



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

Award  Contract  Grant

Requested Board Meeting Date: May 15, 2018

*\* = 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 in the ARIZONA@WORK - Workshops. The original contract and amendments may be found under CT-16\*311. Search for contract number 16%311 in eContracts.

**\*Purpose:**

This amendment allows Portable Practical Educational Preparation, Inc., a subrecipient, to continue to provide workshops to job seekers age 50 and over for another year to help prepare them for current and projected demand occupations.

Attachment: Contract Number CT-CS-16-311

**\*Procurement Method:**

RFP-CSET-WS-2015-09 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

The goals and predicted outcomes are:

90% will complete the entire workshop;

90% will have completed an effective résumé; and

90% will have completed and submitted at least one job application.

**\*Public Benefit:**

Workshops, labs and other group activities are a cost-effective method of providing workforce services that 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:**

Participants will provide evaluations indicating satisfaction with the workshop and recommendations for improvement.

**\*Retroactive:**

No.

*To: CoB 4.25-18  
pgs. 4 (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

**\*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): 16-311

Amendment No.: 2 AMS Version No.: 15

Effective Date: 5/15/18 New Termination Date: 6/30/19

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 35,436.00

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

**\*Funding Source(s) required:** U.S. Dept. of Labor; AZ Dept. of Economic Security; U.S. Dept. of Housing and Urban Development; Health Profession Opportunity Grant, Pima Community College; Pima County General Funds

Funding from General Fund?  Yes  No If Yes \$ 13,624.00 % \_\_\_\_\_

**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: Charles [Signature] 4/18/18

Deputy County Administrator Signature/Date: [Signature] 4/23/2018

County Administrator Signature/Date: C. [Signature] 4/23/18  
*(Required for Board Agenda/Addendum Items)*

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

Program Name: Workforce Development Services in the ARIZONA@WORK – Workshops

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

DUNS: 092671866

SAM Registration Date: 11/17/17

Contract No: CT-CS-16-311

Amendment No: 02

Funding: U.S. Department of Labor, Arizona Department of Economic Security, U.S. Department of Housing and Urban Development, Intergovernmental Agreement with Pima Community College recipient of the Health Profession Opportunity Grant, and Pima County General Funds

<b>CONTRACT</b>
NO. <u>CT-CS-16-311</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

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
PCC2015-2020	2016	93.093	HPOG	\$58,000,000.00	\$593,993.00
AZ0027L9T011710 AZ0032L9T011710 AZ0042L9T011710 AZ0167L9T011702	2017	14.267	Continuum of Care Program	\$1,800,000.00	\$1,269,454.00
LEAP-2 FAIN PE-29755-16-60-A-4	2016	17.270	Reintegration of Ex-Offenders	\$5,000,000.00	\$492,441.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$34,060.00
Term Prior Amendment:	6/30/18	Prior Amended Amount:	\$34,741.20
Term This Amendment	06/30/19	Amount This Amendment:	\$35,436.00
		Revised Contract Amount:	\$104,237.20

Pima County ("County"), a body politic and corporate of the State of Arizona and Portable Practical Educational Preparation, 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 services in Pima County.

**AMENDMENT NO. TWO (2)**

**RECITALS**

- 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, including Awardee, to provide eligible services. The WIOA grant ends June 30, 2020.
- C. County, as Grantee, receives U.S. Department of Labor Employment and Training Administration (“LEAP-2”) grant funds and provides them to subrecipients, including Awardee, to provide eligible services.
- D. County is the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to other entities, which may include the Awardee, for the continuation of services.
- E. County is the Subrecipient of Continuum of Care (“CoC”) funds from the U.S. Department of Housing and Urban Development and is authorized to pass those funds along to other entities, which may include the Awardee, for the continuation of services.
- F. The Pima County Board of Supervisors finds that, based on success and demand, it is in the best interests of the residents of Pima County to continue the workforce development services provided by Awardee for an additional year.
- G. County has reviewed Awardee’s performance on the services to be continued 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) 12-month periods or any portion thereof  
TO: two (2) 12-month periods 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: \$ 68,801.20  
TO: \$104,237.20

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

<b>Funding Source</b>	<b>July 1, 2016 – June 30, 2017</b>	<b>July 1, 2017 – June 30, 2018</b>	<b>July 1, 2017 – June 30, 2018</b>	<b>Anticipated Expenditure</b>
WIOA grant	\$17,030.00	\$17,711.20	\$17,906.00	\$52,647.20
HPOG grant	\$3,406.00	\$3,406.00	\$3,406.00	\$10,218.00
LEAP-2 grant	\$0.00	\$0.00	\$0.00	\$0.00
CoC grant	\$0.00	\$0.00	\$0.00	\$0.00
SCSEP grant	\$0.00	\$0.00	\$500.00	\$500.00
Pima County General Funds	\$13,624.00	\$13,624.00	\$13,624.00	\$40,872.00

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:

Polly Gutierrez, 724-7612, [Polly.Gutierrez@pima.gov](mailto:Polly.Gutierrez@pima.gov)

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4. **EXHIBIT A – SCOPE OF WORK, SECTION 4 – BUDGET**, the table is amended to add the following budget for June 1, 2018 through June 30, 2019:

Workshop Program	Maximum Number of Workshops	Maximum Number of Workshop Hours	Cost per Workshop	Maximum Payment
Employability Skills for Mature Workers	20	16	\$1,771.80	\$35,436.00

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:

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

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

ATTEST:

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

\_\_\_\_\_  
 Date

APPROVED AS TO CONTENT:

Charles Long  
 Director, Employment & Training

APPROVED AS TO FORM:

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

AWARDEE:

[Handwritten Signature]  
 Authorized Signature

JOHN DAVID ARNOLD  
 Printed Name & Title

Date: 4/18/18