



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 18, 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 16*418 in Doc_ID_AMS.

***Purpose:**

The Senior Community Services Program (SCSEP) program provides a variety of job development assistance services that enable mature persons and vulnerable adults to remain independent. The program provides work experience to low-income mature workers so that they gain the skills that enable them to compete for jobs. Portable Practical Educational Preparation is a Subrecipient of this program. This amendment will provide additional funding for the period July 1, 2019 to June 30, 2020.

Attachment: Contract Number CT-CS-16-418 (Amendment 5)

***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.

SCSEP Participants - 12

Placed in a Job - 5

***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:**

Portable Practical Educational Preparation, Inc. 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.

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Procure Dept 06/07/19 PM0454

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): 16-418Amendment No.: 5 AMS Version No.: 22Effective Date: 7/1/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 91,658.78Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** U.S. Department of Labor, Arizona Dept of Economic Security and Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ 21,960.78 % _____**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: Sean M. Lopez 6/6/19 (designee)Deputy County Administrator Signature/Date: [Signature] 6/7/19County Administrator Signature/Date: C. R. [Signature] 6/7/19
(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-16*418

Contract Amendment No.: 05

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$93,977.00
Termination Date Prior Amendment:	06/30/19	Prior Amendments Amount:	\$192,713.00
Termination Date This Amendment:	06/30/20	This Amendment Amount:	\$91,658.78
		Revised Total Amount:	\$378,348.78

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.:		Award Date:	2019
DI19-002205 PCC2015-2020 ADES14-064665			
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
17.235	U.S. Department of Labor ("DOL")/Arizona Department of Economic Security ("ADES") Senior Community Service Employment Program ("SCSEP")	\$434,371,000.00	\$71,051.00

AMENDMENT FIVE

The parties agree to amend the above-referenced contract as follows:

1. BACKGROUND AND PURPOSE.

- 1.1. Background. On July 5, 2016, Pima County ("County") and Portable Practical Educational Preparation, Inc. ("Awardee") entered into the above-referenced contract to provide workforce development services in Pima County.
- 1.2. Purpose. County operates a workforce development program at the Pima County ARIZONA@WORK Career Center System (an American Job Center, formerly the Pima County One Stop).
 - 1.2.1. County is the Subrecipient of the Senior Community Service Employment Program ("SCSEP") grant from the Arizona Department of Economic Security ("ADES").
 - 1.2.2. SCSEP funds have been awarded to County for services in FY2019-2020.
 - 1.2.3. County wishes to continue the SCSEP workforce development services provided by Awardee for an additional year.

2. **TERM AND EXTENSIONS, SECTION 1.0, paragraph 1.1** is amended as follows:

2.1. The termination date is changed:

FROM: June 30, 2019

TO: June 30, 2020

2.2. 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

3. **COMPENSATION AND PAYMENT, SECTION 3.0** is amended as follows:

3.1. **Paragraph 3.1** is amended to increase “the Maximum Allocated Amount”:

FROM: \$286,690.00

TO: \$378,348.78

3.2. **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	
U.S. Dept. of Labor/AZ Dept. of Economic Security	\$74,026.00	\$67,826.00	\$67,826.00	\$69,698.00	\$279,376.00
Pima County General Funds	\$31,012.00	\$23,000.00	\$23,000.00	\$21,960.78	\$98,972.78
Anticipated Expenditure TOTAL	\$105,083.00	\$90,826.00	\$90,826.00	\$91,658.78	\$378,348.78

3.3. **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**.

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** of this Agreement.

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.

3.4.5.4. Any other documentation requested by County.

3.4.6. 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.

3.4. **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.

3.5. **Paragraphs 3.9 through 3.14** are deleted in their entirety and replaced with the following:

3.9. 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:

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

3.9.2. 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:

3.9.2.1. The reason the change is necessary; and

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

3.9.3. 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.

3.9.4. 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.

3.10. 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.

3.11. Goods and services provided in excess of the budgeted line item or the maximum allocated amount without prior authorization as set forth in paragraphs 3.9 and 3.10 above will be at Agency's own risk.

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. Those costs which are specifically defined as unallowable by the funding source cannot be submitted for reimbursement by the Subrecipient and will not be reimbursed.

3.13.3. 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.

3.14. For the period of record retention required under Section 21.0 - Books and Records, County reserves the right to question any payment made to Awardee and to require reimbursement by setoff or otherwise for payments determined to be improper or contrary to the Contract or law.

4. **COMPLIANCE WITH LAWS, SECTION 6.0, 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);

5. **ISRAEL BOYCOTT CERTIFICATION, SECTION 33.0** is deleted in its entirety.

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

6.1. **OUTCOMES, SECTION 7** the SCSEP Services Levels table is deleted in its entirety and replaced with the following:

SCSEP Services Levels	No.
SCSEP Participants	12
Job placement of SCSEP Participants	5
Average Wage at Placement for 7/1/19 -- 12/31/2019	\$11.50
Average Wage at Placement for 1/1/2020 -- 6/30/2020	\$12.00

6.2. **BUDGET, SECTION 8** is amended as follows:

6.2.1. Paragraph 8.1, the table is deleted in its entirety and replaced with the following:

Budget Line Item	AMOUNT ALLOCATED			
	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20
OPERATING BUDGET				
Salary and ERE (No overtime)	\$23,296.00	\$23,296.00	\$23,296.00	\$23,761.92
Staff Development	\$1,953.00	\$1,953.00	\$1,953.00	\$1,992.05
Travel	\$1,703.00	\$1,703.00	\$1,703.00	\$1,737.06
Equipment	-0-	-0-	-0-	-0-
Supplies	\$375.00	\$375.00	\$375.00	\$382.50
Communication	\$660.00	\$660.00	\$660.00	\$673.20
Other Operating	\$4,002.00	\$4,002.00	\$4,002.00	\$4,082.05
Total Operating Budget	\$31,989.00	\$31,989.00	\$31,989.00	\$32,628.78
OTHER ALLOCATION(S)				
SCSEP Wages	\$73,049.00	\$58,837.00	\$58,837.00	\$59,030.00
TOTAL BUDGET	\$105,038.00	\$90,826.00	\$90,826.00	\$91,658.78

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6.2.2. Paragraph 8.4 is revised to read:

The projected use of SCSEP and Pima County General funds, by activity is set forth in Exhibit A of this Amendment No. 5.

The effective date of this amendment is July 1, 2019.

Any other provisions of the Contract 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, Pima County Board of Supervisors

Date: _____

ATTEST:

AWARDEE:

 CEO

Authorized Signature

John David Arnold

Printed Name & Title

Date: 5/3/19

Clerk of the Board Date

APPROVED AS TO CONTENT:

 designee

Director, Employment & Training

APPROVED AS TO FORM:



Karen S. Friar, Deputy County Attorney

PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE

July 1, 2019 – June 30, 2020			
Budget Line Item	Projected SCSEP	Projected Pima County General Funds	TOTAL
Operating Budget			
Salary and ERE (No overtime)	\$10,668.00	\$13,093.92	\$23,761.92
Staff Development	-0	\$1,992.05	\$1,992.05
Travel	-0	\$1,737.06	\$1,737.06
Equipment	-0	-0-	-0-
Supplies	-0	\$382.50	\$382.50
Communication	-0	\$673.20	\$673.20
Other Operating	-0	\$4,082.05	\$4,082.05
Total Operating Budget	\$10,668.00	\$21,960.78	\$32,628.78
Other Allocation(s)			
SCSEP Wages	\$59,030.00	-0-	\$59,030.00
TOTAL BUDGET	\$69,698.00	\$21,960.78	\$91,658.78

END EXHIBIT A OF AMENDMENT NO. 5