



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: May 7, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Dorothy Kret and Associates, Inc.

***Project Title/Description:**

Workforce Development Services in the ARIZONA@WORK - Workshops. The contract and amendments can be found in OnBase by searching Contracts 19*119 in Doc_ID_AMS.

***Purpose:**

This amendment allows Dorothy Kret and Associates, Inc., a subrecipient, with additional funding for the period July 1, 2019 to June 30, 2020 and allows them to continue to provide workshops to adults, dislocated workers and youth job seekers for another year.

Attachment: Contract Number CT-CS-19-119 (Amendment 4)

***Procurement Method:**

RFP-CSET-WS-2015-09 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services

***Program Goals/Predicted Outcomes:**

90% of the participants will complete the module taken and be able to navigate to find job leads, prepare on-line applications and résumés.

***Public Benefit:**

Workshops, labs and other group activities are a cost-effective method of providing workforce services that support Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

***Metrics Available to Measure Performance:**

Participants will provide evaluations indicating satisfaction with the workshop and recommendations for improvement.

***Retroactive:**

No.

To: COB 4-10-19 (1)
vers.: 3
pgs.: 4

APR 10 19 12 07 PM CLK OF BD
AR3

Procure Dept 04/09/19 AM 11:09

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): 19-119Amendment No.: 4 AMS Version No.: 3Effective Date: 7/1/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 15,086.16Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA), AZ Dept. of Economic Security; Health Profession Opportunity Grant (HPOG); Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ 5,800.13 % _____**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] 4-4-19Deputy County Administrator Signature/Date: [Signature] 4-9-19County Administrator Signature/Date: [Signature] 4/9/19
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department

Project: Workforce Development Services in the ARIZONA@WORK – Workshops

Awardee: Dorothy Kret and Associates, Inc.
1502 E. Broadway Boulevard
Tucson, AZ 85719

Contract No.: CT-CS-19*119

Contract Amendment No.: 04

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$23,757.70
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$29,290.68
Term This Amendment	06/30/20	Amount This Amendment:	\$15,086.16
		Revised Contract Amount:	\$68,134.54

DUNS No.: 148379688		SAM Registration Date: 8/21/18	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:		DI19-002205 and PCC2015-2020	Award Date: 2019
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/> Federal	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
Status of Contractor:		<input checked="" type="checkbox"/> Subrecipient	<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
17.258	U.S. Department of Labor ("DOL")/Arizona Department of Economic Security ("ADES") Workforce Innovation and Opportunity Act (WIOA)-Adult	\$776,736,000.00	\$1,702,383.00
17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$2,669,206.00
17.259	WIOA-Youth	\$831,842,000.00	\$1,947,861.00
93.093	Health Profession Opportunity Grant (HPOG)	\$58,000,000.00	\$594,493.00

Pima County ("County"), a body politic and corporate of the State of Arizona and Dorothy Kret and Associates, Inc. ("Awardee") have entered into the above-referenced contract to provide workforce development services in Pima County.

AMENDMENT FOUR

RECITALS

- A. County is a local workforce area under the federal Workforce Innovation and Opportunity Act, Pub.L.113-128 ("WIOA") to operate the Pima County ARIZONA@WORK Career Center System Workforce Program.
- B. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible services. The WIOA grant ends June 30, 2023.

- C. County is the Subrecipient of Health Profession Opportunity Grant (“HPOG”) funds from Pima Community College and is authorized to pass those funds along to other entities, including Awardee, for services.
- D. The Pima County Board of Supervisors finds that, based on success and demand, it is in the best interests of the residents of Pima County to continue the Résumé Writing and Basic Computer Skills for Job Seekers programs provided by Awardee for an additional year.
- E. County has reviewed Awardee’s performance 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, 2019

TO: June 30, 2020

- 1.2 The number of available renewals is changed:

FROM: two (2) 12-month periods or any portion thereof

TO: one (1) 12-month period 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: \$53,048.38

TO: \$68,134.54

- 2.2 Paragraph 3.2, the table is deleted in its entirety and replaced with the following:

Funding Source	Maximum Amount Allocated				Total Anticipated Expenditure per Funding Source
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	July 1, 2019 – June 30, 2020	
WIOA grant	\$11,878.85	\$7,250.16	\$7,540.20	\$7,836.00	\$34,505.21
HPOG grant	\$2,375.77	\$1,450.03	\$1,450.03	\$1,450.03	\$6,725.86
LEAP-2 grant	-0-	-0-	-0-	-0-	-0-
Continuum of Care (CoC) grant	-0-	-0-	-0-	-0-	-0-
Pima County General Funds	\$9,503.08	\$5,800.13	\$5,800.13	\$5,800.13	\$26,903.47
Anticipated Allocations TOTAL	\$23,757.70	\$14,500.32	\$14,790.36	\$15,086.16	\$68,134.54

- 2.3 SECTION 3.0 – Paragraph 3.10 is deleted in its entirety and replaced with the following:

3.10 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:

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

- 3.10.2. 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.
- 3.10.3. 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 receiving the written approval for a budget line item change.
- 3.10.4. 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.

2.4 **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.

2.5 **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 3.10 and 3.15 above will be at Agency's own risk.

3. **SECTION 6.0 – COMPLIANCE WITH LAWS**, paragraph 6.2.3 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. **SECTION 33.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

5. **EXHIBIT A – SCOPE OF WORK, SECTION 4 – BUDGET**, the table is amended to add the following budget for July 1, 2019 – June 30, 2020:

Work Statement	Program	Maximum Number of Workshops	Maximum Number of Workshop Hours	Cost per Workshop	Maximum Payment
2	Résumé Writing Lab	12	4	\$ 523.18	\$ 6,278.16
3	Basic Computer Skills for Job Seekers	4	20	\$2,202.00	\$ 8,808.00
TOTAL		16	N/A	N/A	\$15,086.16

Any 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 July 1, 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:

AWARDEE:

Chairman, Pima County Board of Supervisors

Authorized Signature

Date: _____

Dorothy E. Kret, CEO
Printed Name & Title

ATTEST:

Date: 4/2/19

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney