



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 4, 2019

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

or Procurement Director Award ☐

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

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts 17*010 in Doc_ID_AMS.

***Purpose:**

Portable Practical Educational Preparation (PPEP), a subrecipient, provides work experience, case management, and support services to assist adult, dislocated worker, and youth job seekers in finding employment. This amendment will provide PPEP with additional funding to be used for reimbursement to employers for on-the-job training activities.

Attachment: Contract Number CT-CS-17-010 (Amendment 6)

***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.

On-the-Job Training Annual number served:

Enrolled - 70 job seekers

Placed on a job - 55 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 on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

***Retroactive:**

No.

TO: COB 5-28-2019
Ves.: 34
PSS: 5 APPENDUM

Procure Dept 05/23/19 PM04:51

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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): 17-010Amendment No.: 6 AMS Version No.: 33 34 1aEffective Date: 6/4/19 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 10,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** U.S. Department of Labor (DOL) - Workforce Innovation and Opportunity Act (WIOA) and Homeless Veterans' Reintegration Program (HVRP) 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 Services Telephone: 724-5723Department Director Signature/Date: [Signature] 5-22-19Deputy County Administrator Signature/Date: [Signature] 5/23/19County Administrator Signature/Date: [Signature] 5/23/19
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department**Project:** Workforce Development Services**Awardee:** Portable Practical Educational Preparation, Inc.
802 E. 46th Street
Tucson, AZ 85713**Contract No.:** CT-CS-17*010**Contract Amendment No.:** 06

DUNS No.: 092671866		SAM Registration Date: 11/5/18	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:	DI19-002205 PCC2015-2020 HV-32073-18-60-5-4	Award Date:	2019 2018
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input checked="" type="checkbox"/> Federal 17.54%	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input 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	\$776,736,000.00
17.278	WIOA - Dislocated Worker	\$1,015,530,000.00	\$1,015,530,000.00
17.259	WIOA - Youth	\$831,842,000.00	\$831,842,000.00
93.093	Health Profession Opportunity Grant ("HPOG")	\$58,000,000.00	\$58,000,000.00
17.805	Homeless Veterans' Reintegration Program ("HVRP")	\$12,000,000.00	\$236,664.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$1,291,884.00
Term This Amendment	06/30/19	Amount This Amendment:	\$10,000.00
		Revised Contract Amount:	\$1,905,241.00

Pima County ("County"), a body politic and corporate of the State of Arizona and Portable Practical Educational Preparation, Inc. ("Awardee") have entered into the above-referenced contract to provide workforce development services for adults, dislocated workers, and youth.

AMENDMENT SIX**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. Employers in Pima County wish to increase On-the-job Training (OJT) opportunities.
- C. Demand for OJT among Adults and Dislocated Workers eligible for WIOA funding was greater than anticipated and County has WIOA funds available to provide OJT services to those populations.

- D. The HVRP funds available to County for OJT services have been utilized by other providers and the amount Awardee was anticipated to utilize is no longer available.
- E. The Pima County Board of Supervisors finds that increasing OJT opportunities 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 3.0 – COMPENSATION AND PAYMENT is amended as follows:

1.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":

FROM: \$1,895,241.00

TO: \$1,905,241.00

1.2 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	
WIOA grant	\$654,723.00	\$594,259.00	\$636,259.00	\$1,885,241.00
Homeless Veterans' Reintegration Program	-0-	-0-	\$4,000.00	\$4,000.00
HPOG	-0-	\$8,000.00	\$8,000.00	\$16,000.00
Anticipated Allocations TOTAL	\$654,723.00	\$602,259.00	\$648,259.00	\$1,905,241.00

1.3 Paragraph 3.4 is deleted in its entirety and replaced with the following:

3.4. Each monthly request for reimbursement must be submitted to County by the 15th working day of each month for the previous month of service and must:

- 3.4.1. Reference this contract number.
- 3.4.2. Be approved and signed by the person(s) that prepared the request and an authorized manager, supervisor or executive of the Subrecipient to insure proper internal financial controls.
- 3.4.3. Be for services and costs as identified in **Exhibit A-1** of Amendment No. 3, as amended.
- 3.4.4. Include the amount of:
 - 3.4.4.1. WIOA accrued expenditures, if any;
 - 3.4.4.2. Program Income, as defined by the federal awarding agency; and
 - 3.4.4.3. All other fiscal resources applied to expenses incurred in providing services under this Agreement.
- 3.4.5. Be accompanied by documentation which must include, but is not limited to:
 - 3.4.5.1. A summary report of monthly expenditures by expense categories as shown in approved budget in **Exhibit A-1** of Amendment No. 3, as amended.
 - 3.4.5.2. Copies of invoices, receipts or checks (front and back) to support all purchases of goods or services.

3.4.5.3. If reimbursement is authorized for travel, detailed travel reports to support all travel expenses.

3.4.6. Any other documentation requested by County. If reimbursement is authorized for personnel costs, be accompanied, at a minimum, by the following documentation for each pay period:

3.4.6.1. Time sheets or other records, signed by the employee and the employee's immediate supervisor with direct knowledge of employee's efforts for this Agreement, that specify the days, hours per day and total hours worked on the grant(s); and

3.4.6.2. Accounting system report(s) specifying rate of pay and costs of employer paid benefits.

1.4 **Paragraph 3.5** is amended to read:

If Awardee is required to provide matching funds under the terms of the federal awarding agency, Awardee must also provide the documentation described in Paragraph 3.4 for the matching funds.

1.5 **Paragraphs 3.10 through 3.13** are deleted in their 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 approval of the written request 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.

3.11. 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.

3.12. **Program Income:** Awardee must comply with all provisions of the federal awarding agency regarding Program Income.

3.13. Disallowed Charges or Cost principles will be as follows:

3.13.1. Pursuant to 2 CFR §2900.4, the cost principles set forth in 2 CFR part 200, Subpart E, as supplemented by 2 CFR part 2900, and as may be further modified by amendments and additions, will be used to determine whether reimbursement of an incurred cost will be reimbursed under this Agreement.

3.13.2. **The Awardee must reimburse County for improper, unallowable or unsubstantiated costs discovered as a result of audit or otherwise within thirty (30) days following demand for reimbursement by County.**

1.6 **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 3.11 above will be at Awardee's own risk.

2. **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);

3. **SECTION 32.0 – ISRAEL BOYCOTT CERTIFICATION** is deleted in its entirety and the remaining Section is *renumbered to conform*.

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

4.1 **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	\$160,201.00

4.2 **WORK STATEMENT NO. 3 ON-THE-JOB TRAINING** is amended as follows:

4.2.1. **SECTION 2.0 – OUTCOMES**, paragraph 2.1, the table is deleted in its entirety and replaced with the following:

Staff Position	Service	Total number served
OJT Specialist	Enrolled in a program	70 participants
	Placed on a job*	55 participants

* Participants referred to and subsequently hired by an employer into a permanent, rather than OJT, position.

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

Budget Item	Amount allocated		
	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019
Operating Budget			
Salary and ERE (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
Total Operating Budget	\$64,201.00	\$64,201.00	\$64,201.00
Other Allocation(s)			
OJT Contracts	\$80,000.00	\$50,000.00	\$96,000.00
TOTAL BUDGET	\$144,201.00	\$114,201.00	\$160,201.00

- 4.3 Exhibit A of Amendment 5 is amended to replace paragraph 2 – **WORK STATEMENT NO. 3 ON-THE-JOB TRAINING – PROJECTED BUDGET** with the following:

July 1, 2018 – June 30, 2019					
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected Youth Workers	Projected HVRP	TOTAL
Operating Budget					
Salary and Fringe (No overtime)	\$28,582.55	\$19,862.45	-0-	-0-	\$48,445.00
Staff Development	\$732.78	\$509.22	-0-	-0-	\$1,242.00
Travel	\$1,652.00	\$1,148.00	-0-	-0-	\$2,800.00
Equipment	\$442.50	\$307.50	-0-	-0-	\$750.00
Supplies	\$472.00	\$328.00	-0-	-0-	\$800.00
Communications	\$484.98	\$337.02	-0-	-0-	\$822.00
Space	\$601.80	\$418.20	-0-	-0-	\$1,020.00
Other Operating	\$4,909.98	\$3,412.02	-0-	-0-	\$8,322.00
Total Operating Budget	\$37,878.59	\$26,322.41	-0-	-0-	\$64,201.00
Other Allocation(s)					
OJT Contracts	\$41,000.00	\$41,000.00	\$10,000.00	\$4,000.00	\$96,000.00
TOTAL BUDGET	\$78,878.59	\$67,322.41	\$10,000.00	\$4,000.00	\$160,201.00

All other provisions of this Agreement, not specifically changed by this amendment, will remain in effect and be binding upon the parties.

This amendment is effective on June 4, 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: _____

AWARDEE:

Authorized Signature

John David Arnold CEO
Printed Name & Title

ATTEST:

Date: 5/22/19

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney