



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 17*010 in Doc_ID_AMS.

***Purpose:**

This amendment with subrecipient, Portable Practical Educational Preparation, Inc., is designed to continue workforce development services to Pima County adult and dislocated worker job seekers (Work Statement 1); youth job seekers who are seeking employment or job skills training that can lead to employment (Work Statement 2); and on-the-job training for adults, dislocated workers and youth (Work Statement 3). The workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities. This amendment will provide additional funding for the period July 1, 2019 to June 30, 2020.

Attachment: Contract Number CT-CS-17-010 (Amendment 7)

***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.

Workforce Development Services Annual number served:

Enrolled - 600 adult/dislocated worker job seekers and 150 youth job seekers

Placed on a job - 368 adult and dislocated worker job seekers

Placed on a job or into post-secondary education - 92 youth job seekers

On-the-Job Training Annual number served:

Enrolled - 40 job seekers

Placed on a job - 32 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:**

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.

JUN 19 15:49 PM 2019 PCC/KDF/BD

TO: COB - 6-10-19
Ver. - 35

Procure Dept 06/07/19 PM0454

pgs. 4
(1) Allen

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.: 7 AMS Version No.: 35Effective Date: 7/1/19 New Termination Date: 6/30/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 610,288.48Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Health Profession Opportunity GrantFunding 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: Sean M. Tropea 6/6/19 (designee)Deputy County Administrator Signature/Date: John 6/7/2019County Administrator Signature/Date: C. DeBenedictis 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-17*010

Contract Amendment No.: 07

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	Award Date: 2019
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

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	06/30/19	Prior Amended Amount:	\$1,301,884.00
Term This Amendment	06/30/20	Amount This Amendment:	\$610,288.48
		Revised Contract Amount:	\$2,515,529.48

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

AMENDMENT SEVEN

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

1. BACKGROUND AND PURPOSE.

1.1 On June 7, 2016, Pima County ("County") and Portable Practical Educational Preparation, Inc. ("Awardee"), entered into the above referenced contract to provide workforce development services for adults, dislocated workers, and youth.

1.2 Purpose. 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.

1.2.1. 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.

1.2.2. 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 the continuation of services.

2. TERMS 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) additional years or any portion thereof

TO: one (1) additional year 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: \$1,905,241.00

TO: \$2,515,529.48

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	
WIOA grant	\$654,723.00	\$594,259.00	\$636,259.00	\$602,288.48	\$2,487,529.48
Homeless Veterans’ Reintegration Program	-0-	-0-	\$4,000.00	-0-	\$4,000.00
HPOG	-0-	\$8,000.00	\$8,000.00	\$8,000.00	\$24,000.00
Anticipated Allocations TOTAL	\$654,723.00	\$602,259.00	\$648,259.00	\$610,288.48	\$2,515,529.48

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

4.1 PROGRAM COMPONENTS, SECTION 3.0 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	7/1/2019 – 6/30/2020
1	Adults and dislocated workers	\$373,535.00	\$373,483.00	\$373,483.00	\$379,072.96
2	Youth	\$136,987.00	\$114,575.00	\$114,575.00	\$115,730.50
3	On-the-job Training (OJT)	\$144,201.00	\$114,201.00	\$160,201.00	\$115,485.02

4.2 **WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS, SECTION 3.0 – BUDGET** is amended as follows:

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

Budget Line Item	Amount Allocated			
	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	July 1, 2018 through June 30, 2019	July 1, 2019 through June 30, 2020
Operating Budget				
Salary and ERE (No overtime)	\$240,384.00	\$240,384.00	\$240,384.00	\$244,392.96
Staff Development	\$13,088.00	\$13,088.00	\$13,088.00	\$13,349.76
Travel	\$14,696.00	\$14,696.00	\$14,696.00	\$14,968.56
Equipment	\$3,200.00	\$3,200.00	\$3,200.00	\$3,264.00
Supplies	\$3,000.00	\$3,000.00	\$3,000.00	\$3,060.00
Communication	\$4,624.00	\$4,624.00	\$4,624.00	\$4,702.08
Other Operating	\$41,295.00	\$41,295.00	\$41,295.00	\$41,983.68
Space	\$7,848.00	\$7,796.00	\$7,796.00	\$7,951.92
Total Operating Budget	\$328,135.00	\$328,083.00	\$328,083.00	\$333,672.96
Other Allocation(s)				
Transitional Job Wages*	\$45,400.00	\$45,400.00	\$45,400.00	\$45,400.00
TOTAL BUDGET	\$373,535.00	\$373,483.00	\$373,483.00	\$379,072.96

*Transitional Job Wages are an allowable expenditure that may be used but is not required.

4.2.2. Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, and HPOG funds, by activity is set forth in Exhibit A of this Amendment 7.

4.3 **WORK STATEMENT NO. 2 – WORKFORCE DEVELOPMENT SERVICES FOR YOUTH** is amended as follows:

4.3.1. **SECTION 2.0 – OUTCOMES** is amended to add paragraph 2.5 to read:

A minimum of fifteen (15) youth will be placed in Work Experience positons, which will provide up to 300 hours of hands-on experience for contract year 2019-2020.

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4.3.2. **SECTION 3.0 – BUDGET**, paragraph 3.3, the table is deleted in its entirety and replaced with the following:

Budget Item	Amount Allocated for WIOA Youth			
	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	July 1, 2018 through June 30, 2019	July 1, 2019 through June 30, 2020
Operating Budget				
Salary and ERE (No overtime)	\$63,917.00	\$46,118.00	\$46,118.00	\$47,040.38
Staff Development	\$1,235.00	\$890.00	\$890.00	\$907.80
Travel	\$2,745.00	\$1,979.00	\$1,979.00	\$2,018.56
Supplies	\$1,040.00	\$750.00	\$750.00	\$765.00
Equipment	-0-	-0-	-0-	-0-
Communications	\$999.00	\$720.00	\$720.00	\$734.40
Space	-0-	-0-	-0-	-0-
Other Operating	\$10,251.00	\$7,318.00	\$7,318.00	\$7,464.36
Total Operating Budget	\$80,187.00	\$57,775.00	\$57,775.00	\$58,930.50
Work Experience Wage for Youth*	\$56,800.00	\$56,800.00	\$56,800.00	\$56,800.00
TOTAL BUDGET	\$136,987.00	\$114,575.00	\$114,575.00	\$115,730.50

*Work Experience is an allowable expense that may be used.

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

4.4.1. **SECTION 2.0 – OUTCOMES**, paragraph 2.1, the table is amended to add the following outcomes for contract year 2019-2020:

Staff Position	Service	Total number served
OJT Specialist	Enrolled in a program	40 participants
	Placed on a job*	32 participants

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

4.4.2. The projected use of WIOA Adult, WIOA Dislocated Worker, and WIOA Youth funds, by activity is set forth in Exhibit A of this Amendment 7.

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

Budget Item	Amount allocated			
	July 1, 2016 through June 30, 2017	July 1, 2017 through June 30, 2018	July 1, 2018 through June 30, 2019	July 1, 2019 through June 30, 2020
Operating Budget				
Salary and ERE (No overtime)	\$48,445.00	\$48,445.00	\$48,445.00	\$49,413.90
Staff Development	\$1,242.00	\$1,242.00	\$1,242.00	\$1,266.84
Travel	\$2,800.00	\$2,800.00	\$2,800.00	\$2,856.00
Supplies	\$750.00	\$750.00	\$750.00	\$765.00
Equipment	\$800.00	\$800.00	\$800.00	\$816.00
Communications	\$822.00	\$822.00	\$822.00	\$838.44
Space	\$1,020.00	\$1,020.00	\$1,020.00	\$1,040.40
Other Operating	\$8,322.00	\$8,322.00	\$8,322.00	\$8,488.44
Total Operating Budget	\$64,201.00	\$64,201.00	\$64,201.00	\$65,485.02
Other Allocation(s)				
OJT Contracts	\$80,000.00	\$50,000.00	\$96,000.00	\$50,000.00
TOTAL BUDGET	\$144,201.00	\$114,201.00	\$160,201.00	\$115,485.02

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

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

AWARDEE:

Authorized Signature

Printed Name & Title

ATTEST:

Date: 5/7/19

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Susan M. Lopez (designee)
Director, Employment & Training

APPROVED AS TO FORM:

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

PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING**WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS
AND DISLOCATED WORKERS – PROJECTED BUDGET**

July 1, 2019 – June 30, 2020				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
Operating Budget				
Salary and ERE (No overtime)	\$141,000.00	\$97,531.42	\$5,861.54	\$244,392.96
Staff Development	\$7,690.69	\$5,339.93	\$319.14	\$13,349.76
Travel	\$8,614.20	\$5,996.01	\$358.35	\$14,968.56
Equipment	\$1,880.36	\$1,305.61	\$78.03	\$3,264.00
Supplies	\$1,762.84	\$1,224.01	\$73.15	\$3,060.00
Communications	\$2,702.73	\$1,886.60	\$112.75	\$4,702.08
Space	\$4,581.03	\$3,180.79	\$190.10	\$7,951.92
Other Operating	\$24,128.27	\$16,848.47	\$1,006.94	\$41,963.68
Total Operating Budget	\$192,360.12	\$133,312.84	\$8,000.00	\$333,672.96
Other Allocation(s)				
Transitional Job Wages*	\$22,700.00	\$22,700.00	-0-	\$45,400.00
TOTAL BUDGET	\$215,060.12	\$156,012.84	\$8,000.00	\$379,072.96

WORK STATEMENT NO. 3 – ON-THE-JOB TRAINING – PROJECTED BUDGET

July 1, 2019 – June 30, 2020				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected WIOA Youth	TOTAL
Operating Budget				
Salary and ERE (No overtime)	\$24,154.20	\$15,259.70	\$10,000.00	\$49,413.90
Staff Development	\$647.44	\$419.40	\$200.00	\$1,266.84
Travel	\$1,435.04	\$920.96	\$500.00	\$2,856.00
Equipment	\$401.35	\$263.65	\$100.00	\$765.00
Supplies	\$431.44	\$284.56	\$100.00	\$816.00
Communications	\$444.67	\$293.76	\$100.00	\$838.43
Space	\$513.84	\$326.56	\$200.00	\$1,040.40
Other Operating	\$3,608.18	\$3,080.27	\$1,800.00	\$8,488.45
Total Operating Budget	\$31,636.16	\$20,848.86	\$13,000.00	\$65,485.02
Other Allocation(s)				
OJT Contracts	\$22,500.00	\$22,500.00	\$5,000.00	\$50,000.00
TOTAL BUDGET	\$54,136.16	\$43,348.86	\$18,000.00	\$115,485.02

END EXHIBIT A OF AMENDMENT 7