



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

Award  Contract  Grant

Requested Board Meeting Date: May 15, 2018

\* = *Mandatory, information must be provided*

or Procurement Director Award

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

Catholic Community Services of Southern Arizona, Inc. dba Pio Decimo Center

**\*Project Title/Description:**

Workforce Development Services for youth. The original contract may be found under CT-17\*381. Search for contract number 17%381 in eContracts.

**\*Purpose:**

Contractor coordinates the development of the summer youth recruitment pool, development of selection lists for County and agency site placements, arrangement of employability skills training for participants; maintenance of ongoing enrollment; as well as provides support for other youth workforce programs in the fall and winter. The amendment is to extend the contract for one year and increase funding.

Attachment: Contract Number CT-CS-17-381.

**\*Procurement Method:**

RFP No. CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

Contractor will recruit up to 4,000 youth for year-round program activities, match up to 1,200 youth in the summer program activities and recruit up to 50 worksites for youth during the school year.

**\*Public Benefit:**

This program provides income for low-income youth and provides youth with resume building work experience.

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

Monthly reports: Number of youth served, completed, exited, placed in a job and average wage of placement.

**\*Retroactive:**

No.

To: COB 4.25.18  
Pgs. 2 (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

**\*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 22-73.*

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 17-381

Amendment No.: 1 AMS Version No.: 3

Effective Date: 5/15/18 New Termination Date: 6/30/19

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 58,695.90

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

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

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: \_\_\_\_\_ 7/17/18

Deputy County Administrator Signature/Date: \_\_\_\_\_ 4/23/18

County Administrator Signature/Date: \_\_\_\_\_ 4/23/18  
*(Required for Board Agenda/Addendum Items)*

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

Program Name: Workforce Development Services  
 Contractor: Catholic Community Services of Southern  
 Arizona, Inc. ("CCS") dba Pio Decimo  
 Center

<b>CCS</b> Administrative Office 140 W. Speedway Boulevard, #230 Tucson, AZ 85705	<b>Pio Decimo          Center</b> 848 S 7 <sup>th</sup> Avenue Tucson, AZ 85701
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<b>CONTRACT</b>
NO. <u>CT-CS-17-381</u> AMENDMENT NO. <u>01</u> This number must appear on all invoices, correspondence and documents pertaining to this contract.

DUNS: 114439730  
 SAM Registration Date: 3/27/18  
 Program Description: Provide workforce development  
 services to youth ages 14 to 21  
 Contract No: CT-CS-17-381  
 Amendment No: 01  
 Funding: Pima County General Funds

Original Contract Term:	07/01/17 – 06/30/18	Orig. Contract Amount:	\$57,545.00
Term Prior Amendment:	6/30/18	Prior Amended Amount:	-0-
Term This Amendment	6/30/19	Amount This Amendment:	\$58,695.90
		Revised Contract Amount:	\$116,240.90

This Contract is made by and between Pima County ("County"), a body politic and corporate of the State of Arizona, and Catholic Community Services of Southern Arizona, Inc. dba Pio Decimo Center ("Contractor"), a non-profit corporation registered to do business in the State of Arizona.

**AMENDMENT ONE**

- A. County operates a workforce development program at ARIZONA@WORK (an American Job Center formerly the Pima County One Stop).
- B. Pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of County inhabitants.
- C. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for Pima County youth and is in the best interests of the youth of Pima County.
- D. County has reviewed Awardee's performance of the services and finds it satisfactory.

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

1. **SECTION 1.0 – TERMS AND EXTENIONS**, paragraph 1.1 is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2018

TO: June 30, 2019

1.2 The number of available renewals is changed:

FROM: three (3) additional periods of up to one (1) year

TO: two (2) additional periods of up to one (1) year

2. SECTION 3.0 – COMPENSATION AND PAYMENT is amended as follows:

2.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":

FROM: \$57,545.00

TO: \$116,240.90

3. EXHIBIT A – SCOPE OF WORK, SECTION 7 – BUDGET, paragraph 7.1, the table is deleted in its entirety and replaced with the following:

<u>Budget Line Item</u>	<u>Amount allocated for July 1, 2017 through June 30, 2018</u>	<u>Amount allocated for July 1, 2018 through June 30, 2019</u>
Salary and Fringe (No overtime)	\$47,615.00	\$48,567.30
Staff Development	-0-	-0-
Travel	\$408.00	\$416.16
Communications	-0-	-0-
Other operating expenses	\$9,522.00	\$9,712.44
<b>Total</b>	<b>\$57,545.00</b>	<b>\$58,695.90</b>

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

PIMA COUNTY

CONTRACTOR

\_\_\_\_\_  
Chairman, Board of Supervisors

Marguerite D. Harms  
Authorized Officer Signature

\_\_\_\_\_  
Date

MARGUERITE D. HARMS  
Print name

ATTEST

CEC  
Title

\_\_\_\_\_  
Clerk, Board of Supervisors

4/12/18  
Date

APPROVED AS TO CONTENT

[Signature] 4/18/18  
Director, Community Services, Employment & Training

APPROVED AS TO FORM

[Signature]  
Karen S. Friar, Deputy County Attorney