



Contract Number: MA-CS-13-589
Effective Date: 7-1-13
Term Date: 7-31-14
Cost: 417,429.-
Revenue: _____
Total: _____ NTE: _____
Action: _____
Renewal By: 5-1-14
Term: 7-31-14
Reviewed by: [Signature]

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: July 2, 2013 -- ADDENDUM

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

Pima County receives state and federal grant funds to provide workforce development services to youth and adults. Portable Practical Education Preparation (PPEP), Inc. to assist County in providing workforce development services to Pima County residents in workforce programs.

CONTRACT NUMBER (If applicable): MA-13-0589

STAFF RECOMMENDATION(S):

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: _____

To: CHH- 6-26-13
CoB. 6-27-13
Agenda 7-2-13
Addendum (2)

JUN 26 13 AM 11:11 POC:KOF BD

Procure Dept 06/25/13 PM 03:05

CLERK OF BOARD USE ONLY: BOX M.G.

ITEM NO.

PIMA COUNTY COST: \$ 417,424.00

and/or REVENUE TO PIMA COUNTY: \$ N/A

FUNDING SOURCE(S): US Department of Labor, Arizona Department of Economic Security, and other workforce fund source(s) obtained by Pima County
(i.e. General Fund, State Grant Fund, Federal Fund, Stadium D. Fund, etc.)

Advertised Public Hearing:

		YES	X	NO
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Board of Supervisors District:

1		2		3		4		5		All	XX
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IMPACT:

IF APPROVED:

With the assistance of the Contractor, Pima County will be able to provide workforce development services to local Pima County residents.

IF DENIED:

Without the assistance of the Contractor, workforce development services provided in Pima County may be jeopardized.

DEPARTMENT NAME: Community Services Employment and Training

CONTACT PERSON: Rise Hart

TELEPHONE NO.: 243-6766

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

CONTRACT
NO. <u>MA CS-13 00000 00000 00000 589</u>
AMENDMENT NO. _____
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Project: One Stop Staff

Contractor: Portable Practical Education Preparation (PPEP), Inc.
John Arnold
802 E. 46th Street
Tucson, AZ 85713
(520) 622-3553 (Fax) 622-1480

Amount: \$417,424.00

Funding: U.S. Department of Labor, Arizona Department of Economic Security, and
other workforce fund source(s) obtained by County

Term: July 1, 2013 through July 31, 2014

This Contract entered between Pima County, a body politic and corporate of the State of Arizona, ("County") and Portable Practical Education Preparation (PPEP), Inc. ("Contractor").

WHEREAS, County receives funds from federal, state and local sources to operate the One Stop Career Center System local workforce program; and

WHEREAS, pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the County inhabitants; and

WHEREAS, County finds that the provision of workforce development services is in the best interest of the residents of the County and therefore, requires the services of a Contractor qualified to provide such services to local residents; and

WHEREAS, County's Workforce Investment Board ("WIB") solicited Requests For Proposals for ("RFP") of workforce development services under Pima County RFP No. RFP-CSET-WF-2012/2013; and

WHEREAS, Contractor has specialized training and expertise in providing workforce development services and has submitted an advantageous response to the County's RFP to provide workforce development services.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I – TERM/EXTENSION

- A. This Contract, as awarded by County, shall commence on July 1, 2013, and shall terminate on July 31, 2014, unless sooner terminated or further extended pursuant to the provisions of this Contract. The County shall have the option to renew this Contract for up to three (3) 12-month periods or any portion thereof.
- B. The **Performance Period** of this Contract shall be **from July 1, 2013 through June 30, 2014**, unless sooner terminated or further extended pursuant to the provisions of this Contract.

- C. Any modification or extension of the contract termination date shall be by formal written amendment executed by the parties hereto.
- D. Amendments to the Contract must be approved by the County, as required by the Pima County Procurement Code, before any services under the amendment commences.

ARTICLE II – SCOPE OF SERVICES

- A. This Contract establishes the terms and conditions under which Contractor will provide County with services in accordance with this Contract and the attached **Exhibit A**.
- B. Contractor shall employ suitably trained and skilled personnel to perform all services under this Contract.
- C. Contractor shall perform its duties under this Contract in a humane and respectful manner and in accordance with any applicable professional standards. Contractor shall obtain and maintain all applicable licenses, permits and authority required for its performance under this Contract.
- D. Unless otherwise provided for herein, the personnel delivering Contract services shall be employees or volunteers of the Contractor and shall satisfy any qualifications and carry out any duties set forth in this Contract and shall be covered by personnel policies and practices of Contractor. Contractor's employees shall not be considered officers, employees or agents of the County. Contractor certifies that no individual or agent has been employed or retained to solicit or secure this Contract for commission, percentage, brokerage or contingent fee except a bona fide employee maintained by the Contractor to secure business.
- E. County may require Contractor to attend relevant meetings. Contractor shall ensure the attendance at such meeting of persons performing services under this Contract when the County provides reasonable notice.
- F. No program funded under this Contract shall impair existing contracts for services or collective bargaining agreements or be inconsistent with the terms of a collective bargaining agreement without the written concurrence of the labor organization and employer concerned.

ARTICLE III - COMPENSATION AND PAYMENT

- A. **In consideration for the goods and services specified in this Contract, County agrees to pay Contractor in an amount not to exceed \$417,424.00.** Costs for services will be as set forth in **Exhibit A**.
- B. Funding is from United States Department of Labor (DOL), Arizona (AZ) Department of Economic Security (DES), and other workforce fund source(s) obtained by County.
- C. Request for payments must be submitted to the County are due by the 5th working day of each month for the previous month of services on invoices approved and signed by an authorized representative of the Contractor. Invoices must be:
 - 1. For services and costs as identified in Exhibit A and must reference this contract number.
 - 2. Supportable by documentation which Contractor shall provide to County upon request.
 - 3. Verifiable by County representative.
 - 4. Only for a properly enrolled, eligible, and documented One Stop participant(s). (County shall determine the eligibility of each program participant.)
 - 5. Only for authorized expenses which are not paid or reimbursed by another Federal or grant revenue source. Contractor shall report to the County all other fiscal resources applied to expenses incurred in providing services under this Contract.
- D. **FINAL REQUEST FOR PAYMENT** of compensation earned and/or costs incurred shall be submitted to the County within 20 working days **after Performance Period end date of Contract**, on invoices approved and signed by an authorized representative of the Contractor, in accordance with the requirements above.

- E. Changes between budget line items totaling:
1. LESS than 15% of the total budget amount may be granted by and at the sole discretion of the County Community Services, Employment and Training (CSET) Department Director or designee following Contractor's submission of a written request provided that any proposed increase is offset by a decrease of equal value to the remaining line items; and there is no increase or decrease to the total operating budget; and
 2. MORE than 15% of the total budget requires a contract amendment.
 3. The change shall only become effective when approved and is effective on the date of the written authorization provided by the CSET Director or designee.
- F. For payments to be issued to Contractor, Contractor must: (1) Complete and submit a W-9 Taxpayer Identification Number form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>), (2) Register as a Pima County Vendor (<https://secure.pima.gov/procurement/vramp/login.aspx>), and, (3) Fully execute a Contract with Pima County.
- G. Payment by County will generally occur thirty (30) days from the date of invoice. Contractor should budget their cash needs accordingly.
- H. County may advance funds allocated under this Contract only if the CSET Director or designee finds that the advance is justified by extraordinary circumstances. Contractor's report of cumulative and projected expenditures and earnings in performance of this Contract, which must be verified by County staff, shall accompany and support Contractor's advance request. Advance payments are a debt of the Contractor to County. County shall not pay for activities and expenditures billed by Contractor under this Contract until the total amount payable by County exceeds the amount of outstanding advance payments. Unless, within thirty days after an advance payment, activities and expenditures billed by Contractor and payable by County under this Contract equal or exceed the amount of the advance payment, Contractor shall immediately repay the difference to County.
- I. Within 30 days of a request from County, Contractor shall submit to the County the portion of any payment, which exceeds the amount owed under this Contract, except as provided in paragraph H above.
- J. Program Income:
1. General. Contractor is encouraged to earn income to defray program costs. Program income includes income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds. Except as provided by regulations of the Federal agency, program income does not include interest on grant funds, rebates, credits, discounts, refunds, etc. and interest earned on any of them.
 2. Definition of program income. Program income means gross income received by the Contractor directly generated by activity supported under this contract, or earned only as a result of this contract during the contract term.
 3. Cost of generating program income. If authorized by the U.S. Department of Labor Employment and Training Administration and the County Director of Community Services, Employment and Training Department, costs incident to the generation of program income may be deducted from gross income to determine program income.
 4. Governmental revenues. Taxes, special assessments, levies, fines, and other such revenues raised by Contractor are not program income unless the revenues are specifically identified in the grant agreement or Federal agency regulations as program income.
 5. Royalties. Income from royalties and license fees for copyrighted material, patents, and inventions developed by Contractor is program income only if the revenues are specifically

identified in the grant agreement or Federal agency regulations as program income. (See CFR Sec. 97.34.)

6. Property. Proceeds from the sale of real property or equipment will be handled in accordance with the requirements of 29 CFR §§ 97.31 and 97.32.
 7. Use of program income. Program income shall be deducted from outlays made by the Contractor under this contract, unless one of the following alternatives is authorized by the U.S. Department of Labor Employment and Training Administration and the County Community Services, Employment and Training Director:
 - a. Deduction. Ordinarily program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless the County Director of Community Services, Employment and Training Department authorizes otherwise. Program income which the Contractor did not anticipate at the time of the award shall be used to reduce the County contributions rather than to increase the funds committed to the project.
 - b. Addition. When authorized, program income may be added to the funds committed to the contract amount by the US Department of Labor Employment and Training Administration and the County Director of Community Services, Employment and Training Department. Program income in excess of any limits stipulated by such authorization shall be deducted from outlays. The program income shall be used for the purposes and under the conditions of the grant agreement.
 8. There are no Federal requirements governing the disposition of program income earned after the end of the final financial report.
- K. Disallowed Charges or Cost principles shall be as follows:
1. The cost principle set forth in the Code of Federal Regulations (CFR), Title 48, Chapter 1, Part 31.201-6(e), (October 1, 1991), as modified by amendments and additions, on file with the Secretary of State and incorporated herein by reference, shall be used to determine the allowability of incurred costs for the purpose of reimbursing costs under Contract provisions which provide for the reimbursements of costs. Those costs which are specifically defined as unallowable therein will not be submitted for reimbursement by the Contractor and may not be reimbursed with Department funds.
 2. Contractor shall 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.
- L. In the event, any state or federal grant monies used to pay for performance under this Contract are either reduced or withdrawn, County shall have the right to either reduce the services to be provided and the total dollar amount payable under this Contract or terminate the Contract. To the extent possible, County will endeavor to provide fifteen (15) days written notice of such reduction or termination. In the event of a reduction in the amount payable, County shall not be liable to Contractor for more than the reduced amount. In the event of a termination under this paragraph, County's only obligation to Contractor shall be payment for services rendered prior to the date of termination to the extent that grant funds are available.
- M. For the period of record retention required under **Article XXI – Books and Records**, County reserves the right to question any payment made under this Article and to require reimbursement therefore by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

ARTICLE IV- INSURANCE

A. Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Agreement by the Contractor, his agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

B. **Minimum Scope and Limits of Insurance:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

a. Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

i. General Aggregate	\$2,000,000
ii. Products – Completed Operations Aggregate	\$1,000,000
iii. Personal and Advertising Injury	\$1,000,000
iv. Blanket Contractual Liability – Written and Oral	\$1,000,000
v. Fire Legal Liability	\$ 50,000
vi. Each Occurrence	\$1,000,000

b. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**

c. The policy shall be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor”.**

d. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement.

a. Combined Single Limit (CSL) \$1,000,000

i. The policy shall be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.**

ii. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor

3. Worker's Compensation and Employers' Liability

a. Workers' Compensation Statutory

b. Employers' Liability:

i. Each Accident	\$ 500,000
ii. Disease – Each Employee	\$ 500,000
iii. Disease – Policy Limit	\$ 1,000,000

c. Policy shall contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

d. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or

subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

- C. **Additional Insurance Requirements:** The policies shall contain, or be endorsed to contain, the following provisions:
1. Pima County, wherever additional insured status is required, shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Agreement.
 2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Agreement.
- D. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Agreement shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to Pima County. Such notice shall be sent directly to the **Department Director, Arthur Eckstrom, 2797 E. Ajo Way, Tucson, Az. 85713** and shall be sent by certified mail, return receipt requested. The Project Name/Contract Number and project description shall be noted on the Certificate of Insurance.
- E. **Acceptability of Insurers:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency. All Certificates of Insurance are to be received and approved by Pima County before work commences.

ARTICLE V – INDEMNIFICATION

- A. Contractor shall indemnify, defend, and hold harmless County, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Contract.
- B. Contractor warrants that all products and services provided under this Contract are non-infringing. Contractor will indemnify, defend and hold Indemnitees harmless from any claim of infringement arising from services provided under this Contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

ARTICLE VI – COMPLIANCE WITH LAWS

- A. Contractor shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Contract. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Contract, and any disputes hereunder. Any action relating to this Contract shall be brought in a court of the State of Arizona in Pima County. Any changes in the governing laws, rules, and regulations during the terms of this Contract shall apply, but do not require an amendment.
- B. In addition, Contractor, as Subgrantee, warrants compliance with all applicable laws, regulations, requirements and special provisions, in carrying out its obligations pursuant to this Contract, as set forth in Exhibit B, Subgrantee's Warranties.

ARTICLE VII – INDEPENDENT CONTRACTOR

The status of Contractor shall be that of an independent contractor. Neither, Contractor nor Contractor's officer agents, or employees shall be considered an employee of Pima County or be entitled to receive any employment-related fringe benefits under the Pima County Merit System. Contractor shall be responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and shall indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes. Contractor shall be solely responsible for its program development, operation, and performance.

ARTICLE VIII – SUBCONTRACTOR

Contractor will be fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor and of persons for whose acts any of them may be liable to the same extent that the Contractor is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract shall create any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

ARTICLE IX - ASSIGNMENT

Contractor shall not assign its rights to this Contract in whole or in part, without prior written approval of the County. Approval may be withheld at the sole discretion of the County, provided that such approval shall not be unreasonably withheld.

ARTICLE X - NON-DISCRIMINATION

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 **including flow down of all provisions and requirements to any subcontractors**. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

ARTICLE XI – AMERICANS WITH DISABILITIES ACT

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. If Contractor is carrying out a government program or services on behalf of County, then Contractor shall maintain accessibility to the program to the same extent and degree that would be required by the County under 28 CFR Sections 35.130, 35.133, 35.149 through 35.151, 35.160, 35.161 and 35.163. Failure to do so could result in the termination of this Contract.

ARTICLE XII – AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County shall not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.

ARTICLE XIII - FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition,

either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

ARTICLE XIV - CANCELLATION FOR CONFLICT OF INTEREST

This Contract is subject to cancellation for conflict of interest pursuant to ARS § 38-511 the pertinent provisions of which are incorporated into this Contract by reference. In addition, Contractor agrees to comply with all applicable conflict of interest provisions contained in Federal and State laws and regulations that govern specific funding sources identified in the contract, including, but not limited to, those governing nepotism.

ARTICLE XVI- TERMINATION FOR CONVENIENCE

- A. County reserves the right to terminate this Contract at any time and without cause by serving upon Contractor thirty (30) days advance written notice of such intent to terminate. In the event of such termination, the County's only obligation to Contractor shall be payment for services rendered prior to the date of termination.
- B. Notwithstanding any other provision in this Contract, this Contract may be terminated if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County shall have no further obligation to Contractor, other than for services rendered prior to termination.

ARTICLE XVI – NOTICE

- A. Contractor shall give written notice of any change of corporate or entity status as promptly as possible and, in any event, within fifteen days after the change is effective. A change in corporate or entity status includes, but is not limited to, change from unincorporated to incorporated status and vice versa and any suspension or termination of corporate status based on failure to comply with all applicable federal, state, and local reporting requirements.
- B. Any notice required or permitted to be given under this Contract shall be in writing and shall be served by delivery or by certified mail upon the other party as follows:

County:

Arthur Eckstrom, Director
Pima County Community Services
2797 E. Ajo Way
Tucson, AZ 85713

Contractor:

Kari Hogan
PPEP
802 E. 46th Street
Tucson, Arizona 85713

ARTICLE XVII - NON-EXCLUSIVE CONTRACT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.

ARTICLE XVIII – OTHER DOCUMENTS

Contractor and County in entering into this Contract have relied upon information provided in the Pima County Solicitation RFP No. RFP-CSET-WF-2012/2013 including the Instructions to Bidders, Standard Terms and Conditions, Specific Terms and Conditions, Solicitation Addenda, Contractor's Proposal and on other information and documents submitted by the Contractor in its' response to said Solicitation. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

ARTICLE XIX - REMEDIES

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

ARTICLE XX - SEVERABILITY

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

ARTICLE XXI – BOOKS AND RECORDS

- A. Contractor shall keep and maintain proper and complete books, records and accounts, which shall be open at all reasonable times for inspection and audit by duly authorized representatives of County, whichever is later.
- B. In addition, Contractor shall retain all records relating to this contract at least 5 years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.
- C. Program Income, Contractor shall:
 - 1. Maintain accurate and complete records pertaining to all program Income,
 - 2. Comply with directives issued by County with respect to the disposition of Program Income. Interest income earned in excess of \$250 annually must be returned in accordance with requirements at 29 CFR Part 95.22 (I) for non-profit organizations and institutions of higher education. For state, local governments, and tribal governments, interest income earned in excess of \$100 annually must be remitted at least quarterly in accordance with 29 CFR Part 97.21 (I).

ARTICLE XXII - AUDIT REQUIREMENTS

- A. Contractor shall:
 - 1. Establish and maintain a separate, identifiable accounting of all funds provided by County pursuant to this Contract. Such records shall record all expenditures which are used to support invoices and requests for payment from the County under this Contract.
 - 2. Establish and maintain accounting records which identify the source and application of any funds not provided under this Contract used to support these Contract activities.
 - 3. All accounting records must meet the requirements of the Federal, State, County, and generally accepted accounting principles laws and regulations.
 - 4. Upon written notice from County, provide a program-specific or financial audit. Such notice from County will specify the period to be covered by the audit, the type of audit and the deadline for completion and submission of the audit.
 - 5. Assure that any audit conducted pursuant to this Contract is performed by a qualified, independent accounting firm and submitted to County within six (6) months of completion of the audit required pursuant to this Article, unless a different time is specified by County. The audit submitted must include Contractor responses, if any, concerning any audit findings.
 - 6. Pay all costs for any audit required or requested pursuant to this Article, unless the cost is allowable for payment with the grant funds provided pursuant to this Contract under the appropriate federal or state grant law and the cost was specifically included in the Contractor grant budget approved by County.
 - 7. County audit requirements applicable to all contracts are as follows:

- a. If total expenditures are GREATER than \$100,000, but less than \$500,000, then a program-specific audit in accordance with generally accepted auditing standards, which includes compliance testing, is required annually.
 - b. If total expenditures are LESS than \$100,000, but at least \$50,000, then a program-specific audit in accordance with generally accepted auditing standards, which includes compliance testing, is required bi-annually.
 - c. Agencies with total expenditures LESS than \$50,000 do not have an annual federal audit requirement.
8. Timely submit the required or requested audit(s) to:
- Arthur Eckstrom, Director
Community Services, Employment & Training Dept.
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
- B. If Contractor is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, Contractor shall comply with the applicable audit requirements set forth in A.R.S. § 11-624, "Audit of Non-Profit Corporations Receiving County Monies," which states in part:
1. Each nonprofit corporation or local government organization that receives in excess of \$100,000 in County assistance in any fiscal year shall file for each such fiscal year at the corporation's expense with the board of supervisors either audited financial statements prepared in accordance with federal single audit regulations or financial statements prepared in accordance with generally accepted accounting principles and audited by an independent certified public accountant.
 2. Each nonprofit corporation or local government organization receiving \$50,000 to \$100,000 in County assistance in any fiscal year shall file biennially at the corporation's expense with the County's Board of Supervisors either an audited annual financial statement for the most recently completed even-numbered year prepared in accordance with federal single audit regulations or a financial statement for the most recently completed even-numbered year prepared in accordance with generally accepted accounting principles audited by an independent certified public accountant.
 3. Each nonprofit corporation receiving less than \$50,000 in county assistance in any fiscal year shall comply with contract requirements concerning financial and compliance audits contained in contract agreements governing such programs.
- C. If Contractor is a government entity, Contractor shall comply with federal single audit requirements and, upon request from County, provide County with a copy of the required audit document within ninety (90) days following the end of Contractor's fiscal year.
- D. If Contractor is receiving federal funds under this Contract, and Contractor is a state or local government or non-profit organization, Contractor shall provide an annual audit which complies with the requirements of the most recent version of OMB Circular A-133 "Audits of State and Local Governments and Non-Profit Organizations."

ARTICLE XXIII - CONFIDENTIALITY

Contractor shall maintain all client and applicant files confidential and shall provide access to these files only to persons properly authorized. Contractor shall observe and abide by all applicable State and Federal statutes and regulations regarding use or disclosure of information including, but not limited to, information concerning applicants for and recipients of contract services.

ARTICLE XXIV - COPYRIGHT

Neither, Contractor nor its officers, agents or employees shall copyright any materials or products developed through contract services provided or contract expenditures made under this Contract

without prior written approval by the County. Upon approval, the County shall have a non-exclusive and irrevocable license to reproduce, publish or otherwise use or authorize the use of any copyrighted material.

ARTICLE XXV- PROPERTY OF THE COUNTY

- A. Contractor is not the agent of County for any purpose and shall not purchase any materials, equipment or supplies on the credit of the County. Contractor shall comply with OMB Circular No. A-122, "Cost Principals for Non-Profit Organizations" (if Contractor is a non-profit corporation), OMB Circular No. A-110, and other applicable regulations.
- B. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the County. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the County.

ARTICLE XXVI - COORDINATION

On matters relating to the administration of this Contract, County shall be Contractor's contact with all Federal, State and local agencies that provide funding for this Contract.

ARTICLE XXVII - ACCOUNTABILITY

To the greatest extent permissible by law, County, and any authorized federal, state or local agency, including, but not limited to, the State of Arizona, the U.S. Department of Labor, and the Comptroller of the United States shall at all reasonable times have the right of access to Contractor's facility, books, documents, papers, or other records which are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts for the purpose of evaluating Contractor's performance and Contractor's compliance with this Contract. This provision shall be included in all contracts between Contractor and its subcontractors providing goods or services pursuant to this Contract. Contractor shall be responsible for subcontractors' compliance with this provision and for any disallowances or withholding of reimbursements resulting from noncompliance of said subcontractors with this provision.

ARTICLE XXVIII – PUBLIC INFORMATION

- A. Pursuant to A.R.S. § 39-121 *et seq.*, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and, upon request, is subject to release and/or review by the general public including competitors.
- B. Any records submitted in response to this solicitation that respondent believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by respondent prior to the close of the solicitation.
- C. Notwithstanding the above provisions, in the event records marked "CONFIDENTIAL" are requested for public release pursuant to A.R.S. § 39-121 *et seq.*, County shall release records marked CONFIDENTIAL ten (10) business days after the date of notice to the respondent of the request for release, unless respondent has, within the ten day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release shall not be counted in the time calculation. Respondent shall be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.
- D. County shall not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor shall County be in any way financially responsible for any costs associated with securing such an order.

ARTICLE XXIX – LEGAL ARIZONA WORKERS ACT COMPLIANCE

- A. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.
- B. County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- C. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, (subject to County approval if MWBE preferences apply) as soon as possible so as not to delay project completion.
- D. Contractor shall advise each subcontractor of County's rights, and the Subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:
- "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."
- E. Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which Contractor shall be entitled to an extension of time, but not costs.

ARTICLE XXX - SCRUTINIZED BUSINESS OPERATIONS

Pursuant to A.R.S. §§ 35-391.06 and 393.06, contractor hereby certifies that it does not have scrutinized business operations in Iran or Sudan. The submission of a false certification by contractor may result in action up to and including termination of this contract.

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ARTICLE XXXI - ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk, Board of Supervisors

CONTRACTOR

Barbara A. Coronado
Authorized Officer Signature

BARBARA A. CORONADO
Please print name

CHIEF OPERATIONS OFFICER
Title

06/18/2013
Date

APPROVED AS TO CONTENT

Charles Carr
Community Services, Employment
& Training Director

APPROVED AS TO FORM

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

**EXHIBIT A
SCOPE OF WORK**

WORKSTATEMENT NO: 01
PROGRAM: One Stop Staff

A. PROGRAM OVERVIEW

Contractor shall provide qualified staff for the positions set forth in Paragraph C(3) below to be housed at County One Stop Center locations.

B. PROGRAM GOALS

1. Prepare participants for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.
2. Assist in the economic development of Pima County by helping to develop a trained and productive labor force that meets employer needs.
3. Coordinate workforce efforts through the One Stop Career Center System by providing employment and training services authorized under the Workforce Investment Act (WIA) by working with County, mandated partners, and other contractors.

C. PROGRAM ACTIVITIES

1. County shall:
 - a. Determine eligibility of participants referred to the One Stop;
 - b. Establish schedules, guidelines and expectations for Contractor's staff;
 - c. Assign other tasks to the Contractor's staff at One Stop in coordination with the Contractor;
 - d. Provide Contractor with a schedule of times and places where intake will be conducted at a location other than One Stop as well as at the One Stop;
 - e. Refer eligible participants to the Workforce Development Specialist (WDS); and
 - f. Provide workspace, phone, computer, and office supplies for staff assigned at One Stop.
2. Contractor shall assure that:
 - a. A **written grievance process** is established to provide all applicants and participants with the opportunity for a fair hearing for grievances and all applicants and that participants are advised of their right to present to the County and/or to the State any grievances arising from the delivery of contracted services, including but not limited to, ineligibility determination, service reduction, suspension and/or termination, or quality of service.
 - b. It maintains a list of all applicants and reason for selection or non-selection and of all participants and their subsequent activities.
 - c. Unless otherwise specified in the services of this Contract, 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.
 - d. No currently employed worker shall be displaced by any One Stop participant, including partial displacement such as a reduction in the hours of non-overtime work or a reduction of employment benefits. Contractor shall prohibit such displacement in all subcontracts.
 - e. One Stop participants shall not be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.
 - f. One Stop participants engaged in activities that are not covered under the Occupational Safety and Health Act of 1970 shall not be 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. One Stop participants employed or trained for inherently dangerous occupations, e.g. fire or police jobs, shall be assigned to work in accordance with reasonable safety practices.
3. Contractor shall provide the following staff:

- a. Two (2) FTE Workforce Development Specialists (WDS) at One Stop location(s).
 - b. One (1) FTE WDS at agency location(s).
 - c. Two (2) FTE WDS at agency location(s) providing serves in the **rural** area.
 - d. One (1) FTE Program Support Specialists (PSS) at One Stop locations.
 - e. Staff shall work with youth, adults, and/or dislocated workers as assigned by the One Stop system.
4. Contractor shall work with County to insure performance by the staff assigned pursuant to this Contract.
- a. Contractor's staff must:
 - i. Adhere to County holiday schedule.
 - ii. Attend One Stop staff meetings.
 - iii. Submit vacation requests to and obtain approval from both the Contractor and the One Stop Supervisor.
 - iv. Call the One Stop Supervisor if he or she will be out due to illness.
 - v. Participate in One Stop program training and other activities, as assigned.
 - b. In relation to the staff assigned to the One Stop pursuant to this Contract, Contractor shall:
 - i. Provide each staff member with a job description that is compatible with the County's job description for the same position.
 - ii. Work with the One Stop Supervisor to evaluate the performance of each staff member.
 - iii. Give the One Stop Supervisor a schedule of all of the Contractor's meetings that each staff member must attend.
 - iv. Assure that at least one member of County's One Stop staff participates in the interview process for selecting staff to be assigned to the One Stop.
 - c. Contractor may not fill a vacancy that occurs in any of the positions set forth in section C(3) above, unless and until Contractor receives written approval from the Director or designee of CSET Department.
5. Every WDS assigned to One Stop pursuant to this contract shall:
- a. Be qualified to evaluate, counsel and place One Stop clients into appropriate job skills training, activities, and referrals to job opportunities.
 - b. Become familiar with One Stop policies, procedures and programs.
 - c. Maintain a monthly average caseload of 92 active participants per WDS or as determined by the County. (An "active participant" is one who is officially enrolled in and not exited from the program.)
 - d. Review intake and supporting documentation of each referred participant to understand the individual's basis for eligibility and analyze the suitability of the referral. Notify One Stop Supervisor of the participant's suitability for the One Stop program. If the referred participant is not suitable for the program, notify the One Stop triage team. Notice under this paragraph shall be given within five (5) business days of meeting with the participant.
 - e. Schedule and conduct an interview with each referred participant that is determined to be suitable for the program. The interview shall be held within ten (10) days of the referral. The interview shall determine the participant's short- and long-term employment goals and the barriers to reaching those goals.
 - f. Interview each active participant monthly to assess the participant's progress towards the established goals and the reduction of barriers.
 - g. In the event that a participant has not enrolled in an activity within thirty (30) calendar days of the initial interview, return the participant to triage.
 - h. Within 24 hours of an activity's occurrence, enter into the County database and federally required WIA database all participant activities including, but not limited to: enrollment in a workshop; training; receipt of support services, job placement, award of diploma or vocation certificate, exit from program, and WDS' follow-up contacts with the participant.
 - i. Maintain a case file for each participant. The file shall include:
 - i. Documentation of services provided, outcomes, AIMs deficiencies, educational scores, certificates, diplomas, On the Job Training (OJT) and Work Experience contracts and each contact with participant and employers; and,

- ii. The "employment plan" developed with the participant. This plan shall be signed by both the participant and the WDS.
 - j. Prepare and submit to One Stop Supervisor voucher requests for participant training and support services.
 - k. Refer participants to job openings in the demand industries as defined by the Workforce Investment Board's (WIB) Planning Committee
 - l. Assess job referral success within 24 hours of the referral.
 - m. Obtain placement information from the employer and enter such information into the County required database(s).
 - n. Follow-up with all participants regardless of successful program completion at least quarterly for one year after the participant leaves the program.
 - o. Prepare a monthly "summary report" which must include number served, completed, exited, placed, placed into WIB target industries, and average wage at placement.
6. The Program Support Specialist(s) assigned pursuant to this Contract shall perform intake support and reception duties. The Program Support Specialist may be required to perform other duties at the discretion of County. The assigned duties will include, but are not limited to the following:
- a. Intake Support. The Program Support Specialist shall:
 - i. Become familiar with the One Stop intake process and procedures and conduct 600 intakes annually per PSS or as determined by County.
 - ii. Maintain an "intake log" and submit, with a summary, to One Stop Supervisor no later than the fifth (5th) working day of the month for the preceding month's activities.
 - iii. Administer Test of Adult Basic Education (TABE) and other assessment tests.
 - iv. Determine an applicant's eligibility based on the guidelines established by the funding source. Obtain and document sufficient and appropriate information to fulfill the audit requirements of the funding source.
 - v. Place a copy of the intake information into a participant file and forward the file to the WDS.
 - vi. Work with the triage team to refer participants to a WDS.
 - vii. When appropriate, refer participants to the One Stop's Workforce Investment Act partner agencies for additional services.
 - viii. Enter all intake information into the Virtual One Stop System database (VOS) or other database and forward copies of the intake documents per One Stop routing protocols.
 - b. Reception. The Program Support Specialist shall:
 - i. Answer phones, forward calls to appropriate staff and take detailed messages.
 - ii. Schedule intake appointments.
 - iii. Provide information and refer clients to support services.
 - iv. Refer walk-in traffic to appropriate staff.
 - v. Prepare the recordings on the intake appointment schedule and the Participant Tracking System.

B. LOCATION

County One Stop Career Center location(s) as determined by the County.

C. TARGET POPULATION

Employers in industries specified as high demand industries by the Workforce Investment Board, In School or Out of School Youth ages 16-21 and Adults and Dislocated Workers who reside in Pima County and meet eligibility requirements for available funding.

F. OUTCOMES

1. Contractor shall meet the following annual service levels that may be modified to meet One Stop needs by a letter of instruction from the County to the Contractor:

Services Levels	No.
Intakes (per Intake Worker)	1430
Enrolled (includes activities carried over into new year)	640
Case Closures	304
Job or post-secondary education placement	264
Average Wage at Placement	\$12.00

2. Positive Outcomes for youth are defined as follows:
 - a. Younger Youth - obtaining a high school diploma/GED certificate.
 - b. Older Youth - placement in a job, post-secondary education, or obtaining a high school diploma/GED certificate, if not placed in a job or post-secondary education.
3. Copies of Diplomas and Credential obtained by participants must be placed in client files within 3 days of completion.

G. BUDGET

1. Contractor shall be paid on a Cost Reimbursement basis **for services provided during the Performance Period from July 1, 2013 through June 30, 2014**, as follows:

Budget Line Item	Amount
Salary and Fringe	\$220,385.00
Staff Development	6,968.00
Travel	16,346.00
Equipment	1,800.00
Supplies	1,500.00
Contractual	7,614.00
Communication	0.00
Other Operating	40,220.00
Total	\$294,833.00

2. Salary and Fringe, Staff Development, Travel, Equipment and Supplies, and Space line items are for staff assigned under paragraph C(3) of this Work Statement.
3. **FINAL REQUEST FOR PAYMENT** of compensation earned and/or costs incurred shall be submitted to the County within 20 working days **after Program Performance period end date**.

H. REPORTS

1. Contractor shall provide the County the following reports:
 - a. Monthly reports of intakes ("intake logs") and program performance ("summary reports") by the 5th working day of each month.
 - b. Monthly invoices ("payment requests") for compensation earned and costs incurred by the 5th working day of each month.
 - c. A **preliminary financial closeout** report is due within two (2) weeks of the June 30 of the end of fiscal year (or sooner if notified by County).
 - d. A **final financial closeout report**, on forms provided by County, within thirty (30) days after the end of the term of this Contract, unless County notifies Contractor of a different time period.
 - e. A **final program report** of client activities, including a list of clients to be carried over beyond the Contract term, within ten (10) days after the end of the term of this Contract, unless County notifies Contractor of a different time period.
 - f. Other reasonable records and reports as required by the Director or designee of the CSET Dept.

WORKSTATEMENT NO: 02

PROGRAM: On-the-Job-Training (OJT) Staff

A. PROGRAM OVERVIEW

Contractor shall provide qualified staff for the positions set forth in Paragraph C(3) below to be housed at County One Stop Center locations.

B. PROGRAM GOALS

1. Prepare participants for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.
2. Assist in the economic development of Pima County by helping to develop a trained and productive labor force that meets employer needs.
3. Coordinate workforce efforts through the One Stop Career Center System by providing employment and training services authorized under the Workforce Investment Act (WIA) by working with County, mandated partners, and other contractors.

C. PROGRAM ACTIVITIES

1. County shall:
 - a. Determine eligibility of participants referred to the One Stop;
 - b. Establish schedules, guidelines and expectations for Contractor's staff;
 - c. Assign other tasks to the Contractor's staff at One Stop in coordination with the Contractor;
 - d. Provide Contractor with a schedule of times and places where intake will be conducted at a location other than One Stop as well as at the One Stop;
 - e. Refer eligible participants to the Workforce Development Specialist (WDS); and
 - f. Provide workspace, phone, computer, and office supplies for staff assigned at One Stop.
2. Contractor shall assure that:
 - a. A **written grievance process** is established to provide all applicants and participants with the opportunity for a fair hearing for grievances and all applicants and that participants are advised of their right to present to the County and/or to the State any grievances arising from the delivery of contracted services, including but not limited to, ineligibility determination, service reduction, suspension and/or termination, or quality of service.
 - b. It maintains a list of all applicants and reason for selection or non-selection and of all participants and their subsequent activities.
 - c. Unless otherwise specified in the services of this Contract, 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.
 - d. No currently employed worker shall be displaced by any One Stop participant, including partial displacement such as a reduction in the hours of non-overtime work or a reduction of employment benefits. Contractor shall prohibit such displacement in all subcontracts.
 - e. One Stop participants shall not be employed on the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.
 - f. One Stop participants engaged in activities that are not covered under the Occupational Safety and Health Act of 1970 shall not be 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. One Stop participants employed or trained for inherently dangerous occupations, e.g. fire or police jobs, shall be assigned to work in accordance with reasonable safety practices.
3. Contractor shall provide the following staff:
 - a. One (1) FTE WDS at agency location(s).

- b. Staff shall work with youth, adults, and/or dislocated workers as assigned by the One Stop system.
4. Contractor shall work with County to insure performance by the staff assigned pursuant to this Contract.
 - a. Contractor's staff must:
 - i. Adhere to County holiday schedule.
 - ii. Attend One Stop staff meetings.
 - vi. Submit vacation requests to and obtain approval from both the Contractor and the One Stop Supervisor.
 - vii. Call the One Stop Supervisor if he or she will be out due to illness.
 - viii. Participate in One Stop program training and other activities, as assigned.
 - b. In relation to the staff assigned to the One Stop pursuant to this Contract, Contractor shall:
 - i. Provide each staff member with a job description that is compatible with the County's job description for the same position.
 - ii. Work with the One Stop Supervisor to evaluate the performance of each staff member.
 - iii. Give the One Stop Supervisor a schedule of all of the Contractor's meetings that each staff member must attend.
 - iv. Assure that at least one member of County's One Stop staff participates in the interview process for selecting staff to be assigned to the One Stop.
 - c. Contractor may not fill a vacancy that occurs in any of the positions set forth in section C(3) above, unless and until Contractor receives written approval from the Director or designee of CSET Department.
 5. Every WDS assigned to One Stop pursuant to this contract shall:
 - a. Contractor shall assign one (1) FTE Workforce Development Specialist (WDS) to this activity. The WDS shall:
 - i. Meet with the One Stop Employer Relations team weekly.
 - ii. Coordinate all employer contacts with the Employer Relations Team.
 - iii. Follow up on all written/electronic employer referrals from the Employer Relations Team within two working days and report results back to the referral source within five working days.
 - iv. Meet at least once a month with the One Stop Youth Services Specialist Team.
 - v. Follow up on written/electronic referrals of clients from One Stop Case Managers, Job Developers, and Youth Specialist Services (referral source) within two working days and provide the referral source with results within three working days.
 - vi. Contact the referral source to discuss the referred client.
 - vii. Review file to determine:
 - a) Eligibility for funding source is verified.
 - b) ISS/IEP is in order.
 - c) Assessment has been conducted.
 - d) Barriers have been addressed.
 - e) Client's employment goal is appropriate.
 - viii. Contact client to schedule an interview.
 - ix. Interview client to update ISS/IEP and determine the appropriateness of referral.
 - x. Meet client's barriers to success by identifying needed supportive services and counseling.
 - xi. Return referrals to referral source for clients who do not meet program requirements and state, in writing the reason for return, for example: employment goal is unrealistic based on assessment.
 - xii. Contact a minimum of three employers a week on behalf of the client until client is placed.
 - a) Contact each employer, obtain relevant job descriptions, and discuss client's need for training that could be met through an On the Job Training contract.
 - b) Relay information to client of interested employers, explain employer business, employer benefits, industry, and philosophy to client. (If employer hires client, job developer will receive credit even if employer decides not to use an OJT).
 - xiii. Write the On the Job Training Contract for each referred client and

- a) Send the contract to One Stop for review.
- b) Obtain signatures.
- xiv. Ensure employer is reimbursed within 5 working days of receipt of invoice or notify employer of questions regarding invoice.
- xv. Follow WIA guidelines in writing and monitoring OJT contracts.
- xvi. Submit Credential to referral source for each person that completes OJT.
- xvii. Post enrollments, completions, and changes within 24 hours in required database(s).
- xviii. Follow up with client and employer monthly to determine success of placement.

D. LOCATION

Client work sites, other sites designated by the Contractor, approved by the County.

E. TARGET POPULATION

Workforce members who reside in the local area, over the age of 18, and meet WIA or other program qualifications. Clients may be adults, youth, or dislocated workers. Workers who are part of a large company layoff shall also be included.

F. OUTCOMES

1. Contractor shall meet the following annual service levels that may be modified to meet One Stop needs by a letter of instruction from the County to the Contractor:

Services Levels	Amount
Participants	30
Job Placement	24
Average per hour Wage at Placement for Adults	\$12.00
Average per hour Wage at Placement for Youth	\$9.00

G. BUDGET

1. Contractor shall be paid on a Cost Reimbursement basis **for services provided during the Performance Period from July 1, 2013 through June 30, 2014**, as follows:

Budget Line Item	Amount
Salary and Fringe	\$46,426.00
Staff Development	1,242.00
Travel	2,800.00
Equipment	800.00
Supplies	750.00
Space	1,020.00
OJT	60,000.00
Communication	1,080.00
Other Operating	8,473.00
Total	\$122,591.00

1. Salary and Fringe, Staff Development, Travel, Equipment and Supplies, and Space line items are for staff assigned under paragraph C(3) of this Work Statement.
2. **FINAL REQUEST FOR PAYMENT** of compensation earned and/or costs incurred shall be submitted to the County within 20 working days **after Program Performance period end date**.

EXHIBIT B - SUBGRANTEE'S WARRANTIES

Contractor certifies, as evidenced by the signature (initials), that in carrying out its obligations pursuant to this Contract, it shall comply with applicable laws, regulations, requirements and special provisions, as follows:

1. OMB Circular A-122, Cost Principles for Non-Profit Organizations
2. 29 CFR Part 96 and 99, Single Audit Act
3. 29 CFR Part 95, Uniform Administrative Requirements for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
4. Arizona Department of Economic Security Special Terms and Conditions
5. Workforce Investment Act, P.L. 105-220, and regulations adopted pursuant to that Act, including 20 CFR Part 652, et al, and
6. Wagner-Peyser Act
7. Child labor laws, including, but not limited to A.R.S. § 23-230 *et seq*, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
8. Fingerprinting, including but not limited to A.R.S. § 46-141, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
9. Background Checks for Employment including but not limited to A.R.S. § 8-804, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
10. Debarment and Suspension; Drug Free Workplace, pursuant to 29 CFR Part 98: Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
11. Lobbying Certification pursuant to 29 CFR Part 93: Contractor certifies that no federal funds have been paid or will be paid, by or on behalf of the contractor to any person or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
12. Nondiscrimination and Equal Opportunity Requirements pursuant to 29 CFR Parts 30, 31, 32, 33, 34, 36 and 37.
13. Contractor certifies that no funds provided pursuant to this Contract shall be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office. No funds provided pursuant to this Contract shall be used to transport voters or prospective voters to and from the polls or render similar assistance in connection with any such election or any voter registration activity.
14. Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
15. CLEAN AIR ACT & CLEAN WATER ACT: As the Contractor you must be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368)
16. ENERGY POLICY AND CONSERVATION ACT: Contractor must adhere to the standards and policies relating to energy efficiency; which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871).
17. COPELAND "ANTI-KICKBACK" ACT: Contractor is expected to comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in the Department of Labor regulations (29 CFR part 3). In as such this regulation applies to all contracts and sub grants for construction or repair.
18. DAVIS-BACON ACT: Contractor must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5) when required by Federal grant program legislation.