



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 22, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CR-20*419 in Doc_ID_AMS.

***Purpose:**

This amendment with subrecipient, Portable Practical Educational Preparation, Inc., is designed to continue workforce development services to Pima County adult and dislocated worker job seekers and on-the-job training for adults, dislocated workers and youth. The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. This amendment will provide additional funding for the period July 1, 2021 to December 31, 2021.

Attachment: Contract Number CT-CR-20-419 (Amendment 13)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**

The program's goal is to 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:**

This program 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 submit monthly summary reports which include the numbers of persons served, completed, exited, placed on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

***Retroactive:**

No.

TO: COB 6-3-21 (1)
vers: 9
pgs: 15

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: CR Contract Number (i.e., 15-123): 20-419
Amendment No.: 13 AMS Version No.: 18-98
Commencement Date: 7/1/21 New Termination Date: 12/31/21
Prior Contract No. (Synergen/CMS): CT-CS-17-010

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 438,640.44

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

***Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Health Profession Opportunity Grant

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

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: Rise Hart

Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature/Date: [Signature] 5/26/21

Deputy County Administrator Signature/Date: [Signature] 5/28/21

County Administrator Signature/Date: [Signature] 5/28/21
(Required for Board Agenda/Addendum Items)

Pima County Department of Community & Workforce Development**Project:** Workforce Development Services**Subrecipient:** Portable Practical Educational Preparation, Inc.
802 E. 46th Street
Tucson, AZ 85713**Contract No.:** CT-CR-20-419**Contract Amendment No.:** 13

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$2,474,516.24
Termination Date This Amendment:	12/31/21	This Amendment Amount :	\$438,640.44
		Revised Contract Amount:	\$3,516,513.68

DUNS No.: 092671866		SAM Registration Date: 9/22/20	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:		DI21-002286 PC2020-2021	Award Date: 2020 2020
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input checked="" type="checkbox"/> NICR 17.59%	<input type="checkbox"/> de minimis <input type="checkbox"/> None
Status of Contractor:	<input checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
17.258	U.S. Department of Labor ("DOL")/Arizona Department of Economic Security ("ADES") Workforce Innovation and Opportunity Act ("WIOA")-Adult	\$854,649,000.00	\$3,183,523.00
17.278	WIOA-Dislocated Worker	\$1,322,912,000.00	\$4,353,722.00
17.259	WIOA-Youth	\$913,130,000.00	\$3,167,684.00
93.093	Health Profession Opportunity Grant ("HPOG")	\$85,000,000.00	\$601,926.00

GRANT FUNDING AGREEMENT – AMENDMENT THIRTEEN**1. BACKGROUND, PURPOSE AND AUTHORITY.**

- 1.1 **Background.** Pima County ("County"), as Grantee, receives federal WIOA grant funds and provides them to various subrecipients, including Portable Practical Educational Preparation, Inc. ("Subrecipient"), to provide eligible workforce development services. The WIOA grant ends June 30, 2025. County is also a subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, including Subrecipient. County's HPOG funds are available until September 30, 2021. Subrecipient was selected following a competitive Request for Proposals (RFP) process in 2016. On June 7, 2016, County and Subrecipient, entered into the above-referenced contract to provide workforce development services for adults, dislocated workers, and youth. The Contract expires June 30, 2021, with no additional renewals remaining. County is preparing to issue a new competitive RFP for the period 2021-2026, but due to the COVID-19 public-health emergency,

departmental restructuring, and changes to the RFP process, additional time is needed to complete that process.

- 1.2 **Purpose.** County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop). County finds that it is in the best interests of Pima County to continue to provide workforce development services to the residents of Pima County. County has reviewed Subrecipient's performance of the services and finds it satisfactory. This amendment is necessary to ensure the continued delivery of important public services while allowing the time necessary to complete the RFP process.
- 1.3 **Authority.** County may extend this subaward under 2 C.F.R. § 200.332(b) because Subrecipient was originally chosen through a competitive process and because County finds Subrecipient's performance to date has been satisfactory. In addition, County can extend this contract while awaiting a new RFP under Pima County Code § 11.12.060 and Board of Supervisors Resolution No. 2020-18.

2. **TERM AND EXTENSIONS.** The commencement date for this Amendment No. 13 is July 1, 2021. This Agreement will terminate on December 31, 2021.
3. **COMPENSATION AND PAYMENT.** Paragraph 3.1 is amended to increase "the Maximum Allocated Amount" from \$3,077,873.24 to \$3,516,513.68. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

Maximum Amount Allocated July 1, 2021 - December 31, 2021	
Funding Source	Anticipated Expenditure
WIOA grant	\$436,972.17
HPOG	\$1,668.27
Anticipated Allocations TOTAL	\$438,640.44

4. **EXHIBIT A-1 – SCOPE OF WORK** is amended as follows:

- 4.1 **GENERAL PROVISIONS -- PROGRAM COMPONENTS.** The table is deleted in its entirety and replaced with the following:

Work Statement	Workforce Development Services	Amount 7/1/21-12/31/21
1	Adults and dislocated workers	\$189,526.51
3	On-the-job Training (OJT)	\$249,113.93

- 4.2 **REPORTS.** Paragraph 7.2.1. is deleted in its entirety and replaced with the following Preliminary Financial Closeout Report, no later than January 15, 2022. County may require that this report be provided sooner.

- 4.3 **WORK STATEMENT NO. 1** is amended as follows:

4.3.1. Paragraph 1.1.5.2. is to decrease the number of hours from 200 to 100.

4.3.2. **OUTCOMES.** The table is deleted in its entirety and replaced with the following:

Staff Position	Service	Number per individual staff	Total number served
WDS	Enrolled in a program	75 participants	300 participants
	Active at any time	17 participants	68 participants
	Placed on job	46 participants	184 participants
	Case closure	57 cases	228 cases
PSS – Intake	Intake contacts	625 individuals	625 individuals

- 4.3.3. **BUDGET.** The table in Paragraph 3.1 is deleted in its entirety and replaced with the following:

Budget Line Item	Amount Allocated
	7/1/2021 – 12/31/2021
Salary and ERE (No overtime)	\$123,196.48
Staff Development	\$6,674.88
Travel	\$5,984.28
Equipment	\$1,632.00
Supplies	\$1,530.00
Communications	\$2,351.07
Space	\$4,475.96
Other Operating	\$20,981.84
Total Operating Budget	\$166,826.51
Other Allocation(s)	
Transitional Job Wages*	\$22,700.00
TOTAL BUDGET	\$189,526.51

- 4.4 **WORK STATEMENT NO. 3** is amended as follows:

- 4.4.1. **OUTCOMES** is amended as follows:

- 4.4.1.1. The table in Paragraph 2.1 is amended for July 1, 2021 to December 31, 2021.
- 4.4.1.2. Paragraph 2.2 is to increase the target wage at placement from \$12.00 per hour to \$12.15.

- 4.5 **BUDGET.** The table in Paragraph 3.1 is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated
	7/1/2021 – 12/31/2021
Operating Budget	
Salary and ERE (No overtime)	\$92,573.00
Staff Development	\$745.00
Travel	\$2,892.00
Equipment	\$1,338.75
Supplies	\$728.00
Communications	\$1,467.27
Other Operating	\$14,854.77
Total Operating Budget	\$114,598.79
Other Allocation(s)	
OJT Contracts	\$134,515.14
TOTAL BUDGET	\$249,113.93

In addition, Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth funds, by activity, for the current contract year is set forth in **Exhibit A** of this Amendment 13.

SIGNATURE PAGE TO FOLLOW

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon 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:

Sharon Bronson
Chair, Pima County Board of Supervisors

Date: _____


ATTEST:

Clerk of the Board _____ Date _____

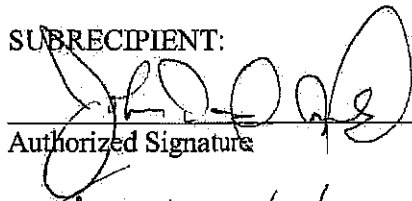
APPROVED AS TO CONTENT:


Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM:


Stacey Roseberry, Deputy County Attorney

SUBRECIPIENT:


Authorized Signature

John David Arnold
Printed Name & Title

Date: 5/24/21

PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING

JULY 1, 2021 – DECEMBER 31, 2021

**WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND
DISLOCATED WORKERS – PROJECTED BUDGET**

Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
Operating Budget				
Salary and ERE (No overtime)	\$72,685.92	\$49,278.59	\$1,231.97	\$123,196.49
Staff Development	\$3,938.18	\$2,669.95	\$66.75	\$6,674.88
Travel	\$3,530.73	\$2,393.71	\$59.84	\$5,984.28
Equipment	\$962.88	\$652.80	\$16.32	\$1,632.00
Supplies	\$902.70	\$612.00	\$15.30	\$1,530.00
Communications	\$1,387.13	\$940.43	\$23.51	\$2,351.07
Space	\$2,640.82	\$1,790.38	\$44.76	\$4,475.96
Other Operating	\$12,379.28	\$8,392.74	\$209.82	\$20,981.83
Total Operating Budget	\$98,427.64	\$66,730.60	\$1,668.27	\$166,826.51
Other Allocation(s)				
Transitional Job Wages*	\$22,700.00	-0-	-0-	\$22,700.00
TOTAL BUDGET	\$121,127.64	\$66,730.60	\$1,668.27	\$189,526.51

WORK STATEMENT NO. 3 – ON-THE-JOB TRAINING – PROJECTED BUDGET

Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected WIOA Youth	TOTAL
Salary and ERE (No overtime)	\$30,549.09	\$39,806.39	\$22,217.52	\$92,573.00
Staff Development	\$245.85	\$320.35	\$178.80	\$745.00
Travel	\$954.36	\$1,243.56	\$694.08	\$2,892.00
Equipment	\$441.79	\$575.66	\$321.30	\$1,338.75
Supplies	\$240.24	\$313.04	\$174.72	\$728.00
Communications	\$484.20	\$630.93	\$352.14	\$1,467.27
Other Operating	\$4,902.07	\$6,387.55	\$3,565.15	\$14,854.77
Total Operating Budget	\$37,817.60	\$49,277.48	\$27,503.71	\$114,598.79
OJT Contracts	\$44,390.00	\$57,841.51	\$32,283.63	\$134,515.14
TOTAL BUDGET	\$82,207.60	\$107,118.99	\$59,787.34	\$249,113.93

END EXHIBIT A OF AMENDMENT 13