



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):**

SER-Jobs for Progress of Southern Arizona, Inc.

***Project Title/Description:**

Workforce Development and Educational Services. The contract and amendments can be found in OnBase by searching Contracts CR-20*424 in Doc_ID_AMS.

***Purpose:**

This amendment with subrecipient, SER-Jobs for Progress of Southern Arizona, Inc. is designed to continue basic education and English-as-a-Second Language (ESL) services to Pima County job seekers who are seeking employment or vocational training that can lead to employment. The amendment will add additional funding for the period July 1, 2021 to December 31, 2021. There are two work statements. Under Work Statement 1, Subrecipient provides basic education instruction, tutoring and support, as well as stipends, to disconnected, out-of-school youth who are in a General Equivalency Diploma (GED) preparation program. Under Work Statement 2, Subrecipient provides basic education and ESL to adults who lack a GED, English language skills, or have a high school diploma but need to brush up on reading and/or math skills during job search. Work Statement 2 is a fee-for-service contract where Subrecipient is paid for each hour of delivered classroom instruction.

Subrecipient develops a diagnostic academic assessment and lesson plan tailored to each person's needs and vocational goals. Classes are offered 20-30 hours a week. Classes in Work Statement 1 are in eight week segments, while Work Statement 2 classes are continuous open entry-open exit, so that a person may enter the open entry-open exit classes at any time. Most participants attend 30 hours a week; but some participants can work part time and attend class part time.

Attachment: Contract Number CT-CR-20-424 (Amendment 5)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**

The goal is to prepare people for vocational training and/or employment. Participants leave classes with a better understanding of basic workplace language, improved academic scores, and an improved ability to read instructions and prepare resumes and job applications.

***Public Benefit:**

This activity enables individuals to improve their employment and career opportunities by addressing a core issue articulated by local employers when they are asked through One Stop surveys why some job applicants have a difficult time getting hired.

***Metrics Available to Measure Performance:**

Pre and post test scores are used to measure progress. Some tests measure academic progress, others measure language used in workplaces.

***Retroactive:**

No.

TO: COB 6-2-21 (1)

VERS.: 8 PGS.: 5

Revised 5/2020

Page 1 of 2

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): 20-424

Amendment No.: 512 AMS Version No.: 8

Commencement Date: 7/1/21 New Termination Date: 12/31/21

Prior Contract No. (Synergen/CMS): CT-CS-16-359

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 392,552.78

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Pima County General Funds

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 195,736.63 % _____

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 Hart

Department: Community & Workforce Development Telephone: 724-5723

Department Director Signature/Date: [Signature] 5/26/21

Deputy County Administrator Signature/Date: [Signature] 5/28/21

County Administrator Signature/Date: [Signature] 5/28/21
 (Required for Board Agenda/Addendum Items)

Pima County Department of Community & Workforce Development**Project:** Workforce Development and Educational Services**Subrecipient:** SER-Jobs for Progress of Southern Arizona, Inc.
40 West 28th Street
Tucson, AZ 85713**Contract No.:** CT-CR-20-424**Contract Amendment No.:** Five

DUNS No.: 964816636		SAM Registration Date: 3/4/21	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:	DI21-002286 PC2020-2021	Award Date:	2020 2020
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:	<input checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	PY2020 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	\$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	\$2,347,242.00

Original Contract Term:	07/01/16 -- 06/30/17	Orig. Contract Amount:	\$691,528.80
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$2,970,464.54
Termination Date This Amendment:	12/31/21	This Amendment Amount:	\$392,552.78
		Revised Total Amount:	\$4,054,546.12

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 SER-Jobs for Progress of Southern Arizona, 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 June 21, 2016, County and Subrecipient, entered into the above-referenced contract to provide workforce development services for adults, dislocated workers, and youth. 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. **TERM AND EXTENSIONS.** 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 \$3,661,993.34 to \$4,054,546.12. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

Work Statement	Maximum Amount Allocated July 1, 2021 - December 31, 2021		
	Program	Funding Source	Anticipated Expenditure
1	Program Staff/Youth Stipends	DOL/ADES	\$82,888.67
	Program Staff/Youth Stipends	Pima County General Funds	\$86,248.63
2	Basic Education/ESL Instruction	DOL/ADES	\$113,927.48
	Basic Education/ESL Instruction	Pima County General Funds	\$109,488.00
Anticipated Allocations TOTAL			\$392,552.78

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

4.1 **OUTCOMES** is amended as follows:

4.1.1. Paragraph 4.1 is decreased from 600 youth to 300.

4.1.2. Paragraph 4.2 is decreased from 400 youth to 200.

4.1.3. Paragraph 4.3 is decreased from 100 participants to 50.

4.2 **GENERAL PROVISIONS.** The table in Paragraph 7.7. is deleted in its entirety and replaced with the following:

Program	Number of Students	Duration (weeks)	Stipend per week	Anticipated completion rate
Basic Education I	6	23	\$50.00	50%
Basic Education II	6	23.5	\$75.00	60%
Mural Creation	6	23.5	\$75.00	85%
GED	6	23.5	\$100.00	90%

4.3 **GENERAL REPORTS.** Paragraph 8.1. is deleted in its entirety and replaced with the following:

Preliminary Financial Closeout Report, no later than January 15, 2022. County may require that this report be provided sooner.

- 4.4 **WORK STATEMENT NO. 1 - BUDGET.** The table in Paragraph 3.1 is deleted in its entirety and replaced with the following:

Budget Item	Amount Allocated
	7/1/2021 - 12/31/2021
Salary and ERE (No overtime)	\$101,034.49
Staff Development	\$604.89
Travel	\$651.19
Equipment/Supplies	-0-
Communications	-0-
Other Operating	\$3,846.73
Total Operating Budget	\$106,137.30
Other Allocation(s)	
Youth Stipends	\$63,000.00
TOTAL BUDGET	\$169,137.30

In addition, Paragraph 3.4 is revised to read:

The projected use of WIOA Youth and Pima County General funds, by activity, for the current contract year is set forth in Exhibit A of this Amendment 5.

- 4.5 **WORK STATEMENT NO. 2 - BUDGET** is deleted in its entirety and replaced with the following:

Subrecipient will be paid \$58.84 per hour for a maximum of 3,797 hours. Payments will be made on a Fee-for-Service (FFS) basis and will not exceed \$223,415.48.

SIGNATURE PAGE TO FOLLOW

All other provisions of this Agreement, 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:

Sharon Bronson
Chair, Pima County Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM:

Stacey Roseberry, Deputy County Attorney

SUBRECIPIENT:

Authorized Signature

Ernest Urias, Director
Printed Name & Title

Date: May 24, 2021

WORK STATEMENT NO. 1 – PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE**JULY 1, 2021 – DECEMBER 31, 2021**

Budget Line Item	Projected WIOA Youth	Projected Pima County General Funds	TOTAL
Operating Budget			
Salary and ERE (No overtime)	\$49,506.90	\$51,527.59	\$101,034.49
Staff Development	\$296.40	\$308.49	\$604.89
Travel	\$319.08	\$332.11	\$651.19
Equipment/Supplies	-0-	-0-	-0-
Communications	-0-	-0-	-0-
Other Operating	\$1,884.90	\$1,961.83	\$3,846.73
Total Operating Budget	\$52,007.28	\$54,130.02	\$106,137.30
Youth Stipends	\$30,870.00	\$32,130.00	\$63,000.00
TOTAL BUDGET	\$82,877.28	\$86,260.02	\$169,137.30

END OF EXHIBIT A OF AMENDMENT 5