



**BOARD OF SUPERVISORS AGENDA ITEM REPORT  
CONTRACTS / AWARDS / GRANTS**

Award  Contract  Grant

Requested Board Meeting Date: March 17, 2020

\* = Mandatory, information must be provided

or Procurement Director Award

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

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

Youth Services - Short-term work experience and basic skills training. The contract and amendments can be found in OnBase by searching Contract 18\*302 in Doc\_ID\_AMS.

**\*Purpose:**

Portable Practical Educational Preparation, Inc. will coordinate summer short-term work experience with employers offering jobs that may lead to future self-sufficiency. Youth participants are placed at a work site where they develop basic soft skills to support present and future economic independence while earning an income. Basic Education (BE) in reading, writing, math and/or science is provided to eligible youth participants to bolster a desire to return to school and improve performance in the workplace for youth who are not academically ready for work. The amendment is to increase funds and extend the term for another year.

Attachment: Contract Number CT-CS-18-302 (Amendment 2)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-YSY-2016-02 was conducted with delegated authority.

**\*Program Goals/Predicted Outcomes:**

Portable Practical Educational Preparation, Inc. will serve up to 50 total eligible individuals in the Youth Services Program:

20 individuals in the STWX Program

30 individuals in BE

95% of the STWX participants will successfully complete at least 90% of scheduled work hours. The participant will increase work readiness and occupational skills as measured through pre- and post-testing.

BE participants will average a grade level increase of at least one-half (1/2).

Each participant will attain at least 80% proficiency in the work readiness skills.

**\*Public Benefit:**

The benefit of the program is it supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

**\*Metrics Available to Measure Performance:**

Portable Practical Educational Preparation, Inc. will provide reports on the number of youth participating in the program, outcome of pre- and post-testing, and completion results.

**\*Retroactive:**

No.

*To: COB. 2.24.20  
Ver. - 11  
pgs - 3 (1)*

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e.,15-123): \_\_\_\_\_

Effective 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: CS Contract Number (i.e.,15-123): 18-302

Amendment No.: 2 AMS Version No.: 11

Effective Date: 5/14/20 New Termination Date: 5/14/21

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 112,145.95

Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** Pima County General Funds

Funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % 100

**Grant/Amendment Information** (for grants acceptance and awards)  Award  Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

Match Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:**

\*Match funding from General Fund?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

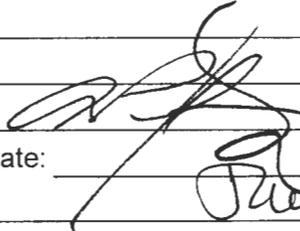
\*Match funding from other sources?  Yes  No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

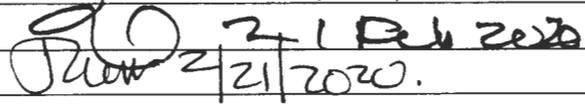
\*Funding Source: \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date:  2-21-20

Deputy County Administrator Signature/Date:  21 Feb 2020

County Administrator Signature/Date: 2/21/2020  
*(Required for Board Agenda/Addendum Items)*

**Pima County Department of Community Services, Employment and Training Department**

**Project:** Youth Services – Short-term work experience and basic skills training

**Contractor:** Portable Practical Educational Preparation, Inc.  
802 E. 46<sup>th</sup> Street  
Tucson, AZ 85713

**Contract No.:** CT-CS-18\*302

**Contract Amendment No.:** 02

Original Contract Term:	05/15/18 – 05/14/19	Orig. Contract Amount:	\$105,839.81
Termination Date Prior Amendment:	5/14/20	Prior Amendments Amount:	\$108,467.55
Termination Date This Amendment:	5/14/21	This Amendment Amount:	\$112,145.95
		Revised Total Amount:	\$326,453.31

**AMENDMENT TWO**

**1. BACKGROUND AND PURPOSE.**

- 1.1 Background. Pima County (“County”) and Portable Practical Educational Preparation, Inc. (“Contractor”), entered into the above-referenced Contract to provide workforce development services to Pima County youth.
- 1.2 Purpose. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
  - 1.2.1. County finds that extending this Contract will improve employment opportunities for Pima County youth and is in the best interests of the Pima County residents.
  - 1.2.2. County has reviewed the Contractor’s performance of the services and finds it satisfactory.

**2. TERM AND EXTENSIONS, SECTION 1.0.** County exercises the last of the remaining extension options. This contract terminates on May 14, 2021.

**3. COMPENSATION AND PAYMENT, SECTION 3.0, paragraph 3.1** is amended to increase “the Maximum Allocated Amount”:

FROM: \$214,307.36

TO: \$326,453.31

**4. ISRAEL BOYCOTT CERTIFICATION, SECTION 31.0** is added to read:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Agreement 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.

5. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

5.1. **OUTCOMES, SECTION 7.0, paragraph 7.1**, the table is deleted and replaced with the following:

Program	Youth Participants					
	2018-2019		2019-2020		2020-2021	
	Served	Completed	Served	Completed	Served	Completed
STWX	20	18	20	19	20	19
BE	30	27	30	29	30	29
<b>TOTAL</b>	<b>50</b>	<b>45</b>	<b>50</b>	<b>48</b>	<b>50</b>	<b>48</b>

5.2. **REPORTING, SECTION 8.0** is amended to change the reporting date:

FROM: September 15, 2019

TO: September 15, 2020

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5.3 **BUDGET, SECTION 9.0, paragraph 9.1**, the table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount Allocated		
	5/15/18 – 8/31/18	5/15/19 – 8/31/19	5/15/20-8/31/20
Salary and Fringe (No overtime)	\$38,384.64	\$39,152.33	\$39,152.33
Staff Development	-0-	-0-	-0-
Travel	\$1,518.67	\$1,549.04	\$1,549.04
Equipment	-0-	-0-	-0-
Supplies	\$4,805.33	\$4,901.44	\$4,901.44
Space	-0-	-0-	-0-
Communication	-0-	-0-	-0-
Other Operating	\$3,838.37	\$3,915.14	\$3,915.14
<b>Subtotal</b>	<b>\$48,547.01</b>	<b>\$49,517.95</b>	<b>\$49,517.95</b>
STWX participant payments (Hourly rate plus 10% fringe)	\$34,792.80 (\$10.50/hr)	\$ 36,449.60 (\$11.00/hr)	\$40,128.00 (\$12.00/hr)
BE participant stipends (\$5.00 per hour)	\$22,500.00	\$22,500.00	\$22,500.00
<b>TOTAL</b>	<b>\$105,839.81</b>	<b>\$108,467.55</b>	<b>\$112,145.95</b>

The effective date of this Amendment is May 14, 2020.

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

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**

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors

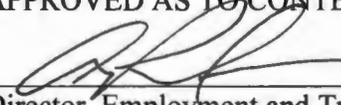
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ATTEST:

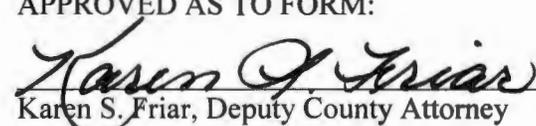
\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

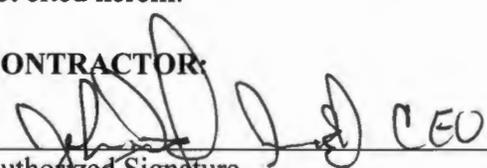
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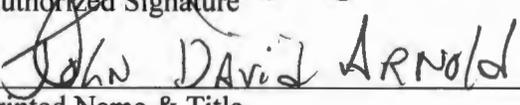
  
\_\_\_\_\_  
Director, Employment and Training

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney

**CONTRACTOR:**

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

  
\_\_\_\_\_  
Printed Name & Title

Date: 2/19/20