



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

Award  Contract  Grant

Requested Board Meeting Date: December 3, 2019

\* = *Mandatory, information must be provided*

or Procurement Director Award

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

LOYOLA Associates

**\*Project Title/Description:**

Workforce Programs Consultant and Technical Assistance. The contract and amendments can be found in OnBase by searching Contracts 18\*156 in Doc\_ID\_AMS.

**\*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 (Amendment 2)

**\*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 - 11-18-19  
ver. - 14  
pgs - 3 (1)*

### 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 22-10.*

### Amendment / Revised Award Information

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 18-156

Amendment No.: 2 AMS Version No.: 16

Effective Date: 12/31/19 New Termination Date: 12/31/20

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 45,000.00

Is 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 Fund

Funding 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 \$ \_\_\_\_\_ % \_\_\_\_\_

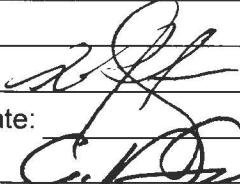
**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** \_\_\_\_\_

Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date:  11-13-19

Deputy County Administrator Signature/Date:  15 Nov 2019

County Administrator Signature/Date:  C.P. Dillenburg 11/17/19  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department**

**Project:** Workforce Programs Consultant and Technical Assistance

**Contractor:** LOYOLA Associates  
1310 W. Campbell Avenue  
Phoenix, AZ 85013

**Contract No:** CT-CS-18\*156

**Contract Amendment No:** 02

**Effective Date:** December 31, 2019

Original Contract Term:	01/01/18 – 12/31/18	Orig. Contract Amount:	\$45,000.00
Term Prior Amendment:	12/31/19	Prior Amended Amount:	\$45,000.00
Term This Amendment	12/31/20	Amount This Amendment:	\$45,000.00

Revised Contract Amount: **\$135,000.00**

DUNS No.: 079462817	SAM Registration Date: 10//8/19		
Research or Development:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Federal or State Contract No.:	DI19-002205	Award Date:	2019
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:	<input type="checkbox"/> Subrecipient	<input checked="" 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	\$776,736,000.00	\$2,309,890.00
17.278	WIOA-Dislocated Worker/Rapid Response	\$1,015,530,000.00	\$4,976,591.00
17.259	WIOA-Youth	\$831,842,000.00	\$2,347,242.00

**AMENDMENT TWO**

**1. BACKGROUND AND PURPOSE.**

- 1.1 **Background.** Pima County (“County”) and Loyola Associates *dba* Jose Gabriel Loyola (“Contractor”), entered into the above referenced contract to provide technical assistance for WIOA programs.
- 1.2 **Purpose.** County operates a workforce development program at ARIZONA@WORK (an American Job Center formerly the Pima County One Stop).
  - 1.2.1. Contractor has the expertise and proximity to Phoenix WIOA legislation.
  - 1.2.2. County wishes to continue WIOA technical assistance provided by Contractor for an additional year.

2. **TERMS AND EXTENSIONS, SECTION 1.0** is amended as follows:

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

FROM: December 31, 2019

TO: December 31, 2020

2.2 **Paragraph 1.2** is amended to acknowledge that there are no remaining Extension Options.

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

3.1 **Paragraph 3.1** is amended to increase the “Maximum Allocated Amount”:

FROM: \$90,000.00

TO: \$135,000.00

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

<b>Funding Source</b>	<b>Maximum Amount Allocated</b>			
	<b>January 1, 2018 – December 31, 2018</b>	<b>January 1, 2019 – December 31, 2019</b>	<b>January 1, 2020 – December 31, 2020</b>	<b>Anticipated Expenditure</b>
DOL WIOA	\$39,600.00	\$39,600.00	\$39,600.00	\$118,800.00
Pima County General Funds	\$5,400.00	\$5,400.00	\$5,400.00	\$16,200.00
<b>Anticipated Expenditure TOTAL</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$135,000.00</b>

3. **LAWS AND REGULATIONS, SECTION 7.0, paragraph 7.4.3** is amended to read:

Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (see Federal Standard Form LLL, “Disclosure of Lobbying Activities”);

4. **ISRAEL BOYCOTT CERTIFICATION, SECTION 27.0** is deleted and replaced with the following:

Pursuant to A.R.S. § 35-393.01, if Awardee engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Awardee certifies it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

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

Budget Item	Funding Source	Amount expended January 1, 2018 – December 31, 2018	Amount expended January 1, 2019 – December 31, 2019	Amount allocated January 1, 2020 – December 31, 2020
Group trainings, workshops and/or focus groups	WIOA - Adult	\$9,900.00	\$9,900.00	\$9,900.00
	WIOA – Dislocated Worker	\$19,800.00	\$19,800.00	\$19,800.00
	WIOA - Youth	\$9,900.00	\$9,900.00	\$9,900.00
Research, analysis, and preparation of reports	Pima County General Funds	\$5,400.00	\$5,400.00	\$5,400.00
	<b>TOTAL</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>

All other provisions of the Contract, 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:

Chairman, Pima County Board of Supervisors

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

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

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

CONTRACTOR:

John Gabriel Taylor  
Authorized Signature

John Gabriel Taylor, President  
Printed Name & Title

Date: 11/7/2019