



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: June 6, 2017

or Procurement Director Award

Contractor/Vendor Name (DBA): SER-Jobs for Progress of Southern Arizona

Project Title/Description:

Workforce Development and Educational Services

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, 2017 to June 30, 2018.

Contractor provides a diagnostic academic assessment and lesson plan tailored to each person's needs and vocational goals. Classes are offered 30 hours a week. Classes are continuous open entry-open exit. 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.

Depending on need as defined by referrals from the One Stop, cohort instruction can be arranged. A cohort is cost effective when a group having similar academic functional levels, such as math and reading skills between 6th and 9th grade, is identified. Cohort classes have specific start and stop dates.

Procurement Method:

N/A

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:

N/A

To: COB- 5-24-17 (1)
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Procure Dept 05/24/17 09:09

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: _____

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): 16-359

Amendment No.: 1 AMS Version No.: 10

Effective Date: 6/6/17 New Termination Date: 6/30/18

Expense Revenue Increase Decrease Amount This Amendment: \$704,652.20

Funding Source(s): U.S. Department of Labor, Arizona Department of Economic Security, IGA with PCC recipient of HPOG and Pima County General Funds

Cost to Pima County General Fund: \$249,950.40

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: [Signature] 5/22/17

Deputy County Administrator Signature/Date: [Signature] 5/22/17

County Administrator Signature/Date: [Signature] 5/24/17
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY SERVICES, EMPLOYMENT AND TRAINING DEPARTMENT PROFESSIONAL SERVICES CONTRACT	
Program Name:	Workforce Development and Educational Services
Awardee:	SER-Jobs for Progress of Southern Arizona, Inc. 40 West 28th Street Tucson, AZ 85713
Contract No:	CT-CS-16-359
Amendment No:	01
Funding:	U.S. Department of Labor, Arizona Department of Economic Security, Intergovernmental Agreement with Pima Community College recipient of the Health Profession Opportunity Grant, and Pima County General Funds

CONTRACT

NO. CT-CS-16-359

AMENDMENT NO. 01

This number must appear on all invoices, correspondence and documents pertaining to this contract.

Awardee is a Subrecipient Contractor

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2016	17.258	WIOA-Adult	\$776,736,000.00	\$2,053,646.00
DI16-002120	2016	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$4,032,529.00
DI16-002120	2016	17.259	WIOA-Youth	\$831,842,000.00	\$2,325,706.00
PCC2015-2020	2016	93.093	HPOG	\$58,000,000.00	\$587,205.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$691,528.80
Term Prior Amendment:	N/A	Prior Amended Amount:	N/A
Term This Amendment	06/30/18	Amount This Amendment:	\$704,652.20
		Revised Contract Amount:	\$1,396,181.00

Pima County, a body politic and corporate of the State of Arizona ("County") and SER-Jobs for Progress of Southern Arizona, 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 and educational services to eligible individuals.

AMENDMENT ONE

- 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. 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.
- D. 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.
- E. 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 EXTENIONS, paragraph 1.1 is amended as follows:

1.1 The termination date is changed:

FROM: June 30, 2017

TO: June 30, 2018

1.2 The number of available renewals is changed:

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

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

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

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

3.1 In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Awardee **up to \$1,396,181.00** (“the Maximum Allocated Amount”).

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

3.2 Payment, up to the Maximum Allocated Amount, will be made from federal and state grants County received from various agencies (collectively the federal awarding agency”) and Pima County general funds. Funds not expended during the contract year may not be carried over for use in a subsequent contract year. Anticipated expenditures from each source are as follows, but the actual amount of grant funds utilized may vary based on the eligibility of program participants.

Work Statement	Program	Funding Source	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	Anticipated Expenditure
1	Program Staff	DOL/ADES	\$244,639.00	\$257,762.40	\$502,401.40
	Program Staff	HPOG	-0-	-0-	\$0.00
2	Basic Education/ESL Instruction	DOL/ADES	\$196,939.40	\$196,939.40	\$393,878.80
	Basic Education/ESL Instruction	Pima County General Funds	\$249,950.40	\$249,950.40	\$499,900.80

2.3 **Paragraph 3.4, Paragraph 3.4.8** is added as follows:

3.4.8 Documentation provided pursuant to paragraph 3.4.3.4, 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, GENERAL TERMS AND CONDITIONS** is amended as follows:

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

Awardee will provide One Stop operations services at Awardee's and Pima County ARIZONA@WORK Career Center System facilities. Awardee will work with eligible participants seeking career center ("Pima County ARIZONA@WORK") services. Operations services will include basic education and English-as-a-Second Language ("ESL") for youth and adults.

4.2 **SECTION 7 - GENERAL PROVISIONS** is renamed to **ONE-STOP OPERATIONS – GENERAL**

4.2.1 **Paragraph 7.1** is deleted in its entirety. The remaining paragraphs are renumbered to conform.

4.3 **WORK STATEMENT NO. 1** is renamed to **ONE-STOP OPERATIONS** and amended as follows:

4.3.1 **Paragraph 1.1** is deleted in its entirety and replaced with the following:

1.1 Awardee will:

1.1.1. Assign qualified personnel (collectively "staff") to provide One Stop operations services as follows:

1.1.1.1. One (1) FTE Program Support Specialist - Intake ("Intake Support"); and

1.1.1.2. 2.8 FTEs Program Support Specialists – General.

1.1.2. 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.

1.1.3. 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.

1.1.4. 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.

1.1.5. Ensure that staff:

1.1.5.1. Are familiar with federal program requirements and Pima County ARIZONA@WORK policies, procedures and programs; and

1.1.5.2. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

1.1.6. Ensure that staff providing services at Las Artes:

1.1.6.1. Work scheduled hours (personnel may not be assigned to work during hours that the county location is not open for business);

1.1.6.2. Inform both Awardee and assigned County contact the morning of an absence due to illness or necessary appointments; and

1.1.6.3. Notify County contact in advance of any meetings or other activities of Awardee which will result in an absence from the Pima County ARIZONA@WORK location.

4.3.2 **Paragraph 1.2.** is deleted in its entirety and replaced with the following:

1.2 County will:

1.2.1. Certify program eligibility of individuals seeking services.

1.2.2. Provide contact information for Las Artes personnel with whom Awardee will interact.

1.2.3. Provide workspace, phone, computer and office supplies for Awardee personnel providing One Stop operation services at Las Artes.

4.3.3 **SECTION 2** is renamed to **ONE-STOP OPERATIONS ACTIVITIES** and amended as follows:

4.3.3.1. **Paragraph 2.1** is amended as follows:

4.3.3.1.1. **Paragraph 2.1.1.** will read:

PSS-Intake activities. Each PSS-Intake will possess the necessary qualifications to successfully meet with applicants and prepare them for entry into Pima County ARIZONA@WORK programs. Each PSS-Intake will:

4.3.3.1.2. **Paragraph 2.1.1.1** is deleted in its entirety and the remaining paragraphs are renumbered to conform.

4.3.3.2. **Paragraph 2.2** will read:

PSS-General (“PSS – Gen”) activities. Each PSS-Gen will:

4.3.3.3. **Paragraph 2.2.9.** is deleted in its entirety and replaced with the following:

2.2.9. Perform routine clerical duties to ensure efficient One Stop operations.

4.4 **SECTION 3 – BUDGET WORK STATEMENT NO. 1** Table is deleted in its entirety and replaced with the following:

Budget Item	Amount allocated for July 1, 2016 – June 30, 2017	Amount allocated for July 1, 2017 – June 30, 2018
Salary and Fringe (No overtime)	\$175,233.00	\$187,927.80
Staff Development	\$930.00	\$1,162.80
Travel	\$1,226.00	\$1,277.00
Equipment/Supplies	-0-	\$0.00
Communications	-0-	\$0.00
Other Operating	\$7,250.00	\$7,394.80
Sub Total	\$184,639.00	\$197,762.40
Youth Stipends	\$60,000.00	\$60,000.00
TOTAL	\$244,639.00	\$257,762.40

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