



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

☐ Award ☒ Contract ☐ Grant

**Requested Board Meeting Date:** June 12, 2018

**\* = Mandatory, information must be provided**

**or Procurement Director Award** ☐

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

Catholic Community Services of Southern Arizona, Inc. dba Community Outreach Program for the Deaf

**\*Project Title/Description:**

Workforce Development Services. Contractor will provide work experience, case management, and support services to assist adult, dislocated worker and youth job seekers in finding employment. The original contract and amendments may be found under CT-17\*014. Search for contract number 17%014 in eContracts.

**\*Purpose:**

This amendment with subrecipient, Community Outreach Program for the Deaf (COPD), is designed to continue workforce development services to Pima County adult and dislocated worker job seekers who are seeking employment or job skills training that can lead to employment. The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training, and making referrals to job opportunities. This amendment provides COPD with additional funding through June 30, 2019.

Attachment: Contract Number CT-CS-17-014.

**\*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:**

Annual number served:

Enrolled - 160 Adult/dislocated worker participants

Placed on job - 64 Adult/dislocated worker participants

**\*Public Benefit:**

This amendment 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.

To: COB- 5.24.18  
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(1)

**Contract / Award 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) required:**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: CT Department Code: CS Contract Number (i.e., 15-123): 17-014Amendment No.: 2 AMS Version No.: 11Effective Date: \_\_\_\_\_ New Termination Date: 6/30/19

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

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 87,139.73Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** U.S. Dept. of Labor - Workforce Innovation and Opportunity Act (WIOA) and Health Profession Opportunity Grant (HPOG)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 ServicesTelephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_  
(Required for Board Agenda/Addendum Items)

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

Program Name: Workforce Development Services

Awardee: Catholic Community Services of Southern Arizona, Inc.  
dba Community Outreach Program for the Deaf  
("COPD")

Administrative Office  
140 W. Speedway Blvd, #230  
Tucson, AZ 85705-6534

COPD  
268 W Adams St.  
Tucson, AZ 85705-6534

DUNS: 114439730

SAM Registration Date: 3/27/18

Contract No: CT-CS-17-14

Amendment No: 02

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

**CONTRACT**

NO. CT-CS-17-014

AMENDMENT NO. 02

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

Is this a Research and Development Contract: No

Awardee is a X Subrecipient    Contractor

Match NO Indirect Costs NO

Grant ID/Contract Number	Award Date	CFDA	Program Description	National Funding	Pima County Award
DI16-002120	2017	17.258	WIOA-Adult	\$776,736,000.00	\$2,052,758.00
DI16-002120	2017	17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$3,261,667.00
DI16-002120	2017	17.259	WIOA-Youth	\$831,842,000.00	\$2,213,733.00
PCC2015-2020	2017	93.093	HPOG	\$58,000,000.00	\$593,993.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$94,396.40
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$95,858.00
Term This Amendment	06/30/19	Amount This Amendment:	\$87,139.73
		Revised Contract Amount:	\$277,394.13

Pima County ("County"), a body politic and corporate of the State of Arizona, and Catholic Community Services of Southern Arizona, Inc. dba Community Outreach Program for the Deaf ("Awardee"), a non-profit corporation authorized to do business in the State of Arizona, have entered into the above-referenced contract to provide workforce development services for adults, dislocated workers and youth.

**AMENDMENT TWO**

- A. County, as Grantee, has a federal Workforce Innovation and Opportunity Act, Pub.L. 113-128 ("WIOA") grant which ends on June 30, 2020. WIOA funding has been approved for 2018-2019.
- B. County is also the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College for 2018-2019 and is authorized to pass those funds along to Awardee for training eligible individuals for well-paying, high demand healthcare occupations.

- C. For contract year 2017-2018, enrollment of youth in WIOA eligible activities has, despite recruitment efforts of Awardee, has been lower than expected and demand for adult and dislocated worker services has been greater than expected.
- D. The Pima County Board of Supervisors finds that that revising the work statements for services provided during the contract year 2017-2018 will improve employment opportunities for Pima County residents.
- E. The Pima County Board of Supervisors further finds that it is in the best interests of the residents of to extend the Contract for an additional year to provide services do WIOA and HPOG eligible adults and dislocated workers.
- F. County has reviewed Awardee's performance of the services and finds it satisfactory.

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

**1. SECTION 1.0 – TERMS AND EXTENSIONS, paragraph 1.1 is amended as follows:**

**1.1. The termination date is changed:**

FROM: June 30, 2018

TO: June 30, 2019

**1.2. The number of available renewals is changed:**

FROM: three (3) additional years or any portion thereof

TO: two (2) additional years or any portion thereof

**2. SECTION 3.0 – COMPENSATION AND PAYMENT, is amended as follows:**

**2.1. Paragraph 3.1 is amended to increase the Maximum Allocated Amount:**

FROM: \$190,254.40

TO: \$277,394.13

**2.2. Paragraph 3.2 the table is deleted in its entirety and replaced with the following:**

Funding Source	Maximum Amount Allocated			
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	Total
U.S. Dept. of Labor/AZ Dept. of Economic Security	\$93,673.70	\$93,958.00	\$85,239.73	\$272,871.43
Pima Community College HPOG	\$722.70	\$1,900.00	\$1,900.00	\$4,522.70
<b>Allocated Amount</b>	<b>\$94,396.40</b>	<b>\$95,858.00</b>	<b>\$87,139.73</b>	<b>\$277,394.13</b>

**3. Paragraph 3.10 is amended as follows:**

**3.1. Paragraph 3.10.1 is deleted in its entirety and replaced with the following:**

Changes up to and including 15% of the Total Operating Budget for the current contract year may be granted by and at the sole discretion of the Director of Community Services, Employment and Training (CSET) 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.**

3.2. Paragraph 3.10.2 is deleted in its entirety and replaced with the following:

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.**

3.3. Paragraph 3.10.3 is added to read:

Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

4. **SECTION 4.0 – INSURANCE**, Paragraph 4.2 is amended as follows:

4.1. Paragraph 4.2.1.1, the level of Commercial General Liability insurance for “Each Occurrence” is increased:

FROM: \$1,000,000.00

TO: \$2,000,000.00

4.2. Paragraph 4.2.3.2, the level of Employers’ Liability insurance for:

4.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

4.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

4.3. **Awardee must provide new Certificates of Insurance** to County with proof of the increased coverage set forth in paragraphs 3.1 and 3.2 above.

5. **SECTION 27.0 – COORDINATION** is amended to add the following:

Awardee’s contacts in this regard will be:

Adult Workforce Development Services: Michael Gates, 724-5063, [Michael.Gates@pima.gov](mailto:Michael.Gates@pima.gov).

Dislocated Worker Workforce Development Services: Peggy Castano, 724-6706, [Peggy.Castano@pima.gov](mailto:Peggy.Castano@pima.gov).

Youth Development Services: Daphanie Conner, 724-5724, [Daphanie.Conner@pima.gov](mailto:Daphanie.Conner@pima.gov).

6. **EXHIBIT A-1 – SCOPE OF WORK – GENERAL PROVISIONS** is amended as follows:

6.1. **SECTION 3.0 – PROGRAM COMPONENTS**, the table is deleted in its entirety and replaced with the following:

Work Statement	Workforce Development Services	Amount		
		7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019
1	Adults and Dislocated Workers	\$58,564.00	\$84,935.50	\$87,139.73
2	Youth	\$35,832.40	\$10,922.50	-0-

6.2. **SECTION 5.0 – ONE STOP WORKFORCE DEVELOPMENT SERVICES – AWARDEE**, paragraph 5.1. *The Parties acknowledge that the WDS providing services to youth under Work Statement 2 may also provide services to Adults and Dislocated Workers.*

6.3. **SECTION 6.0 – TARGET POLUATION** is amended to add the following:

Adults and dislocated workers: age 18 and over.

In-School or Out-of-School Youth: ages 16 to 24, depending on the funding source.

7. **EXHIBIT A-1 – SCOPE OF WORK – WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS and DISLOCATED WORKERS** is amended as follows:

7.1. **SECTION 1.0 – PROGRAM ACTIVITIES**, paragraph 1.1.2.7 is deleted in its entirety and replaced with the following:

1.1.2.7 Refer participants to either or both of the following:

1.1.2.7.1 Training programs that will provide needed job skills and issue industry-recognized credentials; and

1.1.2.7.2 Job openings in the demand industries defined by the WIB Planning Committee and, if applicable, pursuant to HPOG requirements.

7.2. **SECTION 2.0 – OUTCOMES**, is amended as follows:

7.2.1. The table is deleted in its entirety and replaced with the following:

Staff position	Service	Total number served		
		July 1, 2016 – June 30 2017	July 1, 2017 – June 30 2018	July 1, 2018 – June 30, 2019
WDS	Enrolled in a program	120 participants	158 participants	160 participants
	Active at any time	60 participants	78 participants	80 participants
	Placed on job or post-secondary per WIOA rules	48 participants	62 participants	64 participants
	Case Closures	60 cases	78 cases	80 cases

7.2.2. **Paragraph 2.3** is added to read:

2.3 80% of job skills training participants will receive an industry-recognized credential.

7.3. **SECTION 3.0 – BUDGET**, paragraph 3.1, the table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated for July 1, 2016 through June 30, 2017	Amount allocated for July 1, 2017 through June 30, 2018	Amount allocated for July 1, 2018 through June 30, 2019
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$43,376.00	\$61,829.05	\$66,312.59
Staff Development	-0-	-0-	-0-
Travel	\$119.50	\$156.72	\$184.73
Supplies	\$374.00	\$495.42	\$390.15
Contractual/Interpreters	\$802.00	\$1,135.60	\$1,245.36
Other Operating	\$4,428.50	\$6,318.71	\$9,542.90
<b>Total Operating Budget</b>	<b>\$49,100.00</b>	<b>\$69,935.50</b>	<b>\$77,675.73</b>
<b>Other Allocation(s)</b>			
Transitional Job Wages*	\$9,464.00	\$15,000.00	\$9,464.00
<b>TOTAL BUDGET</b>	<b>\$58,564.00</b>	<b>\$84,935.50</b>	<b>\$87,139.73</b>

7.4. **Paragraph 3.4** is added to read:

3.4 The projected use of WIOA Adult, WIOA Dislocated Worker, and HPOG funds, by activity, is set forth in Exhibit A of this Amendment

8. **EXHIBIT A-1 – SCOPE OF WORK STATEMENT NO. 2 WORKFORCE DEVELOPMENT SERVICES FOR YOUTH**, is amended as follows:

8.1. **SECTION 1.0 – PROGRAM ACTIVITIES**, paragraph 1.2.8 is deleted in its entirety and replaced with the following:

1.2.8 Refer participants to either or both of the following:

1.2.8.1 Training programs that will provide needed job skills and issue industry-recognized credentials; and

1.2.8.2 Job openings in the demand industries defined by the WIB Planning Committee.

8.2. **SECTION 2.0 – OUTCOMES**, is amended as follows:

8.3. **Paragraph 2.1**, the table is deleted in its entirety and replaced with the following:

Staff position	Service	Total number of participants served		
		July 1, 2016 – June 30 2017	July 1, 2017 – June 30 2018	July 1, 2018 -- end of contract term*
WDS	Enrolled in a program	40	2	-0-
	Active at any time	20	2	-0-
	Placed on job or post-secondary per WIOA rules	16	2	-0-
	Case Closures	21 cases	2 cases*	-0-

\* The Parties acknowledge that some youth participants enrolled during the 2017-2018 contract year may complete program activities after July 1, 2018 and, pursuant to paragraph 1.2.14 of Work Statement No. 2, will be followed until one year after completion of program activities. No new youth participants will be enrolled on or after July 1, 2018.

8.4. **Paragraph 2.4** is added to read:

2.4 80% of participants attending job skills training will receive an industry-recognized credential.

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8.5. **SECTION 3.0 BUDGET**, the table is deleted in its entirety and replaced with the following:

Budget Item	Amount paid -- July 1, 2016 through June 30, 2017	Projected WIOA Youth July 1, 2017 through June 30, 2018	Amount allocated beginning July 1, 2018
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$21,363.40	\$4,126.23	-0-
Staff Development	-0-	-0-	-0-
Travel	\$58.00	-0-	-0-
Supplies	-0-		-0-
Contractual/Interpreters	\$395.00	\$76.10	-0-
Other Operating	\$2,180.00	\$420.17	-0-
Space	-0-	-0-	-0-
<b>Total Operating Budget</b>	<b>\$23,996.40</b>	<b>\$4,622.50</b>	<b>-0-</b>
<b>Other Allocation(s)</b>			
Work Experience Wage for Youth*	\$11,836.00	\$6,300.00	-0-
<b>TOTAL BUDGET</b>	<b>\$35,832.40</b>	<b>\$10,922.50</b>	<b>-0-</b>

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY:

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

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

AWARDEE:

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

Anne Levy - Ex. Director  
Printed Name & Title

ATTEST:

Date: 5-10-2018

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

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

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



EXHIBIT A

**PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING SOURCE**

**WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS**

July 1, 2017 – June 30, 2018				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
<b>Operating Budget</b>				
Salary and Fringe (No overtime)	\$50,953.50	\$9,195.55	\$1,680.00	\$61,829.05
Staff Development	-0-	-0-	-0-	-0-
Travel	\$90.10	\$62.62	\$4.00	\$156.72
Supplies	\$284.63	\$197.79	\$13.00	\$495.42
Contractual/Interpreters	\$651.71	\$452.89	\$31.00	\$1,135.60
Other Operating	\$3,626.56	\$2,520.15	\$172.00	\$6,318.71
<b>Total Operating Budget</b>	<b>\$55,606.50</b>	<b>\$12,429.00</b>	<b>\$1,900.00</b>	<b>\$69,935.50</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$15,000.00	-0-	-0-	\$15,000.00
<b>TOTAL BUDGET</b>	<b>\$70,606.50</b>	<b>\$12,429.00</b>	<b>\$1,900.00</b>	<b>\$84,935.50</b>

July 1, 2018 – June 30, 2019				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
<b>Operating Budget</b>				
Salary and Fringe (No overtime)	\$38,167.42	\$26,523.12	\$1,622.05	\$66,312.59
Staff Development	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$106.32	\$73.89	\$4.52	\$184.73
Supplies	\$224.56	\$156.05	\$9.54	\$390.15
Contractual/Interpreters	\$716.79	\$498.11	\$30.46	\$1,245.36
Other Operating	\$5,492.59	\$3,816.88	\$233.43	\$9,542.90
<b>Total Operating Budget</b>	<b>\$44,707.68</b>	<b>\$31,068.05</b>	<b>\$1,900.00</b>	<b>\$77,675.73</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$9,464.00	-0-	-0-	\$9,464.00
<b>TOTAL BUDGET</b>	<b>\$54,171.68</b>	<b>\$31,068.05</b>	<b>\$1,900.00</b>	<b>\$87,139.73</b>

END OF EXHIBIT A OF AMENDMENT 2