



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

Award  Contract  Grant

Requested Board Meeting Date: June 19, 2018

or Procurement Director Award

\* = *Mandatory, information must be provided*

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

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

Workforce Development Services. The original contract and amendments may be found under CT-17\*010. Search for contract number 17%010 in eContracts.

**\*Purpose:**

Portable Practical Educational Preparation (PPEP) provides work experience, case management, and support services to assist adult, dislocated worker, and youth job seekers in finding employment. This amendment allows PPEP, a subreceptient, to continue to provide workforce development services to adult, dislocated worker, and youth job seekers.

This amendment will provide additional funding and extend the contract for one year for the period July 1, 2018 to June 30, 2019.

Attachment: Contract Number CT-CS-17-010 (Amendment 4)

**\*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:**

The program's goal is to 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.

Workforce Development Services Annual number served:

Enrolled - 600 adult/dislocated worker job seekers and 150 youth job seekers

Placed on a job - 368 adult and dislocated worker job seekers

Placed on a job or into post-secondary education - 92 youth job seekers

On-the-Job Training Annual number served:

Enrolled - 40 participants

Placed on a job - 32 job seekers

**\*Public Benefit:**

This program 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:**

PPEP will submit 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.

06-20-2018 09:51 AM EST  
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To: COB-6-12-18  
pgs. 7  
(1) Addendum

**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

**If Yes, 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): 17-010

Amendment No.: 4 AMS Version No.: 18

Effective Date: 7/1/18 New Termination Date: 6/30/19

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

Expense or  Revenue  Increase  Decrease Amount This Amendment: \$ 602,259.00

Is there revenue included?  Yes  No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Department of Labor (DOL) 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 Hart

Department: Community Services

Telephone: 724-5723

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

*Charles C...* 6/11/18

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

*C. D...* 6/11/18

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

DUNS: 092671866

SAM Registration Date: 11/17/17

Contract No: CT-CS-17-010

Amendment No: 04

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

<b>CONTRACT</b>
NO. <u>CT-CS-17-010</u>
AMENDMENT NO. <u>04</u>
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:	\$603,357.00
Term Prior Amendment:	06/30/18	Prior Amended Amount:	\$653,625.00
Term This Amendment	06/30/19	Amount This Amendment:	\$602,259.00
		Revised Contract Amount:	\$1,859,241.00

Pima County (“County”), a body politic and corporate of the State of Arizona, and Portable Practical Educational Preparation, Inc. (“Awardee”), a non-profit corporation registered 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 FOUR**

A. County, as Grantee, received federal Workforce Innovation and Opportunity Act, Pub.L.113-128 (“WIOA”) grant funds for the operation of the Pima County ARIZONA@WORK Career Center System Workforce Program. The WIOA grant ends June 30, 2020.

- B. Awardee provides eligible services as a Subrecipient of the WIOA grant.
- C. County is also the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to Awardee for eligible services.
- D. Funds have been awarded to County from WIOA and HPOG grants for services in FY2018-2019.
- E. The Pima County Board of Supervisors finds that that extending this Contract will improve employment opportunities for Pima County residents and is in the best interests of the residents of Pima County.
- 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: \$1,256,982.00

TO: \$1,859,241.00

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
U.S. Dept. of Labor/AZ Dept. of Economic Security	\$654,723.00	\$594,259.00	\$594,259.00
Pima Community College HPOG	-0-	\$8,000.00	\$8,000.00
<b>Anticipated Allocations TOTAL</b>	<b>\$654,723.00</b>	<b>\$602,259.00</b>	<b>\$602,259.00</b>

2.3 Paragraph 3.10 is amended as follows:

2.3.1 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.**

2.3.2 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.**

2.3.3 **Paragraph 3.10.3** is added to read:

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

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

3.1. 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

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

3.2.1. “Each Accident” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.2.2. “Disease – Each Employee” is increased:

FROM: \$ 500,000.00

TO: \$1,000,000.00

3.3. **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.

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

**5. EXHIBIT A-1 – SCOPE OF WORK** is amended as follows:

5.1. **SECTION 3.0 – PROGRAM COMPONENTS** 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	\$373,535.00	\$373,483.00	\$373,483.00
2	Youth	\$136,987.00	\$114,575.00	\$114,575.00
3	On-the-job Training (OJT)	\$144,201.00	\$114,201.00	\$114,201.00

5.2. **WORK STATEMENT NO. 1 WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS** is amended as follows:

5.2.1. **SECTION 1.0 – PROGRAM ACTIVITIES, paragraph 1.1.4** is deleted in its entirety and replaced with the following:

1.1.4 Refer participants to either or both of the following:

1.1.4.1 Training program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

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

5.2.2. **SECTION 2.0 – OUTCOMES** is amended to add paragraph 2.4 to read:

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

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

<b>Budget Line Item</b>	<b>Amount expended for July 1, 2016 through June 30, 2017</b>	<b>Amount allocated for July 1, 2017 through June 30, 2018</b>	<b>Amount allocated for July 1, 2018 through June 30, 2019</b>
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$240,384.00	\$240,384.00	\$240,384.00
Staff Development	\$13,088.00	\$13,088.00	\$13,088.00
Travel	\$14,696.00	\$14,696.00	\$14,696.00
Equipment	\$3,200.00	\$3,200.00	\$3,200.00
Supplies	\$3,000.00	\$3,000.00	\$3,000.00
Communications	\$4,624.00	\$4,624.00	\$4,624.00
Other Operating	\$41,295.00	\$41,295.00	\$41,295.00
Space	\$7,848.00	\$7,796.00	\$7,796.00
<b>Total Operating Budget</b>	<b>\$328,135.00</b>	<b>\$328,083.00</b>	<b>\$328,083.00</b>
<b>Other Allocation(s)</b>			
Transitional Job Wages*	\$45,400.00	\$45,400.00	\$45,400.00
<b>TOTAL BUDGET</b>	<b>\$373,535.00</b>	<b>\$373,483.00</b>	<b>\$373,483.00</b>

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

The projected use of WIOA Adult, WIOA Dislocated Worker, and HPOG funds by activity is set forth in Exhibit A of this Amendment 4.

5.3. **WORK STATEMENT NO. 2 WORKFORCE DEVELOPMENT SERVICES FOR YOUTH**, is amended as follows:

5.3.1. **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 program(s) that will provide needed jobs skills and issue industry-recognized credential(s); and

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

5.3.2. **SECTION 2.0 – OUTCOMES** is amended to add **paragraph 2.4** to read:

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

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5.3.3. **SECTION 3.0 – BUDGET, Paragraph 3.3**, the table is deleted in its entirety and replaced with the following:

Budget Item	Expended WIOA Youth July 1, 2016 through June 30, 2017	Projected WIOA Youth July 1, 2017 through June 30, 2018	Projected WIOA Youth July 1, 2018 through June 30, 2019
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$63,917.00	\$46,118.00	\$46,118.00
Staff Development	\$1,235.00	\$890.00	\$890.00
Travel	\$2,745.00	\$1,979.00	\$1,979.00
Supplies	\$1,040.00	\$750.00	\$750.00
Equipment	-0-	-0-	-0-
Communications	\$999.00	\$720.00	\$720.00
Space	-0-	-0-	-0-
Other Operating	\$10,251.00	\$7,318.00	\$7,318.00
<b>Total Operating Budget</b>	<b>\$80,187.00</b>	<b>\$57,775.00</b>	<b>\$57,775.00</b>
Work Experience Wage for Youth*	\$56,800.00	\$56,800.00	\$56,800.00
<b>TOTAL BUDGET</b>	<b>\$136,987.00</b>	<b>\$114,575.00</b>	<b>\$114,575.00</b>

5.4. **WORK STATEMENT NO. 3 ON-THE-JOB TRAINING SECTION 3.0 – BUDGET**, is amended as follows:

5.4.1. **Paragraph 3.1**, the table is deleted in its entirety and replaced with the following:

Budget Item	Amount expended 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)	\$48,445.00	\$48,445.00	\$48,445.00
Staff Development	\$1,242.00	\$1,242.00	\$1,242.00
Travel	\$2,800.00	\$2,800.00	\$2,800.00
Supplies	\$750.00	\$750.00	\$750.00
Equipment	\$800.00	\$800.00	\$800.00
Communications	\$822.00	\$822.00	\$822.00
Space	\$1,020.00	\$1,020.00	\$1,020.00
Other Operating	\$8,322.00	\$8,322.00	\$8,322.00
<b>Total Operating Budget</b>	<b>\$64,201.00</b>	<b>\$64,201.00</b>	<b>\$64,201.00</b>
<b>Other Allocation(s)</b>			
OJT Contracts	\$80,000.00	\$50,000.00	\$50,000.00
<b>TOTAL BUDGET</b>	<b>\$144,201.00</b>	<b>\$114,201.00</b>	<b>\$114,201.00</b>

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**PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING SOURCE****1. WORK STATEMENT NO. 1 -- WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS – PROJECTED BUDGET.**

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)	\$138,368.25	\$96,154.21	\$5,861.54	\$240,384.00
Staff Development	\$7,533.63	\$5,235.23	\$319.14	\$13,088.00
Travel	\$8,459.21	\$5,878.44	\$358.35	\$14,696.00
Equipment	\$1,841.96	\$1,280.01	\$78.03	\$3,200.00
Supplies	\$1,726.84	\$1,200.01	\$73.15	\$3,000.00
Communications	\$2,661.64	\$1,849.61	\$112.75	\$4,624.00
Space	\$4,487.48	\$3,118.42	\$190.10	\$7,796.00
Other Operating	\$23,769.96	\$16,518.10	\$1,006.94	\$41,295.00
<b>Total Operating Budget</b>	<b>\$188,848.97</b>	<b>\$131,234.03</b>	<b>\$8,000.00</b>	<b>\$328,083.00</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$22,700.00	\$22,700.00	-0-	\$45,400.00
<b>TOTAL BUDGET</b>	<b>\$211,548.97</b>	<b>\$153,934.03</b>	<b>\$8,000.00</b>	<b>\$373,483.00</b>

**2. WORK STATEMENT NO. 3 -- ON-THE-JOB TRAINING – PROJECTED BUDGET.**

July 1, 2018 – June 30, 2019			
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	TOTAL
<b>Operating Budget</b>			
Salary and Fringe (No overtime)	\$28,582.55	\$19,862.45	\$48,445.00
Staff Development	\$732.78	\$509.22	\$1,242.00
Travel	\$1,652.00	\$1,148.00	\$2,800.00
Equipment	\$442.50	\$307.50	\$750.00
Supplies	\$472.00	\$328.00	\$800.00
Communications	\$484.98	\$337.02	\$822.00
Space	\$601.80	\$418.20	\$1,020.00
Other Operating	\$4,909.98	\$3,412.02	\$8,322.00
<b>Total Operating Budget</b>	<b>\$37,878.59</b>	<b>\$26,322.41</b>	<b>\$64,201.00</b>
<b>Other Allocation(s)</b>			
<b>OJT Contracts</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$50,000.00</b>
<b>TOTAL BUDGET</b>	<b>\$62,878.59</b>	<b>\$51,322.41</b>	<b>\$114,201.00</b>

END EXHIBIT A OF AMENDMENT 4