



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: November 20, 2018

**\* = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Loyola Associates dba Jose Gabriel Loyola

**\*Project Title/Description:**

Workforce Programs Consultant and Technical Assistance. The original contract may be found under CT-18\*156. Search for contract number 18%156 in eContracts.

**\*Purpose:**

Contractor will provide technical assistance for interpretation and implementation of federal and state rules, regulations, and policies under the federal Workforce Innovation and Opportunity Act (WIOA).

Contractor will assist with the following:

- Working with federal/state agencies to assure the successful implementation of Pima County programs.
- Researching and providing reports (Best practices for services to job seekers/employers, recruitment, retention and transition of Out-of-School Youth to work).
- Researching potential grant opportunities.
- Analyzing existing WIOA programs and preparing options for alternative methods of delivery.
- Providing technical assistance and group training to community advisory groups, county management and staff, and subcontractors.
- Evaluating federal/state policies and make recommendations.
- Assisting in collaborative efforts between partners and program partners in other counties.

Attachment: Contract Number CT-CS-18-156

**\*Procurement Method:**

Request for Proposals No. RFP-CSET-WF-2015-8 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services

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

Outcomes are: Federal/State Performance Measures, Pima County Workforce Investment Board composition, One-Stop Delivery Service mandates, required local workforce partnerships, and required WIOA training providers changes/outcome metrics.

**\*Public Benefit:**

This project 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:**

Monthly progress reports.

**\*Retroactive:**

No.

To: CoB - 11.29.18  
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**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): 18-156Amendment No.: 1 AMS Version No.: 9Effective Date: 1/1/19 New Termination Date: 12/31/19

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 45,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Labor, Arizona Department of Economic Security and Pima County General FundFunding from General Fund? ☒ Yes ☐ No If Yes \$ 5,400.00 % \_\_\_\_\_**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 HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: [Signature]Deputy County Administrator Signature/Date: [Signature] 10/27/2018County Administrator Signature/Date: [Signature] 10/29/18  
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Programs Consultant and Technical Assistance

Contractor: Loyola Associates *dba* Jose Gabriel Loyola  
1310 W. Campbell Avenue  
Phoenix, AZ 85013

DUNS: 079462817

SAM Registration Date: 7/18/18

Contract No. CT-CS-18-156

Amendment No: 01

Funding: U.S. Department of Labor (DOL) -  
Workforce Innovation and Opportunity Act  
(WIOA) and Pima County General Funds

<b>CONTRACT</b>
<b>NO.</b> <u>CT-CS-18-156</u>
<b>AMENDMENT NO.</b> <u>01</u>
<small>This number must appear on all invoices, correspondence and documents pertaining to this contract.</small>

Is this a Research and Development Contract: No

Awardee is a    Subrecipient **X** Contractor

Match NO Indirect Costs NO

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI19-002205	2018	17.258	WIOA-Adult	\$776,736,000.00	\$2,023,077.00
DI19-002205	2018	17.278	WIOA- Dislocated Worker	\$1,015,530,000.00	\$3,232,942.00
DI19-002205	2018	17.259	WIOA-Youth	\$831,842,000.00	\$2,164,290.00

Original Contract Term:	1/1/2018 – 12/31/18	Orig. Contract Amount:	\$45,000.00
Term Prior Amendment:	N/A	Prior Amended Amount:	-0-
Term This Amendment	12/31/19	Amount This Amendment:	\$45,000.00
		Revised Contract Amount:	\$90,000.00

Pima County ("County"), a body politic and corporate of the State of Arizona and Loyola Associates *dba* Jose Gabriel Loyola ("Contractor") a private corporation registered to do business in the State of Arizona have entered into the above-referenced contract to provide technical assistance for WIOA programs.

**AMENDMENT ONE**

- 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. Contractor has specialized training and expertise in providing workforce development services and has provided beneficial technical assistance to County in Workforce Investment Board ("WIB") and ARIZONA@WORK Center System implementation of WIOA regulations.
- C. 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.
- D. 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**, is amended as follows:

1.1. **Paragraph 1.1** is amended to change the termination date:

FROM: December 31, 2018

TO: December 31, 2019

1.2. **Paragraph 1.2**, the number of available extension options is decreased:

FROM: two (2) additional periods of up to one (1) year

TO: one (1) additional period of up to one (1) year

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: \$45,000.00

TO: \$90,000.00

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

Funding Source	Maximum Amount Allocated		
	January 1, 2018 – December 31, 2018	January 1, 2019 – December 31, 2019	Anticipated Expenditure
DOL WIOA	\$39,600.00	\$39,600.00	\$79,200.00
Pima County General Funds	\$5,400.00	\$5,400.00	\$10,800.00
<b>Anticipated Expenditure TOTAL</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$90,000.00</b>

2.3. **Paragraph 3.14** is deleted in its entirety and replaced with the following:

3.14 Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:

3.14.1. The change may not increase or decrease the maximum allocated amount.

3.14.2. Agency must submit a written request for the line item change on or before November 15 of the contract year. The written request must contain a detailed explanation of:

3.14.2.1. The reason the change is necessary; and

3.14.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.

- 3.14.3. The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Contractor prior to submitting the written request for a budget line item change.
- 3.14.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.

**2.4 Paragraph 3.18 is added to read:**

- 3.18. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

**2.5 Paragraph 3.19 is added to read:**

- 3.19. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.14 and 3.18 above will be at Contractor's own risk.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

3. **EXHIBIT A – SCOPE OF WORK, BUDGET 4.0**, the table is deleted in its entirety and replaced with the following:

Budget Item	Funding Source	Amount expended for January 1, 2018 – December 31, 2018	Amount allocated for January 1, 2019 – December 31, 2019
Group trainings, workshops and/or focus groups	WIOA - Adult	\$9,900.00	\$9,900.00
	WIOA – Dislocated Worker	\$19,800.00	\$19,800.00
	WIOA - Youth	\$9,900.00	\$9,900.00
Research, analysis, and preparation of reports	Pima County General Funds	\$5,400.00	\$5,400.00
<b>TOTAL</b>		<b>\$45,000.00</b>	<b>\$45,000.00</b>

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

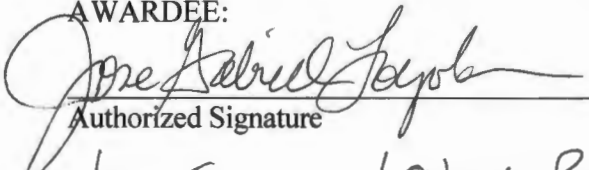
IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors

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

AWARDEE:

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

JOSE GABRIEL LOYOLA, PRESIDENT  
Printed Name & Title

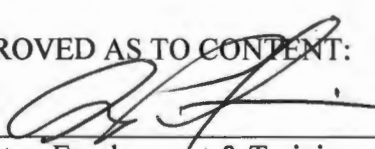
Date: 10/24/2018

ATTEST:

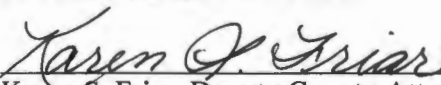
\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karen S. Friar, Deputy County Attorney