



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

Requested Board Meeting Date: June 20, 2017

or Procurement Director Award

**Contractor/Vendor Name (DBA):** SER—Jobs for Progress of Southern Arizona, Inc.

**Project Title/Description:**

Workforce Veterans and Innovation Services. Contractor will provide work experience case management and support services to assist adult, dislocated worker and veteran job seekers in finding employment.

**Purpose:**

This amendment with subrecipient SER-Jobs for Progress of Southern Arizona, Inc. is designed to continue workforce development services to Pima County adult, dislocated worker and veteran job seekers who are seeking employment or job skills training that can lead to employment. The Kino Veteran's Workforce Center serves up to 500 veterans annually by providing counseling and placing veterans into appropriate job skills training and making referrals to job opportunities plus providing information on the variety of services available to veterans. The workforce development services for adults and dislocated workers include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. Annual services levels for participants enrolled in the workforce development services program is 120 job seekers. This amendment will add an additional year for the period July 1, 2017 to June 30, 2018.

**Procurement Method:**

Not applicable to amendments

**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

*To: COB 6-7-17 (1)  
vers.: 7 pp.: 5*

**Original 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): THIS SECTION IS NOT REQUIRED FOR AMENDMENTS

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

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

**Amendment Information**

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-417

Amendment No.: 1 AMS Version No.: 7

Effective Date: 6/20/17 New Termination Date: 6/30/18

Expense  Revenue  Increase  Decrease Amount This Amendment: \$497,572.00

Funding Source(s): U.S. Dept of Labor, Arizona Dept of Economic Security, Pima Community College recipient of the Health Profession Opportunity Grant (HPOG) and Pima County General Funds

Cost to Pima County General Fund: \$88,000.00

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Sean M. Lopez* June 2, 2017

Deputy County Administrator Signature/Date: *[Signature]* 6/9/2017

County Administrator Signature/Date: *C. Pulubun* 6/6/17  
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Veterans and Innovation Services

Awardee: SER-Jobs for Progress of Southern Arizona, Inc.  
40 West 28th Street  
Tucson, AZ 85713

Contract No: CT-CS-16-417

Amendment No: 01

Funding: U.S. Department of Labor (DOL) - Workforce Innovation and Opportunity Act (WIOA), Intergovernmental Agreement (IGA) with Pima Community College (PCC) recipient of the Health Profession Opportunity Grant (HPOG) and Pima County General Funds

|  |  |
|--|--|
| <b>CONTRACT</b>  |  |
| NO. <u>CT-CS-16-417</u>  |  |
| AMENDMENT NO. <u>01</u>  |  |
| This number must appear on all invoices, correspondence and documents pertaining to this contract. |  |

Awardee is a  Subrecipient  Contractor

| Grant ID/Contract Number | Award Date | CFDA   | Program Description    | National Funding   | Pima County Award |
|--------------------------|------------|--------|------------------------|--------------------|-------------------|
| DI16-002120              | 2016       | 17.258 | WIOA-Adult             | \$776,736,000.00   | \$2,053,646.00    |
| DI16-002120              | 2016       | 17.278 | WIOA-Dislocated Worker | \$1,015,530,000.00 | \$4,032,529.00    |
| DI16-002120              | 2016       | 17.259 | WIOA-Youth             | \$831,842,000.00   | \$2,325,706.00    |
| PCC2015-2020             | 2016       | 93.093 | HPOG                   | \$58,000,000.00    | \$587,205.00      |

|                         |                     |                          |              |
|-------------------------|---------------------|--------------------------|--------------|
| Original Contract Term: | 07/01/16 – 06/30/17 | Orig. Contract Amount:   | \$502,104.00 |
| Term Prior Amendment:   | N/A                 | Prior Amended Amount:    | N/A          |
| Term This Amendment     | 06/30/18            | Amount This Amendment:   | \$497,572.00 |
|                         |                     | Revised Contract Amount: | \$999,676.00 |

Pima County, a body politic and corporate of the State of Arizona ("County") and SER-Jobs for Progress of Southern Arizona, 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 veterans and innovation services.

**AMENDMENT ONE**

- A. Pima County is a local workforce area under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 ("WIOA") to operate the Pima County ARIZONA@WORK Career Center System Workforce Program.
- B. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients to provide eligible services. The WIOA grant ends June 30, 2020.
- C. County is the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to Awardee for the continuation of services.

D. The Pima County Board of Supervisors finds that extending this Contract is in the best interests of the residents of Pima County and will improve employment opportunities for veterans.

E. County has reviewed Awardee's performance and it finds satisfactory.

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

**1. SECTION 1.0 – TERMS AND EXTENIONS, paragraph 1.1** is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2017

TO: June 30, 2018

1.2 The number of available renewals is changed:

FROM: four (4) additional years or any portion thereof

TO: three (3) additional years or any portion thereof

**2. SECTION 3.0 – COMPENSATION AND PAYMENT**

2.1 **Paragraph 3.1** is deleted in its entirety and replaced with the following:

3.1 In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Awardee **up to \$999,676.00** ("the Maximum Allocated Amount").

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

3.2 Payment, up to the Maximum Allocated Amount, will be made from federal and state grants County received from various agencies (collectively "the federal awarding agency") and Pima County general funds. **Funds not expended during a contract year may not be carried over for use in a subsequent contract year.** Anticipated expenditures from each source are as follows, but the actual amount of grant funds utilized may vary based on the eligibility of program participants:

| Funding Source                                       | July 1, 2016 –<br>June 30, 2017 | July 1, 2017 –<br>June 30, 2018 | Maximum<br>Amount<br>Allocated |
|--|---------------------------------|---------------------------------|--------------------------------|
| U.S. Dept. of Labor/AZ Dept. of<br>Economic Security | \$377,104.00                    | \$371,832.00                    | \$748,936.00                   |
| Pima Community College HPOG                          | \$37,000.00                     | \$37,740.00                     | \$74,740.00                    |
| Pima County General Funds                            | \$88,000.00                     | \$88,000.00                     | \$176,000.00                   |
| <b>Allocated Amount</b>                              | <b>\$502,104.00</b>             | <b>\$497,572.00</b>             | <b>\$999,676.00</b>            |

2.3 **Paragraph 3.4.3.4**, the last sentence is amended to read:

3.4.3.4. Time sheets must show the days and hours worked and must be signed by the employee and the employee's immediate supervisor with direct knowledge of the employee's efforts.

**3. SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is added as follows:

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by County up to and including termination of this Agreement.

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

4.1 **SECTION 1 – PROGRAM OVERVIEW, Paragraph 1.1.** is deleted in its entirety and replaced with the following:

- 1.1. Awardee will provide One Stop operations services at Awardee's and Pima County ARIZONA@WORK Career Center System facilities. Awardee will work with veterans seeking career center ("Pima County ARIZONA@WORK") services.
- 4.2 **SECTION 3 – PROGRAM ACTIVITIES – GENERAL** is renamed to **ONE-STOP OPERATIONS – GENERAL** and amended as follows:
  - 4.2.1 **Paragraphs 3.1.1** is deleted in its entirety and replaced with the following paragraph 3.1:
    - 3.1 Awardee must ensure that staff exercise care to be sure that any Pima County ARIZONA@WORK participant employed or trained for inherently dangerous occupations (e.g. fire or law enforcement) is assigned to entities that consistently follow reasonable safety practices.
  - 4.2.2 **Paragraphs 3.1.2, 3.1.3, 3.1.4 and 3.1.5** are deleted in their entirety.
  - 4.2.3 **Paragraph 3.6.** is added and read:
    - 3.6. County will:
      - 3.6.1. Certify program eligibility of individuals seeking Pima County ARIZONA@WORK services;
      - 3.6.2. Provide necessary contact information for Pima County ARIZONA@WORK personnel; and
      - 3.6.3. Provide workspace, phone, computer and office supplies for Awardee's personnel providing services at a Pima County facility pursuant to this Contract.
- 4.3 **SECTION 4 – STAFF ACTIVITIES** is deleted in its entirety and replaced with the following:
  - 4. **SECTION 4 -- ONE STOP OPERATIONS – AWARDEE.** Staff responsibilities will include, but are not limited to, those detailed in this Section 4.
    - 4.1. **General Requirements.** Awardee will:
      - 4.1.1. Assign qualified personnel (collectively "staff") to provide One Stop operations services as follows:
        - 4.1.1.1. Provide the following staff:
          - 4.1.1.1.1. **One (1) FTE Veteran Employment Services Coordinator ("VESC").** The VESC will be located at Kino Veterans' Workforce Center;
          - 4.1.1.1.2. **Five and one-half (5.5) FTE Workforce Development Specialists ("WDS").** The WDSs will be located as follows:
            - 4.1.1.1.2.1. Four and one-half (4.5) WDS at Pima County ARIZONA@WORK locations; and
            - 4.1.1.1.2.2. One (1) WDS at Awardee's facility.
        - 4.1.1.2. **One (1) FTE Program Support Specialist ("PSS") – Administrative Aide.**
      - 4.1.2. Ensure staff:
        - 4.1.2.1. Participate in One Stop training required to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 4.1.2.2. Have written job descriptions consistent with Awardee's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 4.1.2.3. Are familiar with federal program requirements and Pima County ARIZONA@WORK policies, procedures and programs; and
- 4.1.2.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.
- 4.1.3. In the event the assigned staff must be replaced, confirm continued funding availability with the Director of Community Services, Employment and Training Department or his designee prior to replacement.
- 4.1.4. Ensure that staff providing services at a Pima County ARIZONA@WORK location::
  - 4.1.4.1. Work scheduled hours (personnel may not be assigned to work during hours that the county location is not open for business);
  - 4.1.4.2. Inform both Awardee and assigned County contact the morning of an absence due to illness or necessary appointments; and
  - 4.1.4.3. Notify County contact in advance of any meetings or other activities of Awardee which will result in an absence from the Pima County ARIZONA@WORK location.

4.4 **SECTION 8 – BUDGET, paragraph 8.1**, the table is deleted in its entirety and replaced with the following:

| <b>Budget Item</b>              | <b>Amount allocated for July 1, 2016 – June 30, 2017</b> | <b>Amount allocated for July 1, 2017 – June 30, 2018</b> |
|---------------------------------|--|--|
| Salary and Fringe (No overtime) | \$472,243.00   | \$462,155.00   |
| Staff Development               | \$2,250.00   | \$2,448.00   |
| Travel                          | \$13,301.00  | \$15,104.00  |
| Equipment                       | -0-  | \$408.00   |
| Supplies                        | -0-  | \$255.00   |
| Communications                  | -0-  | \$498.00   |
| Space                           | -0-  | \$2,109.00   |
| Other Operating                 | \$14,310.00  | \$14,595.00  |
| <b>TOTAL</b>                    | <b>\$502,104.00</b>                                      | <b>\$497,572.00</b>                                      |

4.5 **SECTION 9 – REPORTS** is deleted and replaced with the following:

- 9.1. Monthly Reports. No later than the fifth (5th) working day of the month for the preceding month's activities, Awardee will provide a Summary Report WDS to include, at a minimum:
  - 9.1.1. Number served;
  - 9.1.2. Number placed;
  - 9.1.3. Number placed into WIB target industries;
  - 9.1.4. Number completed;
  - 9.1.5. Number exited; and
  - 9.1.6. Average wage at placement.

