



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: November 5, 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 to add Homeless Veterans Reintegration Program (HVRP) funds for On-the-Job Training (OJT) for eligible homeless veterans. This amendment will be in effect starting November 1, 2019.

Attachment: Contract Number CT-CS-17-010 (Amendment 9)

***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.

***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:**

Yes. The HVRP grant was approved at the September 3, 2019 Board of Supervisors' (BOS) meeting. After writing the amendment and getting signatures, the earliest BOS meeting the amendment could be put on is November 3, 2019. The negative impact of not approving this amendment would be homeless veterans may not receive OJT services.

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adw

To: COB - 10-24-19
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(1) Addendum

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.: 9 AMS Version No.: 43Effective Date: 11/1/19 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 24,000.00Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Amendment 9 funding source increase is from the Homeless Veterans Reintegration ProgramFunding 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: 724-5723

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____
(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.: 09

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	06/30/20	Prior Amended Amount:	\$1,815,730.73
Term This Amendment	06/30/20	Amount This Amendment:	\$24,000.00
		Revised Contract Amount:	\$2,443,087.73

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-33213-19-60-5-4	Award Date: 2019
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input checked="" type="checkbox"/> Federal 16.83%	<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	\$2,304,238.00
17.278	WIOA-Dislocated Worker	\$1,015,530,000.00	\$4,407,748.00
17.259	WIOA-Youth	\$831,842,000.00	\$2,340,318.00
93.093	Health Profession Opportunity Grant ("HPOG")	\$58,000,000.00	\$594,493.00
17.805	Homeless Veterans Reintegration Program ("HVRP")	\$12,000,000.00	\$236,664.00

AMENDMENT NINE

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

1. BACKGROUND AND PURPOSE.

1.1 Background.

- 1.1.1. 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 adult, dislocated worker and youth job seekers.
- 1.1.2. The Homeless Veterans Reintegration Program ("HVRP"), administered by the U.S. Department of Labor Veterans Employment and Training Service ("DOLVETS"), was

created to assist reintegrating homeless veterans into housing, meaningful employment and access to benefits.

1.2 Purpose.

- 1.2.1. DOLVETS has awarded HVRP funds to County for services to veterans in FY2019-2020.
- 1.2.2. The Pima County Board of Supervisors finds adding HVRP funds for On-the-Job Training ("OJT") to this Contract will improve employment opportunities for the county's veterans and is in the best interests of the residents of Pima County.
- 1.2.3. County has reviewed Awardee's performance and abilities and finds it has the capacity to provide HVRP services.

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

- 2.1 **Paragraph 3.1** is amended to increase "the Maximum Allocated Amount":

FROM: \$2,419,087.73

TO: \$2,443,087.73

- 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	\$654,723.00	\$594,259.00	\$636,259.00	\$509,846.73	\$2,395,087.73
HVRP	-0-	-0-	\$4,000.00	\$24,000.00	\$28,000.00
HPOG	-0-	\$8,000.00	\$8,000.00	\$4,000.00	\$20,000.00
Anticipated Allocations TOTAL	\$654,723.00	\$602,259.00	\$648,259.00	\$537,846.73	\$2,443,087.73

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

- 3.1 **PROGRAM COMPONENTS, SECTION 3.0**, the table 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	\$19,288.75
3	On-the-job Training (OJT)	\$144,201.00	\$114,201.00	\$160,201.00	\$139,485.02

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

- 3.2.1. **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	59 participants
	Placed on a job*	47 participants

3.2.2. 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	7/1/2019 – 6/30/2020
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	\$74,000.00
TOTAL BUDGET	\$144,201.00	\$114,201.00	\$160,201.00	\$139,485.02

3.2.3. The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth, and HVRP funds by activity during the 2019-2020 contract year is set forth in **Exhibit A** of this Amendment 9.

This amendment is effective on November 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: _____

ATTEST:

Clerk of the Board

Date

APPROVED AS TO CONTENT:

Director, Employment & Training

APPROVED AS TO FORM:

Karen S. Friar, Deputy County Attorney

AWARDED:

Authorized Signature

Printed Name & Title

Date: 7/17/2019

PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING**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	Projected HVRP	TOTAL
Operating Budget					
Salary and ERE (No overtime)	\$24,154.20	\$15,259.70	\$10,000.00	-0-	\$49,413.90
Staff Development	\$647.44	\$419.40	\$200.00	-0-	\$1,266.84
Travel	\$1,435.04	\$920.96	\$500.00	-0-	\$2,856.00
Equipment	\$401.35	\$263.65	\$100.00	-0-	\$765.00
Supplies	\$431.44	\$284.56	\$100.00	-0-	\$816.00
Communications	\$444.67	\$293.76	\$100.00	-0-	\$838.43
Space	\$513.84	\$326.56	\$200.00	-0-	\$1,040.40
Other Operating	\$3,608.18	\$3,080.27	\$1,800.00	-0-	\$8,488.45
Total Operating Budget	\$31,636.16	\$20,848.86	\$13,000.00	-0-	\$65,485.02
Other Allocation(s)					
OJT Contracts	\$22,500.00	\$22,500.00	\$5,000.00	\$24,000.00	\$74,000.00
TOTAL BUDGET	\$54,136.16	\$43,348.86	\$18,000.00		\$139,485.02