



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: March 5, 2019

*\* = Mandatory, information must be provided*

or Procurement Director Award ☐

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

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

New Employee Transition Program (NET) - Health Profession Opportunity Grant (HPOG) workforce development in the health field. The original contract and amendment may be found under CT-18-222. Search for contract number 18%222 in eContracts.

**\*Purpose:**

Portable Practical Educational Preparation, a subrecipient, will provide workforce development services, including training, coaching, and mentoring, to eligible individuals enrolled in health professions to help companies improve retention and career advancement. The amendment is to increase funds and extend the term date for another year allowing the NET Program to continue.

Attachment: Contract Number CT-CS-18-222 (Amendment 1)

**\*Procurement Method:**

Request for Proposals No. RFP-CSET-WFS-2016-06 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

85% of employees participating in NET will continue on the job for 12 months after completion of training.

**\*Public Benefit:**

The program helps to increase the supply of trained individuals for healthcare occupations that are in demand locally.

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

Monthly reports:

Number of employers and employees served during the month;

Hours of workforce development services provided to each HPOG employee;

Number of HPOG employees remaining in the job at the end of the month;

Summary of issues identified which hinder employment and achievements as a result of NET services; and

List of case closures.

**\*Retroactive:**

No.

**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): 18-222Amendment No.: 1 AMS Version No.: 6Effective Date: 3/30/19 New Termination Date: 3/29/20

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

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 50,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Intergovernmental Agreement with Pima Community College recipient of the 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: New Employee Transition Program ("NET")

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

DUNS: 092671866

SAM Registration Date: 11/5/18

Contract No: CT-CS-18-222

Amendment: 01 (Effective March 30, 2019)

Funding: Intergovernmental Agreement (IGA) with Pima  
Community College (PCC) recipient of the  
Health Profession Opportunity Grant (HPOG)

Is this a Research and Development Contract: No

Awardee is a X Subrecipient \_\_\_\_\_ Contractor

Match NO Indirect Costs 17.54%

| Grant ID/Contract Number | Award Date | CFDA   | Program Description | National Funding | Pima County Award |
|--------------------------|------------|--------|---------------------|------------------|-------------------|
| PCC2015-2020             | 2018       | 93.093 | HPOG                | \$58,000,000.00  | \$594,493.00      |

|                         |                       |                          |              |
|-------------------------|-----------------------|--------------------------|--------------|
| Original Contract Term: | 3/30/2018 – 3/29/2019 | Orig. Contract Amount:   | \$50,000.00  |
| Term Prior Amendment:   | 03/29/19              | Prior Amended Amount:    | -0-          |
| Term This Amendment     | 03/29/20              | Amount This Amendment:   | \$50,000.00  |
|                         |                       | Revised Contract Amount: | \$100,000.00 |

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, entered into the above-referenced Agreement to provide workforce development opportunities in healthcare fields.

**AMENDMENT ONE**

- A. Pima Community College ("PCC") received a Health Profession Opportunity Grant ("HPOG") from the U.S. Department of Health and Human Services.
- B. PCC awarded HPOG funds to County, as a Subrecipient, for workforce development opportunities in healthcare fields to Pima County ARIZONA@WORK Job Center clients.
- C. PCC has provided HPOG funding to County for an additional year of workforce development services.
- D. County finds that the continued provision of services to develop careers in healthcare fields is in the best interest of the residents of the County. Awardee has specialized training and expertise in providing workforce development services that are eligible for HPOG funding.

- E. County has reviewed Awardee's performance of the services and finds it satisfactory.
- F. Parties agree to extend this Contract for the provision of services from March 30, 2019 through March 29, 2020.

**NOW, THEREFORE, the parties agree as follows:**

**1.0 Section 1.0 -- TERM AND EXTENSIONS** is deleted in its entirety and replaced with the following:

- 1.1. Original Term. This Agreement will commence on March 30, 2018 and will terminate on March 29, 2020 (the "Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised Extension Options.
- 1.2. Extension Options. Subject to continued HPOG funding thru PCC, County may renew this Agreement for up to one (1) additional period of up to one (1) year (an "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.
- 1.3. This Agreement may be modified, amended, altered or extended only by written amendment signed by the parties. County must approve any amendment to the Agreement before Contractor commences services under the amendment.
- 1.4. Notwithstanding paragraphs 1.1 and 1.2 above, the term of this Agreement will survive and remain in

**2.0 Section 3.0 -- COMPENSATION AND PAYMENT, Paragraph 3.1 is amended to increase the not-to-exceed amount:**

FROM: \$50,000.00  
TO: \$100,000.00

**3.0 Section 7.0 -- LAWS AND REGULATIONS, paragraph 7.4.3** is amended to read:

Lobbying to influence the outcome of any election or the award of any federal contract, grant, loan or cooperative agreement (*see* Federal Standard Form LLL, "Disclosure of Lobbying Activities);

**4.0 Section 27.0 – COORDINATION** is amended to add:

Awardee's contacts in this regard will be:

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

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

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

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**5.0 Section 33.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety and the remaining section is *renumbered to conform*.

**6.0 EXHIBIT A.** Awardee will comply with all provisions of this Exhibit during contract year 2019-2020.

All other provisions of the Agreement not expressly modified in this Amendment will remain in effect and be binding on the parties.

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

**PIMA COUNTY**


\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

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

**APPROVED AS TO CONTENT**

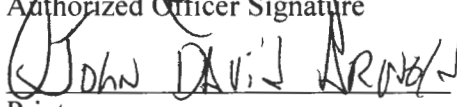
  
\_\_\_\_\_  
Director, Community Services, Employment  
& Training

**APPROVED AS TO FORM**

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

**AWARDEE**

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

  
\_\_\_\_\_  
Print name

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date