



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 19, 2017

\* = Mandatory, information must be provided

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Tucson Youth Development, Inc.

**\*Project Title/Description:**

Pathways to Justice Careers for Youth - Workforce development services

**\*Purpose:**

Tucson Youth Development, a subrecipient, will administer stipends for the Career Exploration Program and provide case management for the Summer Youth Work Experience Program for justice and public safety careers for eligible Pathways to Justice Careers (PJC) youth. The purpose of the program is to prepare youth for justice and public safety careers. The PJC program supports at-risk and court-involved youth that are still in school youth by providing: 1) exposure to the world of work in the career fields of justice and public safety, 2) mentoring to encourage participants to complete a high school diploma or equivalency, and 3) supportive services that engage participants and deter them from engaging or re-engaging with the criminal justice system. PJC is designed to improve graduation rates and reduce court recidivism.

Attachment: Contract Number CT-CS-18-150

**\*Procurement Method:**

RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

Approximately 100 youth will be placed in justice and public safety jobs and scheduled for 160 hours of work experience.

**\*Public Benefit:**

Supports Pima County's economic development by helping to develop a trained and productive labor force that meets employers needs. Prepare participants for justice and public safety careers that offer wages that allow self-sufficiency or that have a clear career path leading to self-sufficiency.

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

Monthly summary reports which include the number of persons served, completed, exited, placed into justice and public safety jobs, and employers contacted.

**\*Retroactive:**

No

10: COB- 11-29-17  
Ver. - 1  
PJG - 23

Procure Dept 11/29/17 08:16

**Contract / Award Information**Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 18-150Effective Date: 1/1/18 Termination Date: 12/31/18 Prior Contract Number (Synergen/CMS): \_\_\_\_\_☒ **Expense Amount:** \$ 328,249.60 ☐ **Revenue Amount:** \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Department of Labor Employment & Training Administration (Pima County is receiving these funds from Pima Prevention Partnership as a Vendor)Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ No**\*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 22-73.***Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** \_\_\_\_\_Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_

Effective 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 HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date:  11/27/17Deputy County Administrator Signature/Date:  11/27/17County Administrator Signature/Date: \_\_\_\_\_  
(Required for Board Agenda/Addendum Items)

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

Program Name: Pathways to Justice Careers for Youth

Awardee: Tucson Youth Development, Inc.  
1901 N. Stone Ave.  
Tucson, AZ 85705154,628.36

DUNS: 123720120

SAM Registration Date: 4/5/17

Program Description: Workforce development services to prepare participants for the workforce

Contract Term: January 1, 2018, or upon execution by Pima County Board of Supervisors, whichever is later, through December 31, 2018

Contract Amount: \$328,249.60

Funding: U.S. Department of Labor Employment & Training Administration (DOL/ETA)\*  
\*Pima County is receiving these funds from Pima Prevention Partnership as a Vendor.

**CONTRACT**

NO. CT-CS-18-150

AMENDMENT NO. \_\_\_\_\_

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 Amount	Pima County Award
16/17-pc-77046	2016	17.270	Pathways to Justice Careers for Youth ("PJC")	\$5,000,000.00	\$544,000.00

Awardee is a X Subrecipient    Contractor

Match NO Indirect Costs NO

This Contract is made by and between Pima County ("County"), a body politic and corporate of the State of Arizona, and Tucson Youth Development, Inc. ("Awardee"), a non-profit corporation authorized to do business in the State of Arizona.

**RECITALS**

- A. County was awarded funds through Pima Prevention Partnership, a non-profit agency doing business in the State of Arizona, to be used for the Pathways to Justice Careers for Youth Program ("PJC").
- B. PJC provides career exploration and mentoring activities in justice and public safety careers for eligible youth.
- C. County was designated as a local workforce area and receives funds under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 ("WIOA") to operate the Workforce Program at the Pima County ARIZONA@WORK Career Center (an American Job Center, formerly the Pima County One Stop).

- D. Pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of County inhabitants.
- E. Pima County Community Services Employment and Training issued Request for Proposals No. RFP-CSET-YSY-2016-02 (“the RFP”) for workforce development services for youth.
- F. Awardee submitted a response to the RFP that is advantageous to County.
- G. The Pima County Board of Supervisors finds that Awardee has specialized training and expertise in providing workforce development services for youth.
- H. The Pima County Board of Supervisors finds that entering into this Contract is in the best interests of the residents of Pima County.

**NOW, THEREFORE, the parties agree as set forth on the following pages:**

## **1.0 TERM AND EXTENSIONS**

- 1.1. Original Term. This Contract will commence on January 1, 2018 or upon execution by the County, whichever is later, and will terminate on December 31, 2018 (the “Initial Term”). “Term,” when used in this Contract, means the Initial Term plus any exercised Extension Options.
- 1.2. Extension Options. County may renew this Contract for up to three (3) additional periods of up to one (1) year each (each an “Extension Option”). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.
- 1.3. This Contract may be modified, amended, altered or extended only by written amendment signed by the parties. County must approve any amendment to the Contract before Awardee commences services under the amendment.

## **2.0 SCOPE OF SERVICES**

- 2.1. Awardee will:
  - 2.1.1. Provide the County with the services described in the attached **Exhibit A**.
  - 2.1.2. Employ suitably trained and skilled personnel to perform all services under this Contract.
  - 2.1.3. Perform its duties:
    - 2.1.3.1 In a humane and respectful manner and in accordance with any applicable professional standards; and
    - 2.1.3.2 To the satisfaction of the County.
  - 2.1.4. Obtain and maintain all applicable licenses, permits and authority required for its performance under this Contract.
- 2.2. Unless otherwise provided for herein, the personnel delivering Contract services will:
  - 2.2.1. Be employees or volunteers of the Awardee;
  - 2.2.2. Satisfy any qualifications set forth in this Contract; and
  - 2.2.3. Be covered by personnel policies and practices of Awardee.

- 2.3. Awardee certifies that no individual or agent has been employed or retained to solicit or secure this Contract for commission, percentage, brokerage or contingent fee except a bona fide employee whose job duties include securing business.
- 2.4. No program funded under this Contract may impair existing contracts for services or collective bargaining agreements or be inconsistent with the terms of a collective bargaining agreement without the written concurrence of the labor organization and employer concerned.
- 2.5. Confidentiality. Awardee:
  - 2.5.1. Understands that client and applicant files and information collected pursuant to the terms of this Contract are private and the use or disclosure of such information, when not directly connected with the administration of County's or Awardee's responsibilities under this Awardee is prohibited without written consent of the individual or, in the case of a minor, the responsible parent or guardian.
  - 2.5.2. Will provide access to client and applicant files only to persons properly authorized to view and utilize the information to perform the services set forth in this Contract.
  - 2.5.3. Will observe and abide by all applicable State statutes and regulations regarding use or disclosure of information concerning applicants for and recipients of services.

### 3.0 COMPENSATION AND PAYMENT

- 3.1. In consideration for the services specified in **Exhibit A** of this Contract, County agrees to pay Awardee an amount **not-to-exceed \$328,249.60** ("the Maximum Allocated Amount").
- 3.2. Payments will be made only from funds received by County from the Pima Prevention Partnership ("the Awarding Agency") for Pathways for Justice Careers for Youth ("PJC").
- 3.3. Payment of the full Maximum Allocated Amount is subject to the Awarding Agency allocating and making available to County the amount set forth above for this Contract. The Maximum Allocated Amount may be decreased at any time due to reduction, termination, or any other change in the grant funding being provided to County. **Unexpended funds will not be carried over into another fiscal year.**
- 3.4. **Awardee must submit a request for reimbursement every month**, even if no funds are being requested for the prior month. Requests for reimbursement are due as follows:

<b>Contract Month</b>	<b>Due date for Request for Reimbursement</b>
January through May and July through December	15 calendar days from end of month
June	July 7

- 3.5. Each monthly Request for Reimbursement must:
  - 3.5.1. Reference this contract number.
  - 3.5.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Awardee to insure proper internal financial controls.
  - 3.5.3. Be for services and costs identified in **Exhibit A**.
  - 3.5.4. Be accompanied by documentation which must include, but is not limited to:
    - 3.5.4.1 A summary report of monthly expenditures by expense categories as shown in the approved budget in **Exhibit A**.
    - 3.5.4.2 Copies of invoices, receipts and/or checks (front and back) to support all purchases of goods or services.
    - 3.5.4.3 If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.

- 3.5.4.4 Fringe benefit calculations at the rate shown in the approved budget in **Exhibit A**.
- 3.5.4.5 Any other documentation requested by County.
- 3.5.5. If reimbursement is authorized for personnel costs, be accompanied by time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Contract, that specify:
  - 3.5.1.1. Hours worked on PJC;
  - 3.5.1.2. Total hours worked on PJC;
  - 3.5.1.3. Days worked; and
  - 3.5.1.4. Hours worked each day.
- 3.6. Be only for participants determined eligible by County.
- 3.7. **Awardee must utilize funds available under this Contract to supplement rather than supplant funds otherwise available.** Awardee may not bill the County for costs which are paid by another source. Awardee must notify County within ten (10) days of receipt of alternative funding for costs which would otherwise be subject to payment pursuant to this Contract.
- 3.8. If each request for payment includes adequate and accurate documentation, County will generally pay Awardee within thirty (30) days from the date of invoice. Awardee should budget their cash needs accordingly.
- 3.9. **No payments will be made to Awardee until all of the following conditions are met:**
  - 3.9.1. Awardee has completed and submitted a W-9 Taxpayer Identification Number form;
  - 3.9.2. Awardee has registered as a Pima County Vendor at the following web address <https://secure.pima.gov/procurement/vramp/login.aspx>;
  - 3.9.3. This Contract is fully executed; and
  - 3.9.4. Adequate and accurate documentation is provided with the request for payment or invoice.
- 3.10. **REQUEST FOR FINAL PAYMENT** for compensation earned and/or eligible costs incurred must be submitted to the County within **fifteen (15) working days after the end of the contract term** on invoices that meet the requirements set forth in Paragraph 3.5 above.
- 3.11. Awardee will report to the County:
  - 3.11.1. Accrued expenditures; and
  - 3.11.2. All other fiscal resources applied to expenses incurred in providing services under this Contract.
- 3.12. County may, at its sole discretion:
  - 3.12.1. Determine the acceptability and progress of work performed and determine the resulting entitlement to payment of each request for reimbursement.
  - 3.12.2. Liquidate funds available under this Contract for costs incurred by County on behalf of Awardee.
  - 3.12.3. **Deny full payment** for requests for reimbursement that are submitted to County after the date set forth in Paragraph 3.4. County may deduct its processing costs or delay-related damages in connection with a request for payment submitted after that date.
- 3.13. Pursuant to A.R.S. § 11-622, **County will deny reimbursement completely** for requests for payment made later than six (6) months after the last item of the account accrues.
- 3.14. Changes between budget line items may only be made as follows:
  - 3.14.1. Changes of up to and including 15% of the total budget amount may be granted by and at the sole discretion of the Director of Community Services, Employment and Training or his

designee. Awardee must submit a written request and show that any proposed increase is offset by a decrease of equal value to the remaining line items. No increase to the total operating budget will be allowed. **The change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval of the Director or his designee.**

3.14.2. Changes of more than 15% of the total budget will require a contract amendment. **The change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.**

3.15. For the period of record retention required under Section 21.0 - Books and Records, County reserves the right to question any payment made under this Section 3.0 and to require reimbursement by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

#### **4.0 INSURANCE**

4.1 Awardee will procure and maintain at its own expense insurance policies (the "Required Insurance") satisfying the below requirements (the "Insurance Requirements") until all of its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Awardee's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Awardee for liabilities that may arise from or relate to this Contract. If necessary, Awardee may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.

#### **4.2 Insurance Coverages and Limits:**

4.2.1 Commercial General Liability (CGL): Occurrence Form covering liability arising from premises, independent contractors, personal injury, bodily injury, broad form contractual liability and products-completed operations with minimum limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate.

4.2.2 Business Automobile Liability: Coverage for any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.

4.2.3 Workers' Compensation (WC) and Employers' Liability:

4.2.3.1 Workers' Compensation with Employers Liability limits of \$1,000,000 each accident and \$1,000,000 each employee – disease. Workers' Compensation statutory coverage is compulsory for employers of one or more employees.

4.2.3.2 Note: The Workers' Compensation requirement does not apply if Awardee is exempt under A.R.S. § 23-901, and has executed the appropriate Pima County Sole Proprietor (Independent Contractor) Waiver form.

#### **4.3 Additional Coverage Requirements:**

4.3.1 Insurer Financial Ratings: Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A- VII, unless otherwise approved by the County.

4.3.2 Additional Insured: The General Liability policy must be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Awardee. The full policy limits and scope of protection must apply to the County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

4.3.3 Waiver of Subrogation: Commercial General Liability and Workers' Compensation coverages must each contain a waiver of subrogation in favor of County and its Agents for losses arising from work performed by or on behalf of the Awardee.

- 4.3.4 **Primary Insurance:** The Required Insurance policies, with respect to any claims related to this Contract, must be primary and must treat any insurance carried by County as excess and not contributory insurance. The Required Insurance policies may not obligate the County to pay any portion of a Awardee's deductible or Self Insurance Retention (SIR).
- 4.3.5 **Subcontractors:** Awardee must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Awardee must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Awardee must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

#### 4.4 **Verification of Coverage:**

- 4.4.1 Insurer or Broker of Awardee must evidence compliance with the Insurance Requirements by furnishing certificates of insurance executed by a duly authorized representative of each insurer. Each certificate must include:
- 4.4.1.1 The Pima County tracking number for this Contract, which is shown on the first page of the Contract, and a project description, in the body of the Certificate,
  - 4.4.1.2 A notation of policy deductibles or SIRs relating to the specific policy, and
  - 4.4.1.3 Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for the County and its Agents.
- 4.4.2 Each Required Insurance policy and appropriate endorsements must be in effect not less than fifteen (15) days prior to commencement of work under this Contract. A renewal certificate must be provided to County not less than fifteen (15) days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the Required Insurance, or to provide evidence of renewal, is a material breach of this Contract.
- 4.4.3 County reserves the right to, at any time, require complete copies of any or all Required Insurance policies.
- 4.4.4 Cancellation Notice: Awardee's insurance policies and endorsements shall not be permitted to expire, be cancelled, suspended or materially changed from the agreed upon Insurance Requirements for any reason without thirty (30) days advance written notice to the County of the policy cancellation, suspension or material change. Awardee must provide written notice to County within two (2) business days of receipt of notice. For cancellation of non-payment, Insurer is to provide County with written notice ten (10) days prior to cancellation of policy.

#### 4.5 **Approval and Modifications:**

The Pima County Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal Contract amendment, but the approval must be in writing. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, or the County's receipt of any other information from the Awardee, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

### 5.0 **INDEMNIFICATION**

To the fullest extent permitted by law, Awardee will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnatee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in



whole or in part, by any act or omission of Awardee or any of Awardee's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Awardee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnatee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnatee, be indemnified by Awardee from and against any and all Claims. Awardee is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

## **6.0 COMPLIANCE WITH LAWS**

- 6.1 Awardee will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Contract. The laws and regulations of the State of Arizona will govern the rights of the parties, the performance of this Contract, and any disputes hereunder. Any action relating to this Contract will be brought in a court of the State of Arizona in Pima County. Any changes in the governing laws, rules, and regulations during the terms of this Contract will apply, but do not require an amendment.
- 6.2 Awardee warrants that WIOA funds provided for personnel employed in the administration of the program funded under this Agreement will not be used for:
  - 6.2.1 Political activities;
  - 6.2.2 Inherently religious activities;
  - 6.2.3 Lobbying;
  - 6.2.4 Political patronage; or
  - 6.2.5 Nepotism activities.
- 6.3 Awardee will comply with the applicable provisions of:
  - 6.3.1 Arizona Department of Economic Security Special Terms and Conditions;
  - 6.3.2 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;
  - 6.3.3 Copeland Anti-Kick Back Act (18 USC 874 *et seq.*);
  - 6.3.4 Arizona Address Confidentiality Program (A.R.S. § 41-161 *et seq.*);
  - 6.3.5 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;
  - 6.3.6 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);
  - 6.3.7 Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);
  - 6.3.8 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; 2 CFR 200 and all subparts; Federal Acquisition Regulation 97-03 Part 31; ADES Policies 1-47-01 and 1-47-08.);
  - 6.3.9 Child Labor Laws (A.R.S. §23-230 *et seq.*);
  - 6.3.10 Debarment and Suspension Drug Free Workplace (29 CFR Part 98 and Executive Order 12549);
  - 6.3.11 Environmental Tobacco Smoke (Pub. L. 103-227, Part C);
  - 6.3.12 Workforce Innovation and Opportunity Act, Pub.L.113-128; and
  - 6.3.13 All rules and regulations applicable to the Acts set forth above.

- 6.4 Awardee 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.

## **7.0 INDEPENDENT CONTRACTOR**

- 7.1 Awardee is an independent contractor. Neither Awardee nor any of Awardee's officers, agents, or employees will be considered an employee of Pima County or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System.
- 7.2 Awardee is responsible for paying all federal, state and local taxes on the compensation by Awardee under this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Awardee's failure to pay such taxes.
- 7.3 Awardee will be solely responsible for its program development, operation, and performance.

## **8.0 SUBCONTRACTOR**

- 8.1 Except as provided in paragraph 8.2, Subrecipient will not enter into any subcontracts for any services to be performed under this Agreement without County's prior written approval of the subcontract. Subrecipient must follow all applicable Federal, State, and County rules and regulations for obtaining subcontractor services.
- 8.2 Prior written approval is not required for the purchase of supplies that are necessary and incidental to Subrecipient's performance under this Agreement.
- 8.3 Subrecipient will be fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor and of persons for whose acts, any of them, may be liable to the same extent that the Subrecipient is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract will create any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.
- 8.4 Subrecipient must include the provision set forth in paragraph 3.5 in all contracts between Subrecipient and its subcontractors providing goods or services pursuant to this Agreement. Subrecipient will be responsible for subcontractors' compliance with that provision and for any disallowances or withholding of reimbursements resulting from noncompliance of said subcontractors with the provision.

## **9.0 ASSIGNMENT**

Awardee cannot assign its rights or obligations under this Contract, in whole or in part, without County's prior written approval. County may withhold approval at its sole discretion.

## **10.0 NON-DISCRIMINATION**

- 10.1 Awardee will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Contract, 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.

## **11.0 AMERICANS WITH DISABILITIES ACT**

- 11.1 Awardee will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

- 11.2 If Awardee is carrying out a government program or services on behalf of County, then Awardee will maintain accessibility to the program to the same extent and degree that would be required by the County under 28 CFR Sections 35.130, 35.133, 35.149 through 35.151, 35.160, 35.161 and 35.163. Failure to do so could result in the termination of this Contract.

## **12.0 AUTHORITY TO CONTRACT**

Awardee warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Awardee or any third party by reason of such determination or by reason of this Contract.

## **13.0 FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist, in one or more instances, upon the other party's full and complete performance under this Contract, or to take any action based on the other party's failure to fully and completely perform, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

## **14.0 CANCELLATION FOR CONFLICT OF INTEREST**

This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

## **15.0 TERMINATION BY COUNTY**

- 15.1 Without Cause: County may terminate this Contract at any time, without cause, by serving a written notice upon Awardee at least thirty (30) days before the effective date of the termination. In the event of such termination, the County's only obligation to Awardee will be payment for services rendered prior to the date of termination.
- 15.2 With Cause: County may terminate this Contract at any time without advance notice and without further obligation to County finds Awardee to be in default of any provision of this Contract.
- 15.3 Non-Appropriation: Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Awardee, other than for services rendered prior to termination.
- 15.4 Suspension: County reserves the right to suspend Awardee's performance and payments under this Contract immediately upon notice delivered to Awardee's designated agent in order to investigate Awardee's activities and compliance with this Contract. In the event of an investigation by County, Awardee will cooperate fully and provide all requested information and documentation. At the conclusion of the investigation, or within forty-five (45) days, whichever is sooner, Awardee will be notified in writing that the contract will be immediately terminated or that performance may be resumed.

## **16.0 NOTICE**

- 16.1 Awardee will give written notice of any change of corporate or entity status as promptly as possible and, in any event, within fifteen (15) days after the change is effective. A change in corporate or entity status includes, but is not limited to, change from unincorporated to incorporated status and vice versa and any suspension or termination of corporate status based on failure to comply with all applicable federal, state, and local reporting requirements.

- 16.2 Any notice required or permitted to be given under this Contract must be in writing and served by personal delivery or by certified mail upon the other party as follows:

**County:**

Director  
Pima County Community Services,  
Employment & Training  
2797 E. Ajo Way  
Tucson, AZ 85713

**Awardee:**

Executive Director  
Tucson Youth Development (TYD)  
1901 N. Stone Ave.  
Tucson, AZ 85705

## **17.0 NON-EXCLUSIVE CONTRACT**

Awardee understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.

## **18.0 OTHER DOCUMENTS**

Awardee and County in entering into this Contract have relied upon information provided in the Pima County Solicitation RFP-CSET-YSY-2016-02 (including the Instructions to Bidders, Standard Terms and Conditions, Specific Terms and Conditions, Solicitation Addenda, Awardee's Proposal and on other information and documents submitted by the Awardee in its' response to said Solicitation. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

## **19.0 REMEDIES**

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each will be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

## **20.0 SEVERABILITY**

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

## **21.0 BOOKS AND RECORDS**

- 21.1 Awardee will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County.
- 21.2 Awardee will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.

## **22.0 AUDIT REQUIREMENTS**

If Awardee is a "nonprofit corporation" that meets the definition of "corporation" in A.R.S. §10-3140, Awardee will comply with the applicable audit requirements set forth in A.R.S. § 11-624, "Audit of Non-Profit Corporations Receiving County Monies."

## **23.0 PROPERTY OF THE COUNTY**

- 23.1 Awardee is not the agent of County for any purpose and will not purchase any materials, equipment or supplies on the credit of the County.
- 23.2 Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the County. The Contract is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else, nor will Contract use or release these materials without the prior written consent of the County.

## **24.0 DISPOSAL OF PROPERTY**

Termination will not relieve any party from liabilities or costs already incurred under this Awardee nor affect any ownership of property pursuant to this Contract.

## **25.0 PUBLIC RECORDS**

25.1 Disclosure. Pursuant to Arizona Public Records law, A.R.S. § 39-121 *et seq.*, and A.R.S. § 34-603(H) in the case of construction or architectural and engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in an award of this Contract, including, but not limited to pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

### **25.2 Records Marked Confidential; Notice and Protective Order.**

- 25.2.1 If Awardee reasonably believes that some of the records described in paragraph 24.1 above contain proprietary, trade-secret or otherwise-confidential information, Awardee must prominently mark those records "CONFIDENTIAL."
- 25.2.2 In the event that a public records request is submitted to County for records marked "CONFIDENTIAL," County will notify Awardee of the request as soon as reasonably possible.
- 25.2.3 County will release the records ten (10) business days after the date of that notice, unless Awardee has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

## **26.0 ELIGIBILITY FOR PUBLIC BENEFITS**

Awardee will comply with applicable provisions of A.R.S. §§1-501 and 1-502 regarding public benefits, which are hereby incorporated as provisions of this Contract to the extent such provisions are applicable.

## **27.0 LEGAL ARIZONA WORKERS ACT COMPLIANCE**

- 27.1 Compliance with Immigration Laws. Awardee hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Awardee's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Awardee will further ensure that each subcontractor who performs any work for Awardee under this contract likewise complies with the State and Federal Immigration Laws.
- 27.2 Books and Records. County has the right at any time to inspect the books and records of Awardee and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- 27.3 Remedies for Breach of Warranty. Any breach of Awardee's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this Section 26, is a material breach of this Contract subjecting Awardee to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Awardee will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Awardee.
- 27.4 Subcontractors. Awardee will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 26.0 by including a provision in each subcontract substantially in the following form:

*“Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor’s employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor’s books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract.”*

#### **28.0 NO THIRD PARTY BENEFICIARIES**

Nothing in the provisions of this Contract is intended to create duties or obligations to or rights in third parties not parties to this Contract or affect the legal liability of either party to the Contract by imposing any standard of care different from the standard of care imposed by law.

#### **29.0 ISRAEL BOYCOTT CERTIFICATION**

Awardee hereby certifies that it is not currently engaged in, and will not for the duration of this Contract 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 Contract

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**30.0 ENTIRE AGREEMENT**

- 30.1 This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and supersedes all prior or contemporaneous agreements and understandings, oral or written.
- 30.2 No verbal agreements or conversations with any officer, agent or employee of County prior to or after the execution of this Contract will affect or modify any of the terms or obligations contained in any documents comprising this Contract. Any such verbal agreements are unofficial information and in no way binding upon County.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

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

**ATTEST**

\_\_\_\_\_  
Clerk, Board of Supervisors                      Date

**APPROVED AS TO CONTENT:**

  
\_\_\_\_\_  
Director, Community Services, Employment  
& Training

**APPROVED AS TO FORM**

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

**AWARDEE**

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

JAY SLAUTER Executive Director  
Printed Name & Title

Date: 11/15/2017

## SCOPE OF WORK

## GENERAL PROVISIONS

**1.0 PROGRAM OVERVIEW.**

- 1.1 Awardee will provide qualified staff for the position(s), set forth in Paragraph 5.1 below, to work with youth participating in the Pathways to Justice Careers for Youth Program ("PJC").
- 1.2 PJC is available to high school students requiring less than two years to graduate with a diploma or GED and is designed to improve graduation rates and reduce court recidivism.
- 1.3 Unless otherwise specified herein, participation in programs and activities financially assisted in whole or in part by this Contract must be open to citizens of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United States.

**2.0 PROGRAM GOALS.**

- 2.1 Prepare participants for justice and public safety careers offering wages that will allow self-sufficiency or 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 and productive labor force that meets employer needs.

**3.0 PROGRAM COMPONENTS.**

Work Statement	PJC Services	Amount
<b>1</b>	Career Exploration	<b>\$106,128.00</b>
<b>2</b>	Youth Work Experience ("PJC WEX")	<b>\$222,121.60</b>

**4.0 PJC WORKFORCE DEVELOPMENT SERVICES – GENERAL**

- 4.1 No activities performed under this Contract may displace a currently employed worker. Displacement includes not only firing or layoff, but also partial displacement such as a reduction in hours of non-overtime work or a reduction of employment benefits. Awardee must prohibit displacement in all subcontracts.
- 4.2 Awardee must ensure that staff involved in PJC job placement activities do not place a participant for employment:
- 4.2.1 On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
- 4.2.2 In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 4.3 Awardee must ensure that staff exercise care to be sure that any PJC participant employed or trained for inherently dangerous occupations (e.g. fire or law enforcement) is assigned to entities that consistently follow reasonable safety practices.
- 4.4 Awardee will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 4.5 Grievances: Awardee will:
- 4.5.1 Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
- 4.5.1.1 Ineligibility determination;



4.5.1.2 Reduction in services;

4.5.1.3 Suspension or termination from program participation; or

4.5.1.4 Quality of service.

4.5.2 Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.

4.6 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.

4.7 County will provide Awardee with title(s), name(s), phone number(s), and email address(es) of Pima County ARIZONA@WORK staff who will work with Awardee's staff during the term of this Contract.

**5.0 PJC WORKFORCE DEVELOPMENT SERVICES – AWARDEE -- General Requirements.** Awardee will:

5.1 Assign qualified personnel (individually and collectively “staff”) to provide One Stop workforce development services as follows:

Work Statement	FTE	Title	Location
1	One-half (0.5)	Program Support Specialist (“PSS”)	Awardee’s facility
2	One (1)	Workforce Development Specialist (“WDS”)	Awardee’s facility

5.2 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.

5.3 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.

5.4 Ensure that staff:

5.4.1 Are familiar with Pima County ARIZONA@WORK and PJC policies, procedures and programs;

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

5.4.3 Have a valid fingerprint clearance card\*; and

5.4.4 Name was submitted to the Central Registry\*.

\* If a current fingerprint clearance card and Central Registration proof is on file with County, additional proof is not required.

**6.0 TARGET POPULATION.** In-School Youth (ages as defined by funding source) who:

6.1 Are less than two (2) years from receiving a high school diploma or GED; and

6.2 Are at risk of dropping out; and/or

6.3 Have had a least one encounter with the juvenile justice system.

END OF GENERAL PROVISIONS

# WORK STATEMENT NO. 1

## CAREER EXPLORATION STIPENDS

### 1.0 PROGRAM OVERVIEW.

- 1.1 Pima Prevention Partnership offers a Career Exploration Program for at-risk youth in Pima County. Youth enrolled in the Career Exploration Program attend weekly group mentoring sessions about justice and safety careers and take field trips to various worksites and colleges to further understand the careers.
- 1.2 Awardee will manage stipends for the youth enrolled in the Pima Prevention Partnership Career Exploration Program ("Participants").

### 2.0 PROGRAM ACTIVITIES. The PSS assigned to provide services under this Contract will:

- 2.1 Collect Participants' timesheets; and
- 2.2 Prepare and distribute stipend checks to Participants biweekly.

### 3.0 OUTCOMES. Awardee will provide the payroll services set forth in Section 2.0 above to **150 youth** annually.

### 4.0 BUDGET.

- 4.1 Awardee will pay each Participant a stipend of \$30 per week for a total of twenty-three (23) weeks throughout the school year.
- 4.2 Awardee will be paid on a Cost Reimbursement basis as follows:

Budget Item	Amount allocated for January 1, 2018 through December 31, 2018
Salary and Fringe (No overtime)	\$25,500.00
Local Travel	\$ 5,610.00
Supplies	\$ 2,040.00
<b>Subtotal</b>	<b>\$33,150.00</b>
Stipends and incentives for 23 weeks	\$72,978.00
<b>TOTAL</b>	<b>\$106,128.00</b>

- 4.3 **Staff overtime is not authorized under this Contract and will not be reimbursed.**
- 4.4 In the event that In the event that an end of year budget modification is necessary, the request to modify must be submitted forty-five (45) days prior the termination date of the Contract and approved prior to implementation.
- 5.0 REPORTING. Awardee will provided the County the following reports:
- 5.1 Monthly Reports. Due no later than the fifth (5th) working day of the month for the preceding month's activities, as follows:
- 5.1.1. Summary report which include the number of persons served, completed, exited, and placed; and
- 5.1.2. Payroll report detailing expenditures.
- 5.2 Preliminary financial closeout report. Due no later than December 15 (or sooner if notified by County).
- 5.3 Final financial closeout report, on forms provided by County, within thirty (30) days after the end of the term of this Contract, unless County notifies Awardee of a different time period.
- 5.4 Other reasonable records and reports as required by the Director or designee of the Community Services, Employment & Training Department.

## WORK STATEMENT NO. 2

### SUMMER YOUTH WORK EXPERIENCE

#### 1.0 PROGRAM ACTIVITIES – AWARDEE.

##### 1.1 General Activities.

- 1.1.1. Provide Work Experience”) in justice and public safety fields (“PJC WEX”) to low-income youth in preparation for a career path that leads to self-sufficiency.
- 1.1.2. Conduct outreach to justice and public safety employers to engage their involvement in career exploration activities and career-pathway development.

##### 1.2 Worksite recruitment and development. The WDS assigned to provide services under this Contract will:

- 1.2.1. Identify justice and public safety career worksites that will provide appropriate work opportunities for youth and ensure that each worksite is qualified to provide safe training and work experience to the Participant(s).
- 1.2.2. Ensure that each worksite that agrees to participate in PJC WEX:
  - 1.2.2.1. Does not use Participant to replace or do the work of employees who have been laid off; and
  - 1.2.2.2. Focuses on increasing the Participant’s work-readiness skills.
- 1.2.3. Provide orientation for worksite supervisors. Orientation must include, but is not limited to:
  - 1.2.3.1. Review of the Worksite Agreement;
  - 1.2.3.2. Job and worksite safety issues; and
  - 1.2.3.3. Child labor laws.
- 1.2.4. Monitor worksites to ensure compliance child labor laws, safety regulations and applicable employment policies.
- 1.2.5. Prepare an Individual Service Strategy (“ISS”), attached heretor as **Exhibit B**, for each participant.
- 1.2.6. Maintain a file on each Participant which must include, but is not limited to:.
  - 1.2.6.1. Timesheets;
  - 1.2.6.2. The applicable Worksite Agreement; and
  - 1.2.6.3. The ISS.

##### 1.3 Worksite Agreements. For each worksite that agrees to participate in the PJC WEX, Awardee will:

- 1.3.1. Execute a **Worksite Agreement** that commits the worksite to:
  - 1.3.1.1. Supervise each Participant at all times;
  - 1.3.1.2. Provide no less than one (1) supervisor for every four (4) Participants;
  - 1.3.1.3. Assign only tasks consistent with the job description provided for the Participant;
  - 1.3.1.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the Participant’s age;
  - 1.3.1.5. Assume liability for any injury to Participant or any damage to Participant’s property that occurs at the worksite; and
- 1.3.2. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.

- 1.3.3. Obtain a written job description for each position to be filled by a Participant that complies with child labor laws and any other laws, policies and safety guidelines to the Participant's age and the funding source requirements.
- 1.4 **Participant performance.** For each Participant, the WDS will:
  - 1.4.1. Ensure that the PJC WEX Participant is scheduled for 160 hours of work experience.
  - 1.4.2. A least once each week, visit worksite and monitor Participant's performance of duties outlined in the Participant's job description.
  - 1.4.3. Every other week, obtain an evaluation from the worksite supervisor on work readiness and abilities to perform the tasks and duties outlined in the Participant's job description.
  - 1.4.4. Ensure and document that each youth entering the PJC WEX program is on schedule to graduate (or obtain a GED).
  - 1.4.5. When problems arise intervene and work with the Participant and the worksite supervisor to help the Participant stay in the job.
- 1.5 **Participant remuneration:** Awardee will pay each Participant the prevailing minimum wage plus required fringe for each hour worked at the assigned worksite.
- 1.6 **TARGET POPULATION.** Target all populations set forth in **6.0 TARGET POPULATION**, including attending one of the following schools:
  - 1.6.1. Pueblo High School;
  - 1.6.2. Ace Charter High School;
  - 1.6.3. Pima Prevention High School; or
  - 1.6.4. Pima Vocational High School.
- 2.0 TARGET POPULATION.** Youth (ages as defined by funding source) attending Pueblo High School, Ace Charter High School; Pima Prevention High School or Pima Vocational High School who:
  - 2.1 Are less than two (2) years from receiving a high school diploma or GED; and
  - 2.2 Are at risk of dropping out; and/or
  - 2.3 Have had a least one encounter with the juvenile justice system.
- 3.0 OUTCOMES.**
  - 3.1 Awardee will place approximately 100 youth in PJC WEX.
  - 3.2 90% of the PJC WEX Participants will successfully complete at least 95% of scheduled hours.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**4.0 BUDGET.**

4.1 Awardee will be paid on a Cost Reimbursement basis as follows:

Budget Line Item	Amount allocated for January 1, 2018 through September 30, 2018
Salary and Fringe (No overtime)	\$ 47,224.00
Staff Development	-0-
Travel	\$ 2,130.00
Equipment	\$ 600.00
Supplies	\$ 600.00
Other Operating	\$ 15,000.00
Subtotal	\$ 65,554.00
Work Experience for Youth	\$156,567.60
TOTAL	\$222,121.60

4.2 **Staff overtime is not authorized under this Contract and will not be reimbursed.**

4.3 In the event that an end of year budget modification is necessary, the request to modify must be submitted forty-five (45) days prior the termination date of the Contract and approved prior to implementation.

**5.0 REPORTING.** Awardee will provide the County the following reports:

5.1 Monthly Reports. A monthly summary report which includes, but is not limited to, the numbers of:

5.1.1. Employers contacted;

5.1.2. Participants placed at a worksite.

**END OF EXHIBIT A**

**PIMA COUNTY ONE-STOP CAREER CENTER  
 YOUTH SERVICES  
 INDIVIDUAL SERVICE STRATEGY (ISS)**

<b>BACKGROUND INFORMATION</b>		
Participant Name:	Phone Number:	Date of Enrollment:
Address:	City/State/Zip Code:	Birth date:
Case Manager:		
<b>Educational History</b>		
Attending School: <input type="checkbox"/> YES <input type="checkbox"/> NO	Current Grade Level/#of Credits:	Name of School:
Dropped Out of School: <input type="checkbox"/> YES <input type="checkbox"/> NO	Highest Grade Completed/# of Credits:	Last School Attended:
Competed High School Diploma/GED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date Completed:	School/Program:
If Dropped Out, Why?		
Ever Attended Post-Secondary School: <input type="checkbox"/> YES <input type="checkbox"/> NO	School:	Area of Concentration/Study:
List any other Diplomas/Degrees/Licenses/Certifications:		
List any additional Educational/Vocational Training Courses taken:		
Other Comments on Educational History:		
<b>Employment History</b>		
Job Title & Duties	Employer	Dates Worked & Reason for Leaving
Describe any other work experience and/or skills learned through volunteering, hobbies, etc:		
Other Comments on Employment History:		

## BARRIERS

### Education and Training Barriers:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Low Math/Reading Skills | <input type="checkbox"/> Attendance             | <input type="checkbox"/> English (Speaking/Reading/Writing)    |
| <input type="checkbox"/> Dropped out of school   | <input type="checkbox"/> Grades/Credits         | <input type="checkbox"/> First Generation High School Graduate |
| <input type="checkbox"/> Learning Disability     | <input type="checkbox"/> Suspensions/Expulsions |  |

Comments:

### Employment Barriers:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Work Clothing           | <input type="checkbox"/> No Picture ID             | <input type="checkbox"/> No work history      |
| <input type="checkbox"/> Equipment/Tools         | <input type="checkbox"/> Lack of career goals      | <input type="checkbox"/> Poor work references |
| <input type="checkbox"/> Criminal History/Record | <input type="checkbox"/> Lack of vocational skills |   |

Comments:

### Life skills Barriers:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Housing            | <input type="checkbox"/> No social security card                                | <input type="checkbox"/> Family Issues/Instability    |
| <input type="checkbox"/> Food               | <input type="checkbox"/> Legal Issues   | <input type="checkbox"/> Parent/Guardian incarcerated |
| <input type="checkbox"/> Clothing           | <input type="checkbox"/> Budgeting  | <input type="checkbox"/> Substance Abuse              |
| <input type="checkbox"/> Transportation     | <input type="checkbox"/> Financial/Credit History                               | <input type="checkbox"/> Mental Health/Counseling     |
| <input type="checkbox"/> Pregnant/Parenting | <input type="checkbox"/> Gang Affected/Involved                                 | <input type="checkbox"/> Self-Esteem                  |
| <input type="checkbox"/> Child Care         | <input type="checkbox"/> Currently in foster care/ward of court                 | <input type="checkbox"/> Depression                   |
| <input type="checkbox"/> Healthcare         | <input type="checkbox"/> Formerly in foster care/ward of court                  | <input type="checkbox"/> Motivation                   |
| <input type="checkbox"/> Driving License    | <input type="checkbox"/> Is/was raised by someone other than biological parents | <input type="checkbox"/> Anger Management             |

Comments:

### Barriers/Comments:

TRAINING PLAN/GOALS	
<b>Steps to Accomplish Goal:</b> <i>(list type of training/services including information on provider, location, length, etc)</i>	
<b>Education Goal(s):</b>	
1.	
<b>Occupational/Career Goal(s):</b>	
1.	
<b>Work Readiness Goal (s):</b>	
1.	
<b>Personal Goal(s):</b>	
1.	
<b>ISS Summary/Comments:</b>   	

I understand and agree to the service plan as described. I also understand that this plan does not constitute an entitlement to these services.

I authorize my case manager and/or program staff to communicate pertinent information about me and my goals to any and all agencies, schools, and employers in order to assist me in meeting my training plan/goals. **(If participant is under 18, a parent or guardian must sign below to authorize the release of information.)**

**I/WE have read, understand and agree to this Service and Participation Agreement.**

Signature of Youth Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature of Workforce Development Specialist: \_\_\_\_\_

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

Printed Name \_\_\_\_\_



**ASSESSMENT RESULTS SUMMARY****Academic Skill Assessments**

Name of Test &amp; Version Used: \_\_\_\_\_

Pre-Test Score &amp; Date Taken: \_\_\_\_\_

Post Test Scores &amp; Date Taken: (if applicable)

Math: \_\_\_\_\_

Reading: \_\_\_\_\_

Writing: \_\_\_\_\_

Math: \_\_\_\_\_

Reading: \_\_\_\_\_

Writing: \_\_\_\_\_

Other Academic Assessment Results/Comments: \_\_\_\_\_

Academic Needs/Accommodations (please include any Individual Education Plan [IEP] Information [if applicable]): \_\_\_\_\_

**Other Assessment Results**

Interest/Aptitudes: (please list any tools used to assess) \_\_\_\_\_

Career/Employment: (please list any tools used to assess) \_\_\_\_\_

Life Skills: (please list any tools used to assess) \_\_\_\_\_

Other Assessment Results/Comments: \_\_\_\_\_

Date

Case Manager Initials

Participant Initials

1<sup>st</sup> ISS Review/Revision: \_\_\_\_\_2<sup>nd</sup> ISS Review/Revision: \_\_\_\_\_3<sup>rd</sup> ISS Review/Revision: \_\_\_\_\_4<sup>th</sup> ISS Review/Revision: \_\_\_\_\_

END OF ISS