

Contract Number: MA-CS-14 * 23
Effective Date: 7-1-13
Term Date: 7-31-14
Cost: \$247,200.-
Revenue: _____
Total: _____ NTE: _____
Action: _____
Renewal By: _____
Term: 5-1-14
Reviewed by: JK 7-31-14

BOARD OF SUPERVISORS AGENDA ITEM SUMMARY

Requested Board Meeting Date: August 6, 2013 - ADDENDUM

ITEM SUMMARY, JUSTIFICATION &/or SPECIAL CONSIDERATIONS:

Pima County receives state and federal grant funds to provide workforce development services to youth and adults. SER Jobs for Progress, Inc. to provide basic education to youth enrolled in Pima County's Las Artes program. Contract amendment is to extend term and increase funding to provide services through 2013.

CONTRACT NUMBER (If applicable): MA-CS-14-23

STAFF RECOMMENDATION(S):

To be approved by Board of Supervisors.

CORPORATE HEADQUARTERS: _____

To: CHH - 7-25-13
CoB - 8-1-13
Agenda - 8-6-13
Addendum (2)

ALL 2713PM1204 FC CLK CF 30

Procure Dept 07/25/13 PM 02:19

CLERK OF BOARD USE ONLY: BOX M.G.

ITEM NO.

PIMA COUNTY COST: \$ 241,200.00

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 (expenditure determined by client eligibility)

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:

SER will be able to continue to provide basic education services to youth enrolled n Pima County's Las Artes program.

IF DENIED:

May impact basic education services provided at Las Artes.

DEPARTMENT NAME: Community Services

CONTACT PERSON: Rise Hart

TELEPHONE NO.: 14-6766

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

CONTRACT
NO. <u>MA-CS-14 000000000 000000 23</u>
AMENDMENT NO. _____
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Project: Las Artes Youth Basic Education

Contractor: SER-Jobs for Progress of Southern Arizona
Ernesto Urias
40 West 28th Street
Tucson, Arizona 85713
(520) 624-8629 Fax 623-5754

Amount: \$241,200.00

Funding: U.S. Department of Labor, Arizona Department of Economic Security, and other
workforce fund source(s) obtained by County

Term: July 1, 2013 through July 31, 2014

This Contract entered between Pima County, a body politic and corporate of the State of Arizona, ("County") and SER-Jobs for Progress of Southern Arizona, Inc. ("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") solicited Requests For Proposals for ("RFP") of workforce development services under Pima County RFP No. CSET-WF-2011-01; and

WHEREAS, Contractor has specialized training and expertise in providing workforce development services and has submitted an advantageous response to the County's RFP to provide basic education services to prepare participants for the workforce.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I – TERM/EXTENSION

- A. This Contract, as awarded by County, shall commence on July 1, 2013, and shall terminate on July 31, 2014, 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 three (3) 12-month periods or any portion thereof.
- B. The **Performance Period** of this Contract shall be **from July 1, 2013 through June 30, 2014**, unless sooner terminated or further extended pursuant to the provisions of this Contract.
- C. Any modification or extension of the contract termination date shall be by formal written amendment executed by the parties hereto.
- D. 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. This Contract establishes the terms and conditions under which Contractor will provide County with services in accordance with this Contract and the attached **Exhibit A**.
- 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. 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 maintained by the Contractor to secure business.
- E. County may require Contractor to attend relevant meetings. Contractor shall ensure the attendance at such meeting of persons performing services under this Contract when the County provides reasonable notice.
- 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 goods and services specified in this Contract, County agrees to pay Contractor in an amount not to exceed \$241,200.00.** Costs for services will be as set forth in **Exhibit A**.
- B. Funding is from United States Department of Labor (DOL), Arizona (AZ) Department of Economic Security (DES), and other workforce fund source(s) obtained by County.
- C. Request for payments must be submitted to the County are due by the 5th working day of each month for the previous month of services on invoices approved and signed by an authorized representative of the Contractor. Invoices must be:
 - 1. For services and costs as identified in Exhibit A and must reference this contract number.
 - 2. Supportable by documentation which Contractor shall provide to County upon request.
 - 3. Verifiable by County representative.
 - 4. Only for a properly enrolled, eligible, and documented One Stop participant(s). (County shall determine the eligibility of each program participant.)
 - 5. Only for authorized expenses which are not paid or reimbursed by another Federal or grant revenue source. Contractor shall report to the County all other fiscal resources applied to expenses incurred in providing services under this Contract.
- D. **FINAL REQUEST FOR PAYMENT** for compensation earned and/or costs incurred shall be submitted to the County within two (2) weeks **after end of date of Performance Period**, on invoices approved and signed by an authorized representative of the Contractor, in accordance to requirements above.
- E. Changes between budget line items totaling:
 - 1. LESS than 15% of the total budget amount may be granted by and at the sole discretion of the County Community Services, Employment and Training (CSET) Department Director or designee following Contractor's submission of a written request provided that any proposed increase is offset by a decrease of equal value to the remaining line items; and there is no increase or decrease to the total operating budget; and

2. MORE than 15% of the total budget requires a contract amendment.
 3. The change shall only become effective when approved and is effective on the date of the written authorization provided by the CSET Director or designee.
- F. For payments to be issued to Contractor, Contractor must: (1) Complete and submit a W-9 Taxpayer Identification Number form (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>), (2) Register as a Pima County Vendor (<https://secure.pima.gov/procurement/vramp/login.aspx>), and, (3) Fully execute a Contract with Pima County.
- G. Payment by County will generally occur thirty (30) days from the date of invoice. Contractor should budget their cash needs accordingly.
- H. County may advance funds allocated under this Contract only if the CSET Director or designee finds that the advance is justified by extraordinary circumstances. Contractor's report of cumulative and projected expenditures and earnings in performance of this Contract, which must be verified by County staff, shall accompany and support Contractor's advance request. Advance payments are a debt of the 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 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.
- I. Within 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 H above.
- J. To the extent applicable to the funding provided under this Contract, Contractor must comply with the provisions of 29 CFR 97325 -- Program Income.
- K. 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 allowance 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.
- L. In the event, 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.
- M. For the period of record retention required under **Article XXI – Books and Records**, County reserves the right to question any payment made under this Article and to require reimbursement therefore 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 Agreement by the Contractor, his 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
ii. Products – Completed Operations Aggregate	\$1,000,000
iii. Personal and Advertising Injury	\$1,000,000
iv. Blanket Contractual Liability – Written and Oral	\$1,000,000
v. Fire Legal Liability	\$ 50,000
vi. Each Occurrence	\$1,000,000

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 Agreement.

a. Combined Single Limit (CSL) \$1,000,000

i. 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".**

ii. 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

b. Employers' Liability:

i. Each Accident	\$ 500,000
ii. Disease – Each Employee	\$ 500,000
iii. Disease – Policy Limit	\$ 1,000,000

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 Agreement.

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 Agreement.
- D. **Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Agreement 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 Indemnitees 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 Subgrantee, 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 B, Subgrantee's Warranties.

ARTICLE VII – INDEPENDENT CONTRACTOR

The status of Contractor shall be that of an independent contractor. Neither, Contractor nor Contractor's officer 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 which is 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 with 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 XVI – TERMINATION FOR CONVENIENCE

- A. 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. 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.

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 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:

Ernesto Urias
SER-Jobs for Progress of Southern Arizona
40 West 28th 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. RFP-CSET-WF-2012/2013 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, whichever is later.
- B. In addition, Contractor shall retain all records relating to this contract at least 5 years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

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 Principals for Non-Profit Organizations" (if Contractor is a non-profit corporation), OMB Circular No. A-110, and 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. The Contractor shall not use or release these materials without the prior written consent of the County.

ARTICLE XXVI – 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 XXVII – 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 XXVIII – 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 XXIX – 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 XXX - 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.

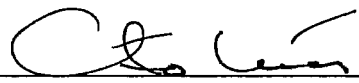
IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR



Authorized Officer Signature

ERNEST URIAS

Please print name

ATTEST

Clerk, Board of Supervisors


Director

Title

18 July 2013

Date

APPROVED AS TO CONTENT



Community Services, Employment
& Training Director

APPROVED AS TO FORM



Karen S. Friar, Deputy County Attorney

EXHIBIT A
SCOPE OF WORK

CONTRACTOR: SER
PROGRAM: Las Artes Youth Basic Education

A. PROGRAM OVERVIEW

Contractor shall provide Basic Education to youth enrolled in the County's One Stop Las Artes Program.

B. PROGRAM GOALS

The goals of the Basic Education Program are to provide opportunities for Out-of-School youth to:

1. Ensure attaining skills needed to obtain a GED and succeed in the workplace.
2. Improve academic skills through participation in safe, productive, and educational activities.
3. Learn to appreciate the relevance of education through exposure to the work world and career pathways.
4. Improve academic standing and understanding of the connection between work and academic requirements.

C. PROGRAM ACTIVITIES

1. County shall:
 - a. Determine eligibility of participants referred to the One Stop Las Artes Center;
 - b. Specify the classes to be taught by Contractor, establish class schedules and guidelines and expectations for Contractor's staff; and
 - c. Provide workspace, phone, computer, and office supplies.
2. Contractor shall:
 - a. Provide Las Artes students with the basic education services specified by the County from 8 a.m. to 3:15 p.m. every Monday through Friday, except on County holidays.
 - b. Ensure that:
 - i. An instructional absence of more than four hours is filled by a qualified person who is not working for Contractor in another capacity;
 - ii. The Las Artes Program Manager is informed of scheduled instructor absences; and
 - iii. Substitute instructors are introduced to the Las Artes Director and Case Manager.
 - c. Supervise staff assigned to the One Stop Las Artes Center to ensure that the staff:
 - i. Follows County's holiday schedule;
 - ii. Follows County work schedules;
 - iii. Attends One Stop/Las Artes meetings;
 - iv. Follows County's policy of signing in/out; and
 - v. Participates in One-Stop program training and other activities, when requested.
 - d. Work with County to ensure that evaluations of Contractor's staff performing services under this contract are done with the Las Artes Program Manager.
3. Contractor shall assign Basic Education Teachers to provide services under this Contract. Basic Education Teachers shall:

- a. Provide instruction in writing, reading, math, life skills, employability skills, career exploration and other subject areas, as appropriate.
- b. Conduct an individualized assessment of each student's academic strengths and weaknesses.
- c. Use individualized approaches as well as group activities to work with students in small-classroom settings (generally 15 students or fewer). Instruction methods and curriculum must support open-entry, open-exit classes.
- d. Use computer-assisted education tools to support instruction.
- e. Coordinate with Workforce Development Specialists (WDS) and other staff as appropriate, to develop an Individual Education Plan (IEP) tailored to the needs of each student. Deliver instruction and assess and document progress according to the IEP. Re-evaluate students who have not made the expected progress in the IEP and develop a revised IEP.
- f. Conduct periodic assessments of each youth's progress in remedial training.
- g. Meet with participating youth, County staff, and other Las Artes staff on an as needed or weekly basis to chart and document participant progress and issues.
- h. Participate in student orientation, as needed.
- i. Refer student behavioral problems to the Las Artes WDS as designated by the Las Artes Program Manager.
- j. Provide direction to tutoring staff in the areas requiring additional instruction or practice.
- k. Participate in curriculum development activities as directed by the Las Artes Program Manager or designee.

D. PROGRAM LOCATION

Pima County One Stop Las Artes Center
23 W. 27th Street
South Tucson, AZ

E. TARGET POPULATION

Out of School Youth ages 17-21.

F. OUTCOMES

Contractor shall provide instruction to 100 students annually.

G. BUDGET

1. Contractor shall be paid on a Fee-For-Service (FFS) basis for services provided during the Performance Period from July 1, 2013 through June 30, 2014, as follows:

Budget Line Item	Amount
Cost per Hour (Unit)	\$53.60
No. of Hours (Units)	x4,500
Total Budget	\$241,200.00

H. REPORTS

1. Contractor shall provide the County the following reports:
 - a. Monthly reports of intakes "intake logs," enrollments and participant activities "client logs," and program performance "summary reports" are due by the 5th working day of each month.
 - b. Monthly invoices (payment requests) for compensation earned and costs incurred are due by

the 5th working day of each month.

- c. A **financial closeout** report is due within two (2) weeks after the end of the Performance Period (or sooner if notified by County).
- d. A **final program report** of client activities, including a list of clients to be carried over, is due within ten (10) days after the end of the Performance Period, unless County notifies Contractor of a different time period.
- e. Evaluation activities requested by the Federal requirements.
- f. Other reasonable records and reports as required by the Director or designee of the CSET Dept.