

# COB - BOSAIR FORM

06/23/2026 3:42 PM (MST)

Submitted by Rebecca.Collins@pcao.pima.gov



## 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 PCA PO2500017504

<b>Award Type:</b>	Contract
<b>BOSAIR Activity:</b>	Board Meeting Request
<b>Requested Board Meeting Date:</b>	07/14/2026
<b>Supplier / Customer / Grantor / Subrecipient:</b>	CBS Consulting Group
<b>Project Title / Description:</b>	Professional Grant Writing Services
<b>Purpose:</b>	This contract provides for professional grant writing services for competitive and formula grants.
<b>Procurement Method:</b>	Direct Select for Professional Services: Direct Select per Board of Supervisors Policy D29.6, III-C.
<b>Procurement Method Additional Info:</b>	n/a
<b>Program Goals/Predicted Outcomes:</b>	The predicated outcome for this contract is to allow the office to continue applying for new and continuing federal, state, and local grant funds to enhance the Pima County Attorney's Office's ability to reduce crime by holding offenders accountable; supporting victims; and implementing crime prevention programs.
<b>Public Benefit and Impact:</b>	The use of grant funded money provides supplemental funding for various criminal justice programs and core services including crime prevention, criminal prosecution, and victim advocacy saving local taxpayer dollars. Historically, the County Attorney's Office receives, on average, \$4 million worth of grant funding annually.
<b>Strategic Plan Pillar</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Support of Prosperity Initiative:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Provide information that explains how this activity supports the selected Prosperity Initiatives</b>	n/a
<b>Metrics Available to Measure Performance:</b>	Pima County Attorney's Office will be reviewing and approving invoices to monitor services provided under this agreement required to meet the needs of the program.

**Retroactive:**

YES

**Retroactive Description:**

retroactive due to obtaining contractor signature and new BOSAIR system.

**Amendment / Revised Award Information**

Record Number: PO PCA PO2500017504

**Document Type:**

PO

**Department Code:**

PCA

**Contract Number:**

PO2500017504

**Amendment Number:**

1

**Commencement Date:**

07/01/2026

**Termination Date:**

06/30/2027

**Supplier / Subrecipient  
Headquarters Location**

Tucson AZ

\* Headquarters information is not a consideration for awards

**Is the Termination Date new?**

YES

**Classification:**

Expense

**Adjust Level:**

Increase

**Prior Contract Number (If  
Applicable):**

n/a

**Amount This Amendment:**

\$85,000.00

**Funding Source(s) required:**

General Fund

**Funding from General Fund?**

YES

**If Yes Provide Total General Funds:**

\$85,000.00

**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

**Department:**

PCAO

**Name:**

Rebecca Collins

**Telephone:**


5207244970

**Add GMI Department Signatures**

No

Department Director Signature: Giuliano De Santis Date: 6/23/2026 | 3:59 PM MST

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature:  Date: 6/25/2026 | 9:28 AM MST

**Pima County Attorney's Office**

**Project: Professional Grant Writing Services**

**Contractor: CBS Consulting Group**

**Contract No.: PO2500017504**

**Contract Amendment No.: 1**

<b>Orig. Contract Term:</b> 07/01/2025 - 06/30/2026	<b>Orig. Amount:</b>	\$ 85,000.00
<b>Termination Date Prior Amendment:</b>	<b>Prior Amendments Amount:</b>	\$ 0.00
<b>Termination Date This Amendment:</b> 06/30/2027	<b>This Amendment Amount:</b>	\$ 85,000.00
	<b>Revised Total Amount:</b>	\$170,000.00

**CONTRACT AMENDMENT**

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

1. **Background and Purpose**
  - 1.1. Background. On July 1, 2026, County and Contractor entered into the above referenced agreement to provide Professional Grant Writing Services.
  - 1.2. Purpose. County requires additional Grant Writing Services for the Program Managers and prospective grant opportunities for PCAO.
2. **Term.** The County is exercising the first extension option to renew the contract for one additional year commencing on July 1, 2026 and terminating on June 30, 2027. 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 Exhibit B, is increased by \$ 85,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$170,000.00.
4. **Scope of Services.** **Exhibit A** is replaced in its entirety with **Exhibit A** (2 pages) attached herein below.
5. **Rates.** The all-inclusive fee for completing grant applications and other activities is \$85,000. Payment net: 30 days billed quarterly. Competitive Proposals for additional work are not to exceed \$15,000 each to be billed as a lump sum fee. Payment net: 30 days billed monthly. **Exhibit B** (1 page) attached herein below.

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

**PIMA COUNTY**

**CONTRACTOR**

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

*David R. B...*  
Authorized Officer Signature

\_\_\_\_\_  
Date

CBS CONSULTING GROUP PRINCIPAL  
Printed Name and Title

6/17/26  
Date

**ATTEST**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

*Kyle Johnson*  
Deputy County Attorney

**APPROVED AS TO CONTENT**

*Giuliano De Santis*  
Giuliano De Santis Department Head

Kyle Johnson  
Print DCA Name

6/16/26  
Date

6/15/2026  
Date

**Exhibit A (2 pages)  
Scope of Services**

**I. Priority 1 Existing Grants (Maintenance of Effort)**

1. Meet in person, by phone, videoconferencing and webinars with various grantor representatives of the AZ Criminal Justice Commission (ACJC), AZ Department of Public Safety, AZ Governor's Office, the Arizona Auto Theft Authority, and other similar entities, as needed.
2. Meet with individual PCAO project managers and PCAO finance and administration personnel, as needed.

**II. Priority 2 Prospecting**

1. Review and make recommendations regarding any new grant solicitations that are of interest to PCAO and forward to PCAO's upper management.
2. If determined to be a viable project with the submission deadline from January through July, contractor will present a competitive proposal for review by upper management and submission at its direction.
3. Meet with individual PCAO project managers and PCAO finance and administration personnel during various grant application processes.

**III. Priority 2 Prospecting**

1. Contractor will arrange grant writing training for PCAO-designated candidates. Candidate selection and availability for training will take place in consultation with contractor, who will support candidates in practicing grant writing duties beyond the Initial training.

**IV. Grant Agencies Focus**

1. U.S. Department of Justice
  - a. Bureau of Justice Assistance
  - b. Office for Victims of Crime
  - c. Office on Violence Against Women (OVW)
  - d. Office of Justice Programs

**V. Program Area Priorities**

1. Adults
  - a. Restorative Justice, DTAP, CMPSS Courts and other diversion programs
  - b. Victim Services
  - c. Data-driven prosecution

**VI. Annual and Renewal Grant Solicitations**

Historically, the Pima County Attorney's Office (PCAO) has applied each year for a variety of formulas and discretionary grants to enhance its ability to reduce crime, support victims and prevent crimes. Typically, they include federal grants, federal-state pass-through grants, state grants, and occasionally from other entities. The contract includes as many as possible of the following, and others forwarded by PCAO upper management:

**Exhibit A (2 pages)  
Scope of Services**

AGENCY AND SOLICITATION TITLE	NOFO	ACTIVITIES AND DELIVERABLES
<b>AZ Dept. of Public Safety (U.S. Office of Victims of Crime) Crime Victim Assistance (3-year grant for Victim Services)</b>	Spring	–Secure RFP –Communicate with PCAO and project partner staff to develop a plan and budget for new applications and/or for renewals
<b>AZ Criminal Justice Commission Drugs, Gangs and Violent Crime Control (DGVCC)</b>	Spring	–Draft proposal for review by project director and senior staff, whenever possible at least two weeks before its deadline
<b>AZ Auto Theft Authority Auto Theft Vertical Prosecution and Professional Training Grants</b>	Spring	–Secure from PCAO staff the required
<b>U.S. Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (JAG) This involves preparing a PCAO insert for the yearly formula award that the Tucson Police Department administers on behalf of the County, Tucson, the Sheriff's Department and PCAO.</b>	Summer	signatures/letters/certifications and other documents to be uploaded with the application –Revise application as needed and secure final approval from the Legal Administrator, the Chief Deputy, or the finance unit manager.
<b>National Center of Restorative Justice (NCORJ)</b>	Winter	–Submit application in a timely fashion –Provide an electronic copy to the project director, Finance Manager, senior staff and any partner organizations listed in the submission.

**VII. Work Location / Travel**

As an independent contractor, all work will be completed in Contractor's home office, using her own supplies and equipment. All regular, in-state travel is included in the contract rate.

**Exhibit B (1 page)  
Rates**

**I. Fees**

The all-inclusive fee for completing grant applications and other activities is \$85,000.

Payment net: 30 days billed quarterly.

Competitive Proposals for additional work are not to exceed \$15,000 each to be billed as a lump sum fee. Payment net: 30 days billed monthly.