



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

**Requested Board Meeting Date:** April 18, 2017 Addendum

**or Procurement Director Award** ☐

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

**Project Title/Description:**

Workforce Development Services

**Purpose:**

Amendment is to increase funding for the Senior Community Services Employment Program wages. Amendment funding is from the U.S. Dept of Labor, AZ Dept of Economic Security. Pima County General Funds will not be used for this amendment. Portable Practical Educational Preparation is a Subrecipient of this program.

**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

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): \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable to Grant Awards
Were insurance or indemnity clauses modified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable to Grant Awards
Vendor is using a Social Security Number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable to Grant Awards

Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 16-418  
Amendment No.: 1 AMS Version No.: 3  
Effective Date: 4/18/17 New Termination Date:

Funding Source(s): U.S. Department of Labor (DOL), Arizona Dept of Economic Security (ADES) and Pima County General Funds

Contact: Rise Hart

Department: Community Services  Telephone: 724-5723

Department Director Signature/Date: [Signature] 4/6/17

Deputy County Administrator Signature/Date:  4/11/17

County Administrator Signature/Date: C. K. Melton 4/11/17  
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

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

Contract No: CT-CS-16-418

Amendment No: 01

Funding: U.S. Department of Labor (DOL), Arizona  
Department of Economic Security (ADES)  
and Pima County General Funds

**CONTRACT**

NO. CT-CS-16-418

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:	\$93,977.00
Term This Amendment	No change	Amount This Amendment:	\$11,061.00
		Revised Contract Amount:	\$105,038.00

Pima County, a body politic and corporate of the State of Arizona ("County") and Portable Practical Educational Preparation, Inc., a non-profit corporation registered to do business in the State of Arizona ("Awardee") have entered into the above-referenced contract to provide supportive services and rental assistance to the homeless in Pima County.

**AMENDMENT ONE**

- A. Funding for the contract is from the U.S. Department of Labor "DOL"), the Arizona Department of Economic Security ("ADES") and Pima County General Funds.
- B. ADES appropriated additional funds for Senior Community Service Employment Program wages.
- C. The Pima County Board of Supervisors finds that it is in the best interests of the residents of Pima County to provide additional opportunities for individuals to participate in the Senior Community Service Employment Program ("SCSEP").
- D. County has reviewed Awardee's performance and finds it satisfactory.
- E. Pursuant to DOL guidelines, Awardee is a "Subrecipient" of these Program funds and will conduct all activities under this Agreement accordingly.

NOW, THEREFORE, County and Awardee agree to amend the Contract as follows:

1. **SECTION 3.0 – COMPENSATION AND PAYMENT**, 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 \$105,038.00** ("the Maximum Allocated Amount"). Funding sources are:

<b>Funding Source</b>	<b>Amount</b>
DOL/ADES	\$74,026.00
Pima County General Funds	\$31,012.00

**2. EXHIBIT A – SCOPE OF WORK** is amended as follows:

**2.1 SECTION 7 – OUTCOMES.** SCSEP Services Levels is deleted in its entirety and replaced with the following:

<b>SCSEP Services Levels</b>	<b>No.</b>
SCSEP Participants	12
Job placement of SCSEP Participant	5
Average Wage at Placement	\$10.00

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

2.2 **SECTION 8 – BUDGET**, paragraph 8.1 is amended as follows:

Budget Line Item	Amount allocated for July 1, 2016 through June 30, 2017
Salary and Fringe (No overtime)	\$23,296.00
Staff Development	\$1,953.00
Travel	\$1,703.00
Equipment	\$0.00
Supplies	\$375.00
Communication	\$660.00
Other Operating	\$4,002.00
<b>Subtotal</b>	<b>\$31,989.00</b>
SCSEP Wages	\$73,049.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>\$105,038.00</b>

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:

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

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

AWARDEE:

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

\_\_\_\_\_  
Printed Name & Title

Date: 4/10/17

ATTEST:

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Director, Employment & Training

APPROVED AS TO FORM:

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