



Contract Number: CT-CS-15-228
Effective Date: 12-1-14
Term Date: 5-31-15
Cost: \$120,432.52
Revenue: _____
Total: _____ NTE: _____
Action: 3-1-15
Renewal By: _____
Term: 5-31-15
Reviewed by: [Signature]

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: December 9, 2014

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

Background

Portable Practical Education Preparation (PPEP). "Contractor" provides work experience, employability skills or basic education to youth to prepare them for the workforce and encourage them to stay in school.

Contractor and County in entering into this Contract have relied upon information provided in the Pima County Solicitation RFP No. CSET-WF-2011-01 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.

Effective Date: 12/1/14

Termination Date: 5/31/15

Contract Amount: \$120,432.52

Contract Officer: Risé Hart, 724-5723

Payment System: AMS

CONTRACT NUMBER (If applicable): CT-CS-15-228

STAFF RECOMMENDATION(S):

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: _____

Ver. - 1
Vendor - 1
Pgs. 24

To: COD - 11-26-14
Agenda 12-9-14
(1)

Procure Dept 11/19/14 PM02:38

CLERK OF BOARD USE ONLY: BOX M.G.

ITEM NO.

PIMA COUNTY COST: \$120,432.52

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

FUNDING SOURCE(S): U.S. Department of Labor, Arizona Dept. of Economic Security workforce Investment Act (WIA) grant funds (28%) and Pima County general funds (72%).

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 work experience, employability skills or basic education to local Pima County youth.

IF DENIED:

Without the assistance of the Contractor, work experience, employability skills or basic education provided to youth in Pima County may be jeopardized.

DEPARTMENT NAME: Community Services

CONTACT PERSON: Rise Hart

TELEPHONE NO.: 724-5723

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

Program Name: Youth Services

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

Amount: **\$120,432.52**

Contract Term: December 1, 2014 through May 31, 2015

Funding: United States Department of Labor, Arizona Department of Economic Security, and Pima County

CONTRACT
NO. <u>CT-CS-151000010000000000 228</u>
AMENDMENT NO. _____
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Recitals

This Contract is made by and between Pima County, a body politic and corporate of the State of Arizona, ("County") and Portable Practical Educational Preparation, Inc., an Arizona non-profit charitable corporation ("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"), issued Request for Proposals No. RFP-CSET-WF-CSET-WF-2011-01 ("the RFP") for workforce development services; and

WHEREAS, Contractor has submitted a response to the RFP that is beneficial to the residents of the County; and

WHEREAS, the Pima County Board of Supervisors finds that Contractor has specialized training and expertise in providing workforce development services; and

WHEREAS, the Pima County Board of Supervisors finds that entering into this Contract is in the best interests of the residents of Pima County.

NOW THEREFORE, the parties agree as follows:

ARTICLE I – TERM AND EXTENSIONS

A. This Contract, as awarded by County, shall commence on December 1, 2014, and shall terminate on May 31, 2015, 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 two and one-half years (2 ½) in 6- or 12-month increments or any portion thereof.

- B. Any modification or extension of the contract termination date shall be by formal written amendment executed by the parties hereto.
- C. Any 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. Contractor shall provide County with the services described in the attached **Exhibit A** in accordance with the terms and conditions of this Contract.
- 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.
- E. 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 whose job duties include securing business.
- 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 services specified in **Exhibit A** of this Contract, County agrees to pay Contractor in an amount **not-to-exceed \$120,432.52**.
- B. Funding is from the United States Department of Labor (DOL), Arizona (AZ) Department of Economic Security (DES), and other workforce development funds obtained by County.
- C. Funding and services of grant-funded programs are limited to the amount of funds allocated to and made available to County for this program. The maximum funding under this Contract is subject to availability and continuation of grant funding. This amount may be decreased at any time due to reduction, termination, or any other change in funding.
- D. Requests for payments must be submitted to the County by the fifteenth (15th) working day of each month for the previous month of service. Invoices must reference this contract number and be:
 - 1. Approved and signed by an authorized representative of the Contractor.
 - 2. For services and costs identified in **Exhibit A**.
 - 3. Supported by documentation which Contractor shall provide to County upon request. Such documentation may include, but is not limited to:
 - a. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A** of this Contract.

- b. Copies of invoices, receipts and/or checks (front and back) to support all purchases of goods or services.
 - c. Detailed travel reports to support all travel expenses.
 - d. Time Sheets to support all labor charges or evidence of hours worked on the grant with an allocation of total hours worked in the pay period.
- 4. Verifiable by County representative.
- 5. In compliance with the applicable Office of Management and Budget (OMB) Cost Principles Circular for personnel costs.
- 6. Only for properly enrolled, eligible, and documented One Stop participant(s). (County shall determine the eligibility of each program participant.)
- 7. Only for authorized expenses which are not paid or reimbursed by another Federal or grant revenue source.
- E. **REQUEST FOR FINAL PAYMENT** for compensation earned and/or eligible costs incurred shall be submitted to the County within fifteen (15) working days **after the end of the contract** on invoices that meet the requirements set forth in Paragraph C above.
- F. Payment by County will generally occur thirty (30) days from the date of invoice. Contractor should budget their cash needs accordingly.
- G. Contractor shall report to the County:
 - 1. Accrued expenditures;
 - 2. Program income, as defined in 29 CFR Part 97.25; and
 - 3. All other fiscal resources applied to expenses incurred in providing services under this Contract.
- H. Changes between budget line items may only be made as follows:
 - 1. Changes of LESS than 15% of the total budget amount may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Contractor must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**
 - 2. Changes of MORE than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**
- I. No payments will be made to Contractor, until all of the following conditions are met:
 - 1. Contractor has completed and submitted a W-9 Taxpayer Identification Number form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>);
 - 2. Contractor has registered as a Pima County Vendor at the following web address -- <https://secure.pima.gov/procurement/vramp/login.aspx>; and
 - 3. This Contract is fully executed.
- J. **Advances:** County may advance funds allocated under this Contract only if the Director of CSET finds that the advance is justified by extraordinary circumstances. Contractor's report

of cumulative and projected expenditures and earnings in performance of this Contract, verified by County staff, shall accompany and support Contractor's written request for an advance. Advance payments are a debt of 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 (30) 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.

- K. Within thirty (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 I above.
- L. Interest income: Any Interest income in excess of \$250 earned on funds advanced pursuant to Paragraph I above and deposited in interest bearing accounts shall be remitted annually. Interest income earned in excess of \$250.00 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 \$100.00 annually must be remitted at least quarterly in accordance with 29 CFR Part 97.21(I).
- M. Program Income: Contractor shall comply with all provisions, as set forth in **Exhibit B**, regarding Program Income.
- N. 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.
- O. For the period of record retention required under Article XXI - Books and Records, County reserves the right to question any payment made to Contractor and to require reimbursement, 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 Contract by the Contractor, its 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	\$2,000,000.00
ii. Products – Completed Operations Aggregate	\$1,000,000.00
iii. Personal and Advertising Injury	\$1,000,000.00
iv. Blanket Contractual Liability – Written and Oral	\$1,000,000.00
v. Fire Legal Liability	\$ 50,000.00
vi. Each Occurrence	\$1,000,000.00

- 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 Contract.

- | | |
|--------------------------------|----------------|
| a. Combined Single Limit (CSL) | \$1,000,000.00 |
|--------------------------------|----------------|
- b. 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"**.
- 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.

3. Worker's Compensation and Employers' Liability

- | | |
|--------------------------|------------------|
| a. Workers' Compensation | Statutory amount |
|--------------------------|------------------|
- b. Employers' Liability:
- | | |
|-----------------------------|----------------|
| i. Each Accident | \$ 500,000.00 |
| ii. Disease – Each Employee | \$ 500,000.00 |
| iii. Disease – Policy Limit | \$1,000,000.00 |

- 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 Contract.
 - 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 Contract.
- D. Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract 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 County 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 Subcontractor, 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 C, "Subcontractor's Warranties"**.

ARTICLE VII – INDEPENDENT CONTRACTOR

The status of Contractor shall be that of an independent contractor. Neither Contractor nor Contractor's officers, 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

These provisions are 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 of 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 XV – TERMINATION/SUSPENSION

- A. **Termination for Convenience:** 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. **Insufficient Funds:** Notwithstanding Paragraph A above, if 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.
- C. **Termination for Cause:** This Contract may be terminated at any time without advance notice and without further obligation by the County when the Contractor is found by County to be in default of any provision of this Contract.
- D. **Non-Appropriation:** 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.
- E. **Suspension:** County reserves the right to suspend Contractor's performance and payments under this Contract immediately upon notice delivered to contractor's designated agent in order to investigate Contractor's activities and compliance with this Contract. In the event of an investigation by County, Contractor shall cooperate fully and provide all requested information and documentation. At the conclusion of the investigation, or within forty-five

(45) days, whichever is sooner, Contractor will be notified in writing that the contract will be immediately terminated or that performance may be resumed.

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 (15) 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:

John Arnold
Portable Practical Education Preparation, Inc.
802 E. 46th Street
Tucson, AZ 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. CSET-WF-2011-01 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.
- B. In addition, Contractor shall retain all records relating to this contract at least five (5) years after Contractor submits its single or last expenditure report or until completion of any action and resolution of all issues which arise from any related litigation, claim, negotiations, audit

or other action involving the records that was started before the expiration of the 5-year period, whichever is later.

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."
- 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 Principles for Non-Profit Organizations" (if Contractor is a non-profit corporation), OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations," and any 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, nor shall the Contractor use or release these materials without the prior written consent of the County.

ARTICLE XXVI – DISPOSAL OF PROPERTY

Upon the termination of this Contract, all property involved shall revert back to the owner. Termination shall not relieve any party from liabilities or costs already incurred under this Contract nor affect any ownership of property pursuant to this Contract.

ARTICLE XXVII – 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 XXVIII – 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 XXIX – 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 XXX – ELIGIBILITY FOR PUBLIC BENEFITS

AGENCY shall comply with applicable provisions of A.R.S. §§1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Contract to the extent such provisions are applicable.

ARTICLE XXXI – 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 XXXII – 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


Authorized Officer Signature

John David Arnold
Please print name

CEO
Title

11/18/14
Date

APPROVED AS TO CONTENT


Community Services, Employment
& Training Director

APPROVED AS TO FORM


Karen S. Friar, Deputy County Attorney

SCOPE OF WORK

Contractor: Portable Practical Educational Preparation, Inc.

Program: Youth Services

I. PROGRAM OVERVIEW

- A. Contractor shall provide employability skills, basic education and classes and work experience to high school dropouts, or high school students at risk of dropping out or failing the required State test for a high school diploma.
- B. Unless otherwise specified herein, participation in programs and activities financially assisted in whole or in part by this Contract shall be open to citizens of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

II. PROGRAM GOALS

- A. Prepare participants for current and projected demand occupations that offer a clear career pathway and lead to self-sufficiency.
- B. Assist in the economic development of Pima County by helping to develop a trained and productive labor force that meets employer needs.
- C. Support workforce efforts of County, mandated partners, and other contractors, by providing employment and training services authorized under the Workforce Investment Act (WIA) through the One Stop Career Center System.

III. PROGRAM ACTIVITIES

- A. Level of service. Contractor shall serve up to sixty (60) youth in the Work Experience Program. Of the number served:
 - 1. 15 must be WIA eligible;
 - 2. 30, 10 of whom are WIA eligible, will be enrolled in basic education.
- B. Staffing. Prior to receiving referrals from County, Contractor shall provide County with:
 - 1. The names of educational staff and the Workforce Coordinator assigned to the program;
 - 2. A valid fingerprint clearance card for each person; and
 - 3. Proof that each person was submitted to the Central Registry.If a current fingerprint clearance card and Central Registration proof is on file with County, a new one is not required.
- C. Enrollment priorities. Eligible youth be given priority for enrollment in Contractor's program in the following order:
 - 1. Referred from Pima County One Stop ("One Stop") Workforce Development Specialist (WDS).
 - 2. Out-of-school and low-income and meets WIA or Workforce Innovation and Opportunity Act (WIOA) out-of-school youth eligibility criteria.
 - 3. Out-of-school and meets WIOA out-of-school eligibility criteria.
 - 4. Out-of-school, tests below seventh (7th) grade level and meets WIOA out-of-school eligibility criteria.

5. High school junior or senior that needs assistance in education.
6. High school senior that has selected a career track and needs an internship.

Contractor may recruit youth for items 2-6 above and refer to the One Stop.

D. Participant enrollment. For each participant referred by Pima County One Stop County Case Manager to Contractor, Contractor shall:

1. Review the appropriateness of the referral. If referral is not appropriate for the program, return to One Stop for further action.
2. Recruit youth who fall within the criteria set forth in Paragraphs C(2) – (6) above for One Stop Intake and inform One Stop if individual :
 - a. Is enrolled in basic education classes;
 - b. Is enrolled in work experience; or
 - c. Has completed assessment form and WIA request (if applicable) to the Youth Program Manager for approval.

E. Training. For each participant accepted for the program, Contractor shall provide the following:

1. Orientation covering, at a minimum:
 - a. Attendance requirements;
 - b. Time keeping procedures;
 - c. Class or work schedule;
 - d. Stipend or payroll schedule;
 - e. Completing necessary paperwork; and
 - f. Program and performance expectations.
2. Contractor shall review participant's file and prepare an IEP to insure that participant has received, or is scheduled to receive, training on, at a minimum, the following topics:
 - a. Labor market opportunities;
 - b. Job application completion;
 - c. Résumé completion;
 - d. Interview techniques;
 - e. Making the appropriate career decision;
 - f. Job retention skills; and
 - g. Daily living survival skills.

F. Worksite recruitment and development. Contractor shall develop worksite programs to provide adequate working opportunities for participants through the following activities::

1. Identify worksites that will provide appropriate opportunities to participants and ensure that each worksite is qualified under the applicable funding source to provide training and work experience to the participant(s).
2. Ensure that worksites participating in the program:
 - a. Do not use participants to replace or do the work of employees who have been laid off (see 20 CFR §667.270); and

- b. Focus on increasing the participant's work-readiness skills and not use participants to enhance the profit-margin of the company.
- 3. For each worksite that agrees to participate, Contractor shall:
 - a. Execute a **Worksite Agreement** that commits the employer to:
 - i. Supervise each participant placed at the worksite at all times;
 - ii. Provide no less than one (1) supervisor for every four (4) participants;
 - iii. Only assign tasks to a participant that are consistent with the job description provided;
 - iv. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - v. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - vi. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
 - b. Obtain a **written job description** for each position to be filled by a participant that complies with child labor laws and any other laws, policies and safety guidelines to the participant's age and the funding source requirements.
 - c. Provide orientation for worksite supervisors to include:
 - i. Review of the Worksite Agreement;
 - ii. Job and worksite safety issues; and
 - iii. Child labor laws.
 - d. Monitor worksites to ensure compliance with compliance with WIA rules and regulations, child labor laws, safety regulations and applicable employment policies.
- 4. Provide participant with counseling:
 - a. Individual and group; and
 - b. Career and vocational.
- 6. Track enrollee's attendance, work performance, and document work readiness and occupational skill attainment in work experience.
- 7. Administer participants' payroll to ensure that all are paid at least the prevailing minimum wage in an accurate and timely manner and that required payroll taxes are timely paid.
- 8. Maintain participant files, including all information required in Article V below.
- 9. Submit the program reports detailed in Article V below.
- G. Participant performance. For each participant in the program, Contractor shall:
 - 1. Work with referring WDS to review and update each participant's IEP and determine appropriate job and worksite placement.
 - 2. Ensure that each work experience (WEX) participant gains a total of 180 hours of subsidized work experience, unless arranged differently under an employer or industry-specific budget.
 - 3. Provide 150 hours of Basic Education to up to 30 youth. Ensure that at least 10 of these youth are enrolled in WIA.

4. Conduct post-testing and ensure an average grade increase of 0.5 and/or increase one or more educational functioning level as based on the Test of Adult Basic Education ("TABE").
5. Ensure an average ratio of one (1) teacher for every fifteen (15) youth.
6. Visit worksites and monitor participant performance at least weekly to ensure performance of duties outlined in the applicable job description.
7. Every other week, obtain evaluations from worksite supervisors of participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
8. Provide a monthly progress report to the referring WDS and notify WDS of the participant's completions.
9. When problems arise:
 - a. Intervene and work with the participant and the employer to help the participant maintain the job;
 - b. Notify WDS if a participant is in need of supportive services or if other problems arise; and
 - c. Discuss any disciplinary issues with WDS.
10. Refer participant to WDS after completion of, or dropping out from, any activity.

H. Participant remuneration. Contractor shall pay:

1. Basic education and ESL participants incentive stipends that do not exceed minimum wage.
2. Work-experience participants minimum wage.

I. Completion Requirements. Provide non-completion and completion activity information on participants to the Program Manager.

J. County responsibilities. County shall:

1. Inform Contractor of Funding source for each you referred.
2. Upon referral to an basic education, ESL or work experience activity insure that WDS provides contractor with an updated Individual Service Strategy (ISS) that includes:
 - a. Considerations such as legal issues, transportation, child care, accessibility requirements, school or work schedules;
 - b. Approved enrollment and assignment to a WDS;
 - c. Educational test scores in the last 30 days;
 - d. Recommendation on expected career pathway;
 - e. Achievements to date that are important to this career pathway and relevant academic, vocational and volunteer activities;
 - f. Expectations upon completion of the basic education, ESL or work experience activity; and
 - g. Verification that WDS has offered participant the other required youth service elements.

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IV. PROGRAM SPECIFIC SERVICES

Program	Daisy Model	Targeted Numbers Served	Outcomes
<p>Work Experience (WEX)</p> <p>Average of 150 hours/youth</p> <p>WEX provides subsidized employment opportunities for youth ages 16-21 in urban areas.</p> <p>Sector Focus:</p> <ol style="list-style-type: none"> 1. Manufacturing 2. Healthcare Science 3. Logistics 	<p>Work Experience</p> <p>Support Services</p> <p>Follow-up Services</p> <p>Counseling</p> <p>Skill Training</p> <p>Leadership Development</p> <p>Dropout Prevention</p>	<p>60 (15 WIA)</p>	<ul style="list-style-type: none"> • 60 low-income youth with work experience positions. • 90% of referred participants shall successfully complete the program. Success means completing 95% of scheduled hours. • Participant shall increase work readiness skills as measured through pre- and post-testing and assessment of performance in at least 5 out of the following 6 objectives: <ul style="list-style-type: none"> * making career decisions; * using labor market information; * preparing résumés, * filling out applications; * interviewing/follow-up letters; and * daily living survival skills. • Increased occupational skills as measured through a pre- and post-testing and assessment (every other week) on at least 5 of the following 6 job-specific skill objectives: <ul style="list-style-type: none"> * consistent punctuality; * maintaining regular attendance; * demonstrating positive attitudes/behavior; * presenting appropriate appearance; * exhibiting good interpersonal relations; and * completing tasks effectively. • Initial assessment utilizing an Individual Service Strategy (ISS) form completed prior to the start of the program and an interim assessment prior to the conclusion of the program utilizing the "Youth Participant Interim Assessment Tool".
<p>Basic Education</p> <p>Rural: Marana High School</p> <p>Education program for credit recovery for credit deficient youth ages 16-18 in rural areas using authorized educational curriculum.</p>	<p>Support Services</p> <p>Follow-up Services</p> <p>Credit Recovery</p> <p>Tutoring</p> <p>Dropout Prevention</p> <p>Counseling</p>	<p>30 10 (WIA)</p>	<ul style="list-style-type: none"> • Serve up to 30 youth and complete 27. • Participant shall average a grade level increase of 0.85 grades and attain at least 80% proficiency in work readiness skills, outlined in Exhibit D. • One Stop youth with a basic skills deficiency shall improve by one or more educational functioning levels in at least one testing area by the conclusion of the education program and such improvement must be documented by Arizona Job Connection by entering pre- and post-test scores in the "Out of School Youth Testing" section.

Program	Daisy Model	Individual Service Detail
Work Experience (WEX)	Work Experience	Develop training opportunities for skill development in industries of interest and placement opportunities using career interest inventories.
	Support Services	
	Follow-up Services	
	Skill Training	
	Leadership Development	Leadership opportunities through relationship development with other youth programs.
	Counseling	Individual career counseling.
	Dropout Prevention	Provide follow-up and support services and help with needs for positive experiences.

Program	Daisy Model	Individual Service Detail
Basic Education	Credit Recovery	Credit recovery in subject areas that students have previously failed to meet graduation credit requirements.
	Counseling	Career counseling and group counseling, using a school-to-work model and access to employer resources.
	Tutoring/Dropout Prevention	Provide tutoring in subject areas where struggling.

V. REPORTING

A. **Work Experience**. For each participating youth, Contractor shall maintain the following information in the participant's file also and provide the information to the referral source:

1. Enrollment and attendance records;
2. Completion results;
3. Outcome of the pre- and post-testing; and
4. Skill-attainment results including a copy of student's skill-attainment certificate with achievement date.
5. At the end of the year, Contractor shall provide a report which includes:
 - a. Number of participants reporting to a worksite;
 - b. Completion results; and
 - c. Demographics of individuals served.

B. **Basic Education**. For each participating youth, Contractor shall maintain the following information in the participant's file and provide the information as follows:

1. Provide One Stop with enrollment and attendance records; and,
2. At the end of the program, provide the One Stop Program Manager with:
 - a. Number of youth served
 - b. Number of youth completing the program;
 - c. Pre- and post-test results; and
 - d. GEDs or high school diplomas earned.

- C. **Monthly Reports.** Review and confirm or correct Client Logs in the One-Stop Participant Tracking System (PTS). The Client Log is a list of participants that shows required and targeted post-test dates, expected end dates, and expected outcomes. The Log will specify funding source and In-School versus Out-of-School status for WIA participants. Client Logs will also include a field to show applicable documented category(s) of would fit under for WIOA eligibility.

VI. PROGRAM LOCATION. Worksites as arranged by Contractor.

VII. BUDGET. Contractor shall be paid on a Unit Cost basis, for services during the period of January 1, 2015 through May 31, 2015 for Work Experience and December 1, 2014 through May 31, 2015 for Basic Education, as follows:

A. Work Experience

Budget Item	# of Youth	Amount / Youth	TOTAL
Enrolled participants	60	\$682.27	\$40,936.20
Midterm Completion	57	\$430.91	\$24,561.87
Completed participants	54	\$303.23	\$16,374.42
Total Budget	---	---	\$81,872.49

B. Basic Education

Budget Item	# of Youth	Amount / Youth	TOTAL
Enrolled participants	30	\$642.67	\$19,280.10
Midterm Completion	28	\$413.14	\$11,567.92
Completed participants	27	\$285.63	\$7,712.01
Total Budget	---	---	\$38,560.03

END OF EXHIBIT A

EXHIBIT B – 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.

END OF EXHIBIT B

EXHIBIT C - SUBCONTRACTOR'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. Arizona Department of Economic Security Special Terms and Conditions
2. Workforce Investment Act, P.L. 105-220, and regulations adopted pursuant to that Act, including 20 CFR Part 652, et al, and 29 CFR Part 37
3. Wagner-Peyser Act
4. HUD Regulations 24 CFR Part 583, Supportive Housing Program
5. 29 CFR Part 95, Uniform Administrative Requirements for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
6. 29 CFR Part 97, Uniform Administrative Requirements for State/Local Governments and Indian Tribes
7. 29 CFR Part 96, Single Audit Act
8. 29 CFR Parts 33 and 34, Nondiscrimination and Equal Opportunity Requirements
9. OMB Circular A-122, Cost Principles for Non-Profit Organizations
10. FINGERPRINTING, including but not limited to A.R.S. § 46-141, for services provided to youth and vulnerable adults, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority. "Vulnerable adult" means an individual who is eighteen (18) years of age or older who is unable to protect himself from abuse, neglect or exploitation by others because of a physical or mental impairment.
11. BACKGROUND CHECKS FOR EMPLOYMENT THROUGH THE CENTRAL REGISTRY including but not limited to A.R.S. § 8-804. Background checks through the Central Registry shall be conducted:
 - a. If providing direct services to children or vulnerable adults, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
 - b. For each Contract employee including subcontractors that provide direct services to children or vulnerable adults. Individuals shall not provide direct services to ADES clients until the results of the Central Registry background check are complete and the results indicate the individual has no disqualifying acts that would prohibit him/her from providing services to ADES clients.

If the Central Registry background check specifies any disqualifying act, the individual shall be prohibited from providing direct services to ADES clients. These requirements shall apply throughout the full term of the contract. The Contractor shall maintain the Central Registry Background Check results in a confidential file for five (5) years after termination of the Contract.
12. 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.
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. **DEBARMENT AND SUSPENSION; DRUG FREE WORKPLACE**, 29 CFR Part 98 and Executive Order 12549, 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.
15. **29 CFR Part 93 LOBBYING CERTIFICATION**, 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.
16. **NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS**, including but not limited to ARS § 41-1461 et seq., Executive Order 2009-09, and 29 CFR Parts 30, 31, 32, 33, 34, 36 and 37, the Contractor shall provide equal employment opportunities for all persons, regardless of race, color, religion, creed, sex, age, national origin, disability or political affiliation.
17. **CLEAN AIR & CLEAN WATER ACT**, Contractor certifies 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) Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
18. **ENERGY POLICY AND CONSERVATION ACT**, Contractor certifies compliance 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), to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
19. **COPELAND "ANTI-KICKBACK" ACT**, Contractor certifies compliance 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, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
20. **DAVIS-BACON ACT**, Contractor certifies compliance 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, to the extent that such provisions are applicable due to statute, case law, County contract or other legal authority.
21. **ENVIRONMENTAL TOBACCO SMOKE**, Public Law 103-227, Part C, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee.

END OF EXHIBIT C

ARIZONA DEPARTMENT OF ECONOMIC SECURITY-
Workforce Investment Act

SKILL ATTAINMENT RECORD- WORK READINESS EDUCATION SKILLS

PARTICIPANT'S NAME:				SOC. SEC. NO				REGISTRATION DATE:				
TRAINING SITE					TRAINING SITE (Skills 7-12)							
POINT OF DETERMINATION (Skills 1-6)					POINT OF DETERMINATION (Skills 7-12)							
					(1)							
SKILL	Name of Assessment	(2) Proficiency Requirement	Pre-Test Score	Date Goal Set in ISS	IN NEED OF TRAINING		(3) Training Provided	Post-Test Score	Date Goal Achieved	(4) Skill Attained		
					Yes	No				Yes	No	
1. Making Career Decisions	EST	80%	%				IN CLASSROOM E.S.T.	%				
2. Using Labor Market Information	EST	80%	%				IN CLASSROOM E.S.T.	%				
3. Preparing Resumes	EST	80%	%				IN CLASSROOM E.S.T.	%				
4. Completing Application	EST	80%	%				IN CLASSROOM E.S.T.	%				
5. Interview/Writing Follow-Up Letters	EST	80%	%				IN CLASSROOM E.S.T.	%				
6. Survival-Daily Living Skills	EST	80%	%				IN CLASSROOM E.S.T.	%				
7. Maintaining Regular Attendance	EST	90%	P/N				WEX	%				
8. Being Consistently Punctual	EST	90%	P/N				WEX	%				
9. Exhibiting Appropriate Attitude/ Behaviors	EST	80%	P/N				WEX	%				
10. Presenting Appropriate Appearance	EST	80%	P/N				WEX	%				
11. Demonstrating Good Interpersonal Relations	EST	80%	P/N				WEX	%				
12. Completing Tasks Effectively	EST	80%	P/N				WEX	%				
TOTAL IN NEED OF TRAINING (Minimum 5 of 12 Core Skills needed for attainment of Youth Work Readiness Skill)							TOTAL SKILLS ATTAINED (100% Requirement)					

(1) Enter the stage in the process where the pre-assessment was made (intake, assessment, orientation, etc.)

(2) Enter LWIA-approved level of achievement (benchmark) for each skill.

(3) Enter the program activity (ies) where training occurred.

(4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills.

**LEVEL
ATTAINED**