



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

Requested Board Meeting Date: October 20, 2015 Addendum

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Portable Practical Education Preparation, Inc.

**Project Title/Description:**

New Employee Transition Program (NET). This is a pilot project to develop and evaluate the NET program for healthcare employers. The program is aimed at improving employee performance and retention.

**Purpose:**

This amendment is to extend the contract through March 29, 2016. Pima Community College was awarded Health Profession Opportunity Grant (HPOG) funds. The College provides job seekers for the program to the County. The flow of job seekers into the program fluctuates causing a fluctuation in expenditures. As a result, the U.S. Department of Health and Human Services recently gave permission to the College to use unspent funds for an additional six months. The College has agreed to provide a portion of the unspent HPOG funds to the County. The contractor will provide workforce development services to help healthcare employers increase the retention potential of employees trained through the HPOG Program.

**Procurement Method:**

RFP-CSET-WF-2012/2013

**Program Goals/Predicted Outcomes:**

Contractor will enter into NET contracts for HPOG workforce development training with a maximum of 15 employees.

**Public Benefit:**

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:**

HPOG employees trained under the NET Program are documented in Pima County One Stop database(s).

**Retroactive:**

No

*To: COB-10-15-15 (1)  
Pgs. 3 Addendum*

Procure Dept 10/08/15 PM 04:15

OCT 08 15 10:03 AM POC/KDF/BJ  
A-13

**Original 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): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: CT Department Code: CS Contract Number (i.e.,15-123): 15-84

Amendment No.: 2 AMS Version No.: 7

Effective Date: Upon execution New Termination Date: 3/29/16

Expense  Revenue  Increase  Decrease Amount This Amendment: \$0.00

Funding Source(s): U.S. Department of Health and Human Services - Health Professions Opportunity Grant (HPOG)

Cost to Pima County General Fund: N/A

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: Charles [Signature] 10/8/15

Deputy County Administrator Signature/Date: [Signature] 10/8/15

County Administrator Signature/Date: C. [Signature] 10/8/15  
*(Required for Board Agenda/Addendum Items)*



I. **ARTICLE I – TERM AND EXTENSIONS**, Paragraph A, is amended to change the termination date to March 29, 20016.

II. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

A. **Article II – Program Activities**, is amended as follows:

1. Paragraph A(1) is amended to add subparagraph e to read:
  - e. Process reimbursement within 15 days of invoicing by employer.
2. Paragraph C is deleted in its entirety.

B. **Article IV – Budget**, is amended as follows:

1. Paragraphs A(1) and A(2) are deleted in their entirety and replaced with the following:
  - A. Reimbursement to employers for the NET Program **shall not exceed \$2,400.00** per HPOG employee (\$30.00 per hour for a maximum of 80 hours of one-on-one training provided).
2. Paragraphs B(1) and B(2) are deleted in their entirety and replaced with the following:

<b>Authorized Activity</b>	<b>Amount Allocated (\$)</b>
Salary and Fringe	20,212.80
Staff Development	633.36
Travel	1,361.30
Equipment	138.86
Supplies	115.72
Communications	230.50
Outside Evaluation	587.38
Other Operating	3,720.08
Payments to Employers	120,000
<b>Total</b>	<b>\$147,000.00</b>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

3. Paragraph C is deleted.

---

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

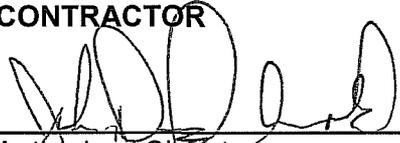
---

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized officers.

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Chair, Board of Supervisors

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

\_\_\_\_\_  
Date

9/8/15  
\_\_\_\_\_  
Date

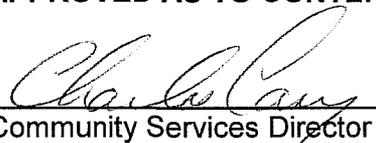
**ATTEST**

John David Arnold CEO  
\_\_\_\_\_  
Print Name and title

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

10/8/15  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Community Services Director      10/8/15  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
**ANDREW FLAGG**  
FOR Karen S. Friar  
Deputy County Attorney