



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

Award Contract Grant

Requested Board Meeting Date: June 19, 2018

* = Mandatory, information must be provided

or Procurement Director Award

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

Tucson Youth Development, Inc.

***Project Title/Description:**

Workforce Development Services. The original contract and amendments may be found under CT-17*057. Search for contract number 17%057 in eContracts.

***Purpose:**

Tucson Youth Development (TYD) provides work experience, case management, and support services to assist youth job seekers in finding employment. This amendment allows TYD, a subrecipient, to continue to provide workforce development services to youth job seekers as part of the One Stop.

This amendment will provide additional funding and extends the contract period for another year for the period July 1, 2018 to June 30, 2019.

Attachment: Contract Number CT-CS-17-057 (Amendment 3)

***Procurement Method:**

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

***Program Goals/Predicted Outcomes:**

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:

Enrolled - 450 youth participants

Placed on a job or into post-secondary education - 180 youth participants

***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:**

TYD will submit monthly summary reports which include the numbers of persons served, completed, exited, placed on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

***Retroactive:**

No.

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To: COB 6-12-18
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(1) Addendum

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): 17-057

Amendment No.: 3 AMS Version No.: 12

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

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 774,345.33

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

***Funding Source(s) required:** U.S. Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA) and Health Profession Opportunity Grant (HPOG)

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

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

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

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

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

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

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

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

*Funding Source: _____

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

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Charles Long* 6/6/18

Deputy County Administrator Signature/Date: *[Signature]* 6/10/18

County Administrator Signature/Date: *C. K. [Signature]* 6/11/18
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

Awardee: Tucson Youth Development, Inc.
1901 N. Stone Ave.
Tucson, AZ 85705

DUNS: 123720120

SAM Registration Date: 4/5/17

Contract No. CT-CS-17-057

Amendment No: 03

Funding: U.S. Department of Labor (DOL) -
Workforce Innovation and Opportunity Act
(WIOA) and Health Profession Opportunity
Grant (HPOG)

CONTRACT
NO. <u>CT-CS-17-057</u>
AMENDMENT NO. <u>03</u>
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
DI16-002120	2017	17.259	WIOA-Youth	\$831,842,000.00	\$2,213,733.00
PCC2015-2020	2017	93.093	HPOG	\$58,000,000.00	\$593,993.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$759,944.41
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$801,139.84
Term This Amendment	06/30/19	Amount This Amendment:	\$774,345.33
		Revised Contract Amount:	\$2,335,429.58

Pima County (“County”), a body politic and corporate of the State of Arizona and Tucson Youth Development, 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 for youth.

AMENDMENT THREE

- A. County, as Grantee, received federal Workforce Innovation and Opportunity Act, Pub.L.113-128 (“WIOA”) grant funds for the operation of the Pima County ARIZONA@WORK Career Center System Workforce Program. The WIOA grant ends June 30, 2020.
- B. Awardee provides eligible services as a Subrecipient of the WIOA grant to youth.
- C. County is also the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to Awardee for eligible services.
- D. Funds have been awarded to County from both WIOA and HPOG grants for services in FY2018-2019.

- E. 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.
- F. County has reviewed Awardee’s performance of the services and finds it satisfactory.

NOW, THEREFORE, County and Awardee agree to amend the Contract 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: \$1,561,084.25
 - TO: \$2,335,429.58

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

Funding Source	Maximum Amount Allocated			
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
U.S. Dept. of Labor/AZ Dept. of Economic Security	\$747,629.00	\$750,671.50	\$758,345.33	\$2,256,645.83
Pima Community College HPOG	\$12,315.41	\$12,500.00	\$16,000.00	\$40,815.41
U.S. Housing and Urban Development	\$37,968.34	-0-	-0-	\$37,968.34
Anticipated Expenditure TOTAL	\$797,912.75	\$763,171.50	\$774,345.33	\$2,335,429.58

- 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 items 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:

Daphanie Conner, 724-5724

Daphanie.Conner@pima.gov

5. **EXHIBIT A-1 – SCOPE OF WORK**, is amended as follows:

5.1. **SECTION 4.0 – ONE STOP OPERATIONS – AWARDEE, paragraph 4.2.2.9** is deleted in its entirety and replaced with the following:

4.2.2.9 Refer participants to either or both of the following:

4.2.2.9.1 Training program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

4.2.2.9.2 Job openings in the demand industries defined by the WIB Planning Committee and, if applicable, pursuant to HPOG requirements.

5.2. **SECTION 6.0 – OUTCOMES, paragraph 6.2** is amended to add **paragraph 6.2.3** to read:

80% of job skills training participants will receive an industry-recognized credential.

5.3. SECTION 7.0 BUDGET is amended as follows:

5.3.1. Paragraph 7.3, the table is deleted in its entirety and replaced with the following:

Budget 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 for service delivery staff)	\$458,179.75	\$472,153.50	\$481,596.57
Staff Development	-0-	\$1,500.00	-0-
Travel	\$9,256.00	\$9,536.00	\$9,628.80
Supplies	\$1,350.00	\$1,377.00	\$1,404.54
Communications	\$2,700.00	\$3,300.00	\$2,809.08
Contractual	\$2,100.00	-0-	\$2,184.84
Other Operating	\$68,727.00	\$70,825.00	\$72,241.50
Total Operating Budget	\$542,312.75	\$558,691.50	\$569,865.33
OTHER ALLOCATIONS			
Work Experience Wages and Fringe for Youth	\$255,600.00	\$204,480.00	\$204,480.00
TOTAL CONTRACT AMOUNTS			
TOTAL	\$797,912.75	\$763,171.50	\$774,345.33

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5.3.2. Paragraph 7.7 is added to read:

The projected use of WIOA Youth and HPOG funds by activity is set forth in Exhibit A of this Amendment 3.

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

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

PIMA COUNTY:

Chairman, Pima County Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

AWARDEE:

Authorized Signature

Printed Name & Title

Date: 6/6/18

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE

July 1, 2018 – June 30, 2019			
Budget Line Item	Projected WIOA Youth	Projected HPOG	TOTAL
Operating Budget			
Salary and Fringe (No overtime)	\$468,074.88	\$13,521.69	\$481,596.57
Staff Development	-0-	-0-	\$0.00
Travel	\$9,358.45	\$270.35	\$9,628.80
Supplies	\$1,365.10	\$39.44	\$1,404.54
Communications	\$2,730.21	\$78.87	\$2,809.08
Contractual	\$2,123.50	\$61.34	\$2,184.84
Other Operating	\$70,213.19	\$2,028.31	\$72,241.50
Total Operating Budget	\$553,865.33	\$16,000.00	\$569,865.33
Other Allocation(s)			
Work Experience Wages and Fringe for Youth	\$204,480.00	-0-	\$204,480.00
TOTAL BUDGET	\$758,345.33	\$16,000.00	\$774,345.33

END EXHIBIT A OF AMENDMENT 3