



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 12, 2018

* = Mandatory, information must be provided

or Procurement Director Award

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

SER-Jobs for Progress of Southern Arizona, Inc.

***Project Title/Description:**

Workforce Development Services. Contractor will provide work experience case management and support services to assist adult, dislocated worker and youth job seekers in finding employment. The original contract and amendments may be found under CT-17*009. Search for contract number 17%009 in eContracts.

***Purpose:**

This amendment with subrecipient, SER-Jobs for Progress of Southern Arizona, Inc., is designed to continue workforce development services to Pima County adult and dislocated worker job seekers (Work Statement 1) and youth worker job seekers (Work Statement 2) who are seeking employment or job skills training that can lead to employment. 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, 2018 to June 30, 2019.

Attachment: Contract Number CT-CS-17-009

***Procurement Method:**

RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Annual number served:

Enrolled - 360 Adult/dislocated worker participants and 120 youth participants

Placed on job - 144 Adult/dislocated worker participants and 48 youth participants

***Public Benefit:**

This amendment 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. 5.24.18
JJS-6
(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): 17-009
Amendment No.: 2 AMS Version No.: 28
Effective Date: _____ New Termination Date: 6/30/19
Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 793,963.24

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

***Funding Source(s) required:** U.S. Dept. Labor - Workforce Innovation and Opportunity Act, Homeless Veterans Reintegration Program 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): _____
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: _____
Deputy County Administrator Signature/Date: _____
County Administrator Signature/Date: _____
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT PROFESSIONAL SERVICES CONTRACT		
Program Name:	Workforce Development Services	
Awardee:	SER-Jobs for Progress of Southern Arizona, Inc. 40 West 28th Street Tucson, AZ 85713	
DUNS:	964816636	
SAM Registration Date:	3/20/18	
Contract No:	CT-CS-17-009	
Amendment No:	02	
Funding:	U.S. Department of Labor (DOL) - Workforce Innovation and Opportunity Act (WIOA), Homeless Veterans Reintegration Program (HVRP) and Health Profession Opportunity Grant (HPOG)	
		CONTRACT No. <u>CT-CS-17-009</u> AMENDMENT NO. <u>02</u> This number must appear on all invoices, correspondence and documents pertaining to this contract.

Is this a Research and Development Contract: No

Awardee is a X Subrecipient Contractor

Match NO Indirect Costs NO

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2017	17.258	WIOA-Adult	\$776,736,000.00	\$2,052,758.00
DI16-002120	2017	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$3,261,667.00
DI16-002120	2017	17.259	WIOA-Youth	\$831,842,000.00	\$2,213,733.00
PCC2015-2020	2017	93.093	HPOG	\$58,000,000.00	\$593,993.00
HV-30879-17-60-5-4	2017	17.805	HVRP	\$12,000,000.00	\$236,664.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$775,954.00
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$782,182.00
Term This Amendment	06/30/19	Amount This Amendment:	\$793,963.24
		Revised Contract Amount:	\$2,352,099.24

Pima County (“County”), a body politic and corporate of the State of Arizona, and SER-Jobs for Progress of Southern Arizona, Inc. (“Awardee”), a non-profit corporation registered to do business in the State of Arizona have entered into the above-referenced contract to provide workforce development services.

AMENDMENT TWO

- A. County, as Grantee, received federal Workforce Innovation and Opportunity Act, Pub.L.113-128 (“WIOA”) grant funds for the operation of the Pima County ARIZONA@WORK Career Center System Workforce Program. The WIOA grant ends June 30, 2020.
- B. County, as Grantee, received grant funds from the U.S. Department of Labor (“USDOL”) – Veterans Employment and Training Services (“VETS”) for the Homeless Veterans Reintegration Program (“HVRP”).

- C. County is also the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to Awardee for eligible services.
- D. Awardee provides eligible services under the WIOA, HVRP and HPOG grants to adults, dislocated workers and youth.
- E. Funds have been awarded to County from both WIOA, HVRP and HPOG grants for services in FY2018-2019.
- F. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for Pima County residents and is in the best interests of the residents of Pima County.
- G. County has reviewed Awardee’s performance of the services and finds it satisfactory.

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

1. SECTION 1.0 – TERMS AND EXTENSIONS, 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 years or any portion thereof
 TO: two (2) additional years or any portion thereof

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: \$1,558,136.00
 TO: \$2,352,099.24

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

Funding Source	Maximum Amount Allocated			
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
WIO GRANT	\$652,954.00	\$657,182.00	\$739,500.24	\$2,049,636.24
HPOG	\$43,000.00	\$45,000.00	\$45,000.00	\$133,000.00
HVRP	-0-	-0-	\$9,463.00	\$9,463.00
Pima County General Funds	\$80,000.00	\$80,000.00	\$0.00	\$160,000.00
MAXIMUM ALLOCATED AMOUNT	\$775,954.00	\$782,182.00	\$793,963.24	\$2,352,099.24

2.3 Paragraph 3.10 is amended as follows:

2.3.1 Paragraph 3.10.1 is deleted in its entirety and replaced with the following:

Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Awardee must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**

2.3.2 **Paragraph 3.10.2** is deleted in its entirety and replaced with the following:

Changes of more than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**

2.3.3 **Paragraph 3.10.3** is added to read:

Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

3. **SECTION 4.0 – INSURANCE, Paragraph 4.2** is amended as follows:

3.1. **Paragraph 4.2.1.1**, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

3.2. **Paragraph 4.2.3.2**, the level of Employers’ Liability insurance for:

3.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3 **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

4. **SECTION 15.0 – TERMINATION/SUSPENSION, Paragraph 15.3** is amended to add the following sentence:

Failure to meet required service levels is considered a default.

5. **SECTION 27.0 – COORDINATION** is amended to add the following:

Awardee’s contacts in this regard will be:

Adult Workforce Development Services: Michael Gates, 724-5063, Michael.Gates@pima.gov.

Dislocated Worker Workforce Development Services: Peggy Castano, 724-6706, Peggy.Castano@pima.gov.

Youth Workforce Development Services: Daphanie Conner, 724-5724, Daphanie.Conner@pima.gov.

6. **EXHIBIT A-1 – SCOPE OF WORK, GENERAL PROVISIONS, SECTION 3.0 – PROGRAM COMPONENTS**, is deleted in its entirety and replaced with the following:

Work Statement	Workforce Development Services	Amount		
		7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019
1	Adults and dislocated workers	\$644,857.00	\$649,599.00	\$659,864.58
2	Youth	\$131,098.00	\$132,583.00	\$134,098.66

7. **WORK STATEMENT NO. 1 WORKFORCE DEVELOPMENT SERVICES FOR ADULTS and DISLOCATED WORKERS** is amended as follows:

7.1. **SECTION 1.0 – PROGRAM ACTIVITIES, Paragraph 1.1.4.** is deleted in its entirety and replaced with the following:

1.1.4. Refer participants to either or both of the following:

1.1.4.1 Training program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

1.1.4.2. Job openings in the demand industries as defined by the WIB Planning Committee and, if applicable, pursuant to HPOG requirements.

7.2. **SECTION 2.0 – OUTCOMES** is amended to added paragraph 2.4 to read:

80% of job skills training participants will receive an industry-recognized credential.

7.3. **SECTION 3.0 – 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	Amount allocated for July 1, 2017 through June 30, 2018	Amount allocated for July 1, 2018 through June 30, 2019
Operating Budget			
Salary and Fringe (No overtime)	\$481,377.00	\$485,738.00	\$493,119.00
Staff Development	\$2,700.00	\$2,754.00	\$2,809.08
Travel	\$7,289.00	\$7,435.00	\$9,752.22
Equipment	\$159.00	-0-	-0-
Supplies	-0-	-0-	-0-
Communications	-0-	-0-	-0-
Other Operating	\$17,012.00	\$17,352.00	\$17,864.28
Space	-0-	-0-	-0-
Total Operating Budget	\$508,537.00	\$513,279.00	\$523,544.58
Other Allocation(s)			
Transitional Job Wages*	\$136,320.00	\$136,320.00	\$136,320.00
TOTAL BUDGET	\$644,857.00	\$649,599.00	\$659,864.58

7.4. **Paragraph 3.4** is added to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, HPOG and HVRP funds, by activity is set forth in Exhibit A of this Amendment 2.

8. **WORK STATEMENT NO. 2 WORKFORCE DEVELOPMENT SERVICES FOR YOUTH** is amended as follows:

8.1. **SECTION 1.0 – PROGRAM ACTIVITIES, Paragraph 1.2.8** is deleted in its entirety and replaced with the following:

1.2.8 Refer participants to either or both of the following:

1.2.8.1 Training program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

1.2.8.2 Job openings in the demand industries as defined by the WIB Planning Committee.

8.2. **SECTION 2.0 – OUTCOMES** is amended to add **paragraph 2.4** to read:

80% of job skills training participants will receive an industry-recognized credential.

8.3. SECTION 3.0 – BUDGET, paragraph 3.3, the table is deleted in its entirety and replaced with the following:

Budget Item	Amount paid for July 1, 2016 through June 30, 2017	Amount allocated for July 1, 2017 through June 30, 2018	Amount allocated for July 1, 2017 through June 30, 2018
Operating Budget			
Salary and Fringe (No overtime)	\$67,032.00	\$68,373.00	\$69,740.46
Staff Development	\$300.00	\$306.00	\$312.12
Travel	\$1,851.00	\$1,888.00	\$1,925.76
Supplies	\$400.00	\$408.00	\$416.16
Equipment	\$250.00	\$255.00	\$260.10
Communications	\$488.00	\$498.00	\$507.96
Space	\$2,068.00	\$2,109.00	\$2,151.18
Other Operating	\$1,908.00	\$1,946.00	\$1,984.92
Total Operating Budget	\$74,297.00	\$75,783.00	\$77,298.66
Other Allocation(s)			
Work Experience Wage for Youth*	\$56,800.00	\$56,800.00	\$56,800.00
TOTAL BUDGET	\$131,098.00	\$132,583.00	\$134,098.66

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

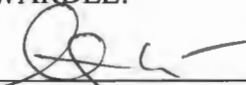
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

Chairman, Pima County Board of Supervisors

Date: _____

AWARDEE:



Authorized Signature

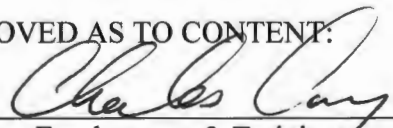
ERNEST URIBE
Printed Name & Title

Date: 15 Aug 2018

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

EXHIBIT A

PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE

WORK STATEMENT NO. 1 WORKFORCE DEVELOPMENT SERVICES FOR ADULTS and DISLOCATED WORKERS

For contract term July 1, 2018 – June 30, 2019:

July 1, 2018 – June 30, 2019					
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	Projected HVRP	TOTAL
Operating Budget					
Salary and Fringe (No overtime)	\$246,781.64	\$195,039.46	\$42,384.84	\$8,913.07	\$493,119.01
Staff Development	\$1,405.80	\$1,111.06	\$241.45	\$50.77	\$2,809.08
Travel	\$4,880.50	\$3,857.22	\$838.23	\$176.27	\$9,752.22
Equipment	-0-	-0-	-0-	-\$0.00	\$0.00
Supplies	-0-	-0-	-0-	\$0.00	\$0.00
Communications	-0-	-0-	-0-	\$0.00	\$0.00
Space	-0-	-0-	-0-	\$0.00	\$0.00
Other Operating	\$8,940.19	\$7,065.71	\$1,535.48	\$322.89	\$17,864.27
Total Operating Budget	\$262,008.13	\$207,073.45	\$45,000.00	\$9,463.00	\$523,544.58
Other Allocation(s)					
Transitional Job Wages*	\$136,320.00	-0-	-0-	-0-	\$136,320.00
TOTAL BUDGET	\$398,328.13	\$207,073.45	\$45,000.00	\$9,463.00	\$659,864.58

END EXHIBIT A OF AMENDMENT 2