



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

Award  Contract  Grant

Requested Board Meeting Date: June 12, 2018

\* = 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. Contractor will provide work experience case management and support services to assist adult, dislocated worker and youth job seekers in finding employment. The original contract and amendments may be found under CT-16\*359. Search for contract number 16%359 in eContracts.

**\*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 an additional year for the period July 1, 2018 to June 30, 2019.

There are two work statements. Under Work Statement 1, Contractor 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, Contractor 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 Contractor is paid for each hour of delivered classroom instruction.

Contractor 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-CS-16-359

**\*Procurement Method:**

RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

**\*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 such as 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.

**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): 16-359

Amendment No.: 2 AMS Version No.: 19

Effective Date: \_\_\_\_\_ New Termination Date: 6/30/19

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 708,581.76

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

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

Funding from General Fund?  Yes  No If Yes \$ 456,480.96 % \_\_\_\_\_

**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 Cay* 5/18/18

Deputy County Administrator Signature/Date: *Dave* 5/22/18

County Administrator Signature/Date: *C. Dullesteyn* 5/23/18

*(Required for Board Agenda/Addendum Items)*

<b>PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT PROFESSIONAL SERVICES CONTRACT</b>		
Program Name:	Workforce Development and Educational Services	
Awardee:	SER-Jobs for Progress of Southern Arizona, Inc. 40 West 28th Street Tucson, AZ 85713	<b>CONTRACT</b>
DUNS:	964816636	<b>NO. <u>CT-CS-16-359</u></b>
SAM Registration Date:	3/20/18	<b>AMENDMENT NO. <u>02</u></b>
Contract No:	CT-CS-16-359	<b>This number must appear on all invoices, correspondence and documents pertaining to this contract.</b>
Amendment No:	02	
Funding:	U.S. Department of Labor (DOL) - Workforce Innovation and Opportunity Act (WIOA) and Pima County General Funds	

Is this a Research and Development Contract: No  
Awardee is a X Subrecipient    Contractor  
Match NO Indirect Costs NO

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2017	17.258	WIOA-Adult	\$776,736,000.00	\$2,052,758.00
DI16-002120	2017	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$3,261,667.00
DI16-002120	2017	17.259	WIOA-Youth	\$831,842,000.00	\$2,213,733.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$691,528.80
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$704,652.20
Term This Amendment:	06/30/19	Amount This Amendment:	\$708,581.76
		Revised Contract Amount:	\$2,104,762.76

Pima County (“County”), a body politic and corporate of the State of Arizona and SER-Jobs for Progress of Southern Arizona, Inc. (“Awardee”), a non-profit corporation registered to do business in the State of Arizona have entered into the above-referenced contract to provide workforce development and educational services for adults, dislocated workers, and youth.

**AMENDMENT TWO**

- A. County is a local workforce area under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 (“WIOA”) to operate the Pima County ARIZONA@WORK Career Center System Workforce Program.
- B. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients to provide eligible services. The WIOA grant ends June 30, 2020.
- C. Awardee provides eligible services as a Subrecipient of the WIOA grant.
- D. The Pima County Board of Supervisors finds it is in the best interests of the residents of Pima County to continue the workforce development and educational services provided by Awardee for an additional year.

E. 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, paragraph 1.1** is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2018

TO: June 30, 2019

1.2 The number of available renewals is changed:

FROM: three (3) additional years or any portion thereof

TO: two (2) additional years or any portion thereof

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: \$1,396,181.00

TO: \$2,104,762.76

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

Work Statement	Program	Funding Source	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Anticipated Expenditure
1	Youth Stipends	DOL/ADES	\$55,816.84	\$72,075.92	\$51,000.00	\$178,892.76
	Program Staff/Youth Stipends	Pima County General Funds	\$188,822.26	\$185,686.78	\$210,691.96	\$585,201.00
2	Basic Education/ESL Instruction	DOL/ADES	\$196,939.40	\$196,939.40	\$196,939.40	\$590,818.20
	Basic Education/ESL Instruction	Pima County General Funds	\$252,030.90	\$252,030.90	\$245,789.00	\$749,850.80
<b>Maximum Allocated Amount</b>			<b>\$693,609.40</b>	<b>\$706,734.00</b>	<b>\$704,420.36</b>	<b>\$2,104,762.76</b>

2.3. **Paragraph 3.10** is amended as follows:

2.3.1. **Paragraph 3.10.1** is deleted in its entirety and replaced with the following:

Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) or his designee. Awardee must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**

2.3.2. **Paragraph 3.10.2** is deleted in its entirety and replaced with the following:

Changes of more than 15% of the total budget will require a contract amendment. The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

2.3.3 **Paragraph 3.10.3** is added to read:

Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

3. **SECTION 4.0 – INSURANCE, paragraph 4.2** is amended as follows:

3.1. **Paragraph 4.2.1.1**, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

3.2. **Paragraph 4.2.3.2**, the level of Employers’ Liability insurance for:

3.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3 **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

4. **SECTION 27.0 – COORDINATION** is amended to add the following:

Awardee’s contacts in this regard will be:

Adult Workforce Development Services: Michael Gates, 724-5063, [Michael.Gates@pima.gov](mailto:Michael.Gates@pima.gov).

Dislocated Worker Workforce Development Services: Peggy Castano, 724-6706, [Peggy.Castano@pima.gov](mailto:Peggy.Castano@pima.gov).

Youth Workforce Development Services: Daphanie Conner, 724-5724, [Daphanie.Conner@pima.gov](mailto:Daphanie.Conner@pima.gov).

5. **EXHIBIT A – SCOPE OF WORK, WORK STATEMENT NO. 1, SECTION 3 – BUDGET – WORK STATEMENT NO. 1** is amended as follows:

5.1. **Paragraph 3.1**, is amended to delete the table in its entirety and replace with the following:

Budget Item	Amount paid for July 1, 2016 – June 30, 2017	Amount allocated for July 1, 2017 – June 30, 2018	Amount allocated for July 1, 2018 – June 30, 2019
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$175,233.00	\$187,927.80	\$191,686.36
Staff Development	\$930.00	\$1,162.80	\$1,186.06
Travel	\$1,226.00	\$1,277.00	\$1,276.84
Equipment/Supplies	\$0.00	-0-	-0-
Communications	\$0.00	-0-	-0-
Other Operating	\$7,250.00	\$7,394.80	\$7,542.70
<b>Total Operating Budget</b>	<b>\$184,639.00</b>	<b>\$197,762.40</b>	<b>\$201,691.96</b>
<b>Other Allocation(s)</b>			
Youth Stipends	\$60,000.00	\$60,000.00	\$60,000.00
<b>TOTAL BUDGET</b>	<b>\$244,639.00</b>	<b>\$257,762.40</b>	<b>\$261,691.96</b>

5.2. Paragraph 3.4 is added to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth and Pima County general funds, by activity is set forth in Exhibit A of this Amendment 2.

6. **WORK STATEMENT NO. 2 - BASIC EDUCATION AND ESL INSTRUCTION, SECTION 3 -- BUDGET – WORK STATEMENT NO. 2** is deleted in its entirety and replaced with the following:

Awardee will be paid \$58.84 per hour for an annual maximum of 7,595 hours. Payments will be made on a Fee-for-Service (FFS) basis and will not exceed **\$446,889.80** for the each contract year. Pima County General Funds will comprise approximately 55% of the allocation for Work Statement 2 activities provided from July 1, 2018 through June 30, 2019.

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: \_\_\_\_\_

ATTEST:

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

\_\_\_\_\_  
Date

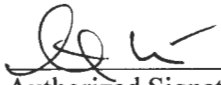
APPROVED AS TO CONTENT:

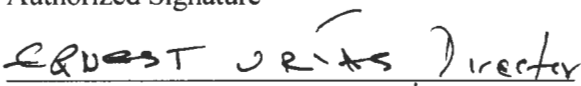
  
\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

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

AWARDEE:

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

  
\_\_\_\_\_  
Printed Name & Title

Date: 15 May 2018

**WORK STATEMENT NO. 1 – PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE****For contract term July 1, 2018 – June 30, 2019:**

<b>Budget Line Item</b>	<b>Projected WIOA Adult</b>	<b>Projected WIOA Dislocated Worker</b>	<b>Projected WIOA Youth</b>	<b>Projected Pima County General Funds</b>	<b>TOTAL</b>
<b>Operating Budget</b>					
Salary and Fringe (No overtime)	-0-	-0-	\$47,921.59	\$143,764.77	\$191,686.36
Staff Development	-0-	-0-	\$296.52	\$889.54	\$1,186.06
Travel	-0-	-0-	\$319.21	\$957.63	\$1,276.84
Equipment/Supplies	-0-	-0-	-0-	-0-	\$0.00
Communications	-0-	-0-	-0-	-0-	\$0.00
Other Operating	-0-	-0-	\$1,885.68	\$5,657.02	\$7,542.70
<b>Total Operating Budget</b>	<b>-0-</b>	<b>-0-</b>	<b>\$50,423.00</b>	<b>\$151,268.96</b>	<b>\$261,691.96</b>
<b>Other Allocation(s)</b>					
Youth Stipends	-0-	-0-	\$51,000.00	\$9,000.00	\$60,000.00
<b>TOTAL BUDGET</b>	<b>-0-</b>	<b>-0-</b>	<b>\$101,423.00</b>	<b>\$160,268.96</b>	<b>\$261,691.96</b>

END EXHIBIT A OF AMENDMENT 2