



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

Award  Contract  Grant

Requested Board Meeting Date: September 19, 2017

\* = 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. The original contract and amendments may be found under CT-16\*419. Search contract number 16%419 in eContracts.

**\*Purpose:**

Portable Practical Educational Preparation, a subrecipient, will provide case management and supportive services to eligible participants interested in the aviation, mining and manufacturing industries. The amendment is for 6 months as the Trade, Adjustment Assistance Community College and Career Training grant funds end 3/31/18.

**\*Procurement Method:**

RFP-CSET-WFS-2016-06

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

Number served during the term of the amendment:  
Enrolled - 115 participants  
Placed on job or post-secondary education - 87 participants

**\*Public Benefit:**

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:**

Monthly summary reports which include the numbers of persons served, completed, exited, placed, placed into Workforce Investment Board target industries, and the average wage at placement.

**\*Retroactive:**

No.

To: COB 9-6-17 (1)  
Vers: 5  
Pgs: 3

**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

**\*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): 16-419

Amendment No.: 2 AMS Version No.: 5

Effective Date: 9/19/17 New Termination Date: 3/31/18

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 36,926.00

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

**\*Funding Source(s) required:** Trade, Adjustment Assistance Community College and Career Training grant funds passed through Pima Community College

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

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 Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_

*Charles Lay 8/30/17*

Deputy County Administrator Signature/Date: \_\_\_\_\_

*Dunn 9/2/17*

County Administrator Signature/Date: \_\_\_\_\_

*C. D. Dillenburg 9/5/17*

*(Required for Board Agenda/Addendum Items)*

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

Program Name: Workforce Development Services

Awardee: Portable Practical Educational Preparation, Inc.  
802 E. 46th Street  
Tucson, AZ 85713

Contract No: CT-CS-16%419

Amendment No: 02

Funding: Trade, Adjustment Assistance Community College and Career Training ("TAACCCT") Grant funds provided through an Intergovernmental Agreement with Pima Community College

<b>CONTRACT</b>
NO. <u>CT-CS-16-419</u>
AMENDMENT NO. <u>02</u>
This number must appear on all invoices, correspondence and documents pertaining to this contract.

Awardee is a X Subrecipient    Contractor

Match NO Indirect Costs NO

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$73,852.00
Term Prior Amendment:	9/30/17	Prior Amended Amount:	\$18,463.00
Term This Amendment	03/31/18	Amount This Amendment:	\$36,926.00
		Revised Contract Amount:	\$129,241.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Portable Practical Educational Preparation, Inc., a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide workforce development services to eligible individuals.

**AMENDMENT TWO**

- A. County is a Subrecipient of the Trade Adjustment Assistance Community College and Career Training ("TAACCCT") grant through an Intergovernmental Agreement with Pima Community College.
- B. County entered into a contract with Awardee to use TAACCCT funds to provide workforce development services to local residents.
- C. The Pima County Board of Supervisors finds that the continued provision of workforce development services is in the best interests of the residents of Pima County
- D. County has reviewed Awardee's performance on the services finds it satisfactory.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

**1. SECTION 1.0 – TERMS AND EXTENIONS, paragraph 1.1 is amended as follows:**

1.1 The termination date is changed:

FROM: September 30, 2017

TO: March 31, 2018

1.2 The number of available renewals is changed:

FROM: an additional forty-five (45) months or any portion thereof

TO: an additional thirty-nine (39) months or any portion thereof

2. **SECTION 3.0 – COMPENSATION AND PAYMENT**, is amended as follows:

2.1 **Section 3.1** is amended to increase "the Maximum Allocated Amount":

FROM: \$92,315.00

TO: \$129,241.00

2.2 **Paragraph 3.10** is amended as follows:

2.2.1 **Paragraph 3.10.1**, the first sentence is deleted and replaced with the following:

Changes of 15% or less of the operating budget amount may be granted by and at the sole discretion of the Director of Community Services, Employment and Training ("CSET") or his designee.

2.2.2 **Paragraph 3.10.2**, the first sentence is deleted and replaced with the following:

Changes of more than 15% of the operating budget will require a contract amendment.

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

3.1 **SECTION 6 – OUTCOMES**, is amended to add the following:

Services Levels for October 1, 2017 through March 31, 2018	Number
Enrolled in training programs	115 participants
Job placement or post-secondary education placement	87 participants
Case Closures	92 cases
Target Hourly Wage at Placement	\$14.00
Trainees receiving credentials	80%

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3.2 SECTION 7 – BUDGET, the table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated for July 1, 2016 through June 30, 2017	Amount allocated for July 1, 2017 through September 30, 2017	Amount allocated for October 1, 2017 through March 31, 2018
Salary and Fringe (No overtime)	\$53,632.00	\$13,408.00	\$26,816.00
Staff Development	\$3,290.00	\$822.50	\$1,645.00
Travel	\$43,407.00	\$851.75	\$1,703.50
Equipment	\$800.00	\$200.00	\$400.00
Supplies	\$750.00	\$187.50	\$375.00
Space	\$1,980.00	\$495.00	\$990.00
Communication	\$780.00	\$195.00	\$390.00
Other Operating	\$9,213.00	\$2,303.25	\$4,606.50
<b>TOTAL</b>	<b>\$73,852.00</b>	<b>\$18,463.00</b>	<b>\$36,926.00</b>

Any 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:

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

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

AWARDEE:

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


John David Arnold CEO  
\_\_\_\_\_  
Printed Name & Title

Date: 8/30/17

ATTEST:

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

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

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