------------------------------|----|

Department Director Signature:  Department Director Date: 7/29/2026 | 1:08 PM MST

Deputy County Administrator Signature:  Date: 7/29/2026 | 3:15 PM MST

County Administrator Signature:  Date: 7/29/2026 | 3:48 PM MST

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**DATE:** July 23, 2026

**TO:** Jan Leshner, County Administrator

**FROM:** Heath Vescovi-Chiordi, Economic Development Director

**Cc:** Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Bruce D. Collins, Procurement Director

**SUBJECT:** Request for Direct Selection of Professional Services from Southern Arizona Education Council for supplemental Economic and Workforce Development Services for Pima County and Southern Arizona

Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, this memorandum seeks approval to select Southern Arizona Education Council (formerly Metropolitan Education Commission) to provide supplemental Economic Development services on behalf of Pima County.

**Background:** The Pima County Board of Supervisors established the Metropolitan Education Commission (MEC) in 1990 with Resolution 1990-178 and by the City of Tucson with Mayor & Council Resolution 15458, and was incorporated in 1991. It received its 501(c)3 status in February 1995. Its core function is to identify education issues in the community and address those through education advocacy activities, partnerships and programs. The County and City resolutions established the MEC governance structure of 34 Commissioners appointed by the state, county, city and K-20 institutions, business, social service entities, youth and parents. MEC is led by an executive director for operations and executive board for policy. The staff consists of three full-time employees, part-time college interns and staff as needed. MEC recently was renamed Southern Arizona Education Council (SAEC). SAEC sustains its work through federal, state and local grants, private sector contributions, and annual fundraising activities.

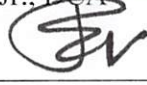
**Requested Action:** The Economic Development Department requests Southern Arizona Education Council to be selected for provision of supplemental Economic and Workforce Development Services for Pima County, with a not-to-exceed amount of \$122,000.00 for a contract term of one (1) year with the Option for four (4) additional one (1) year renewals, pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.

Approved as to Form: **Bruce D Collins** Digitally signed by Bruce D Collins  
Date: 2026.07.23 17:12:32 -07'00'  
Bruce D. Collins, Procurement Director

Date: \_\_\_\_\_

Concur:   
Carmine DeBonis, Jr., DCA

Date: 7/24/2026

Direct Select Approved:   
Jan Leshner, County Administrator

Date: 7/24/26

**Pima County Department of Economic Development**

**Project: Advancing Academic Success and Civic Engagement Across Pima County**

**Contractor: Southern Arizona Education Council**

**Amount: \$122,000.00**

**Contract No.: PO2600018227**

**Funding: General Fund**

**FUNDING AGREEMENT**

**1. Parties, Background and Purpose.**

- 1.1. Parties. This Contract is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Southern Arizona Education Council, a nonprofit corporation ("Contractor").
- 1.2. Purpose. County will provide funding to Contractor to defray costs related to the provision of services by the Contractor for the benefit of the public.
- 1.3. Authority. Pursuant to A.R.S. § 11-254.04, the Board of Supervisors is authorized to appropriate and spend public monies for and in connection with economic development activities, and the Board, having considered the nexus and transition from high school to postsecondary education is a critical determining factor in employability and long term gainful employment which leads to the overall general reduction of poverty, and that the services provided by SAEC, including FAFSA application support and others are critical and concrete steps toward enhancing employment through access to education for our community, hereby finds and determines that the college and career readiness program provided for in this Contract will assist in the creation or retention of jobs and will otherwise improve and enhance the economic welfare of the inhabitants of the County.

2. **Term**. The term of this Contract commences on July 1, 2026 and will terminate on June 30, 2027. If the commencement date is before the signature date of the last party to execute this Contract, the parties will, for all purposes, deem the Contract to have been in effect as of the commencement date.
3. **Compensation and Payment**. County will provide a maximum of \$122,000.00 to Contractor, contingent on Contractor continuing to complete the concrete deliverables and standards in Exhibit A.
4. **Scope of Services**. Contractor will use County funds to pay for expenses directly related to **Exhibit A** at the dates and times described on **Exhibit A**.
5. **Indemnification**. To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively,

"Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

**6. Laws and Regulations.**

6.1. Compliance with Laws. Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.

6.2. Licensing. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.

6.3. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be brought in the appropriate court of the State of Arizona in Pima County.

7. **Independent Contractor.** Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.

8. **Subcontractors.** Contractor is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any Subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Contractor is responsible for the acts and omissions of its own employees. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any Subcontractor, except as may be required by law.

9. **Assignment.** Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.

10. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any Subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

11. **Americans with Disabilities Act.** Contractor will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

12. **Authority to Contract.** Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.
13. **Full and Complete Performance.** The failure of either party to insist, in one or more instances, upon the other party's full and complete performance under this Contract, or to take any action based on the other party's failure to fully and completely perform, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
14. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.
15. **Notice.** Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:

County:  
Heath Vescovi-Chiordi, Director  
Economic Development Department  
201 North Stone Avenue, 2<sup>nd</sup> Floor  
Tucson, Arizona 85701-1317  
(520) 724-4444  
[Heath.Vescovi-Chiordi@pima.gov](mailto:Heath.Vescovi-Chiordi@pima.gov)

Contractor:  
Rocque Perez  
Southern Arizona Education Council  
1080 S 10<sup>th</sup> Avenue  
Tucson, AZ 85701  
(520) 670-0055  
[rocque@sazeducation.org](mailto:rocque@sazeducation.org)

16. **Remedies.** Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.
17. **Public Records.**
  - 17.1. Disclosure. Pursuant to A.R.S. § 39-121 et seq., all documents submitted relevant in the award of this Contract are public records. As such, those documents are subject to release and/or review by the general public upon request.
  - 17.2. Records Marked Confidential; Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.
18. **Legal Arizona Workers Act Compliance.**

- 18.1. Compliance with Immigration Laws. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the “State and Federal Immigration Laws”). Contractor will further ensure that each Subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.
- 18.2. Books & Records. County has the right at any time to inspect the books and records of Contractor and any Subcontractor in order to verify such party’s compliance with the State and Federal Immigration Laws.
- 18.3. Remedies for Breach of Warranty. Any breach of Contractor’s or any Subcontractor’s warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a Subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement Subcontractor as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.
- 18.4. Subcontractors. Contractor will advise each subcontractor of County’s rights, and the subcontractor’s obligations, under this Section 18 by including a provision in each subcontract substantially in the following form:
- “Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor’s employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor’s books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract.”
19. **Israel Boycott Certification**. Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
20. **Forced Labor of Ethnic Uyghurs**. Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People’s Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China. If Contractor becomes aware during the term of the Contract that Contractor is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

21. **Heat Injury and Illness Prevention and Safety Plan.** Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.
22. **Amendment.** The parties may modify, amend, alter or extend this Contract only by a written amendment signed by the parties.
23. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

ATTEST

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

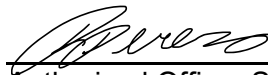
APPROVED AS TO FORM

  
\_\_\_\_\_  
Deputy County Attorney

Bobby Yu  
\_\_\_\_\_  
Print DCA Name

7/24/2026  
\_\_\_\_\_  
Date

**CONTRACTOR**

  
\_\_\_\_\_  
Authorized Officer Signature

Rocque Perez, Chief Executive Officer  
\_\_\_\_\_  
Printed Name and Title

07/24/26  
\_\_\_\_\_  
Date

APPROVED AS TO CONTENT

  
\_\_\_\_\_  
Department Head

Heath S. Vescovi-Chiordi  
\_\_\_\_\_  
Print Name

7-24-2026  
\_\_\_\_\_  
Date

## **Exhibit A – Scope of Services (Updated for Fiscal Year 2026-2027)**

### **1. Program Overview**

The Southern Arizona Education Council (the “Agency”) delivers a coordinated portfolio of programs that advance academic success and civic engagement across Pima County, assisting in the creation and retention of jobs through education, and improving and enhancing the economic welfare of the inhabitants of the County. By promoting access to high school graduation, postsecondary and workforce readiness, and youth participation in civic life, the Agency ensures that learners are supported along meaningful educational and service pathways. Operating under the direction of its Board of Directors or an appointed Chief Executive Officer, the Agency maintains full compliance with Pima County requirements, applicable state and federal nonprofit regulations, and Arizona Open Meeting Law as a shared public body of Pima County and the City of Tucson.

### **2. Program Purpose:**

The Agency exists to empower a more educated and engaged community by connecting learners to opportunities to thrive with purpose. Its regional programs increase high school completion, expand access to college and career pathways, and cultivate youth leadership in public life. These efforts strengthen the economic vitality and civic health of Pima County by preparing young people to succeed in education, employment, and community service. The Agency’s work is guided by a governance model rooted in transparency, equity, and measurable impact.

### **3. Required Activities of the Agency:**

#### **3.1. Academic Empowerment Activities:**

##### **3.1.1. College and Career Access Center:**

- 3.1.1.1. Facilitate the Peer Coach Program, employing trained high school seniors to assist peers with college and career readiness.
- 3.1.1.2. Deliver in-person advising at schools, libraries, and accessible community venues.
- 3.1.1.3. Host workshops on postsecondary exploration, applications, FAFSA completion, and scholarships.
- 3.1.1.4. Maintain and promote a publicly accessible scholarship directory.
- 3.1.1.5. Extend FAFSA-related data insights and best practices to schools, districts, and the public.

##### **3.1.2. College and Career Night:**

- 3.1.2.1. Co-host a consolidated, regional college and career event with Tucson Unified School District and other partners.
- 3.1.2.2. Invite diverse colleges, training programs, and employers to connect with students, families, and educators.
- 3.1.2.3. Provide on-site support for admissions, financial aid, and career guidance.

**3.1.3. Peer Coach Program:**

- 3.1.3.1. Recruit, train, and support Peer Coaches in collaboration with the Arizona Board of Regents.
- 3.1.3.2. Ensure coaches complete formal training and certification to support peers.
- 3.1.3.3. Serve as a liaison between students, schools, and postsecondary institutions.

**3.2. Civic Empowerment Activities:**

**3.2.1. Teen Town Hall or Democracy Forum:**

- 3.2.1.1. Engages young people in civic discussions.
- 3.2.1.2. Facilitates dialogue between young people and elected officials, enhancing and contributing to the understanding of governmental processes, initiatives, and decision-making.
- 3.2.1.3. Engage students on timely issues and integrate their perspectives into regional advocacy.
- 3.2.1.4. Distribute civic education materials, including state and federal constitutions.

**3.2.2. Tucson Teen Congress:**

- 3.2.2.1. Offers a series of workshops and mentorship opportunities focused on public service and civic leadership.
- 3.2.2.2. Participants conduct community projects and advocacy initiatives, translating insights from the Teen Town Hall into actionable community engagement.

**3.2.3. Legislative Day:**

- 3.2.3.1. Coordinate an occasion in which students may learn from and engage with officials, staff, and organizations at the Arizona State Capitol.
- 3.2.3.2. Afford coverage of travel and consumables to students and chaperones in attendance.

**3.3. Recognition and Incentive Programs:**

**3.3.1. 20 Under 20 Outstanding Teen Citizens**

- 3.3.1.1. Recognize outstanding citizenship among teens and youth across Pima County.
- 3.3.1.2. Eligibility includes a measure of personal resilience and service to the community.

**3.3.2. Evening to Empower Ed:**

- 3.3.2.1. Recognizes outstanding contributions in education across Pima County, additionally serving as a culmination of service by Peer Coaches.
- 3.3.2.2. Categories include Youth of the Year, Educator of the Year, Counselor of the Year, and College Catalysts, among others.

**3.4. Organizational Leadership:**

**3.4.1. Operating Hours**

- 3.4.1.1. Maintains operations from Monday through Friday, between 9 a.m. and 5 p.m., available to those it serves within those hours.

**3.4.2. Operational Maintenance:**

- 3.4.2.1. Adhere to governance structures and operational standards necessary for maintaining its nonprofit status.
- 3.4.2.2. Regularly coordinates with city and county officials to align educational initiatives with regional development goals.
- 3.4.2.3. Includes management of organizational finances, compliance with regulatory requirements, and oversight of program effectiveness.
- 3.4.2.4. Exercises operational sustainability

**3.4.3. Financial Compliance and Sustainability:**

- 3.4.3.1. Engages with the City of Tucson to secure a commitment for equal financial support, ensuring balanced funding and demonstrating a unified effort to address the educational needs within the region.
- 3.4.3.2. Actively seeks and applies for sponsorships and grants from federal, state, and private sources to supplement its funding. This includes, but is not limited to, applications for educational and community development grants that align with the Agency's mission and objectives.

**3.4.4. Marketing and Communications:**

- 3.4.4.1. Disseminate information to the greater public, in digital and print formats, focusing on the status, and importance of, education, employment, and career opportunities in Pima County.
- 3.4.4.2. Utilize public relations channels to raise the highest levels of interest in, and support for, education in Pima County.
- 3.4.4.3. Develop collaborations with public entities to maximize the visibility of opportunities, programs and services for learners.

- 4. Target Population:** Agency will serve high school youth, their families, and their advocates throughout Pima County.

**5. Key Personnel**

**5.1. Agency will:**

- 5.1.1. Employ suitably trained and skilled professional personnel to perform all services under this agreement.
- 5.1.2. Perform its duties in a humane and respectful manner and in accordance with any applicable professional standards.
- 5.1.3. Have a personnel policy manual, adhere to its provisions and conduct an annual performance appraisal of all personnel. Only personnel who have

received satisfactory evaluations will provide services under this agreement.

**6. Performance Tools**

- 6.1. Design and utilize, as appropriate, the following:
- Registration Form: Collect service recipient goals and needs.
  - Post-Event Surveys: Assess service quality, engagement, and impact.
  - Quarterly Program Reports: Document service delivery and key performance indicators.
- 6.2. Agency will provide the County with copies of the documents described in paragraph 7.1, upon request.

**7. Reports**

- 7.1. Agency will complete Quarterly and Annual Reports for this Agreement and submit on or by the following dates:
- October 31: Quarter 1 Report (Jul. 1 - Sept. 30, 2026);
  - January 31: Quarter 2 Report (Oct. 1 - Dec. 31, 2026);
  - April 30: Quarter 3 Report (January 1 - March 31, 2027);
  - July 31: Quarter 4 Report (Apr. 1 - June 30, 2027) and Annual Report.
- 7.2. Unless written approval has been granted by the Director of Economic Development or designee, all reports must be submitted in a timely manner.

**8. Budget:**

The allocation of funds will be distributed across several areas. The exact allocation across these areas is subject to change at the will of the Agency. To inform the execution of this contract the anticipated expenditures are as follows:

**Anticipated Expenditures**

- 8.1. Administrative Payroll (\$63,388):
- Personnel - Executive Director (Salary): \$60,388.00
  - Personnel - Executive Director (Benefits): \$3,000.00
- 8.2. Administrative Operations (\$312):
- Functional - Phone and Virtual Meetings (Fee): \$312.00
- 8.3. Programs and Services (\$58,300):
- Southern Arizona College and Career Night
    - Venue with Rentals: \$5,000.00
    - School Scholarship Incentives: \$4,500.00
  - Peer Coach Program
    - Orientation Training: \$1,500.00
    - Consumables and Beverage: \$2,000.00
    - School Incentive (\$1200 x 24 Host Schools): \$28,800.00
  - Teen Town Hall: \$4,500.00
  - 20 Under 20 Outstanding Citizens: \$6,000.00
  - Evening to Empower Ed: \$6,000.00

**TOTAL CONTRACT BILLING: \$122,000.00**

## **Program Requirements and Deliverables:**

- **Requirement 1:** Expand academic empowerment and postsecondary readiness for high school students across Pima County.  
**Outcome:** At least 4,000 students must receive targeted college and career readiness support. Among them, a minimum of 2,500 must complete postsecondary applications, scholarships, or FAFSA submissions with Peer Coach or staff assistance.
- **Requirement 2:** Cultivate youth civic leadership and engagement through year-round opportunities for public service, policy learning, and community advocacy.  
**Outcome:** Participants must partake in at least two community-based projects, with 90% of participants reporting an increased knowledge of local government and how to engage with it.
- **Requirement 3:** Increase access to financial aid and postsecondary resources for students and families through regional coordination and advising.  
**Outcome:** For 2026–2027, the Agency must drive a 15% year-over-year increase in FAFSA submissions in collaboration with local schools and ABOR.
- **Requirement 4:** Deliver inclusive community-facing events that connect students and families to postsecondary, workforce, and civic opportunities.  
**Outcome:** A minimum of three signature events must serve a combined audience of at least 3,200 students, family members, educators, and civic leaders.

**Public Benefit:** The Agency’s work fosters long-term economic mobility and civic participation for youth and families in Pima County. By delivering equitable access to educational resources, college and career pathways, and civic engagement opportunities, the Agency helps prepare the next generation of informed, employed, and empowered community members in Pima County. These efforts directly benefit the region through a more skilled workforce, higher rates of postsecondary attainment, and strengthened democratic participation.

**Metrics Available to Measure Performance:** Agency will submit quarterly reports which include the number of units served, number of deliverables to unduplicated participants, and the number of unduplicated participants that have met the expected performance. County will determine Agency’s progress in meeting the program requirements and deliverables.