



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: June 20, 2017

or Procurement Director Award

Contractor/Vendor Name (DBA): Portable Practical Educational Preparation (PPEP), Inc.

Project Title/Description:

Workforce Development Services -- Aviation, Mining, and Manufacturing. The Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funds are provided to Pima County through an Intergovernmental Agreement from Pima Community College.

Purpose:

This amendment allows PPEP, a subrecipient, to continue to provide workforce development services for another three months to job seekers interested in aviation, mining or manufacturing. Contractor will provide case management, support services, and job placement for program participants. Activity under the TAACCCT grant is currently scheduled to end 9/30/17.

Procurement Method:

RFP-CSET-WFS-2016-06

Program Goals/Predicted Outcomes:

The program's focus is to prepare job seekers for employment in the Aviation, Mining, and Manufacturing. 58 participants are or will enroll in the program and 44 participants will receive employment or continue in post-secondary education in the targeted industries by the end of the time period under contract. The average targeted wage at placement into employment is \$14.00.

Public Benefit:

This program supports Pima County's economic development efforts by providing training to unemployed residents in career pathways in industries that have the potential for long-term growth in earnings.

Metrics Available to Measure Performance:

Contractor submits a monthly summary report 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

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To: COB 6-9-17 (1)
Pgs. 4
Addendum

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): THIS SECTION IS NOT REQUIRED FOR AMENDMENTS

Cost to Pima County General Fund: 0

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): 16-419

Amendment No.: 1 AMS Version No.: 2

Effective Date: 6/20/17 New Termination Date: 9/30/17

Expense Revenue Increase Decrease Amount This Amendment: \$18,463.00

Funding Source(s): Trade Adjustment Assistance Community College & Career Training Grant funds passed through Pima Community College

Cost to Pima County General Fund: None

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: *Charles G...* 6/6/17

Deputy County Administrator Signature/Date: *[Signature]* 6/8/17

County Administrator Signature/Date: *[Signature]* 6/8/17
(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	<table border="1"> <tr> <td colspan="2" style="text-align: center;">CONTRACT</td> </tr> <tr> <td>No.</td> <td><u>CT-CS-16-419</u></td> </tr> <tr> <td>AMENDMENT NO.</td> <td><u>01</u></td> </tr> <tr> <td colspan="2"> This number must appear on all invoices, correspondence and documents pertaining to this contract. </td> </tr> </table>	CONTRACT		No.	<u>CT-CS-16-419</u>	AMENDMENT NO.	<u>01</u>	This number must appear on all invoices, correspondence and documents pertaining to this contract.	
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AMENDMENT NO.	<u>01</u>									
This number must appear on all invoices, correspondence and documents pertaining to this contract.										
Amendment No:	01									
Funding:	Trade, Adjustment Assistance Community College and Career Training ("TAACCCT") Grant funds provided through an Intergovernmental Agreement with Pima Community College									

Awardee is a X Subrecipient Contractor

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$73,852.00
Term Prior Amendment:	N/A	Prior Amended Amount:	\$0.00
Term This Amendment	09/30/17	Amount This Amendment:	\$18,463.00
		Revised Contract Amount:	\$92,315.00

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 ONE

- 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: June 30, 2017

TO: September 30, 2017

1.2. The number of available renewals is changed:

FROM: four (4) additional years or any portion thereof

TO: an additional forty-five (45) 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: \$73,852.00

TO: \$92,315.00

2.2. **Paragraph 3.4.3.4** the last sentence is amended to read:

Time sheets must show the days and hours worked and must be signed by the employee and the employee's immediate supervisor with direct knowledge of the employee's efforts.

3. **SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is added as follows:

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by Awardee may result in action by County up to and including termination of this Agreement.

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

4.1. **SECTION 1 – PROGRAM OVERVIEW, Paragraph 1.1.** is deleted in its entirety and replaced with the following:

1.1. Awardee will provide One Stop operations services at Awardee's facility. Awardee will work with adults, dislocated workers and youth seeking career center ("Pima County ARIZONA@WORK") services.

4.2. **Paragraph 3.1** is deleted in its entirety and replaced with the following:

3.1. County will:

3.1.1. Certify program eligibility of individuals seeking Pima County ARIZONA@WORK services; and

3.1.2. Provide necessary contact information for Pima County ARIZONA@WORK personnel.

4.3. **Paragraph 3.4.** is deleted in its entirety and replaced with the following:

3.4. Awardee must ensure that any Pima County ARIZONA@WORK participant employed or trained for inherently dangerous occupations (e.g. fire or law enforcement) is assigned to an entity that consistently follows reasonable safety practices.

4.4. **Paragraph 3.5.** is deleted in its entirety and replaced with the following:

3.5 Awardee will provide contact information for Pima County ARIZONA@WORK personnel with whom Awardee will interact.

4.5. **SECTION 4 – STAFF ACTIVITIES** is amended as follows:

4.5.1. **Paragraphs 4.1.1 through 4.1.8** are deleted in their entirety and replaced with the following:

4.1.1. Assign **one (1) FTE Workforce Development Specialist ("WDS" or "staff")** qualified to provide One Stop operations services at Awardee's location(s).

- 4.1.2. Ensure staff participate in One Stop training required to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources.
- 4.1.3. Prior to replacing an individual providing services pursuant to this Contract, confirm continued funding availability with the Director of Community Services Employment and Training Department or his designee.
- 4.1.4. Ensure that staff have written job descriptions consistent with Awardee’s proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual’s personnel file.
- 4.1.5. Ensure that staff:
 - 4.1.5.1. Are familiar with federal program requirements and Pima County ARIZONA@WORK policies, procedures and programs; and
 - 4.1.5.2. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.
- 4.5.2. **The remaining paragraphs 4.1.9 and 4.1.10 are renumbered to paragraphs 4.1.6 and 4.1.7 to conform.**
- 4.5.3. **Newly renumbered paragraph 4.1.7.2 is changed:**
 - FROM: Maintain a monthly average caseload of 115 active participants at the Pima County ARIZONA@WORK. (An “active participant” is one who is officially enrolled in, and not exited from, the program.)
 - TO: Maintain a monthly average caseload of 29 active participants. (An “active participant” is one who is officially enrolled in, and not exited from, the program.)

4.6 **SECTION 6 – OUTCOMES**. The service levels are amended to add:

Services Levels for July 1, 2017 through September 30, 2017	Number
Enrolled in training programs	58
Case Closures	46
Trainees receiving credentials	80%
Job placement or post-secondary education placement	44
Average Wage at Placement	\$14.00

4.7 **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
Salary and Fringe (No overtime)	\$53,632.00	\$13,408.00
Staff Development	\$3,290.00	\$822.50
Travel	\$3,407.00	\$851.75
Equipment	\$800.00	\$200.00
Supplies	\$750.00	\$187.50
Space	\$1,980.00	\$495.00
Communication	\$780.00	\$195.00
Other Operating	\$9,213.00	\$2,303.25
TOTAL	\$73,852.00	\$18,463.00

4.8 SECTION 8 – REPORTS is deleted in its entirety and replaced with the following:

SECTION 8 -- REPORTS. Awardee will provide the following reports to County:

8.1. Monthly Reports. No later than the fifth (5th) working day of the month for the preceding month's activities, Awardee will provide a Monthly Summary Report to include, at a minimum:

- 8.1.1. Number served;
- 8.1.2. Number placed;
- 8.1.3. Number placed into WIB target industries;
- 8.1.4. Number completed;
- 8.1.5. Number exited; and
- 8.1.6. Average wage at placement.

8.2. Financial Closeout Reports. Awardee will complete and submit the following:

- 8.2.1. Preliminary Financial Closeout Report, no later than July 15 of the contract year. County may require that this report be provided sooner.
- 8.2.2. Final Financial Closeout Report, on forms provided by County, within thirty (30) days after the end of the Extended Term. County reserves the right to require this report at a different time.

8.3. Awardee will provide other records and reports as requested by the Director or designee of the Community Services, Employment & Training Department.

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: _____

ATTEST:


Clerk of the Board Date

APPROVED AS TO CONTENT:



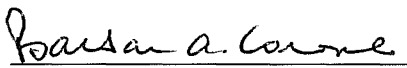
Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

AWARDEE:



Authorized Signature

BARBARA A. CORONADO, COO, DIR. OF FINANCE
Printed Name & Title

Date: 6/6/17