



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

Award Contract Grant

Requested Board Meeting Date: June 19, 2018

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*418. Search for contract number 16%418 in eContracts.

***Purpose:**

The Senior Community Services Program (SCSEP) program provides a variety of job development assistance services that enable older persons and vulnerable adults to remain independent. The program provides work experience to low-income older workers so that they gain the skills that enable them to compete for jobs. This amendment allows Portable Practical Educational Preparation (PPEP), a subrecipient, to continue to provide workforce development services to low-income older workers.

This amendment will provide additional funding for SCSEP for the period July 1, 2018 to June 30, 2019.

Attachment: Contract Number CT-CS-16-418 (Amendment 4)

***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:**

The program's goal is to 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.

Annual number served:

SCSEP Services

Enrolled - 12 job seekers

Placed on job - 5 job seekers

Other Services

Enrolled - 48 job seekers

Placed on job - 19 job seekers

***Public Benefit:**

This program 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:**

PPEP will submit 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 (1)

Vers.: 13

Pgs.: 4

Revised 5/2018

JUN 14 10:02:57 PM '18



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

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

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

Amendment / Revised Award Information

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

Amendment No.: 4 AMS Version No.: 13

Effective Date: 7/1/18 New Termination Date: 6/30/19

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ \$90,826.00

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

***Funding Source(s) required:** U.S. Department of Labor, Arizona Dept of Economic Security and Pima County General Funds

Funding from General Fund? Yes No If Yes \$ 23,000.00 % _____

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 Gray 6/13/18

Deputy County Administrator Signature/Date: [Signature] 6/14/18

County Administrator Signature/Date: [Signature] 6/14/18

(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

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

DUNS: 092671866

SAM Registration Date: 11/17/17

Contract No: CT-CS-16-418

Amendment No: 04

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

CONTRACT

NO. CT-CS-16-418

AMENDMENT NO. 04

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

Is this a Research and Development Contract: No

Awardee is a X Subrecipient Contractor

Match NO Indirect Costs NO

| Grant ID/Contract Number | Award Date | CFDA | Program Description | National Funding | Pima County Award |
|--------------------------|------------|--------|---|------------------|-------------------|
| DE14064665 | 2018 | 17.235 | Senior Community Service Employment Program ("SCSEP") | \$434,371,000.00 | \$78,688.00 |

| | | | |
|-------------------------|---------------------|--------------------------|--------------|
| Original Contract Term: | 07/01/16 – 06/30/17 | Orig. Contract Amount: | \$93,977.00 |
| Term Prior Amendment: | 06/30/18 | Prior Amended Amount: | \$101,887.00 |
| Term This Amendment | 06/30/19 | Amount This Amendment: | \$90,826.00 |
| | | Revised Contract Amount: | \$286,690.00 |

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 FOUR

- A. County operates a workforce development program at the Pima County ARIZONA@WORK Career Center System (an American Job Center, formerly the Pima County One Stop).
- B. County is the Subrecipient of the Senior Community Service Employment Program ("SCSEP") grant from the Arizona Department of Economic Security ("ADES").

- C. The Pima County Board of Supervisors finds that the continued provision of SCSEP workforce development services is in the best interests of the residents of Pima County.
- D. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for Pima County residents and is in the best interests of the residents of Pima County.
- E. SCSEP funds have been awarded to County for services in FY2018-2019.
- F. County has reviewed Awardee's performance and finds it satisfactory.

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

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

- 1.1 The termination date is changed:
 FROM: June 30, 2018
 TO: June 30, 2019
- 1.2 The number of available renewals is changed:
 FROM: three (3) additional years or any portion thereof
 TO: two (2) additional years or any portion thereof

2. **SECTION 3.0 – COMPENSATION AND PAYMENT** is amended as follows:

2.1 Paragraph 3.1 is amended to increase the Maximum Allocated Amount:

FROM: \$195,864.00
 TO: \$286,690.00

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

| Funding Source | July 1, 2016 – June 30, 2017 | July 1, 2017 – June 30, 2018 | July 1, 2018 – June 30, 2019 | Anticipated Expenditure |
|--|---|---|---|------------------------------------|
| DOL/ADES | \$74,026.00 | \$67,826.00 | \$67,826.00 | \$209,678.00 |
| Pima County General Funds | \$31,012.00 | \$23,000.00 | \$23,000.00 | \$77,012.00 |
| Anticipated Expenditure TOTAL | \$105,083.00 | \$90,826.00 | \$90,826.00 | \$286,690.00 |

2.3 Paragraph 3.10 is amended as follows:

2.3.1 **Paragraph 3.10.1** is deleted in its entirety and replaced with the following:

Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Awardee 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.**

2.3.2 **Paragraph 3.10.2** is deleted in its entirety and replaced with the following:

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.**

2.3.3 **Paragraph 3.10.3** is added to read:

Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

3. **SECTION 4.0 – INSURANCE, Paragraph 4.2** is amended as follows:

3.1 Paragraph 4.2.1.1, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

3.2 Paragraph 4.2.3.2, the level of Employers’ Liability insurance for:

3.2.1 “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2 “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3 **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

4. **SECTION 27.0 – COORDINATION** is amended to add the following:

Awardee’s contact in this regard will be:

Peggy Castano

724-6706

Peggy.Castano@pima.gov.

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

5.1 **SECTION 7 – OUTCOMES**, the table is deleted in its entirety and replaced with the following:

| SCSEP Services Levels | No. |
|------------------------------------|------------|
| SCSEP Participants | 12 |
| Job placement of SCSEP Participant | 5 |
| Average Wage at Placement | \$11.50 |

| Other Services Levels | No. |
|------------------------------|------------|
| Participants served | 48 |
| Case Closures | 24 |
| Job placement | 19 |
| Average Wage at Placement | \$12.50 |

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

5.2 **SECTION 8 – BUDGET**, is amended as follows:

5.2.1 Paragraph 8.1, the table is deleted in its entirety and replaced with the following:

| Budget Line Item | Amount allocated for July 1, 2016 through June 30, 2017 | Amount allocated for July 1, 2017 through June 30, 2018 | Amount allocated for July 1, 2018 through June 30, 2019 |
|---------------------------------|--|--|--|
| Operating Budget | | | |
| Salary and Fringe (No overtime) | \$23,296.00 | \$23,296.00 | \$23,296.00 |
| Staff Development | \$1,953.00 | \$1,953.00 | \$1,953.00 |
| Travel | \$1,703.00 | \$1,703.00 | \$1,703.00 |
| Equipment | -0- | -0- | -0- |
| Supplies | \$375.00 | \$375.00 | \$375.00 |
| Communication | \$660.00 | \$660.00 | \$660.00 |
| Other Operating | \$4,002.00 | \$4,002.00 | \$4,002.00 |
| Subtotal | \$31,989.00 | \$31,989.00 | \$31,989.00 |
| Other Allocation(s) | | | |
| SCSEP Wages | \$73,049.00 | \$58,837.00 | \$58,837.00 |
| TOTAL | \$105,038.00 | \$90,826.00 | \$90,826.00 |

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

5.2.2 Paragraph 8.4 is added to read:

The projected use of SCSEP and Pima County General funds, by activity is set forth in Exhibit A of this Amendment 4.

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

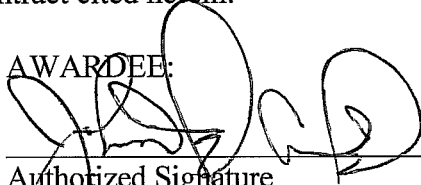
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

Chairman, Pima County Board of Supervisors

Date: _____

AWARDEE:



Authorized Signature

John DAVID ARNOLD Ph.D CEO

Printed Name & Title

Date: 6/13/18

ATTEST:

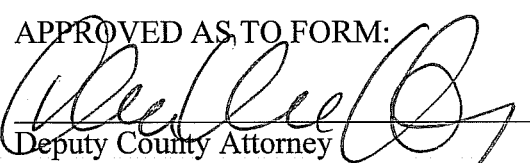
Clerk of the Board Date

APPROVED AS TO CONTENT:



Director, Employment & Training

APPROVED AS TO FORM:



Deputy County Attorney
CHARLES WESSELHOFT

PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE

| July 1, 2018 – June 30, 2019 | | | |
|-------------------------------------|------------------------|--|--------------------|
| Budget Line Item | Projected SCSEP | Projected Pima County General Funds | TOTAL |
| Operating Budget | | | |
| Salary and Fringe (No overtime) | \$19,520.00 | \$3,776.00 | \$23,296.00 |
| Staff Development | -0 | \$1,953.00 | \$1,953.00 |
| Travel | -0 | \$1,703.00 | \$1,703.00 |
| Equipment | -0 | -0 | -0 |
| Supplies | -0 | \$375.00 | \$375.00 |
| Communication | -0 | \$660.00 | \$660.00 |
| Other Operating | -0 | \$4,002.00 | \$4,002.00 |
| Total Operating Budget | \$19,520.00 | \$12,469.00 | \$31,989.00 |
| Other Allocation(s) | | | |
| SCSEP Wages | \$58,837.00 | -0 | \$58,837.00 |
| TOTAL BUDGET | \$78,357.00 | \$12,469.00 | \$90,826.00 |