



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

Award Contract Grant

Requested Board Meeting Date: December 12, 2017

or Procurement Director Award

* = Mandatory, information must be provided

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

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services. The original contract and amendments may be found under CT-16*419. Search for contract number 16%419 in eContracts.

***Purpose:**

The amendment is to decrease funds and to modify the terms of the contract to include the new Uniform Grant Guidance requirements. Pima County College has determined that during the phase-down period only follow-up activities are required. Portable Practical Educational Preparation, a subrecipient, will provide case management to 58 participants during the remaining months of the contract to ensure a high percentage of them successfully leave the program. The service levels and staffing requirements are being reduced due to the change in providing follow-up activities only. The Trade, Adjustment Assistance Community College and Career Training grant funds end 3/31/18.

Attachment: Contract Number CT-CS-16-419 (Amendment 3)

***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:**

Number served during the term of the amendment:

Enrolled - 58 participants

Placed on job or post-secondary education - 44 participants

Average wage at placement: \$14.00

***Public Benefit:**

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

***Metrics Available to Measure Performance:**

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

***Retroactive:**

No.

To: COB 11-21-17
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Procure Dept 11/20/17 PM04:09

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): 16-419

Amendment No.: 3 AMS Version No.: 6

Effective Date: 12/12/17 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ <18,463.00>

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

***Funding Source(s) required:** Trade, Adjustment Assistance Community College and Career Training grant funds passed through Pima Community College

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 [Signature] 11/15/17

Deputy County Administrator Signature/Date: [Signature] 11/16/17

County Administrator Signature/Date: [Signature] 11/16/17
(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-16-419

Amendment No: 03

Funding: Trade, Adjustment Assistance Community College and Career Training ("TAACCCT") Grant funds provided through an Intergovernmental Agreement with Pima Community College

CONTRACT

NO. CT-CS-16-419

AMENDMENT NO. 03

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

Awardee is a X Subrecipient Contractor
Match NO Indirect Costs NO

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$73,852.00
Term Prior Amendment:	3/31/18	Prior Amended Amount:	\$55,389.00
Term This Amendment	N/A	Amount This Amendment:	<\$18,463.00>
		Revised Contract Amount:	\$110,778.00

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

AMENDMENT THREE

- A. County is a Subrecipient of the Trade Adjustment Assistance Community College and Career Training ("TAACCCT") grant through an Intergovernmental Agreement with Pima Community College.
- B. County entered into a contract with Awardee to use TAACCCT funds to provide workforce development services to local residents.
- C. The terms of this Agreement must be modified to comply with newly issued regulations from Office of Management and Budget Circulars.
- D. Pima Community College has determined that during the phase-down period of the contract only follow-up activities are needed.
- E. Because of this change, County and Awardee agree that it is appropriate to decrease the service levels and, therefore, the staffing necessary to provide the services.

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

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

1.1. **Section 3.1** is amended to decrease "the Maximum Allocated Amount":

FROM: \$129,241.00

TO: \$110,778.00

2. SECTION 6.0 – COMPLIANCE WITH LAWS, Paragraphs 6.3 and 6.4 are deleted in their entirety and replaced with the following:

6.3 Awardee will comply with the applicable provisions of:

6.3.1 Consolidated Appropriations Act, 2014 (Pub. L. 113-76, Section 105);

6.3.2 Office of Management and Budget Memorandum M-1-12, May 11, 2012 (Pub. L. 113-6, 3003 (c)(d)(e));

6.3.3 Training and Employment Guidance letter (TEGL 39-11);

6.3.4 Davis-Bacon Act (Pub. L.107-217), (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5) as amended;

6.3.5 Copeland Anti-Kick Back Act (18 USC 874 et seq.) and U.S.C. 276c;

6.3.6 Fingerprinting, certification, and criminal background checks including, but not limited to the applicable provisions of: A.R.S. §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141;

6.3.7 Debt Collection and Audit Resolution; 2 CFR 200 and all subparts and Federal Acquisition Regulation 97-03 Part 31);

6.3.8 Child Labor Laws (A.R.S. §23-230 et seq.);

6.3.9 Debarment and Suspension (Executive Orders 12549 and 12689);

6.3.10 Drug Free Workplace Act of 1988 (41 U.S.C. 702 et. seq. and 2 CFR 182);

6.3.11 Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions (Executive Order 12928);

6.3.12 Increasing Belt Use in the United States (Executive Order 13043);

6.3.13 Federal Leadership On Reducing Text Messaging While Driving (Executive Order 13153);

6.3.14 Improving Access to Services for Persons with Limited English Proficiency (Executive Order 13166);

6.3.15 Jobs for Veterans Act (Pub. L. 107-288);

6.3.16 Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.);

6.3.17 Architectural Barriers Act of 1968 (42 U.S.C. 4151 et. seq.);

6.3.18 Contract Work Hours and Safety Standards Act (30 U.S.C Sec. 327-333);

6.3.19 Clean Air Act (42 U.S.C. Section 7401 et. seq); and

6.3.20 All rules and regulations applicable to the Acts set forth above.

6.4 Awardee will fully cooperate with County and any other federal agency in the review and determination of compliance with the above provisions.

3. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

3.1. **SECTION 4 – STAFF ACTIVITIES.** Paragraph 4.1.1 is amended to decrease staffing:

FROM: One (1) FTE Workforce Development Specialist (“WDS”)

TO: One-half (0.5) FTE Workforce Development Specialist (“WDS”)

3.2. **SECTION 6 – OUTCOMES,** is amended to add the following:

Services Levels for October 1, 2017 through March 31, 2018	Number
Enrolled in training programs	58 participants
Job placement or post-secondary education placement	44 participants
Case Closures	46 cases
Target Hourly Wage at Placement	\$14.00
Trainees receiving credentials	80%

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