

# COB - BOSAIR FORM

05/28/2026 3:18 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 PO2400001702

**Award Type:** Contract

**BOSAIR Activity:** Board Meeting Request

**Requested Board Meeting Date:** 06/23/2026

**Supplier / Customer / Grantor / Subrecipient:** The Human Communications Studio LLC

**Project Title / Description:** Advocacy, Trial Strategy and Communication Training

**Purpose:** The Human Communications Studio LLC, (HCS) will provide on-site training, consultation, and courtroom observation for attorneys and professional staff. Services will be delivered in three (3) 75-hour increments of service for a total of 225 hours per year. The attorney trainings will include topics such as pre-trial case review and presentation strategies, strategies for opening and closing statements, rebuttals, direct and cross, special victim and child communications. In addition, the trainings will provide jury selection and voir dire strategies, jurors as learners, strategic display design and exhibit integration, one-on-one consultation, personality theory and communication, as well as courtroom observation and feedback. This unique format of conclusive training, observation, and skill-building is critical to ensure the legal development and courtroom expertise required for many of our new attorneys, as well as increasing the professional development of many of our veteran employees. This contractor is well versed in the courtroom processes and personnel specific to Pima County as well as the mission, vision, and values of The People's Office. This specialized combination of services is not available in concurrent format from any other single vendor. At the professional level required for both new and veteran attorneys and staff. This amendment 3 is to increase the amount of funding, there is no extension to the term date.

**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:** Predicted outcomes include a safer community through an increase in trial preparation and success. The goals for this contract includes professional development and skills training for criminal attorneys, particularly those new to Pima County Attorney's Office, and others with limited litigation experience.

**Public Benefit and Impact:** Pima County will benefit from skilled attorneys and staff that are dedicated to protecting the public safety through enhanced prosecution

**Strategic Plan Pillar** • N/A

**Support of Prosperity Initiative:** • N/A

**Provide information that explains how this activity supports the selected Prosperity Initiatives** N/A

**Metrics Available to Measure Performance:** Pima County Attorney's Office will review and approve invoices to monitor services provided under this agreement required to meet the needs of the training.

**Retroactive:** NO

**Amendment / Revised Award Information**

Record Number: PO PCA PO2400001702

**Document Type:** PO

**Department Code:** PCA

**Contract Number:** PO2400001702

**Amendment Number:** 3

**Commencement Date:** 06/23/2025

**Termination Date:** 07/31/2026

**Supplier / Subrecipient Headquarters Location** Kathryn Kellner  
The Human Communications Studio LLC  
738 N. 5th Avenue, Suite 110

\* Headquarters information is not a consideration for awards

**Is the Termination Date new?** NO

**Classification:** Expense

**Adjust Level:** Increase

**Prior Contract Number (If Applicable):** CT-PCA-23\*448

Amount This Amendment:

\$15,000.00

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

**Funding from General Fund?** YES

If Yes Provide Total General Funds:

\$15,000.00

**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: 6/8/2026 | 6:39 PM MST

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

County Administrator Signature:  Date: 6/10/2024

**Laura Conover**  
Pima County Attorney

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(520) 724-5600  
pcao.pima.gov  
32 N. Stone Avenue, Tucson, AZ 85701

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**DATE:** May 15, 2026

**TO:** Jan Leshar, County Administrator

**FROM:** Giuliano De Santis, Legal Administrator 

**Cc:** Steve Holmes, Deputy County Administrator  
Bruce Collins, Procurement Director

**SUBJECT:** Request for Direct Selection of Professional Services from The Human Communications Studio LLC, for Advocacy, Trial Strategy, & Communication Training.

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Pursuant to Board of Supervisors Policy D29.6 III.C – Direct Selection and Procurement Procedure No. PO-50, this memorandum seeks approval to select The Human Communications Studio LLC, for Advocacy, Trial Strategy, & Communication Training

**Background:** The Human Communications Studio LLC, will provide on-site Training, Consultation and Courtroom observation for Attorney's. Services will be delivered in three (3) 75-hour increments of service for a total of 225 hours per year. The Attorney trainings will include topics such as Pre-Trial case review and presentation strategies, strategies for opening and closing statements, rebuttals, direct and cross, special victim and child communications. In addition, the trainings will provide jury selection and voir dire strategies, jurors as learners, strategic display design and exhibit integration, and one-on-one consultation, personality theory and communication as well as courtroom observation and feedback. This unique format of conclusive training, observation, and skill-building is critical to ensure the legal development and courtroom expertise required for many of our new attorneys, we well as increasing the professional development of many of our veteran employees. This contractor is well versed in the courtroom processes and personnel specific to Pima County, and the mission, vision, and values of The People's Office. This specialized combination of services is not available in a concurrent format from any other single vendor, at the professional level required for both new and veteran attorneys and staff.

**Requested Action:** The Pima County Attorney's Office requests The Human Communications Studio LLC, to be selected for Advocacy, Trial Strategy, & Communication Training for an initial contract term and up to two additional one-year extension periods for a total not-to-exceed amount of \$150,000.00 pursuant to the Direct Select provisions of Board of Supervisors Policy D29.6, III-C.  
GDS


Ms. Jan Leshar, County Administrator  
Request for Direct Selection for The Human Communications Studio LLC for  
Advocacy, Trial Strategy, & Communication Training  
May 15, 2026  
Page two

Approved as to Form:   
For Bruce Collins, Procurement Director

Date: 5/18/2026

Concur:   
Steve Holmes, Deputy County Administrator

Date: 5-18-2026

Direct Select Approved:   
Jan Leshar, County Administrator

Date: 5/18/2026

Pima County Attorney's Office

Project: Advocacy, Trial Strategy, & Communication Training

Contractor: The Human Communication Studio LLC

Contract No.: PO2400001702

Contract Amendment No.: 03

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Orig. Contract Term: 08/01/2023-07/31/2024	Orig. Amount:	\$ 45,000.00
Termination Date Prior Amendment: 07/31/2026	Prior Amendments Amount:	\$ 90,000.00
Termination Date This Amendment: 07/31/2026	This Amendment Amount:	\$ 15,000.00
	Revised Total Amount:	\$150,000.00

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### CONTRACT AMENDMENT

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

1. **Background and Purpose.**
  - 1.1. Background. On August 1, 2023, County and Contractor entered into the above referenced agreement to provide Advocacy, Trial Strategy, & Communication Training.
  - 1.2. Purpose. County requires additional professional services from Contractor.
2. **Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$15,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$150,000.00.

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

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PIMA COUNTY

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

\_\_\_\_\_  
Date

ATTEST

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

\_\_\_\_\_  
Date

APPROVED AS TO FORM



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

Kyle Johnson

\_\_\_\_\_  
Print DCA Name

5/7/2026

\_\_\_\_\_  
Date

CONTRACTOR



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

KATHRYN KEULNER, DIRECTOR  
\_\_\_\_\_  
Printed Name and Title

5/13/26  
\_\_\_\_\_  
Date

APPROVED AS TO CONTENT

Giuliano De Santis Digitally signed by Giuliano De Santis  
Date: 2026.05.07 15:42:46 -07'00'

\_\_\_\_\_  
Giuliano De Santis, Legal Administrator

\_\_\_\_\_  
Date