



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

Award Contract Grant

Requested Board Meeting Date: February 20, 2018

* = Mandatory, information must be provided

or Procurement Director Award

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

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services. The original contract may be found under CT-16*418. Search for contract number 16%418 in eContracts.

***Purpose:**

The Senior Community Services Program (SCSEP) program provides a variety of job development assistance services that enable older persons and vulnerable adults to remain independent. The program provides work experience to low-income older workers so that they gain the skills that enable them to compete for jobs. Portable Practical Educational Preparation is a Subrecipient of this program. The amendment is to reduce funding for the SCSEP wages.

Attachment: Contract Number CT-CS-16-418.

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

Prepare job seekers for current and projected demand occupations that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.

***Public Benefit:**

Supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers needs.

***Metrics Available to Measure Performance:**

Monthly summary reports which include the numbers of persons served, completed, exited, placed, placed into Workforce Investment Board target industries, and the average wage at placement.

***Retroactive:**

No.

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Procure Dept 01/25/18 PM 03:59

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
 Expense Amount: \$* _____ Revenue Amount: \$ _____

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

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

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-418

Amendment No.: 3 AMS Version No.: 11

Effective Date: 2/20/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ (14,908.00)

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

***Funding Source(s) required:** Decrease is from the U.S. Department of Labor, Arizona Dept of Economic Security

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

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: Charles Jones 1/26/18

Deputy County Administrator Signature/Date: [Signature] 1/30/2018

County Administrator Signature/Date: C. R. [Signature] 1/30/18
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

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

Contract No: CT-CS-16-418

Amendment No: 03

Funding: U.S. Department of Labor; Arizona
Department of Economic Security;
and Pima County General Funds

CONTRACT

NO. CT-CS-16-418

AMENDMENT NO. 03

This number must appear on all
invoices, correspondence and
documents pertaining to this
contract.

Is this a Research and Development Contract: No

Awardee is a X Subrecipient Contractor

Match NO Indirect Costs NO

| | | | |
|-------------------------|---------------------|--------------------------|---------------|
| Original Contract Term: | 07/01/16 – 06/30/17 | Orig. Contract Amount: | \$93,977.00 |
| Term Prior Amendment: | 06/30/18 | Prior Amended Amount: | \$116,795.00 |
| Term This Amendment: | 06/30/18 | Amount This Amendment: | <\$14,908.00> |
| | | Revised Contract Amount: | \$195,864.00 |

Pima County, a body politic and corporate of the State of Arizona ("County") and Portable Practical Educational Preparation, Inc., a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide workforce development services to eligible individuals.

AMENDMENT THREE

- A. County operates a workforce development program at the Pima County ARIZONA@WORK Career Center System (an American Job Center, formerly the Pima County One Stop).
- B. County is the Subrecipient of the Senior Community Service Employment Program ("SCSEP") grant from the Arizona Department of Economic Security ("ADES").
- C. The State has reduced the funding for SCSEP wages available through June 30, 2018.
- D. The Pima County Board of Supervisors finds that the continued provision of SCSEP workforce development services is in the best interests of the residents of Pima County.
- E. County has reviewed Awardee's performance and finds it satisfactory.

NOW, THEREFORE, County and Awardee agree to amend the Contract as set forth on the following pages:

1. SECTION 3.0 – COMPENSATION AND PAYMENT, is amended as follows:

1.1 **Paragraph 3.1** is amended to decrease the Maximum Allocated Amount:

FROM: \$210,772.00

TO: \$195,864.00

1.2 **Paragraph 3.2** - The table is deleted in its entirety and replaced with the following:

| Funding Source | July 1, 2016 – June 30, 2017 | July 1, 2017 – June 30, 2018 | Anticipated Expenditure |
|---------------------------|---|---|------------------------------------|
| DOL/ADES | \$74,026.00 | \$67,826.00 | \$141,852.00 |
| Pima County General Funds | \$31,012.00 | \$23,000.00 | \$ 54,012.00 |

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2. **EXHIBIT A – SCOPE OF WORK, SECTION 8 – BUDGET**, the table is deleted in its entirety and replaced with the following:

| Budget Line Item | Amount allocated for July 1, 2016 through June 30, 2017 | Amount allocated for July 1, 2017 through June 30, 2018 |
|---------------------------------|--|--|
| Salary and Fringe (No overtime) | \$23,296.00 | \$23,296.00 |
| Staff Development | \$1,953.00 | \$1,953.00 |
| Travel | \$1,703.00 | \$1,703.00 |
| Equipment | \$0.00 | \$0.00 |
| Supplies | \$375.00 | \$375.00 |
| Communication | \$660.00 | \$660.00 |
| Other Operating | \$4,002.00 | \$4,002.00 |
| Subtotal | \$31,989.00 | \$31,989.00 |
| SCSEP Wages | \$73,049.00 | \$58,837.00 |
| TOTAL | \$105,038.00 | \$90,826.00 |

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

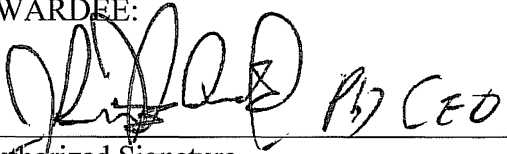
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

Chair, Pima County Board of Supervisors

Date: _____

AWARDEE:


Authorized Signature

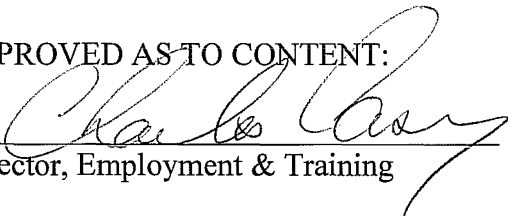
JOHN DAVID ARNOLD CEO
Printed Name & Title

Date: 1/24/18


ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:


Director, Employment & Training

APPROVED AS TO FORM:


Karen S. Friar, Deputy County Attorney