



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: July 1, 2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Job Path Inc.

***Project Title/Description:**

Workforce Development Services; Job Training Assistance

***Purpose:**

Job Path provides job training assistance to individuals to attain employment or advance in current jobs. This Amendment will renew the existing Job Path contract with an annual funding amount of \$600,000 and modify the Scope of Services to reflect agreed-upon service-delivery practices aligning with previous Board direction and developed over the course of the first year of Community & Workforce Development's administration of the contract. Significant revisions to the scope include focusing on Job Path and the One-Stop co-serving participants, emphasis on provision of supportive services to remove barriers to employment, clarification that Job Path's participants will include participants ineligible for federal funding but who meet Job Path eligibility criteria, and alignment of Job Path supportive services with federally approved supportive-service categories.

Workforce-development services provided under this contract align with Pima County Budget Pillar 2 – Improve the Quality of Life and Prosperity Initiative Policy 10 – Prioritize Workforce Development.

***Procurement Method:**

Direct selection per Board of Supervisors Policy D 29.6.III-C.

***Program Goals/Predicted Outcomes:**

Job Path will provide services to at least 250 individuals over the one-year contract term.

***Public Benefit:**

Job Path's program helps individuals advance their economic security, and also helps provide a trained workforce to Pima County employers, which is vital to retaining those employers for the economic benefit of the entire region.

***Metrics Available to Measure Performance:**

Job Path will provide monthly and quarterly reports detailing program performance, including training enrollments, job placements, and post-placement wages. Performance metrics will align with negotiated performance metrics for Workforce Innovation and Opportunity Act programming.

***Retroactive:**

No.

TO: COB, 6-18-2025 (1)
Vers: 2
pgs: 12

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

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: PO Department Code: CWD Contract Number (i.e., 15-123): CT 23*459
Amendment No.: 2 AMS Version No.: 3
Commencement Date: 7/1/2025 New Termination Date: 6/30/2026

Prior Contract No. (Synergen/CMS): CT-ED-23*459

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 600,000.00

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

***Funding Source(s) required: General Fund**

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 600,000.00 % 100

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: Rhonda Pina, Deputy Director

Department: Community & Workforce Development

Telephone: 724-4703

Department Director Signature: 

Date: 6/12/25

Deputy County Administrator Signature: 

Date: 4/13/2025

County Administrator Signature: 

Date: 6/14/2025

Pima County Department of Community & Workforce Development

Project: Workforce Development Services, Job Training Assistance

Contractor: Job Path Inc.

Contract No.: CT_23*459 (fka CT-ED-23*459)

Contract Amendment No.: 2

Orig. Contract Term: 07/01/2024 - 06/30/2025	Orig. Amount:	\$750,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$600,000.00
Termination Date This Amendment: 06/30/2026	This Amendment Amount:	\$600,000.00
	Revised Total Amount:	\$1,950,000.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On July 1, 2023, County and Contractor entered into the above referenced agreement to provide Workforce Development Services, Job Training Assistance.

1.2. Purpose. Effective July 1, 2024, County exercised the first of four annual extension options, transitioned contract administration from the Economic Development department to Community & Workforce Development, reduced annual funding to \$600,000, and amended the Scope of Services.

1.3. County requires additional Workforce Development Services, continuing at the reduced annual rate of \$600,000.

2. Term. The County is exercising the second extension option to renew the contract for one additional year commencing on July 1, 2025 and terminating on June 30, 2026. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 4, is increased by \$600,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$1,950,000.00. The parties have revised the Budget as described in the attached **Exhibit B** (2 pages).

4. Scope of Services. The parties have revised the Scope of Services as described in the attached **Exhibit A** (7 pages). **Exhibit C – Performance Metrics** (1 page) is added and incorporated into the Scope of Services.

Contract No.: CT_23*459

1

Revised 5/20/2025
6/2/2025

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Kyle Johnson

Print DCA Name

6/11/2025

Date

CONTRACTOR



Authorized Officer Signature


Ana Greif, CEO

Printed Name and Title

6/11/2025

Date

APPROVED AS TO CONTENT



Dan Sullivan, Director

6/12/25

Date

Exhibit A (7 pages)
Scope of Services

1. PROGRAM OVERVIEW.

- 1.1. Contractor will provide supportive services, career counseling, and case management for individuals co-served by the Pima County One Stop seeking employment or advancement in targeted occupations that provide family sustaining wages
- 1.2. Unless otherwise specified herein, participation in programs and activities financially assisted in whole or in part by this Contract shall be open to citizens of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

2. PROGRAM GOALS.

- 2.1. Provide wrap around services and supportive services to participants co-served with the Pima County One Stop. The goal is to reduce barriers for participants who are on a pathway to achieving self and family-sustaining employment .
- 2.2. Assist in the economic development of Pima County by helping to develop a trained and productive labor force that meets employer needs.
- 2.3. Seek opportunities to collaborate in a way that avoids participant confusion that can be caused by enrollment in both County and Contractor programming. The long-term goal should be to make participants like they are participating in a single, integrated program, with Contractor and County facilitating complementary services, rather than feeling like they are enrolled in disparate programs.

3. PROGRAM ACTIVITIES.

3.1. General Provisions:

- 3.1.1. No activities performed under this Contract may displace a currently employed worker. Displacement includes not only firing or layoff, but also partial displacement such as a reduction in hours of non-overtime work or a reduction of employment benefits. Contractor will prohibit displacement in all subcontracts.
- 3.1.2. Contractor must ensure that participants are not placed for employment:
 - 3.1.2.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship;

3.1.2.2. In activities that are not covered under the Occupational Safety and Health Act of 1970. Participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety;

3.1.3. Contractor must ensure that any participant employed or trained for inherently dangerous occupations (e.g. fire or law enforcement) is assigned to entities that consistently follow reasonable safety practices.

3.2. Grievances. Contractor will:

3.2.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:

3.2.1.1. Ineligibility determination;

3.2.1.2. Reduction in services;

3.2.1.3. Suspension or termination from program participants; or

3.2.1.4. Quality of service.

3.2.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.

3.3. General Requirements. Contractor will:

3.3.1. Provide supportive services, career counseling, and case management to help individuals gain skills and competencies needed to obtain, or advance in, career ladder employment resulting in higher wages. Individuals may be unemployed or employed while receiving services.

3.3.2. Co-served participants will include ineligible Pima County One Stop participants referred by Pima County, Pima County One Stop Participants in need of supportive services, and eligible Job Path participants served under this contract. Participants referred by County must also meet Job Path eligibility criteria.

3.3.3. Coordinate the delivery of services with designated Pima County Community and Workforce Development Specialists.

3.3.4. Provide supportive services that align with WIOA-allowable activities and outlined in 3.3.1 Enter relevant participant data into County required database(s) in a timely manner (if possible, within two business days of receipt of the information).

3.3.5. Accept all referrals for services to be provided under this Contract from County.

- 3.3.6. Contractor must obtain and use a computerized, browser-based, cloud-based timekeeping system to track and report hours worked and leave accrued/used by employees employed under this Contract
- 3.3.7. Cooperate in the maintenance of file (electronic) on each participant that includes:
 - 3.3.7.1. Intake demographic details, if applicable.
 - 3.3.7.2. Grievance and information release forms signed by the participant.
 - 3.3.7.3. Digital images of employment authorization documents consistent with employer required I-9 documentation.
 - 3.3.7.4. A record of all employment and training activity changes.
 - 3.3.7.5. A record of enrollment in training programs or courses.
 - 3.3.7.6. Digital images of training credentials.
 - 3.3.7.7. A record of supportive service referrals.
 - 3.3.7.8. Post-participation employment and follow-up information.
- 3.3.8. Maintain a list of all applicants and the reason(s) for selection or non-selection.
- 3.3.9. Provide supportive services, career counseling, and sponsorship to participants pursuing degrees, certifications or apprenticeships in high-demand career fields co-served by Pima County
- 3.3.10. Conduct outreach to unemployed and underemployed members of low-income households in Pima County. Outreach must include:
 - 3.3.10.1. Introductions to Job Path programs and services.
 - 3.3.10.2. Information on local employment and training programs.
 - 3.3.10.3. Assistance in completing intake for Pima County and Job Path programs .
- 3.3.11. Ensure that participants enrolled in a degree program, a certification program or an apprenticeship program in a career area where there is a demand for skilled workers have barriers to success reduced by providing supportive services and intensive case management. Participants may receive reasonable assistance for tuition, books, fuel advances, fees, transportation, fuel, childcare, housing, utilities, and other urgent or unexpected expenses that can impact a participant's ability to complete their program of study. Need for assistance will be determined on a case-by-case basis and discussed between Pima County and Job Path Staff.

- 3.3.12. WIOA-related supportive services guidelines will serve as the overarching Supportive Service Policy. Cost above or not outlined in the supportive service policy may be approved by a Pima County Program Manager.
- 3.3.13. When possible, coordinate requests for assistance under Section 3.3.8 with County to ensure more-restrictive funding sources are exhausted before funds under this Contract are utilized for assistance.
- 3.3.14. Ensure that participants meet bi-monthly in peer-support sessions with the success coach and with other participants in their education or job training area.
- 3.3.15. Ensure Success Coaches and County Case Managers meet quarterly to discuss co-enrolled participants and that the results of those meetings are reported to managers.
- 3.3.16. Before program completion, provide job placement assistance.
- 3.3.17. Track each participant's job success for two (2) years after placement and maintain a record of post-program activities. Contractor may request assistance from County for post-program wage information.
- 3.4. Success Coach Duties. Contractor will assign a Success Coach to each participant.
 - 3.4.1. To the extent County has already determined and, if necessary, documented any of the criteria in Section 3.4.1 prior to referring a participant to Contractor, County will provide that information on referral and Contractor need not duplicate that work. Participants referred by County must also meet JobPath eligibility criteria.
 - 3.4.2. Enroll eligible applicants in Job Path.
 - 3.4.3. Develop an annual individualized financial plan and an education and training plan with the participant.
 - 3.4.4. Work closely with instructors, tutors, and financial aid staff to effectively advocate for and properly advise the participant.
 - 3.4.5. Meet with each assigned participant on service, preferably in person, and later as requested by the participant or as Career Counselor determines warranted for participant success. In the spirit of Section 2.4, the parties will collaborate to develop a system for co-enrolled participants that addresses communication between Success Coaches and County Case Managers, inclusion of County Case Managers in meetings when necessary, and the development of a co-service agreement.
 - 3.4.6. Refer participants to other available community resources and services including, but not limited to: food bank; transitional housing; and childcare.

3.5. County requirements. County will:

- 3.5.1. Refer participants to Contractor as determined appropriate in coordination with Contractor. Participant referrals will be case-by-case, but in general, County will refer participants for whom one or more of the following characteristics applies:
 - 3.5.1.1. The participant is enrolled in a County job-assistance program but has a need for assistance that would assist with removing barriers to employment but cannot be provided by County, either due to immediacy, ineligibility under a County program, or some other factor.
 - 3.5.1.2. The participant exceeds the income limitations for a County program.
 - 3.5.1.3. The participant is experiencing barriers to employment of a type or degree that require specialized services that Contractor can provide.
- 3.5.2. Provide Contractor access to County's data system(s) and train Contractor's staff on proper and timely entry of data into those systems.
- 3.5.3. Train Contractor's staff on resources and services offered by Pima County Community & Workforce Development to all eligible funding sources are utilized for participants and funding under this Contract is maximized.
- 3.5.4. Connect County's Business Services Team with Contractor's job developers to ensure coordination and nonduplication of job-assistance services.
- 3.5.5. Make available office space and any necessary furniture, equipment, and supplies to allow Contractor Success Coaches to co-locate and provide services at County facilities.
- 3.5.6. Conduct an annual program monitoring of Job Path files to ensure compliance with Contract goals and provide formal technical assistance.

4. OUTCOMES.

- 4.1. Enroll and provide career counseling and sponsorship to a minimum of 250 eligible adults from July 1, 2025 through June 30, 2026 under this Contract.
- 4.2. For participants enrolled in this program and funded either by County Funds or County Workforce Innovation and Opportunity Act (WIOA) programming, performance metrics will be the same as those most recently negotiated and finalized by County with the Arizona Department of Economic Security (ADES), **Exhibit C (1 page)**. Participants who are scheduled to complete their studies after the end of this contract will not be included in this year's metrics.

5. REPORTS. The following reports should include the portion of their operation that is funded under this Contract.

5.1. Monthly Reports. No later than fifteen (15) days after the end of the month for the preceding month's activities, Contractor will provide a Monthly Summary Report of participants served under this contract (format to be approved by County), to include, at minimum, the following information:

- 5.1.1. Number of students enrolled by Job Path identified by study area;
- 5.1.2. Number of students completed programing/certified identified;
- 5.1.3. Number of students exited and dropout percentage rate identified by study area;
- 5.1.4. Number of students placed into employment identified by study area;
- 5.1.5. Average wage at placement identified;
- 5.1.6. Number of students placed into targeted employment;
- 5.1.7. When possible, number co-enrolled by Contractor and County's ARIZONA@WORK/Pima County One Stop;
- 5.1.8. Geographic location of participants identified by the city, town, tribal reservation and unincorporated county.
- 5.1.9. Once Contractor has gained experience entering data into County data systems, monthly reports will no longer be required.

5.2. Quarterly Reports. No later than fifteen (15) days after the end of the month for the preceding quarter's activities, Contractor will provide a Quarterly Workforce Development Performance Report (format to be approved by County), containing at minimum, the following information for participants served under this contract:

- 5.2.1. Number of students employed, in education or in occupational skills training currently, identified by cohort period and program year to date;
- 5.2.2. Number of students employed, in education or in occupational skills training in the second (2nd) quarter after exit, identified by cohort period and program year to date;
- 5.2.3. Number of students employed, in education or in occupational skills training in the fourth (4th) quarter after exit, identified by cohort period and program year to date;
- 5.2.4. Student median wage;
- 5.2.5. Credential;

5.3. Financial Closeout Reports. Contractor will complete and submit the following:

- 5.3.1. Preliminary Financial Closeout Report, no later than July 15 of the contract year. County may require that this report be provided sooner.
- 5.3.2. Final Financial Closeout Report, on forms provided by County, within thirty (30) days after the end of the Term. County reserves the right to require this report at a different time.
- 5.3.3. Other records and reports requested by the Director or designee of Pima County.

6. COLLABORATION.

- 6.1. County Community & Workforce Development and Contractor will hold regular meetings between their leadership to discuss the collaboration.
 - 6.1.1. County will help Contractor acquire completion and employment data for participants and train Contractor to input participant information in County data systems.
- 6.2. County will designate a CWD Liaison who will be available to attend Contractor's Board of Directors' meetings to provide guidance on County's Workforce Development priorities, as deemed appropriate.
- 6.3. Contractor must, in Contractor's Release of Information form completed by Job Path program participants, add County's ARIZONA@WORK/Pima County One Stop as an authorized recipient of information.

END OF EXHIBIT A

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**Exhibit B (2 pages)
Budget**

Contractor will be paid on a cost reimbursement basis in accordance with the following Budget:

Budget Line Item	Amount
Operating Budget	
Personnel (no overtime)	\$233,844
Travel	\$800
Maintenance and Operations	\$84,414
Outside and Professional Services	\$17,262
Total Operating Budget	\$336,320
Direct Services	\$263,680
Total Budget	\$600,000

Budget Adjustments. Changes between budget line items may be granted by and at the sole discretion of the Director of Community & Workforce Development or designee. The following provisions apply:

The change may not increase or decrease the total budget amount, and

Contractor must submit a written request for any adjustment containing a detailed explanation of (1) the reason the change is necessary; and (2) how the specified purpose, program metrics, or outcomes set forth in this Contract will continue to be met, despite the requested change.

Reimbursement Requests. Contractor must submit a request for reimbursement every month, even if no funds are being requested for the prior month. Each monthly Request for Reimbursement must:

Be submitted within 15 days after the end of the month that is the subject of the reimbursement request. The final reimbursement request must be submitted within 15 days after expiration of the Term;

Reference this contract number (CT-CR-23*459);

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

Be allocated to the line items in the above budget;

Be accompanied by documentation, including, but not limited to:

- Copies of invoices, receipts and/or checks (front and back) to support all purchases of goods or services;
- If Reimbursement is authorized for travel, detailed travel reports to support all travel expenses;
- Any other documentation requested by County; and
- If the reimbursement request is for personnel costs, be accompanied by time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Contract, that specify the work hours being billed to this Contract as well as the hours and days worked.

No Supplanting. Contractor must use the funds available under this Contract to supplement rather than supplant funds otherwise available. Contractor may not bill the County for costs that are paid by another source.

Reimbursement Payments. If each reimbursement request includes adequate and accurate documentation, County will generally pay Contractor within thirty (30) days from the date of invoice. Contractor should budget their cash needs accordingly.

END OF EXHIBIT B

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EXHIBIT C (1 page)
Performance Metrics

Performance Measures	
WIOA Adults	
Employed 2 nd quarter after exit	68.50%
Employed 4 th quarter after exit	66.00%
Median Wage	\$7,900.00
Credential	70.00%
Measurable Skills Gain	68.00%
WIOA Dislocated Workers	
Employed 2 nd quarter after exit	78.00%
Employed 4 th quarter after exit	76.00%
Median Wage	\$9000.00
Credential	68.50%
Measurable Skills Gain	70.50%
WIOA Youth (ages 14 - 24)	
Employed, in education, or in Occupation Skills Training 2 nd quarter after exit	74.00%
Employed, in education, or in Occupation Skills Training 4 th quarter after exit	73.00%
Median Wage	\$6500.00
Credential	58.50%
Measurable Skills Gain	61.00%