



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: January 17, 2017 Addendum

or Procurement Director Award ☐

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

Project Title/Description:

Workforce Development Services

Purpose:

Amendment is to increase funding for workforce development services for youth.

Procurement Method:

Program Goals/Predicted Outcomes:

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

Public Benefit:

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:

Monthly summary reports 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

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): 17-010

Amendment No.: 1 AMS Version No.: 8

Effective Date: Upon execution New Termination Date: 6/30/17 (no change)

☒ Expense ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$21,366.00

Funding Source(s): U.S. Department of Labor

Cost to Pima County General Fund: N/A

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ARB

Contact: Rise Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date:

Charles Long

1/4/17

Deputy County Administrator Signature/Date:

John

1/4/2017

County Administrator Signature/Date:

C. D. Melton

1/4/17

(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

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

Contract No: CT-CS-17-010

Amendment No: 01

Funding: U.S. Department of Labor (DOL) - Workforce
Innovation and Opportunity Act (WIOA)

CONTRACT

NO. CT-CS-17-010

AMENDMENT NO. 01

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

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	N/A	Prior Amended Amount:	N/A
		Amount This Amendment:	\$ 21,366.00
		Revised Contract Amount:	\$624,723.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Portable Practical Educational Preparation, Inc., an Arizona non-profit corporation ("Awardee") entered into the above-referenced Contract.

AMENDMENT NO. ONE

- A. The Pima County Board of Supervisors finds providing workforce development services to county residents is in the best interest of the County.
- B. To better accommodate job seekers needs, County finds it necessary to provide additional workforce development services for youth.
- C. County has reviewed the performance of Awardee and finds it satisfactory.
- D. County finds that Awardee has the capacity to provide workforce development services as set forth herein during the term of the Contract.

NOW, THEREFORE, COUNTY and AWARDEE agree to amend the Contract as follows:

1. **Section 3.0 - COMPENSATION AND PAYMENT**, paragraph 3.1, is amended to increase "the Maximum Allocated Amount":

FROM: \$603,357.00

TO: \$624,723.00

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2. EXHIBIT A – SCOPE OF WORK

- 2.1 **GENERAL TERMS AND CONDITIONS -- SECTION 3 – PROGRAM STAFFING** -- is deleted in its entirety and replaced with the following:

3.1 WORK STATEMENT NO. 1 – Workforce Development Services Staff:

No. of Positions	Title	Service Location
One (1) FTEs	Workforce Development Specialist (“WDS”) for youth	Pima County ARIZONA@WORK location(s)
Two (2) FTEs	WDS for adults	Agency office
Two (2) FTEs	WDS for adults	Rural area facilities operated by Agency
Two (2) FTE	Program Support Specialist (“PSS”)	Pima County ARIZONA@WORK location(s)

2.2 **WORKSTATEMENT 1 – WORKFORCE DEVELOPMENT SERVICES STAFF**

- 2.2.1 **SECTION 1 – STAFF ACTIVITIES**, Paragraph 1.4.1 is amended to increase the number of individuals served annually:

FROM: 1,250 job seekers

TO: 1,800 job seekers

- 2.2.2 **SECTION 2 – OUTCOMES** is amended to increase the number of “Intake Contacts”:

FROM: 1,250

TO: 1,800

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2.2.3 **SECTION 3 – BUDGET** is deleted in its entirety and replaced with the following:

Budget Item	Amount allocated for July 1, 2016 through June 30, 2017
Salary and Fringe (No overtime)	\$304,806.00
Staff Development	\$15,607.50
Travel	\$15,607.00
Equipment	\$3,200.00
Supplies	\$3,750.00
Space	\$7,920.00
Communications	\$5,674.00
Other Operating	\$51,757.50
Subtotal	\$408,322.00
Transitional Job Wages	\$45,400.00
Work Experience for Youth	\$56,800.00
Total	\$510,522.00

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:

AWARDEE:

Chair, Pima County Board of Supervisors

Barbara A. Coronado
Authorized Signature

Date: _____

BARBARA A. CORONADO, CIO
Printed Name & Title

ATTEST:

Date: 11/3/2017

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Charles Curry
Director, Employment & Training

APPROVED AS TO FORM:

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