



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

Requested Board Meeting Date: April 4, 2017

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Portable Practical Educational Preparation, Inc.

**Project Title/Description:**

Workforce Development Services

**Purpose:**

Amendment is to increase funding for workforce development services for youth.

**Procurement Method:**

**Program Goals/Predicted Outcomes:**

Prepare job seekers for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.

**Public Benefit:**

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:**

Monthly summary reports which include the numbers of persons served, completed, exited, placed, placed into Workforce Investment Board target industries, and the average wage at placement.

**Retroactive:**

No

**Original 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): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 17-010

Amendment No.: 2 AMS Version No.: 11

Effective Date: 4/4/17 New Termination Date: \_\_\_\_\_

Expense  Revenue  Increase  Decrease Amount This Amendment: \$ 30,000.00

Funding Source(s): U.S. Department of Labor (DOL) - Workforce Innovation and Opportunity Act (WIOA)

Cost to Pima County General Fund: N/A

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Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date:

*Charles Gandy* 3/14/17

Deputy County Administrator Signature/Date:

*John* 3/14/2017

County Administrator Signature/Date:

(Required for Board Agenda/Addendum Items)

*C. Delaney* 3/15/17

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**PIMA COUNTY COMMUNITY SERVICES,  
EMPLOYMENT AND TRAINING DEPARTMENT  
PROFESSIONAL SERVICES CONTRACT**

Program Name: Workforce Development Services

Contractor: Portable Practical Educational Preparation,  
Inc.  
802 E. 46th Street  
Tucson, AZ 85713

Contract No: CT-CS-17-010

Amendment No: 02

Funding: U.S. Department of Labor (DOL) -  
Workforce Innovation and Opportunity Act  
(WIOA)

**CONTRACT**

NO. CT-CS-17-010  
 AMENDMENT NO. 02

This number must appear on all  
 invoices, correspondence and  
 documents pertaining to this  
 contract.

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	N/A	Prior Amended Amount:	\$ 21,366.00
Term This Amendment	N/A	Amount This Amendment:	\$ 30,000.00
		Revised Contract Amount:	\$654,723.00

Pima County, a body politic and corporate of the State of Arizona (“County”) and Portable Practical Educational Preparation, Inc., an Arizona non-profit corporation (“Awardee”) entered into the above-referenced Contract.

**AMENDMENT NO. TWO**

- A. The Pima County Board of Supervisors finds providing workforce development services to county residents is in the best interest of the County.
- B. Funds received by County from the U.S. Department of Labor (“DOL”) for On-the-Job-Training (“OJT”) activities reimburse employers for training of One-Stop participants.
- C. The demand for OJT from employers has increased.
- D. County has DOL OJT funds available to reimburse employers that provide OJT to eligible Pima County ARIZONA@WORK One-Stop program participants.
- E. County finds that Awardee has the capacity to provide additional OJT opportunities to eligible Pima County ARIZONA@WORK One-Stop as set forth herein during the term of the Contract.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

1. **Section 3.0 - COMPENSATION AND PAYMENT**, paragraph 3.1, is deleted in its entirety and replaced with the following:

- 3.1 In consideration for the services specified in Exhibit A of this Contract, County agrees to pay Awardee as follows:

<b>Work Statement</b>	<b>Allocated Amount</b>
Work Statement 1 – Workforce Development Services Staff	\$510,522.00
Work Statement 2 – On-the-Job Training Staff	\$144,201.00
<b>Maximum Allocated Amount</b>	<b>\$654,723.00</b>

2. **EXHIBIT A – SCOPE OF WORK, WORKSTATEMENT 2 – ON-THE-JOB TRAINING STAFF**

- 2.1 **SECTION 2 -- OUTCOMES** is deleted in its entirety and replaced with the following:

<b>Services Levels</b>	<b>Amount</b>
Participants	64
Job Placement*	51
Average per hour Wage at Placement for Adults	\$14.00
Average per hour Wage at Placement for Youth	\$10.00

\*Includes participants referred to and subsequently hired by an employer into a permanent, rather than OJT position.

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2.2 **SECTION 3 – BUDGET**, Paragraph 3.1. The table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated for July 1, 2016 through June 30, 2017
Salary and Fringe	\$48,445.00
Staff Development	\$1,242.00
Travel	\$2,800.00
Equipment	\$800.00
Supplies	\$750.00
Space	\$1,020.00
Communication	\$822.00
Other Operating	\$8,322.00
Subtotal	\$64,201.00
OJT Contracts	\$80,000.00
<b>Total</b>	<b>\$144,201.00</b>

Any 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:

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

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

ATTEST:

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

\_\_\_\_\_  
Date


APPROVED AS TO CONTENT:

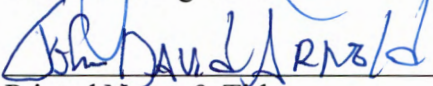
  
\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

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

AWARDEE:

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

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

Date: 3/10/17