



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: July 5, 2016

or Procurement Director Award ☐

Contractor/Vendor Name (DBA): Pima County Community College District

Project Title/Description:

Workforce Development Education

Purpose:

Provide workforce development services for youth and adults in Pima County under the Workforce Innovation and Opportunity Act (WIOA). The amendment is to extend the term and increase funding to allow for services for 7/1/16 to 6/30/17.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

Prepare job seekers for current and projected in-demand occupations that offer self-sufficient wages or for occupations that have a clear career path leading to self-sufficiency.

Public Benefit:

Impacts Pima County's economic development by helping to develop a trained and productive labor force that meets employers needs.

Metrics Available to Measure Performance:

Student progress reports, college degrees and certificates earned, and testing results (if applicable).

Retroactive:

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To: COB - 6.20.16 (3)
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Procure Dept 06/16/16 PM02:15

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): _____

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): 15-529
Amendment No.: 1 AMS Version No.: 12
Effective Date: 7/1/16 New Termination Date: 6/30/17
☒ Expense ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 1,064,760.00
Funding Source(s): WIOA, Youth CareerConnect Grant and Pima County General Funds

Cost to Pima County General Fund: \$25,234.00

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: Charles Cany 6/15/16

Deputy County Administrator Signature/Date: [Signature] 6/16/16

County Administrator Signature/Date: C. D. [Signature] 6/16/16
(Required for Board Agenda/Addendum Items)

**AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT
BETWEEN PIMA COUNTY AND PIMA COMMUNITY COLLEGE DISTRICT**

Program Name: Workforce Development Education
College: Pima County Community College District
4905 E. Broadway Blvd.
Tucson, AZ 85709-1145

DUNS: 068414630

Program Description: Workforce development services for youth and adults in Pima County

Contract No. CT-CS-15*529

Amendment No. One (1)

Funding for this Amendment: U.S. Department of Labor – Workforce Innovation and Opportunity Act (“WIOA”), Youth CareerConnect, Arizona Department of Economic Security (“ADES”) and Pima County General Funds

CONTRACT	
NO. <u>CT-CS-15-529</u>	
AMENDMENT NO. <u>01</u>	
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

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	17.258	WIOA-Dislocated Worker	\$1,015,530,000.00	\$4,032,529.00
DI16-002120	2016	17.279	WIOA-Youth	\$831,842,000.00	\$2,325,706.00
YC-25417-14-60-A-4	2014	17.274	Youth CareerConnect	\$100,000,000.00	\$5,351,690.00

Original Contract Term:	07/01/15 – 06/30/16	Original Contract Amount:	\$1,025,840.00
Termination Prior Amendment:	n/a	Prior Amended Amount:	-0-
Termination This Amendment:	06/30/17	Amount This Amendment:	\$1,064,760.00
		Revised Contract Amount:	\$2,090,600.00

THIS AMENDMENT to the above-described Intergovernmental Agreement (“Agreement”) is entered into by and between Pima County, a political subdivision of the State of Arizona, (“County”) and Pima Community College District, a community college taxing district of the State of Arizona (“College”).

RECITALS

- A. In accordance with A.R.S. § 11-952 *et seq.* County and College are expressly authorized to enter into intergovernmental agreements for the joint exercise of powers.
- B. College is further authorized to enter into this agreement for the provision of services for adult youth workforce development under A.R.S. § 15-1444.
- C. Pursuant to A.R.S. §11-254.04, County may appropriate and spend public monies for and in connection with economic development activities that the respective Boards of Supervisors determines will otherwise improve or enhance the economic welfare of the inhabitants of the County.
- D. County has received additional funds from a variety of sources for workforce development activities.

- E. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County for County and College to continue to cooperate in the provision of workforce development services for youth and adults.
- F. Pursuant to Paragraph 1.1, the Parties agree to extend the Agreement for an additional one year period.

NOW, THEREFORE, the parties agree as follows:

1. **Changes to terminology.** Certain terms are changed throughout the Agreement and any applicable exhibits as follows:
- 1.1. "One Stop" or "Pima County One Stop" are changed to "ARIZONA@WORK".
 - 1.2. "Workforce Investment Act" is changed to "Workforce Innovation and Opportunity Act".
 - 1.3. "WIA" is changed to "WIOA".
2. **SECTION 2.0 – TERM AND EXTENSIONS, Paragraph 1.1** is amended as follows:
- 2.1. The termination date is changed:
FROM: June 30, 2016
TO: June 30, 2017
 - 2.2. The number of remaining renewals is decreased:
FROM: three (3) years or any portion thereof
TO: two (2) years or any portion thereof
3. **SECTION 3.0 – COMPENSATION AND PAYMENT, Paragraph 2.1:**
- 3.1. The not-to-exceed amount is increased:
FROM: **\$1,025,840.00**
TO: **\$2,090,600.00**
 - 3.2. Pricing for the term of Amendment No. One (7/1/16 – 6/30/17) will remain as set forth in the pricing table.

Work Statement No.	Activity or Program	Amount Allocated (\$)
1	Tuition and Fees	549,400.00
2	Workplace Literacy – Adult Education	0.00
3	HSE Testing	35,800.00
4	Staff at County's ARIZONA@WORK	65,600.00
5	Adult Education Instruction	82,500.00
6	Grant Writing Partnership	0.00
7	Innovative Frontiers Arizona ("IFA")	200,000.00
8	Customized training development and delivery	100,000.00
9	TABE Online Testing	31,460.00

4. **SECTION 6.0 – NOTICE**, the parties upon whom notice must be served are changed as follows:

County:

Director
Community Services, Employment & Training
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85731

District:

Campus President
Pima Community College
Community Campus
401 N. Bonita Avenue
Tucson, AZ 85709

5. **SECTION 9.0 – COMPLIANCE WITH THE LAWS**, is amended as follows:

5.1. **Paragraph 9.2** is deleted in its entirety and replaced with the following:

9.2 College warrants that funds provided for personnel employed in the administration of the program(s) funded under this Agreement will not be used for:

- 9.2.1 Political activities;
- 9.2.2 Inherently religious activities;
- 9.2.3 Lobbying;
- 9.2.4 Political patronage; or
- 9.2.5 Nepotism.

5.2. **Paragraph 9.3** is added to read:

9.3 College certifies that in carry out its obligations pursuant to this Agreement, it will comply with applicable laws, regulations, requirements and special provision, including, but not limited to:

- 9.3.1 Arizona Department of Economic Security Special Terms and Conditions;
- 9.3.2 OMB Circular A-21, Cost Principles for Institutions of Higher Education;
- 9.3.3 Davis-Bacon Act (Pub. L.107-217), (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5) as amended;
- 9.3.4 Copeland Anti-Kick Back Act (18 USC 874 et seq.);
- 9.3.5 Arizona Address Confidentiality Program (A.R.S. § 41-161 et seq.);
- 9.3.6 Uniform Administrative Requirements (29 CFR Parts 95 and 97);
- 9.3.7 Child Labor Laws (A.R.S. §23-230 et seq.);
- 9.3.8 Fingerprinting, certification, and criminal background checks including, but not limited to the applicable provisions of: A.R.S. §§ 8-804, 36-594.01, 36-3008, 41-1964, and 46-141;
- 9.3.9 Clean Air and Clean Water Act (42 U.S.C.1857(h), SECTION 508 of the Clean Water Act (33 U.S.C. 1368) Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15);
- 9.3.10 Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);
- 9.3.11 Debt Collection and Audit Resolution (Pub. L. 105-220 SECTIONS 128, 133, and 184; 20 CFR Part 652, Subpart D,E and G; 20 CFR Part 667 Subparts D – H; 29 CFR Parts 95, 96, 97, and 99; OMB Circular A-21; 2 CFR 200 and all subparts; Federal Acquisition Regulation 97-03 Part 31; ADES Policies 1-47-01 and 1-47-08.);

- 9.3.12 Debarment and Suspension Drug Free Workplace (29 CFR Part 98 and Executive Order 12549);
- 9.3.13 29 CFR Part 96, Single Audit Act;
- 9.3.14 Environmental Tobacco Smoke (Pub. L. 103-227, Part C);
- 9.3.15 Workforce Innovation and Opportunity Act, Pub.L.113-128; and
- 9.3.16 All rules and regulations applicable to the Acts set forth above.

5.3. **Paragraph 9.4** is added to read:

- 9.4 College will fully cooperate with County, Arizona Department of Economic Security, and any other federal agency in the review and determination of compliance with the above provisions.

- 6. **SECTION 10.0 – NON-DISCRIMINATION**, the provisions are deleted in their entirety and replaced with the following:
 - 10.1 Awardee agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors.
 - 10.2 During the performance of this contract, Awardee will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.
- 7. Effective July 1, 2016, **EXHIBIT A – SCOPE OF WORK** is deleted in its entirety and replaced with the attached **EXHIBIT A – SCOPE OF WORK**.

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8. **EXHIBIT B – SUBCONTRACTORS' WARRANTIES** is deleted.

Any other provisions of the agreement not expressly modified in this Amendment will remain in effect and be binding on the parties.

THIS AMENDMENT TO THE AGREEMENT MAY BE SIGNED IN COUNTERPARTS.

IN WITNESS THEREOF, the parties execute this amendment to the Agreement:

PIMA COUNTY

COLLEGE

Chair, Board of Supervisors

Chancellor

Date

Date

ATTEST

Clerk, Board of Supervisors

APPROVED AS TO CONTENT

Community Services, Employment
& Training Director

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

APPROVED AS TO FORM:

College Legal Counsel

EXHIBIT A SCOPE OF WORK

FUNDING: Funding for Work Statements 1, 3, 4, 5, 7, 8, and 9 will be from a variety of sources that include funds from the Workforce Innovation and Opportunity Act (“WIOA”), other federal sources, state and local funds. Funding for Work Statement 4 will be from WIOA. Work Statement 6 is no cost.

WORK STATEMENT NO. 1 -- WORKFORCE DEVELOPMENT EDUCATION

SECTION 1 -- Program Overview.

- 1.1 County will refer eligible ARIZONA@WORK (or its successor program) enrolled participants (“job seekers”) to College for quality training in demand-industry sectors. Training will lead to the attainment of industry-recognized credentials, a college degree or enhanced skills.
- 1.2 College will accept County vouchers for tuition and/or fees, based on the funding source and job seeker’s employment plan, for services. Tuition and fees charged may not exceed standard “shelf” rates.
- 1.3 College services will include, but are not limited to: college-credit classes and programs; non-credit classes; and clock hour career-training programs.

SECTION 2 -- Program Goals

- 2.1 Prepare job seekers for current and projected in-demand occupations that offer self-sufficient wages or for occupations that have a clear career path leading to self-sufficiency.
- 2.2 Help job seekers attain industry-recognized credentials that will increase competitiveness and earning power in the labor market.
- 2.3 Assist in the economic development of Pima County by helping to develop a trained, productive labor force that meets employer needs.
- 2.4 Coordinate workforce efforts of County, mandated partners and other colleges by providing employment and training services authorized under WIOA and other funding sources administered.
- 2.5 Participate in regional workforce activities with Southern Arizona County ARIZONA@WORK Systems, Economic Development agencies, Community Colleges, and Arizona’s University system.

SECTION 3 -- Program Activities – College. College will:

- 3.1 Maintain an Internet site where job seekers can register for courses and training.
- 3.2 Obtain approval for all technical education programs for industry-recognized credentials College wishes to offer. Approved programs will be included on the Eligible Training Provider List (“ETPL”) of Arizona Job Connection.
- 3.3 Maintain and timely update information available to job seekers regarding College’s offerings on ETPL.
- 3.4 Accept referred, eligible, qualified job seekers into College’s degree track, certificate programs, and training to enhance job skill levels.
- 3.5 Accept, in lieu of tuition, a voucher from an authorized representative of County to cover tuition, costs and/or fees for the referred job seekers.
- 3.6 Provide job seekers with information about all available student services to ensure successful College achievement.
- 3.7 Maintain accurate and up-to-date records of the progress of all ARIZONA@WORK job seekers.

- 3.8 Notify ARIZONA@WORK when a job seeker receives or is eligible to receive a certificate and/or degree.

SECTION 4 -- Program Activities – County. County will:

- 4.1 Determine program and funding eligibility of ARIZONA@WORK job seekers prior to referral to College.
- 4.2 Determine the available and appropriate funding source for each job seeker.
- 4.3 Obtain informed consent of each job seeker in order to allow College to share information protected under FERPA.
- 4.4 Provide College with a list of the ARIZONA@WORK representatives who are authorized to approve vouchers.

SECTION 5 -- Program Location. Various PCC Campuses and affiliated sites, including ARIZONA@WORK Sites.

SECTION 6 -- Target Population. ARIZONA@WORK job seekers eligible to receive a voucher for services provided pursuant to this Work Statement.

SECTION 7 -- Outputs/Numbers. College will serve ARIZONA@WORK job seekers referred by County as program opening and enrollment procedures allow.

SECTION 8 -- Outcome Goals. At least eighty percent (80%) of the ARIZONA@WORK job seekers enrolled in coursework will complete the coursework.

SECTION 9 -- Reporting. College will:

- 9.1 Provide mid-semester and end of semester student progress reports to appropriate ARIZONA@WORK staff.
- 9.2 Provide ARIZONA@WORK with financial aid reports by student in each billing cycle.
- 9.3 Within thirty (30) days from the end each semester, provide ARIZONA@WORK with a report of County-sponsored job seekers who have earned college degrees and certificates each semester.

SECTION 10 -- Budget

- 10.1 **Total payment, in the form of tuition and/or fee vouchers, for this Work Statement No. 1 will not exceed \$549,400.00.**
- 10.2 College will be paid on a **Unit Cost** basis for tuition and/or fee basis per published or agreed upon reduced prices.
- 10.3 Invoices for each job seeker must specify the:
 - 10.1.1 Job seeker and associated voucher number;
 - 10.1.2 Course/program and duration;
 - 10.1.3 Funding source;
 - 10.1.4 Financial aid utilized from all sources; and
 - 10.1.5 Amount of reimbursement sought by College.

WORK STATEMENT 2 – Workplace Literacy – Adult Education is deleted in its entirety.

WORK STATEMENT NO. 3 – HIGH SCHOOL EQUIVALENCY (“HSE”) TESTING

SECTION 1 -- Program Goals. Provide jobseekers with quick access to HSE testing.

SECTION 2 -- Program Activities – College. College will:

- 2.1 Administer the “GED 2014/HSE” test to job seekers referred by County. Test will be administered on the PCC Community Campus when requested by County. Up to fifteen (15) students will be accommodated in each testing session. Test administration will include:
 - 2.1.1. All necessary supplies;
 - 2.1.2. An examiner to administer and monitor the test; and
 - 2.1.3. Determination of test results.
- 2.2 For each job seeker referred by County, accept a County voucher as payment for test administration. Each voucher must include:
 - 2.2.1. Job seeker’s name;
 - 2.2.2. Funding source;
 - 2.2.3. Case manager’s name;
 - 2.2.4. Testing date(s);
 - 2.2.5. Subjects to be tested; and
 - 2.2.6. Authorized cost.
- 2.3 Upon written request from County, reserve a facility for group testing and provide County with a date and time for testing. Each job seeker in the group must have a voucher that meets the criteria set forth in 2.2.

SECTION 3 -- Program Activities – County. County will:

- 3.1 Determine eligibility and the funding source for each job seeker.
- 3.2 Authorize testing and provide the voucher described in paragraph 2.2 above.
- 3.3 Ensure that job seeker is registered on-line at www.ged.com prior to testing

SECTION 4 -- Program Location. Pima County Community College District – Community Campus, other authorized testing sites.

SECTION 5 -- Target Population. ARIZONA@WORK referrals who lack a high school diploma or HSE diploma.

SECTION 6 -- Outputs/Number Served. Administer GED 2014/HSE testing for up to 200 job seekers.

SECTION 7 -- Reporting. Upon request and job seeker authorization, College will provide the County a review of test results for each job seeker.

SECTION 8 -- Budget.

Activity or Service	Rate	Maximum Authorized	Total
HSE Examiner when College conducts a group test <u>exclusively for County job seekers</u>	\$75.00 per hour	Eight (8) hours each month for twelve (12) months	\$ 7,200.00

Activity or Service	Rate	Maximum Authorized	Total
Test Administration	\$35.00 per academic subject	200 job seekers x 4 subjects per job seeker	\$28,000.00
	\$15.00 per retest	40 job seekers	\$600.00

Total payments for Work Statement No. 3 will not exceed \$35,800.00.

WORK STATEMENT NO. 4 – COLLEGE STUDENT SERVICES STAFF LOCATED AT ARIZONA@WORK

SECTION 1 -- Program Overview. Staff to assist job seekers at ARIZONA@WORK location(s).

SECTION 2 -- PROGRAM GOALS. Help ARIZONA@WORK adult job seekers access education programs and help ARIZONA@WORK youth job seekers link with appropriate occupational programs.

SECTION 3 -- Program Activities – College. College will:

3.1 Provide qualified College employees for the following two (2) full-time positions:

3.1.1. Program Coordinator. Duties will be, but are not limited to:

3.1.1.1. Providing comprehensive student services and serving as a resource for information about:

3.1.1.1.1. Admission;

3.1.1.1.2. Financial aid;

3.1.1.1.3. Registration;

3.1.1.1.4. Verifying degree plan or certificate for graduation;

3.1.1.1.5. Processing book vouchers; and

3.1.1.1.6. Identifying appropriate services for job seekers.

3.1.1.2. Providing academic advising and career counseling.

3.1.1.3. Develop and implement advisories and trainings for ARIZONA@WORK staff to include:

3.1.1.3.1. Providing announcements on deadlines and program information; and

3.1.1.3.2. Providing updates on degree, certificate and skills programs.

3.1.1.4. Maintain records system to include:

3.1.1.4.1. Case notes;

3.1.1.4.2. Verifying student registration;

3.1.1.4.3. Required College forms;

3.1.1.4.4. Mid-semester student progress reports;

3.1.1.4.5. End-of-semester student degree audits;

3.1.1.4.6. Notices and alerts of students at risk of losing financial aid due to absences;

3.1.1.4.7. Job seeker academic progress;

- 3.1.1.4.8. Review and process invoices; and
- 3.1.1.4.9. Progress reports.
- 3.1.1.5. Act as liaison between County and College:
 - 3.1.1.5.1. Scheduling meetings with ARIZONA@WORK staff;
 - 3.1.1.5.2. Serving on boards and committees;
 - 3.1.1.5.3. Conducting presentations and workshops;
 - 3.1.1.5.4. Interacting with community non-profit and business organizations; and
 - 3.1.1.5.5. Communicating what resources need to be reallocated based on new priorities, new grants, or new funding streams.
- 3.1.2. Student Services Advanced Specialist. Duties will include, but are not limited to:
 - 3.1.2.1. Providing customer service activities and serving as a resource for information about:
 - 3.1.2.1.1. Admissions;
 - 3.1.2.1.2. Academic advice;
 - 3.1.2.1.3. Financial aid;
 - 3.1.2.1.4. Career Counseling;
 - 3.1.2.1.5. Course and program registration;
 - 3.1.2.1.6. Book vouchers processing;
 - 3.1.2.1.7. Distributing information to job seeker groups;
 - 3.1.2.1.8. Recruitment;
 - 3.1.2.1.9. Service on various committees; and
 - 3.1.2.1.10. Preparing a variety of reports as required by College or County.
 - 3.1.2.2. Maintaining the records set forth in paragraph 3.1.1.4.
- 3.2 Fund one-half of the two (2) full-time positions set forth in paragraph 3.1 above and maintain and control all payroll activities for these College employees.
- 3.3 Ensure that at least one member of ARIZONA@WORK county staff participates in the interview process for selecting the College employees who will staff the positions set forth in paragraph 3.1 above.
- 3.4 Work with the ARIZONA@WORK Center Manager to evaluate the performance of each staff member.
- 3.5 Ensure that staff attends ARIZONA@WORK meetings and participates in ARIZONA@WORK program training and other activities, as requested by Center Manager.
- 3.6 Coordinate approval of vacation requests with the ARIZONA@WORK Center Manager to ensure that the individual's absence will not negatively impact ARIZONA@WORK activities.
- 3.7 Ensure that each staff member calls the ARIZONA@WORK Center Manager if he or she will be absent for any reason.
- 3.8 Provide the ARIZONA@WORK Center Manager with a schedule of College meetings that each staff member must attend.
- 3.9 Provide space at campuses for County ARIZONA@WORK staff to meet with their assigned job seekers who are enrolled in college classes.

SECTION 4 -- Program Activities – County. County will:

- 4.1 Fund one-half of the two (2) full-time positions set forth in paragraph 3.1 above.
- 4.2 Ensure College staff works as part of the ARIZONA@WORK team to provide job seekers with a seamless progression from career services to education and training opportunities. The team will refer job seekers to mandated partner programs as well as College's programs.
- 4.3 Work with College to ensure appropriate supervision of staff provided by College.
- 4.4 Provide space, furniture, computers, phones and supplies for the use of College staff stationed at the ARIZONA@WORK.

SECTION 5 -- Program Location. Pima County ARIZONA@WORK locations determined by County.

SECTION 6 -- Target Population. Job seekers using ARIZONA@WORK services.

SECTION 7 -- Outputs/Number. College will serve all ARIZONA@WORK job seekers referred by County to the assigned College staff.

SECTION 8 -- Outcome Goals. Eighty percent (80%) of ARIZONA@WORK job seekers who enter Pima County Community College District will complete studies and obtain a certificate or diploma.

SECTION 9 -- Reporting. College will provide progress reports for all job seekers served as follows:

- 9.1 Mid-semester and end-of-semester student progress reports showing job seekers' progress towards completion of courses, obtaining a certificate and/or earning a degree.
- 9.2 Up-to-date records on each job seeker, including:
 - 9.2.1. End-of-semester student degree audits;
 - 9.2.2. Financial aid reports by student in each billing cycle;
 - 9.2.3. Annual summary of financial aid;
 - 9.2.4. Graduation reports by semester; and
 - 9.2.5. Case notes.

SECTION 10 -- Budget

- 10.1 College will be paid on a **Cost Reimbursement** basis as follows:

Budget Description	Amount Paid by County	Amount Covered by College
College Staff Salary and Fringe	\$64,000.00	\$64,000.00
College Staff Development	\$ 750.00	\$ 750.00
Out of town mileage (\$0.445/mile)	\$ 350.00	\$ 350.00
Mileage in town (\$0.445/mile)	\$ 500.00	\$ 500.00
Total Budget	\$65,600.00	\$65,600.00

- 10.2 College will match County expenditures dollar for dollar.

- 10.3 **Total payments by County for Work Statement No. 4 will not exceed \$65,600.00.**

WORKSTATEMENT 5 – ADULT BASIC EDUCATION FOR COLLEGE AND CAREER (“ABECC”) WORKPLACE EDUCATION AND OTHER SPECIAL CLASSES

SECTION 1 -- Program Overview. Provide specialized adult basic education classes or services at work sites and other locations as needed to address particular industry(ies) in the community.

SECTION 2 -- Program Goals. Adult Basic Education classes will prepare job seekers to:

- 2.1 Enter college or industry training classes;
- 2.2 Improve work skills; and/or
- 2.3 Complete HSE testing.
- 2.4 Attain HSE and/or college-ready skills combined with:
 - 2.4.1. College credit toward a career technical credential through an Integrated Basic Education and Skill Training (IBEST) program design;
 - 2.4.2. Career technical content and applications of adult basic skills through a College Bridge program design; or
 - 2.4.3. Improve English Language Skills.

SECTION 3 -- Program Activities – College. College will:

- 3.1 Provide ABECC classes and other special Adult Basic Education classes designed to meet the needs of incumbent workers and employers in an on-demand industry or part of a recognized Career Pathway on days and times and at locations requested by County. Classes:
 - 3.1.1. Will cover reading, writing/language, Mathematics; and/or English language acquisition.
 - 3.1.2. May be contextualized to a specific industry or occupational content area.
 - 3.1.3. Will follow Adult Education standards established by the Arizona Department of Education.
 - 3.1.4. Will serve cohorts of four (4) to twenty-five (25) students, with an optimal class size of 15-20 individuals.
- 3.2 Hold classes at locations designated by County.
- 3.3 Provide qualified instructors for all classes.
- 3.4 Administer pre- and post-tests using TABE.
- 3.5 When classes are held for a particular employer’s workers, work with the employer to determine skills needed for success in the industry
- 3.6 Ensure that the classes prepare incumbent workers to meet the requirements of the employment or industry-training program they plan to enter or recognized Career Pathway.

SECTION 4 -- Program Activities – County. County will:

- 4.1 Determine need for and location of classes.
- 4.2 Provide College with at least 45 days in advance of the specific start and end dates, number of hours, and minimum number of incumbent workers in each class.
- 4.3 Notify College of special training or subject matter needs of each particular class cohort
- 4.4 When possible, provide College with two (2) weeks’ notice that a requested class is to be cancelled due to low enrollment.

SECTION 5 -- Program Location. Various sites determined by County.

SECTION 6 -- Target Population. Incumbent workers of participating employers.

SECTION 7 -- Number Served. College will provide ABECC classes for at least 100 incumbent workers.

SECTION 8 -- Outcome Goals. Eighty-five percent (85%) of the incumbent workers that complete the class will demonstrate improvement of basic workplace literacy skills as measured by a pre- and post- TABE testing administered by College.

SECTION 9 -- Reports. When requested and accompanied by a Release Form signed by the incumbent worker, provide County with a record of progress for each job seeker.

SECTION 10 -- Budget

College will provide a program-specific budget upon receiving a request for each class requested by County.

10.1 College will be paid on a **Unit Cost** basis per hour of special class delivered. Payment will generally be \$75.00 per hour, unless a different rate for a class is negotiated.

10.2 If a class is commenced and then must be cancelled due to low enrollment, College may bill County for two weeks of instruction.

10.3 **Total payments for Work Statement No. 5 will not exceed \$82,500.00.**

WORK STATEMENT NO. 6 – GRANT WRITING PARTNERSHIP

SECTION 1 -- Program Activities. County and College will collaborate to apply for grants and other funds available for workforce development activities and programs. Funding sought will target the development of a career pathway in, and a skilled workforce in the industries for, the industries and occupations identified by the Pima County Workforce Investment Board (“WIB”). If the funding obtained for workforce development through this collaboration results in the ability to increase in the number of ARIZONA@WORK job seekers served pursuant to the terms of this Agreement, the Parties will revisit the staffing model and structure to determine if changes are necessary to successfully comply with the grant requirements.

SECTION 2 -- Budget. No Cost to County

SECTION 3 -- Funding. No funding allocated.

WORK STATEMENT NO. 7 – INNOVATION FRONTIER ARIZONA

SECTION 1 -- Program Overview. Innovation Frontier Arizona (“IFA”) is a regional talent development initiative that brings together partners in education, workforce development and economic development in Yuma, Cochise, Santa Cruz and Pima Counties. The focus of IFA is on developing Southern Arizona as a center of excellence by fostering talent, entrepreneurship and regional collaboration.

SECTION 2 -- Program Activities. To the extent that grant funding is available, College will perform IFA activities as mutually agreed upon by the Parties. IFA activities by the College may include, but will not be limited to:

2.1 Working with Arizona Western College, Cochise Community College and other IFA partners to develop shared and aligned curriculum in:

2.1.1. Certifications and/or degrees for industry-defined training in regional industries and occupations;

2.1.2. Career pathways allowing seamless progression through progressively skilled occupations; and

2.1.3. On-line courses for programs described in 2.1.1 above.

- 2.2 Working with employers and the ARIZONA@WORK Business Service Team to provide on-demand curriculum and training to meet employer needs in regional industries and occupations. Connecting employers to experts at Pima Community College and County to develop training programs. If local expertise does not exist in a particular field, College may contract with qualified providers to meet the training need.
- 2.3 Submitting, maintaining and updating information about programs developed as a result of activities described in 2.1 and 2.2 for approval on the Arizona Job Connection Eligible Training Provider List (ETPL).
- 2.4 Preparing written proposals for each project to be developed or modified. A proposal will include: scope of work; itemized budget; and, timeline (including initial training target dates). College will proceed with project implementation after authorization by County's Community Services Employment and Training Director or designee.
- 2.5 Working with Arizona universities to establish articulation of community-college credentials with four-year degree programs.
- 2.6 Working with regional K-12 education partners to conduct outreach to students about post-secondary opportunities through IFA and to align Career Technical Education programs with IFA opportunities.
- 2.7 Participating in regional conferences and on committees and coordinating activities with the IFA Advisory Board and its subcommittees.
- 2.8 Participating in evaluation activities required by the grant funding for each activity.

SECTION 3 -- Program Location. Various sites as determined by County.

SECTION 4 -- Target Population. Employers and workforce development ARIZONA@WORKS job seekers; unemployed, underemployed, incumbent and dislocated workers in Pima, Cochise, Santa Cruz and Yuma Counties; and youth aged 16 and older.

SECTION 5 -- Reporting.

- 5.1 College's Vice President for Workforce Development or designee will meet monthly with Pima County Community Services, Employment and Training Department Director or his designee to review progress on IFA initiatives and prepare County's quarterly reports to funders of IFA initiatives.
- 5.2 College staff referenced under Work Statement 6 will conduct quarterly review of College programs submitted for ETPL and report to County for inclusion in IFA reports.

SECTION 6 -- Budget

- 6.1 College will be paid on a Cost Reimbursement basis for actual expenses incurred for curriculum development, on-line course development and other programmatic-related costs.
- 6.2 To be reimbursed College must provide to County detailed documentation of each reimbursable expense. Reimbursable expenses include: salaries, fringe, supplies, training materials, travel communication and indirect costs.
- 6.3 **Total payment for Work Statement No. 7 will not exceed \$200,000.00.**

WORK STATEMENT NO. 8 – CUSTOMIZED RENEWABLE AND SUSTAINABLE RESOURCES TRAINING DEVELOPMENT AND DELIVERY

SECTION 1 -- Program Overview. College will work with County to develop and deliver short-term training programs for individuals interested in employment in renewable resource industries and emerging sustainable resources industries.

SECTION 2 -- Program Goals

- 2.1 Prepare members of the labor force for current and projected occupations in renewable and sustainable resource industries that offer self-sufficient wages or occupations that have a clear career path leading to self-sufficiency.
- 2.2 Assist in the economic development of Pima County by helping to develop a trained, productive labor force that meets employer needs in these industries.
- 2.3 Upgrade the community's workforce through development of new types of training.
- 2.4 Participate in regional workforce activities with Southern Arizona County ARIZONA@WORK, Economic Development agencies, Community Colleges, and Arizona's University system.

SECTION 3 -- Program Activities – College. College will:

- 3.1 Work with ARIZONA@WORK management to develop and, as necessary, modify training programs to meet job seeker and industry needs.
- 3.2 Prepare a written proposal for each project to be developed or modified. Proposal will include: a scope of work, itemized budget; and, timeline (including initial training target dates). College will proceed with project implementation after authorization by County's Community Services Employment and Training Director or designee.
- 3.3 Upon request of County, work with other colleges and Universities to insure that newly developed curriculum is transferable to other institutions.

SECTION 4 -- Program Location. Various College Campuses or affiliated sites, including ARIZONA@WORK locations.

SECTION 5 -- Target Population. ARIZONA@WORK workforce job seekers.

SECTION 6 -- Outcome Goals. Ninety-five percent (95%) of authorized projects will be completed within the projected timeframe.

SECTION 7 -- Reporting. College will provide monthly progress and completion reports to County on all curriculum development projects.

SECTION 8 -- Budget

- 8.1 College will be paid on a Cost Reimbursement basis for each curriculum project based on the budget prepared for that project and the receipts for that project.
- 8.2 **Total payment for Work Statement No. 8 will not exceed \$100,000.00.**

WORKSTATEMENT 9 – STANDARDIZED EDUCATIONAL ASSESSMENT AND STUDENT SERVICES SUPPORT STAFF LOCATED AT ARIZONA@WORK

SECTION 1 -- Program Overview. Provide Test of Adult Basic Education ("TABE") 9/10 Online Survey assessment to evaluate and assess job seekers' academic strengths and weaknesses. The TABE is a standardized and nationally normed assessment to help determine job seeker's educational levels and is accepted both at the federal and state level.

SECTION 2 -- Program Goals. Provide academic assessment services and professional development training services to support each job seeker's unique needs.

SECTION 3 -- Program Activities. Based upon available County and College funding and mutual agreement between County and College, standardized educational assessment and student services will be provided as follows:

- 3.1 County will provide testing lab facilities at County designated locations.
- 3.2 When possible, County will provide College with three days' notice that a requested assessment session is to be cancelled due to low enrollment.
- 3.3 College will administer the Test of Adult Basic Education (TABE) Online 9/10 Survey assessment of Reading, Math Comprehension, Applied Math, and Language, for job seekers in County testing labs.
- 3.4 College will provide annual professional development to ARIZONA@Work Workforce Specialist /staff on best practice analyzing and interpreting TABE test results for job seekers.
- 3.5 College will provide a Student Support Specialist to administer the test, counsel test takers on the results, enter the testing information into a shared system, train staff and report on results.

SECTION 4 -- Program Location. ARIZONA@WORK locations. Additional locations may be arranged depending on Student Support Specialist's availability.

SECTION 5 -- Target Population. ARIZONA@WORK job seekers applying for WIOA Title I career services or training services.

SECTION 6 -- Reporting. Based on Release Form signed by the job seeker, College will provide County with testing results of each ARIZONA@WORK job seeker. Results will be released in accordance with applicable confidentiality laws and regulations.

SECTION 7 -- Budget

ACTIVITY	AMOUNT PAID BY COUNTY	TOTAL ALLOCATED
TABE Online test	\$1.43 per test x 22,000 tests	\$31,460.00
Assessment by College staff	-0-	-0-
TOTAL		\$31,460.00

Total payments for Work Statement No. 9 will not exceed \$31,460.00.

END OF EXHIBIT A