



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: March 21, 2023

\* = 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:**

Summer Youth Short-Term Work Experience and Basic Education

**\*Purpose:**

Contractor will provide Short-term Work Experience with employers offering jobs that may lead to future self-sufficiency and Academic Instruction in reading, writing, math and/or science to Pima County youth and young adults.

Attachment: Contract Number CT-CR-22-320 (Amendment 1)

**\*Procurement Method:**

This Contract is a non-Procurement contract and not subject to Procurement rules.

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

Contractor will serve up to 115 total youth and young adults in the program.

30 participants in Short-Term Work Experience Program will:

- Successfully complete at least 90% of scheduled work hours.
- Attain at least 80% proficiency in work readiness skills.

85 participants in the BE Program will:

- Attend at least 90% of scheduled classes.
- Gain one grade level as measured by pre- and post-program assessment using the TABE/and or other educational assessment.
- Attain at least 80% proficiency in work readiness skills.

**\*Public Benefit:**

The benefit of the program is it supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

**\*Metrics Available to Measure Performance:**

Reports on the number of youth and young adults participating in the program, outcome of pre- and post-testing, and completion results.

**\*Retroactive:**

No.

TO: COB, 3-6-2023 (1)  
Vers: 7  
pgs: 3

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**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**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): 22-320  
 Amendment No.: 1 AMS Version No.: 7  
 Commencement Date: 5/15/23 New Termination Date: 5/14/24  
 Prior Contract No. (Synergen/CMS): N/A

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ 237,793.35

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

**\*Funding Source(s) required: Pima County General Funds**

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 237,793.35 % 100

**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: [Signature] Date: 3/1/2023

Deputy County Administrator Signature: [Signature] Date: 23 Mar 2023

County Administrator Signature: [Signature] Date: 3/2/2023

**Pima County Department of Community & Workforce Development**

**Project:** Summer Youth Short-Term Work Experience and Basic Education

**Contractor:** SER-Jobs for Progress of Southern Arizona, Inc.  
40 West 28th Street  
Tucson, AZ 85713

**Contract No.:** CT-CR-22-320

**Contract Amendment No.:** 01

|                                   |                     |                          |              |
|-----------------------------------|---------------------|--------------------------|--------------|
| Original Contract Term:           | 05/15/22 – 05/14/23 | Orig. Contract Amount:   | \$237,793.35 |
| Termination Date Prior Amendment: | N/A                 | Prior Amendments Amount: | N/A          |
| Termination Date This Amendment:  | 5/14/24             | This Amendment Amount:   | \$237,793.35 |
|                                   |                     | Revised Total Amount:    | \$475,586.70 |

**PROFESSIONAL SERVICES CONTRACT AMENDMENT ONE**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1 Background. Pima County ("County") and SER-Jobs for Progress of Southern Arizona, Inc. ("Contractor") entered into the above-referenced Contract to provide workforce development services to Pima County youth.

1.2 Purpose. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).

1.2.1. County finds that extending this Contract will improve employment opportunities for Pima County youth and is in the best interests of the Pima County residents.

1.2.2. County has reviewed the Contractor's performance of the services and finds it satisfactory.

**2. Term, Section 2** is amended as follows:

County exercises the first available extension option. The commencement date for this Amendment No. 1 is May 15, 2023. This Agreement will terminate on May 14, 2024.

**3. Compensation and Payment, Section 5.** Paragraph 5.2 is amended to increase "the Maximum Payment Amount" from \$237,793.35 to \$475,586.70.

**4. Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

5. **EXHIBIT A - SCOPE OF WORK** is amended as follows:

5.1. **Program Overview, Section 1.0.** Paragraph 1.3 is deleted in its entirety.

5.2. **Program Activities – Contractor, Section 5.0.** Paragraph 5.3.3.2 is deleted in its entirety and renumbered to conform.

5.3. **Budget, Section 9.0** is amended as follows:

5.3.1. The table in Paragraph 9.1.1 is deleted in its entirety and replaced with the following:  
Program budget for May 15, 2023 through August 31, 2023

| Budget Line Item   | Amount allocated   |
|--|--------------------|
| Salary and Fringe (No overtime)                          | \$7,149.17         |
| Travel   | \$467.25           |
| Equipment  | \$307.47           |
| Supplies   | -0-                |
| Space  | \$155.04           |
| Communication  | \$125.19           |
| Contractual  | -0-                |
| Other Operating  | \$1,827.48         |
| <b>Subtotal</b>  | <b>\$10,031.60</b> |
| STWX participant payments (\$15.75/hour plus 10% fringe) | \$62,937.00        |
| <b>TOTAL</b>   | <b>\$72,968.60</b> |

5.3.2. The table in Paragraph 9.1.2 is deleted in its entirety and replaced with the following:  
Program budget for May 15, 2023 through August 31, 2023

| Budget Line Item                       | Amount allocated    |
|--|---------------------|
| Salary and Fringe (No overtime)        | \$48,529.94         |
| Travel                                 | \$267.00            |
| Equipment                              | -0-                 |
| Supplies for staff                     | \$864.23            |
| Supplies for participants              | \$2,625.00          |
| Space                                  | \$775.20            |
| Communication                          | \$625.96            |
| Contractual                            | -0-                 |
| Other Operating                        | \$9,137.42          |
| <b>Subtotal</b>                        | <b>\$62,824.75</b>  |
| BE Participant stipends (\$10.00/hour) | \$102,000.00        |
| <b>TOTAL</b>                           | <b>\$164,824.75</b> |

**SIGNATURE PAGE TO FOLLOW**

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are 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**

\_\_\_\_\_  
Adelita Grijalva  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**CONTRACTOR**

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

\_\_\_\_\_  
Ernest Vasquez, Director  
Printed Name and Title

\_\_\_\_\_  
3-1-23  
Date

**ATTEST**

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

**APPROVED AS TO CONTENT**

for:                       
Daniel Sullivan, Director or designee  
Community & Workforce Development

**APPROVED AS TO FORM**

\_\_\_\_\_  
Kyle Johnson, Deputy County Attorney

\_\_\_\_\_  
2/28/2023  
Date