



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 07/02/2024

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Metropolitan Education Commission

***Project Title/Description:**

A1 – Metropolitan Education Commission (MEC)

A2 – Regional College Access Center (RCAC)

***Purpose:**

To deliver a comprehensive suite of programs and services that adequately prepare Pima County's youth for successful transition to post-secondary education pathways and foster development as civically engaged citizens, thereby increasing their potential for increased long-term economic well-being and mobility.

***Procurement Method:**

Non-procurement contract awarded by the Board of Supervisors per Board of Supervisors Policies D29.6 III.C. and E36.1

***Program Goals/Predicted Outcomes:**

Goal 1: To provide comprehensive educational support that encourages high school graduation and transition to post-secondary pathways.
Outcome: At least 3,750 of served students will demonstrate preparedness for post-secondary education or career paths.

Goal 2: To foster civic engagement and leadership among youth through structured educational programs and community involvement, as a result of reconfiguration of the Youth Advisory Council into a Fellowship.

Outcome: Participants in the Youth Civic Fellowship and other civic programs will engage in professional development, at least two community projects, and report increased understanding of civic capabilities and responsibilities.

Goal 3: To enhance access to college and career resources, thereby supporting students and families in navigating post-secondary opportunities.

Outcome: For the 2024-2025 cycle, increase the FAFSA completion rate from 3,200 to 3,750 among Pima County schools. For the 2025-2026 cycle, increase the FAFSA submission rate by 25% among Pima County schools, in comparison to the prior year, as reported by the U.S. Dept. of Education

Goal 4: To conduct educational workshops and events that link students directly with municipal governance, post-secondary institutions, and career opportunities.

Outcome: Host a minimum of 3 major events that collectively reach over 1,000 students and family members.

***Public Benefit:**

The program promotes and enhances the economic welfare of Pima County residents through encouraging and supporting high school graduation and higher education for youth leading to well paid career opportunities and better economic development outcomes.

***Metrics Available to Measure Performance:**

Agency will submit quarterly and annual 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.

***Retroactive:**

Yes. Extended legal review and modifications delayed processing, as well as awaiting adoption of the final budget. If the contract amendment is not approved, Pima County will not continue its partnership with Metropolitan Educational Commission and will not provide funding for MEC economic development-related activities.

TO: COB, 6-18-2024 (1)
Vers: 2
pgs: 8

JUN 17 24 PM 10:55 PD

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: ECD Contract Number (i.e., 15-123): 24-025
Amendment No.: 02 AMS Version No.: 2
Commencement Date: 07/01/2024 New Termination Date: 06/30/2025
Prior Contract No. (Synergen/CMS): _____

☒ Expense ☒ Revenue ☒ Increase ☐ Decrease

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

Amount This Amendment: \$ 122,000.00

*Funding Source(s) required: General Fund

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 122,000.00 % 100

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: Heath Vescovi-Chiordi

Department: ECD Economic Development

Telephone: 520-724-4444

Department Director Signature: _____

Date: 6-6-2024

Deputy County Administrator Signature: _____

Date: 6/13/2024

County Administrator Signature: _____

Date: 6/13/24

Pima County Department of Economic Development

**Project: A1 – Metropolitan Education Commission
A2 – Regional College Access Center**

Contractor: Metropolitan Education Commission

Contract No.: CT-ECD-24-025 fka CT-CA-23-163

Contract Amendment No.: 02

| | | |
|---|---------------------------------|--------------|
| Orig. Contract Term: 07/01/2022-06/30/2023 | Orig. Amount: | \$122,000.00 |
| Termination Date Prior Amendment: 06/30/2024 | Prior Amendments Amount: | \$122,000.00 |
| Termination Date This Amendment: 06/30/2025 | This Amendment Amount: | \$122,000.00 |
| | Revised Total Amount: | \$366,000.00 |

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On 07/01/2022, County and Contractor entered into the above referenced agreement to provide educational support to youth and their families (A1-Metropolitan Education Commission) and guide high school students through the college planning and application processes (A2-Regional College Access Center).

1.2. Purpose. County requires additional services to provide educational support to youth and their families and guide high school students through the college planning and application processes.

2. Term. The County is exercising the second extension option to renew the contract for one additional year commencing on July 1, 2024 and terminating on June 30, 2025. 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 5, is increased by \$122,000. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$366,000.

4. Section 4 Key Personnel: Update key personnel:

From: "Daisy Rodriguez-Pitel, Executive Director
Chelsea Forer, Regional College Access Center Program Coordinator
Kyle Hetherinton, Program Assistant"

To: "Rocque Perez, Executive Director"

5. **Section 5.4 Timing of Invoices:** Change language:

From: "Contractor will invoice County on an annual basis unless a different billing period is set forth."

To: "Contractor will invoice County on a monthly basis unless a different billing period is set forth."

6. **Scope of Work.** Exhibit A1-Scope of Work and Exhibit A2-Scope of Work are replaced in their entirety with attached "Exhibit A - Scope of Services".

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

PIMA COUNTY

Chair, Board of Supervisors

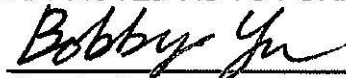
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Bobby Yu

Print DCA Name

6/3/2024

Date

METROPOLITAN EDUCATION COMMISSION



Authorized Officer Signature

Rocque Perez

Printed Name and Title

6/4/2024

Date

APPROVED AS TO CONTENT



Department Head

6/4/2024

Date

Exhibit A – Scope of Services

1. Program Overview

The scope of work under this contract encompasses a comprehensive approach to educational support, focusing on high school graduation, preparation for post-secondary education, career readiness, and civic engagement. The Metropolitan Education Commission will deliver a range of programs and services designed to equip Pima County's youth with the necessary skills and knowledge to access and succeed in pathways of interest to them and become engaged members of their communities. Under the direction of its executive director, MEC will also maintain robust operational practices to remain in compliance with Pima County through the term of this contract, as a not-for-profit organization at federal and state levels, and a shared body between Pima County and the City of Tucson subject to open meeting laws.

- 2. Program Purpose:** Under this contract, the Metropolitan Education Commission (MEC) is tasked with delivering a comprehensive suite of programs and services that prepare Pima County's youth for successful transitions to post-secondary pathways and foster their development as civically engaged citizens, thereby increasing the economic welfare and development of Pima County through well-prepared, educated youth. MEC's efforts are directed towards increasing high school graduation rates, facilitating access to college and career opportunities, and enhancing civic involvement among the youth. This holistic approach is supported by MEC's operational framework, which ensures adherence to high standards of governance and program delivery, essential for the sustained impact of educational initiatives across the region.

3. Required Activities of the Agency:

3.1. Educational Support and Access Programs:

3.1.1. College and Career Access Center:

- 3.1.1.1. Provides in-person advising at schools within Pima County and MEC offices.
- 3.1.1.2. Hosts workshops and events focused on college admissions and financial aid.
- 3.1.1.3. Maintains a comprehensive scholarship catalog.
- 3.1.1.4. Facilitates the Peer Coach Program, where trained high school seniors help their peers navigate college and career readiness.

- 3.1.1.5. Expands service offerings to high-need schools in Pima County and other Southern Arizona counties.
- 3.1.1.6. Extends insights on Free Application for Federal Student Aid (FAFSA) completion to the greater community

3.1.2. Peer Coach Program:

- 3.1.2.1. In partnership with AmeriCorps and ArizonaServe, MEC will recruit, train, and station coaches in schools to aid their peers in FAFSA completion and college applications.
- 3.1.2.2. Peer Coaches will undergo training and credentialing to professionally support their peers in college admissions, career navigation, and financial planning.
- 3.1.2.3. Peer Coaches will serve as a bridge between; (A) the MEC and schools; and (B) students and post-secondary institutions and organizations.

3.1.3. Key to Employment Summit:

- 3.1.3.1. Hold annual summit providing insights into various career paths, with a focus on STEAM (Sciences, Technology, Engineering, Arts, and Mathematics) fields.
- 3.1.3.2. Will feature interactions with industry professionals, job simulations, and networking opportunities to prepare students for the workforce.

3.2. Civic Engagement Programs:

3.2.1. Teen Town Hall on Constitution Day:

- 3.2.1.1. Engages students in civic discussions on Constitution Day.
- 3.2.1.2. Facilitates dialogue between students and elected officials, enhancing understanding of governmental processes.
- 3.2.1.3. Participants receive materials to support their civic education, like a pocket-sized Arizona Constitution and U.S. Constitution.

3.2.2. Youth Civic Fellowship:

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

4. Recognition and Incentive Programs:

4.1. Crystal Apple Awards:

- 4.1.1. Recognizes outstanding contributions in education across Pima County.
- 4.1.2. Categories include Youth of the Year, Educator of the Year, Counselor of the Year, among others.

4.2. Southern Arizona College Catalyst Cups:

- 4.2.1. Awards schools across Southern Arizona for significant improvements in FAFSA completion rates.
- 4.2.2. Celebrates the efforts of educational institutions in making higher education accessible.

5. Organizational Leadership:

5.1. Operating Hours

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

5.2. Operational Maintenance:

- 5.2.1. Operates as a joint entity between Pima County and the City of Tucson, adhering to governance structures and operational standards necessary for maintaining its nonprofit status.
- 5.2.2. Regularly coordinates with County and City of Tucson officials to align educational initiatives with regional development goals.
- 5.2.3. Includes management of organizational finances, compliance with regulatory requirements, and oversight of program effectiveness.
- 5.2.4. Exercises operational sustainability.

5.3. Financial Compliance and Sustainability

- 5.3.1. 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.
- 5.3.2. 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 MEC's mission and objectives.

5.4. Marketing and Communications

- 5.4.1. 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.
- 5.4.2. Utilize public relations channels to raise the highest levels of interest in, and support for, education in Pima County.
- 5.4.3. Develop collaborations with public entities to maximize the visibility of opportunities, programs, and services for learners.

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

7. Key Personnel

7.1. Agency will:

- 7.1.1. Employ suitably trained and skilled professional personnel to perform all services under this agreement.
- 7.1.2. Perform its duties in a humane and respectful manner and in accordance with any applicable professional standards.
- 7.1.3. 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.

8. Performance Tools

8.1. Design and utilize, as appropriate, the following:

- 8.1.1. Client Assessment Form - Determine appropriate services, progress, achievements, and outcomes for individual service recipients.
- 8.1.2. Client Satisfaction Survey - Obtain and evaluate service recipient input on program operations, the delivery of services and individual service providers.
- 8.1.3. Program Performance Quarterly Report - Continuously track the provision of services and the attainment of the metrics.

8.2. Agency will provide the County with copies of the documents described in paragraph 8.1 of this Exhibit upon request.

9. Reports

9.1. Agency will complete Quarterly and Annual Reports for this Agreement and submit to Pima County Economic Development on or by the following dates:

- 9.1.1. October 31: Quarter 1 Report (Jul. 1 - Sept. 30, 2024);

- 9.1.2. January 31: Quarter 2 Report (Oct. 1 - Dec. 31, 2024);
- 9.1.3. April 30: Quarter 3 Report (January 1 - March 31, 2025);
- 9.1.4. July 31: Quarter 4 Report (Apr. 1 - June 30, 2025) and Annual Report.
- 9.2. Unless written approval has been granted by the Director of Economic Development or designee, all reports must be submitted in a timely manner.

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 Contractor. To inform the execution of this Contract, the anticipated expenditures are as follows:

1. Anticipated Expenditures

- 1.1. Administrative Payroll (\$97,800):
 - 1.1.1. Personnel - Executive Director (Salary): \$70,000.00
 - 1.1.2. Personnel - Executive Director (Benefits): \$4,800.00
 - 1.1.3. Personnel - Program Coordinator(s) (Hourly): \$23,000.00
- 1.2. Administrative Operations (\$9,673):
 - 1.2.1. Compliance - Business Insurance: \$3,000.00
 - 1.2.2. Compliance - Quarterly Finance Report (Ext. Contract): \$1,200.00
 - 1.2.3. Compliance - 990 Filing (Ext. Contract): \$1,500.00
 - 1.2.4. Compliance - SAM Federal Grant Eligibility (Fee): \$899.00
 - 1.2.5. Functional - Zoom Phone and Meetings (Fee): \$774.96
 - 1.2.6. Functional - QuickBooks Accounting and Payroll (Fee): \$1,512.00
 - 1.2.7. Functional - Technology, Supplies, Fees: \$283.04
 - 1.2.8. Marketing - Website Domain Registration (Fee): \$72.00
 - 1.2.9. Marketing - Website Hosting (Fee): \$432.00
- 1.3. Programs and Services (\$14,527):
 - 1.3.1. College Access Center: \$3,632.00
 - 1.3.2. Constitution Day, Teen Town Hall: \$2,695.00
 - 1.3.3. Youth Civic Fellowship: \$2,790.00
 - 1.3.4. Key to Employment Summit: \$1,025.00
 - 1.3.5. Crystal Apple Awards: \$4,385.00

TOTAL CONTRACT BILLING: \$122,000.00

Program Goals and Predicted Outcomes:

- **Goal 1:** To provide comprehensive educational support that encourages high school graduation and transition to post-secondary pathways.
Outcome: At least 3,750 of served students will demonstrate preparedness for

post-secondary education or career paths.

- **Goal 2:** To foster civic engagement and leadership among youth through structured educational programs and community involvement, as a result of a reconfiguration of the Youth Advisory Council into a Fellowship.
Outcome: Participants in the Youth Civic Fellowship and other civic programs will engage in professional development, at least two community projects, and report increased understanding of civic capabilities and responsibilities.
- **Goal 3:** To enhance access to college and career resources, thereby supporting students and families in navigating post-secondary opportunities.
Outcome: For the 2024-2025 cycle, increase the FAFSA completion rate from 3,200 to 3,750 among Pima County schools. For the 2025-2026 cycle, increase the FAFSA rate of submission rate by 25% among Pima County schools, in comparison to the prior year, as reported by the U.S. Department of Education.
- **Goal 4:** To conduct educational workshops and events that link students directly with municipal governance, post-secondary institutions, and career opportunities.
Outcome: Host a minimum of 3 major events that collectively reach over 1,000 students and family members.

Public Benefit: The program promotes and enhances the economic welfare of County residents by supporting the educational achievements and career readiness of youth, leading to well-paid career opportunities and informed civic participation.

Metrics Available to Measure Performance: Agency will submit quarterly and annual reports to Pima County Economic Development 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.