



## **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):**

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

Workforce Development Services in the ARIZONA@WORK - Workshops. The contract and amendments can be found in OnBase by searching Contracts CR-20\*411 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment allows Portable Practical Educational Preparation, Inc., a subrecipient, to continue to provide workshops to job seekers age 50 and older with additional funding for the period July 1, 2021 to December 31, 2021 and to help prepare them for current and projected demand occupations.

Attachment: Contract Number CT-CR-20-411 (Amendment 5)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WS-2015-09 was conducted with delegated authority.

**\*Program Goals/Predicted Outcomes:**

90% of the participants will complete the module taken and be able to navigate to find job leads, prepare on-line applications and résumés.

**\*Public Benefit:**

Workshops, labs and other group activities are a cost-effective method of providing workforce services that support Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

**\*Metrics Available to Measure Performance:**

Participants will provide evaluations indicating satisfaction with the workshop and recommendations for improvement.

**\*Retroactive:**

No.

TO: COB 6-2-21 @  
VERS: 5  
PGS: 3

**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): 20-411Amendment No.: 5 AMS Version No.: 5Commencement Date: 7/1/21 New Termination Date: 12/31/21Prior Contract No. (Synergen/CMS): CT-CS-16-311☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 21,686.88Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA), AZ Dept. of Economic Security; Health Profession Opportunity Grant (HPOG); Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ 6,722.93 % \_\_\_\_\_**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 HartDepartment: Community & Workforce Development Telephone: 724-5723Department Director Signature/Date: [Signature] 5/26/21Deputy County Administrator Signature/Date: [Signature] 5/28 May 2021County Administrator Signature/Date: [Signature] 5/20/21  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community & Workforce Development****Project:** Workforce Development Services in the ARIZONA@WORK – Workshops**Subrecipient:** Portable Practical Educational Preparation, Inc.  
802 E. 46th Street  
Tucson, AZ 85713**Contract No.:** CT-CR-20-411**Contract Amendment No.:** 05

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$34,060.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$156,924.72
Termination Date This Amendment	12/31/21	This Amendment Amount:	\$21,686.88
		Revised Total Amount:	\$212,671.60

<b>DUNS No.:</b> 092671866		<b>SAM Registration Date:</b> 9/22/20	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal 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 checked="" type="checkbox"/> NICR 17.59%	<input type="checkbox"/> de minimis <input 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”)/AZ 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	\$3,167,684.00
93.093	Health Profession Opportunity Grant (HPOG)	\$85,000,000.00	\$601,926.00

**AMENDMENT FIVE****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 Portable Practical Educational Preparation, 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 May 3, 2016, County and Subrecipient, entered into the above-referenced contract to provide workshops for adults and dislocated workers. 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. **TERMS and EXTENTIONS.** The commencement date for this Amendment No. 5 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 \$190,984.72 to \$212,671.60. 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	\$14,747.08
HPOG	\$216.87
Pima County General Funds	\$6,722.93
<b>Anticipated Allocations TOTAL</b>	<b>\$21,686.88</b>

4. **EXHIBIT A – BUDGET.** The table is revised for July 1, 2021 through December 31, 2021 as follows:

<b>Workshop Program</b>	<b>Maximum Number of Workshops</b>	<b>Maximum Number of Workshop Hours</b>	<b>Cost per Workshop</b>	<b>Maximum Payment</b>
Employability Skills for Mature Workers	12	16	\$1,807.24	\$21,686.88

**SIGNATURE PAGE TO FOLLOW**

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:

**Stacey Roseberry, Deputy County Attorney**

Date: 5/24/21