



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 22, 2021

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

SER-Jobs for Progress of Southern Arizona, Inc.

**\*Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CR-20\*422 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, SER-Jobs for Progress of Southern Arizona, Inc., is designed to continue workforce development services to Pima County adult and dislocated worker job seekers (Work Statement 1) and youth job seekers (Work Statement 2) who are seeking employment or job skills training that can lead to employment. The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. This amendment will provide additional funding for the period July 1, 2021 to December 31, 2021.

Attachment: Contract Number CT-CR-20-422 (Amendment 8)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

**\*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 - 240 Adult/dislocated worker participants and 60 youth participants

Placed on job - 96 Adult/dislocated worker participants and 24 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:**

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

**\*Retroactive:**

No.

TO: COB 6-2-21 (1)  
Vers.: 8  
pgs.: 6

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement 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 22-10.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 20-422

Amendment No.: 8 AMS Version No.: 8

Commencement Date: 7/1/21 New Termination Date: 12/31/21

Prior Contract No. (Synergen/CMS): CT-CS-17-009

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 527,355.34

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

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

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): \_\_\_\_\_

Commencement 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 & Workforce Development Telephone: 724-5723

Department Director Signature/Date: [Signature]

Deputy County Administrator Signature/Date: [Signature] 28 May 2021

County Administrator Signature/Date: [Signature] 5/20/21

(Required for Board Agenda/Addendum Items)

**Pima County Department of Community & Workforce Development****Project:** Workforce Development Services**Subrecipient:** SER-Jobs for Progress of Southern Arizona, Inc.  
40 West 28th Street  
Tucson, AZ 85713**Contract No.:** CT-CR-20-422**Contract Amendment No.:** 8

Original Contract Term:	7/01/16 -- 6/30/17	Original Contract Amount:	\$775,954.00
Termination Date Prior Amendment:	6/30/21	Prior Amendments Amount:	\$3,447,983.28
Termination Date This Amendment:	12/31/21	This Amendment Amount:	\$527,355.34
		Revised Contract Amount:	\$4,751,292.62

<b>DUNS No.:</b> 964816636		<b>SAM Registration Date:</b> 3/4/21	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal or State Contract No.:</b>		DI21-002286 PC2020-2021	<b>Award Date:</b> 2020 2020
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Contractor:</b>		<input checked="" type="checkbox"/> Subrecipient	<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
17.258	U.S. Department of Labor ("DOL")/Arizona Department of Economic Security ("ADES") Workforce Innovation and Opportunity Act ("WIOA")-Adult	\$854,649,000.00	\$3,183,523.00
17.278	WIOA-Dislocated Worker	\$1,322,912,000.00	\$4,353,722.00
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant ("HPOG")	\$85,000,000.00	\$601,926.00

**GRANTED FUNDED AMENDMENT EIGHT****1. BACKGROUND, PURPOSE, AND AUTHORITY.**

- 1.1. **Background.** Pima County ("County"), as Grantee, receives federal WIOA grant funds and provides them to various subrecipients, including SER-Jobs for Progress of Southern Arizona, Inc. ("Subrecipient"), to provide eligible workforce development services. The WIOA grant ends June 30, 2025. County is also a Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, including Subrecipient. County's HPOG funds are available until September 30, 2021. Subrecipient was selected following a competitive Request for Proposals (RFP) process in 2016. On June 21, 2016, County and Subrecipient, entered into the above-referenced contract to provide workforce development services for adults, dislocated workers, and youth. The Contract expires June 30, 2021, with no additional renewals remaining. County is preparing to issue a new competitive RFP for the period 2021-2026, but due to the COVID-19 public-health emergency, departmental restructuring, and changes to the RFP process, additional time is needed to complete that process.

1.2. **Purpose.** County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop). County finds that it is in the best interests of Pima County to continue to provide workforce development services to the residents of Pima County. County has reviewed Subrecipient's performance of the services and finds it satisfactory. This amendment is necessary to ensure the continued delivery of important public services while allowing the time necessary to complete the RFP process.

1.3. **Authority.** County may extend this subaward under 2 C.F.R. § 200.332(b) because Subrecipient was originally chosen through a competitive process and because County finds Subrecipient's performance to date has been satisfactory. In addition, County can extend this contract while awaiting a new RFP under Pima County Code § 11.12.060 and Board of Supervisors Resolution No. 2020-18.

2. **TERM AND EXTENSIONS.** The commencement date for this Amendment No. 8 is July 1, 2021. This Agreement will terminate on December 31, 2021.

3. **COMPENSATION AND PAYMENT.** Paragraph 3.1 is amended to increase "the Maximum Allocated Amount" from \$4,223,937.28 to \$4,751,292.62. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

<b>Maximum Amount Allocated July 1, 2021 - December 31, 2021</b>	
<b>Funding Source</b>	<b>Anticipated Expenditure</b>
WIOA grant	\$495,672.76
HPOG	\$31,682.58
<b>Anticipated Allocations TOTAL</b>	<b>\$527,355.34</b>

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

4.1. **PROGRAM COMPONENTS.** The table is deleted in its entirety and replaced with the following:

<b>Work Statement</b>	<b>Workforce Development Services</b>	<b>Amount 7/1/2021 – 12/31/2021</b>
<b>1</b>	Adults and dislocated workers	\$420,188.61
<b>2</b>	Youth	\$107,166.73

4.2 **ONE STOP WORKFORCE DEVELOPMENT SERVICES.** The table in Paragraph 5.1 is deleted in its entirety and replaced with the following:

<b>Work Statement</b>	<b>FTE</b>	<b>Title</b>	<b>Population served</b>	<b>Location</b>
<b>1</b>	Four	Workforce Development Specialist ("WDS")	Adults & dislocated workers	ARIZONA@WORK facility
	Four	Program Support Specialist – Intake	Adults & dislocated workers	ARIZONA@WORK facility
	Three	Program Support Specialist – Generalist	Adults & dislocated workers	ARIZONA@WORK facility
<b>2</b>	One	WDS	Youth	Subrecipient's facility

- 4.3 **GENERAL REPORTS.** Paragraph 7.2.1. is deleted in its entirety and replaced with the following:

Preliminary Financial Closeout Report, no later than January 15, 2022. County may require that this report be provided sooner.

- 4.4 **WORK STATEMENT NO. 1** is amended as follows:

- 4.4.1. **OUTCOMES.** The table in paragraph 2.1 is deleted in its entirety and replaced with the following:

Staff Position	Service	Number per individual staff	Total number served
WDS	Enrolled in a program	60 participants	240 participants
	Active at any time	30 participants	120 participants
	Placed on job	24 participants	96 participants
	Case closure	30 cases	120 cases
PSS – Intake	Intake contacts	300 individuals	1,200 individuals
PSS – Gen	Information & referrals	200 individuals	600 individuals

- 4.4.2. **BUDGET.** The table in Paragraph 3.1 is deleted in its entirety and replaced with the following:

Budget Line Item	Amount Allocated 7/1/2021 – 12/31/2021
Salary and ERE (No overtime)	\$334,712.08
Staff Development	\$1,551.99
Travel	\$5,894.57
Equipment	-0-
Supplies	-0-
Communication	-0-
Other Operating	\$9,869.97
<b>Total Operating Budget</b>	<b>\$352,028.61</b>
<b>Other Allocation(s)</b>	
Transitional Job Wages*	\$68,160.00
<b>TOTAL BUDGET</b>	<b>\$420,188.61</b>

In addition, Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, Dislocated Workers and HPOG funds during contract year, by activity, is in Exhibit A of this Amendment 8.

**REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK**

4.4.3. **WORK STATEMENT NO. 2** is amended as follows:

4.4.3.1. **OUTCOMES** is amended as follows:

4.4.3.1.1. The table in Paragraph 2.1 is deleted in its entirety and replaced with the following:

Staff position	Service	Total number served
WDS	Enrolled in a program	60 participants
	Active at any time	30 participants
	Placed on job or into post-secondary education per WIOA	24 participants
	Case Closures	30 cases

4.4.3.1.2. Paragraph 2.2 is amended to increase the target wage at placement from \$12.00 per hour to \$12.15.

4.4.3.1.3. Paragraph 2.4 is amended to read:

A minimum of twenty-five youth will be placed in Work Experience positions which will provide up to 200 hours of hands-on experience for contract year.

4.4.3.2. **BUDGET.** The table Paragraph 3.3 is deleted in its entirety and replaced with the following:

Budget Item	Amount Allocated 7/1/2021 – 12/31/2021
Salary and Fringe (No overtime)	\$34,952.05
Staff Development	\$159.18
Travel	\$982.14
Equipment	\$132.65
Supplies	\$212.24
Communications	\$259.06
Space	\$1,097.10
Other Operating	\$1,012.31
<b>Total Operating Budget</b>	<b>\$38,806.73</b>
<b>Other Allocation(s)</b>	
Work Experience Wage for Youth*	\$68,360.00
<b>TOTAL BUDGET</b>	<b>\$107,166.73</b>

**SIGNATURE PAGE TO FOLLOW**

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:

\_\_\_\_\_  
Sharon Bronson  
Chair, Pima County Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Daniel Sullivan, Director  
Community & Workforce Development

APPROVED AS TO FORM:

\_\_\_\_\_  
Stacey Roseberry, Deputy County Attorney

SUBRECIPIENT:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Ernest Urias, Director  
Printed Name & Title

Date: May 27, 2021

**PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE**

JULY 1, 2021 – DECEMBER 31, 2021

**WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS  
AND DISLOCATED WORKERS – PROJECTED BUDGET**

<b>Budget Line Item</b>	<b>Projected WIOA Adults</b>	<b>Projected WIOA Dislocated Workers</b>	<b>Projected HPOG</b>	<b>TOTAL</b>
<b>Operating Budget</b>				
Salary and ERE (No overtime)	\$174,050.28	\$130,537.71	\$30,124.09	\$334,712.08
Staff Development	\$807.03	\$605.28	\$139.68	\$1,551.99
Travel	\$3,065.18	\$2,298.88	\$530.51	\$5,894.57
Equipment	-0-	-0-	-0-	-0-
Supplies	-0-	-0-	-0-	-0-
Communications	-0-	-0-	-0-	-0-
Other Operating	\$5,132.38	\$3,849.29	\$888.30	\$9,869.97
<b>Total Operating Budget</b>	<b>\$183,054.87</b>	<b>\$137,291.16</b>	<b>\$31,682.58</b>	<b>\$352,028.61</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$68,160.00	-0-	-0-	\$68,160.00
<b>TOTAL BUDGET</b>	<b>\$251,214.87</b>	<b>\$137,291.16</b>	<b>\$31,682.58</b>	<b>\$420,188.61</b>

END OF EXHIBIT A OF AMENDMENT 8