



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: June 20, 2017

or Procurement Director Award

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

Project Title/Description:

Workforce Development Services

Purpose:

The amendment is to extend the contract for another year and increase funding for the Senior Community Services Program (SCSEP). The SCSEP program provides a variety of job development assistance services that enable older persons and vulnerable adults to remain independent. The program provides work experience to low-income older workers so that they gain the skills that enable them to compete for jobs. Portable Practical Educational Preparation is a Subrecipient of this program.

Procurement Method:

Not applicable to amendments.

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

TO: COB 6-7-17 0
vers.: 4 pgs.: 4

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): THIS SECTION IS NOT REQUIRED FOR AMENDMENTS

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): 16-418

Amendment No.: 2 AMS Version No.: 4

Effective Date: 6/20/17 New Termination Date: 6/30/18

Expense Revenue Increase Decrease Amount This Amendment: \$ 105,734.00

Funding Source(s): U.S. Department of Labor, Arizona Dept of Economic Security and Pima County General Funds

Cost to Pima County General Fund: \$23,000.00

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Susan M. Lopez* designed 5-30-17

Deputy County Administrator Signature/Date: *J. W. ...* 6-4-17

County Administrator Signature/Date: *C. R. ...* 6/6/17
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

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

Contract No: CT-CS-16-418

Amendment No: 02

Funding: U.S. Department of Labor; Arizona Department of Economic Security; and Pima County General Funds

CONTRACT
NO. <u>CT-CS-16-418</u>
AMENDMENT NO. <u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Awardee is a Subrecipient Contractor

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$93,977.00
Term Prior Amendment:	N/A	Prior Amended Amount:	\$11,061.00
Term This Amendment	06/30/18	Amount This Amendment:	\$105,734.00
		Revised Contract Amount:	\$210,772.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Portable Practical Educational Preparation, Inc., a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide workforce development services to eligible individuals.

AMENDMENT TWO

- A. County operates a workforce development program at the Pima County ARIZONA@WORK Career Center System (an American Job Center, formerly the Pima County One Stop).
- B. County is the Subrecipient of the Senior Community Service Employment Program ("SCSEP") grant from the Arizona Department of Economic Security ("ADES").
- C. The Pima County Board of Supervisors finds that the continued provision of SCSEP workforce development services is in the best interests of the residents of Pima County
- D. County has reviewed Awardee's performance on the services finds it satisfactory.

NOW, THEREFORE, County and Awardee 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, 2017

TO: June 30, 2018

1.2 The number of available renewals is changed:

FROM: four (4) additional years or any portion thereof

TO: three (3) additional years or any portion thereof

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

2.1 **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 **up to \$210,772.00** (“the Maximum Allocated Amount”).

2.2 **Paragraph 3.2** is deleted in its entirety and replaced with the following:

3.2 Payment, up to the Maximum Allocated Amount, will be made from federal and state grants County received from various agencies (collectively the “federal awarding agency”) and Pima County general funds. **Funds not expended during the contract year may not be carried over for use in a subsequent contract year.** Anticipated expenditures from each source are as follows, but the actual amount of grant funds utilized may vary based on the eligibility of program participants.

Funding Source	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	Anticipated Expenditure
DOL/ADES	\$74,026.00	\$82,734.00	\$156,760.00
Pima County General Funds	\$31,012.00	\$23,000.00	\$ 54,012.00

2.3 **Paragraph 3.4.3.4** the last sentence is amended to read:

Time sheets must show the days and hours worked and must be signed by the employee and the employee’s immediate supervisor with direct knowledge of the employee’s efforts.

3. SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION is added as follows:

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by County up to and including termination of this Agreement.

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

4.1 **SECTION 3 – PROGRAM ACTIVITIES – GENERAL** is amended as follows:

4.1.1. **Paragraph 3.1.1.** is deleted in its entirety and replaced with the following:

3.1.1 Certify program eligibility of individuals seeking Pima County ARIZONA@WORK services.

4.1.2. **Paragraphs 3.1.2.** and **3.1.3.** are deleted in their entirety and replaced with the following paragraph 3.1.2:

3.1.2 Provide contact information for Pima County ARIZONA@WORK personnel with whom Awardee will interact.

4.1.3. **Paragraph 3.1.4.** is renumbered to conform.

4.2 **SECTION 4 – STAFF ACTIVITIES** is amended as follows:

4.2.1 **Paragraph 4.1.1** is deleted in its entirety and replaced with the following:

4.1.1. Notify County in advance of any Awardee’s meetings or other activities which the staff providing services pursuant to this Contract must attend and which will result in an absence from Pima County ARIZONA@WORK.

4.2.2 Paragraphs 4.1.3, 4.1.4 and 4.1.5 are deleted in their entirety and replaced with the following:

- 4.1.3. Ensure staff participate in One Stop training required to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources.
- 4.1.4. Prior to replacing an individual providing services pursuant to this Contract, confirm continued funding availability with the Director of Community Services Employment and Training Department or his designee.
- 4.1.5 Ensure that staff have written job descriptions consistent with Awardee's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file.

4.2.3 Paragraph 4.1.8 is deleted in its entirety.

4.2 SECTION 8 – BUDGET, 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	Amount allocated for July 1, 2017 through June 30, 2018
Salary and Fringe (No overtime)	\$23,296.00	\$23,296.00
Staff Development	\$1,953.00	\$1,953.00
Travel	\$1,703.00	\$1,703.00
Equipment	\$0.00	\$0.00
Supplies	\$375.00	\$375.00
Communication	\$660.00	\$660.00
Other Operating	\$4,002.00	\$4,002.00
Subtotal	\$31,989.00	\$31,989.00
SCSEP Wages	\$73,049.00	\$73,745.00
TOTAL CONTRACT AMOUNT	\$105,038.00	\$105,734.00

4.3 SECTION 9 – REPORTS is deleted in its entirety and replaced with the following:

9.1 Monthly Reports. No later than the fifth (5th) working day of the month for the preceding month's activities, Awardee will provide a Monthly Summary Report to include, at a minimum:

- 9.1.1. Number served;
- 9.1.2. Number placed;
- 9.1.3. Number placed into WIB target industries;
- 9.1.4. Number completed;
- 9.1.5. Number exited; and
- 9.1.6. Average wage at placement.

9.2. Financial Closeout Reports. Awardee will complete and submit the following:

- 9.2.1. Preliminary Financial Closeout Report, no later than July 15 of the contract year. County may require that this report be provided sooner.

9.2.2. Final Financial Closeout Report, on forms provided by County, within thirty (30) days after the end of the Extended Term. County reserves the right to require this report at a different time.

9.3. Awardee will provide other records and reports as requested by the Director or designee of the Community Services, Employment & Training Department.

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:

AWARDEE:

Chair, Pima County Board of Supervisors

Barbara A. Coronado
Authorized Signature

Date: _____

BARBARA A. CORONADO, COO / Director of Finance
Printed Name & Title

ATTEST:

Date: 5/26/17

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Sean M. Lopez designee
Director, Employment & Training

APPROVED AS TO FORM:

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