



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

Award  Contract  Grant

Requested Board Meeting Date: June 18, 2019

\* = 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 in the ARIZONA@WORK - Workshops. The contract and amendments can be found in OnBase by searching Contracts 16\*311 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment allows Portable Practical Educational Preparation, Inc., a subrecipient, to continue to provide workshops to job seekers age 50 and over for another year to help prepare them for current and projected demand occupations.

Attachment: Contract Number CT-CS-16-311(Amendment 3)

**\*Procurement Method:**

RFP-CSET-WS-2015-09 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

The goals and predicted outcomes are:

90% will complete the entire workshop;

90% will have completed an effective résumé; and

90% will have completed and submitted at least one job application.

**\*Public Benefit:**

Workshops, labs and other group activities are a cost-effective method of providing workforce services that support Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

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

Participants will provide evaluations indicating satisfaction with the workshop and recommendations for improvement.

**\*Retroactive:**

No.

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Addendum

**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 22-73.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 16-311

Amendment No.: 3 AMS Version No.: 27

Effective Date: 7/1/19 New Termination Date: 6/30/20

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 43,373.76

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

**\*Funding Source(s) required:** U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA), AZ Dept. of Economic Security; Health Profession Opportunity Grant (HPOG); Pima County General Funds

Funding from General Fund?  Yes  No If Yes \$ 8,000.00 % \_\_\_\_\_

**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: Sean M. Jones 6/4/19 (designee)

Deputy County Administrator Signature/Date: [Signature] 6/5/2019

County Administrator Signature/Date: [Signature] 6/5/19  
*(Required for Board Agenda/Addendum Items)*

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

**Project:** Workforce Development Services in the ARIZONA@WORK – Workshops

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

**Contract No.:** CT-CS-16\*311

**Contract Amendment No.:** 03

|                                   |                     |                          |              |
|-----------------------------------|---------------------|--------------------------|--------------|
| Original Contract Term:           | 07/01/16 – 06/30/17 | Orig. Contract Amount:   | \$34,060.00  |
| Termination Date Prior Amendment: | 06/30/19            | Prior Amendments Amount: | \$70,177.20  |
| Termination Date This Amendment:  | 06/30/20            | This Amendment Amount:   | \$43,373.76  |
|                                   |                     | Revised Total Amount:    | \$147,610.96 |

|  |   |   |   |
|--|---|---|---|
| <b>DUNS No.:</b> 092671866                   |   | <b>SAM Registration Date:</b> 11/5/18                               |   |
| <b>Research or Development:</b>              |   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |   |
| <b>Federal or State Contract No.:</b>        |   | <b>Award Date:</b> 2019   |   |
| DI19-002205<br>PCC2015-2020<br>ADES14-064665 |   |   |   |
| <b>Required Match:</b>                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>Match Amount:</b>  |   |
| <b>Indirect Cost Rate:</b>                   | <input checked="" type="checkbox"/> Federal 17.54%                  | <input type="checkbox"/> NICR                                       | <input type="checkbox"/> de minimis <input type="checkbox"/> None |
| <b>Status of Contractor:</b>                 | <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 | \$776,736,000.00   | \$1,702,383.00    |
| 17.278 | WIOA-Dislocated Worker  | \$1,015,530,000.00 | \$2,669,206.00    |
| 17.259 | WIOA-Youth  | \$831,842,000.00   | \$1,947,861.00    |
| 93.093 | Health Profession Opportunity Grant (HPOG)  | \$58,000,000.00    | \$594,493.00      |
| 17.235 | U.S. Department of Labor Senior Community Service Employment Program (SCSEP)  |                    |                   |

**AMENDMENT THREE**

The parties agree to amend the above-referenced contract as follows:

**1. BACKGROUND AND PURPOSE.**

- 1.1. **Background.** On May 3, 2016, Pima County (“County”) and Portable Practical Educational Preparation, Inc. (“Awardee”) entered into the above-referenced contract to provide workforce development services in Pima County.
- 1.2. **Purpose.** County is a local workforce area under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 (“WIOA”) to operate the Pima County ARIZONA@WORK Career Center System Workforce Program.

- 1.2.1. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible services. The WIOA grant ends June 30, 2020.
- 1.2.2. County is the Subrecipient of the Senior Community Service Employment Program ("SCSEP") grant from the Arizona Department of Economic Security ("ADES").
- 1.2.3. County is the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, which may include the Awardee, for the continuation of services.
- 1.2.4. Based on success and demand, County wishes to continue the Employability Skills for Mature Workers workshops provided by Awardee for an additional year.

**2. TERM AND EXTENSIONS, SECTION 1.0, paragraph 1.1 is amended as follows:**

2.1. The termination date is changed:

FROM: June 30, 2019

TO: June 30, 2020

2.2. The number of available renewals is changed:

FROM: two (2) 12-month periods or any portion thereof

TO: one (1) 12-month period or any portion thereof

**3. COMPENSATION AND PAYMENT, SECTION 3.0 is amended as follows:**

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

FROM: \$104,237.20

TO: \$147,610.96

3.2. **Paragraph 3.2**, the table is deleted in its entirety and replaced with the following:

| Funding Source                       | Maximum Amount Allocated     |                              |                              |                              | Total Anticipated Expenditure per Funding Source |
|--------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|--|
|                                      | July 1, 2016 – June 30, 2017 | July 1, 2017 – June 30, 2018 | July 1, 2018 – June 30, 2019 | July 1, 2019 – June 30, 2020 |  |
| WIOA grant                           | \$17,030.00                  | \$17,711.20                  | \$17,906.00                  | \$26,143.76                  | \$78,790.96                                      |
| HPOG grant                           | \$3,406.00                   | \$3,406.00                   | \$3,406.00                   | \$3,406.00                   | \$13,624.00                                      |
| SCSEP grant                          | -0-                          | -0-                          | \$500.00                     | \$200.00                     | \$700.00   |
| Pima County General Funds            | \$13,624.00                  | \$13,624.00                  | \$13,624.00                  | \$13,624.00                  | \$54,496.00                                      |
| <b>Anticipated Allocations TOTAL</b> | <b>\$34,060.00</b>           | <b>\$34,741.20</b>           | <b>\$35,436.00</b>           | <b>\$43,373.76</b>           | <b>\$147,610.96</b>                              |

3.3. **Paragraph 3.4** is deleted in its entirety and replaced with the following:

3.4. Each monthly request for reimbursement must be submitted to County by the 15<sup>th</sup> working day of each month for the previous month of service and must:

3.4.1. Reference this contract number.

3.4.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Subrecipient to insure proper internal financial controls.

3.4.3. Be for services and costs as identified in **Exhibit A**.

3.4.4. Include the amount of:

- 3.4.4.1. WIOA accrued expenditures, if any;
- 3.4.4.2. Program Income, as defined by the federal awarding agency; and
- 3.4.4.3. All other fiscal resources applied to expenses incurred in providing services under this Agreement.
- 3.4.5. Be accompanied by documentation which must include, but is not limited to:
  - 3.4.5.1. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A** of this Agreement.
  - 3.4.5.2. Copies of invoices, receipts or checks (front and back) to support all purchases of goods or services.
  - 3.4.5.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.
  - 3.4.5.4. Any other documentation requested by County.
- 3.4.6. If reimbursement is authorized for personnel costs, be accompanied, at a minimum, by the following documentation for each pay period:
  - 3.4.6.1. Time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Agreement, that specify the days, hours per day and total hours worked on the grant(s); and
  - 3.4.6.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.

**3.4. Paragraph 3.5 is amended to read:**

If Awardee is required to provide matching funds under the terms of the federal awarding agency, Awardee must also provide the documentation described in Paragraph 3.4 for the matching funds.

**3.5. Paragraphs 3.9 through 3.14 are deleted in their entirety and replaced with the following:**

- 3.9. Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:
  - 3.9.1. The change may not increase or decrease the maximum allocated amount.
  - 3.9.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:
    - 3.9.2.1. The reason the change is necessary; and
    - 3.9.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.
  - 3.9.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to approval of the written request for a budget line item change.
  - 3.9.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.
- 3.10. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

- 3.11. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.9 and 3.10 above will be at Agency's own risk.
- 3.12. **Program Income:** Awardee must comply with all provisions of the federal awarding agency regarding Program Income.
- 3.13. Disallowed Charges or Cost principles will be as follows:

3.13.1. The cost principles set forth in 2 CFR part 200, Subpart E, as may be modified by amendments and additions made by the funding source, will be used to determine whether an incurred cost will be reimbursed under this Agreement:

| <b>Grant Title</b> | <b>Federal Agency</b>                 | <b>Applicable Modification to 2 CFR § 200, Subpart E</b>   |
|--------------------|---------------------------------------|--|
| WIOA and SCSEP     | Department of Labor                   | As supplemented by 2 CFR part 2900                         |
| HPOG               | Department of Health & Human Services | As codified with HHS-specific amendments in 45 CFR part 75 |

- 3.13.2. Those costs which are specifically defined as unallowable by the funding source cannot be submitted for reimbursement by the Subrecipient and will not be reimbursed.
- 3.13.3. **Awardee must reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty (30) days following demand for reimbursement by County.**
- 3.14. For the period of record retention required under Section 21.0 - Books and Records, County reserves the right to question any payment made to Awardee and to require reimbursement by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

**4. COMPLIANCE WITH LAWS, SECTION 6.0, paragraph 6.2.3 is amended to read:**

Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (see Federal Standard Form LLL, "Disclosure of Lobbying Activities);

**5. ISRAEL BOYCOTT CERTIFICATION, SECTION 33.0 is deleted in its entirety.**

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6. **EXHIBIT A – SCOPE OF WORK, SECTION 4 – BUDGET**, the table is amended to add the following BUDGET for July 1, 2019 – June 30, 2020:

| Workshop Program                        | Maximum Number of Workshops | Maximum Number of Workshop Hours | Cost per Workshop | Maximum Payment |
|---|-----------------------------|----------------------------------|-------------------|-----------------|
| Employability Skills for Mature Workers | 24                          | 16                               | \$1,807.24        | \$43,373.76     |

The effective date of this amendment is July 1, 2019.

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

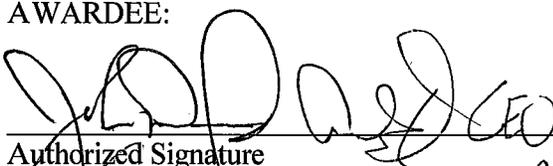
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

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

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

AWARDEE:

  
Authorized Signature

John David Arnold  
Printed Name & Title

Date: 5/3/19

ATTEST:

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

APPROVED AS TO CONTENT:

  
Director, Employment & Training

APPROVED AS TO FORM:

  
Karen S. Friar, Deputy County Attorney