



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: April 2, 2019

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

Youth Services - Short-term work experience (STWX) and basic skills training. The Contract can be found in OnBase by searching Contracts 18\*302 in Doc\_ID\_AMS.

**\*Purpose:**

Portable Practical Educational Preparation, Inc. will coordinate summer short-term work experience with employers offering jobs that may lead to future self-sufficiency. Youth participants are placed at a work site where they develop basic soft skills to support present and future economic independence while earning an income. Basic Education (BE) in reading, writing, math and/or science is provided to eligible youth participants to bolster a desire to return to school and improve performance in the workplace for youth who are not academically ready for work. The amendment is to increase funds and extend the term for another year.

Attachment: Contract Number CT-CS-18-302 (Amendment 1)

**\*Procurement Method:**

RFP-CSET-YSY-2016-02 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

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

Portable Practical Educational Preparation, Inc. will serve up to 50 total eligible individuals in the Youth Services Program:

20 individuals in the STWX Program

30 individuals in BE

95% of the STWX participants will successfully complete at least 90% of scheduled work hours. The participant will increase work readiness and occupational skills as measured through pre- and post-testing.

BE participants will average a grade level increase of at least one-half (1/2).

Each participant will attain at least 80% proficiency in the work readiness skills.

**\*Public Benefit:**

The benefit of the program is it 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:**

Portable Practical Educational Preparation, Inc. will provide reports on the number of youth participating in the program, outcome of pre- and post-testing, and completion results.

**\*Retroactive:**

No.

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**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): 18-302Amendment No.: 1 AMS Version No.: 6Effective Date: 5/15/19 New Termination Date: 5/14/20

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

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 108,467.55Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:** Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ \_\_\_\_\_ % 100**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: [Signature] 2-15-19Deputy County Administrator Signature/Date: [Signature] 2-22-19County Administrator Signature/Date: [Signature] 2/22/19  
(Required for Board Agenda/Addendum Items)

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

Program Name: Youth Services – Short-term work experience  
and basic skills training

Contractor: Portable Practical Educational Preparation, Inc.  
802 E. 46<sup>th</sup> Street  
Tucson, AZ 85713

DUNS: 092671866

Contract No: CT-CS-18-302

Amendment No: 01

Funding: Pima County General Funds

Original Contract Term:	05/15/18 – 05/14/19	Orig. Contract Amount:	\$105,839.81
Term This Amendment	05/14/20	Amount This Amendment:	\$108,467.55
		Revised Contract Amount:	\$214,307.36

Pima County ("County"), a body politic and corporate of the State of Arizona, and Portable Practical Educational Preparation, Inc. ("Contractor"), 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 youth.

**AMENDMENT ONE**

- A. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
- B. The Pima County Board of Supervisors finds that extending this Contract will improve employment opportunities for Pima County residents and is in the best interests of the residents of Pima County.
- C. County has reviewed Contractor's performance of the services and finds it satisfactory.

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

**1. SECTION 1.0 – TERM AND EXTENSIONS is amended as follows:**

**1.1 Paragraph 1.1 is amended to change the termination date:**

FROM: May 14, 2019

TO: May 14, 2020

**1.2 Paragraph 1.2, the number of available extension options is decreased:**

FROM: two (2) additional periods of up to one (1) year each

TO: one (1) additional year 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: \$105,839.81

TO: \$214,307.36

2.2 **Paragraph 3.13** is deleted in its entirety and replaced with the following:

3.13 Changes between budget line items. Changes between budget line items of no more than 15% may be granted by and at the sole discretion of the Director of Community Services Employment and Training ("CSET") or designee. The following provisions apply:

3.13.1. The change may not increase or decrease the maximum allocated amount.

3.13.2. Agency must submit a written request for the line item change on or before May 15 of the contract year. The written request must contain a detailed explanation of:

3.10.2.1. The reason the change is necessary; and

3.10.2.2. How the specified purpose, program(s), metrics, or outcomes set forth in this Agreement will continue to be met, despite the requested change.

3.13.3 The change must be for future expenditures that are not part of the current existing and approved budget(s). The change may not be to cover unbudgeted expenditures incurred by Agency prior to approval of the written request for a budget line item change.

3.13.4. If the Director of CSET or designee approves the request for the budget line item change, the change will not be effective, nor will compensation under the change be provided, until the date set forth in the written approval.

2.3 **Paragraph 3.15** is added to read:

3.15. Any change that increases or decreases the maximum allocated amount or that changes the Scope of Work in any way will require a contract amendment. Such change will not be effective, nor will compensation under the change be provided, until the contract amendment is fully executed by both parties.

2.4 **Paragraph 3.16** is added to read:

3.16. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.13 and 3.15 above will be at Agency's own risk.

3. **SECTION 30.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety and the remaining Section is *renumbered to conform*.

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

4.1 **SECTION 7.0 – OUTCOMES**, paragraph 7.1 is deleted in its entirety and replace with the following:

Program	Youth Participants			
	2018-2019		2019-2020	
	Served	Completed	Served	Completed
STWX	20	18	20	19
BE	30	27	30	29
<b>TOTAL</b>	<b>50</b>	<b>45</b>	<b>50</b>	<b>48</b>

4.2 **SECTION 8.0 – REPORTING**, is amended to change the reporting date:

FROM: September 15, 2018

TO: September 15, 2019

4.3 SECTION 9.0 – BUDGET, paragraph 9.1, the table is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated for May 15, 2018 through August 31, 2018	Amount allocated for May 15, 2019 through August 31, 2019
Salary and Fringe (No overtime)	\$38,384.64	\$39,152.33
Staff Development	-0-	-0-
Travel	\$1,518.67	\$1,549.04
Equipment	-0-	-0-
Supplies	\$4,805.33	\$4,901.44
Space	-0-	-0-
Communication	-0-	-0-
Other Operating	\$3,838.37	\$3,915.14
<b>Subtotal</b>	<b>\$48,547.01</b>	<b>\$49,517.95</b>
STWX participant payments (\$11/hour plus 10% fringe)	\$34,792.80	\$36,449.60
BE participant stipends (\$5 per hour)	\$22,500.00	\$22,500.00
<b>TOTAL</b>	<b>\$105,839.81</b>	<b>\$108,467.55</b>

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

This amendment is effective on May 15, 2019.

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

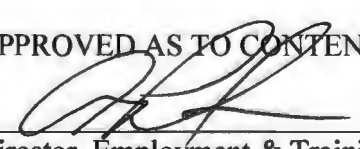
Date: \_\_\_\_\_

ATTEST:

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

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

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

APPROVED AS TO FORM:

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

Contractor:

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

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

Date: 2/19/19