



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 3, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

SER--Jobs for Progress of Southern Arizona, Inc.

***Project Title/Description:**

Youth - Workforce Development Services. The contract can be found in OnBase by searching Contracts 19*254 in Doc_ID_AMS.

***Purpose:**

Contractor will provide work experience with employers offering jobs that may lead to career pathways; or English as a Second Language (ESL) in reading, writing, math and/or science to bolster a desire to return to school. The ESL program will improve prospects for future employability and self-sufficiency for youth participating in the program.

Attachment: Contract Number CT-CS-19-254 (Amendment 1)

***Procurement Method:**

RFP-CSET-YSY-2016-02 per Pima County Board of Supervisors Policy D29.6 - Selection and Contracting of Professional Services.

***Program Goals/Predicted Outcomes:**

Contractor will serve up to 88 total youth in the Workforce Development Services Program.

58 youth in the Work Experience

Participants will successfully complete at least 95% of scheduled work hours.

Participant will increase work readiness and occupational skills as measured through pre- and post- testing and assessment of performance.

30 youth in the ESL Program

Participants in the ESL Program will average a grade level increase of at least one-half and attain at least 80% proficiency in work readiness skills.

The program will stress basic reading, writing, math, science and oral communication skills.

***Public Benefit:**

The benefit of the program is it 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:**

Reports on the number of youth participating in the program, outcome of pre- and post-testing, and completion results.

***Retroactive:**

No.

To: CoB-11-7-19
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(1)

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): 19-254Amendment No.: 1 AMS Version No.: 3Effective Date: 12/31/19 New Termination Date: 12/31/20

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 146,519.27Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Pima County General FundsFunding from General Fund? ☒ Yes ☐ No If Yes \$ _____ % 100**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] 10-31-19Deputy County Administrator Signature/Date: [Signature] 6 Nov 2019County Administrator Signature/Date: [Signature] 11/6/19
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department

Project: Youth – Workforce Development Services

Contractor: SER—Jobs for Progress of Southern Arizona, Inc.
40 West 28th Street
Tucson, AZ 85713

Contract No.: CT-CS-19*254

Contract Amendment No.: 01

Original Contract Term:	01/01/19 – 12/31/19	Orig. Contract Amount:	\$156,194.81
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	-0-
Termination Date This Amendment:	12/31/20	This Amendment Amount:	\$ 146,519.27
		Revised Total Amount:	\$302,714.08

AMENDMENT ONE

1. BACKGROUND AND PURPOSE.

- 1.1. Background. Pima County (“County”) and SER—Jobs for Progress of Southern Arizona, Inc. (“Contractor”), entered into the above-referenced contract to provide workforce development services to Pima County youth.
- 1.2. Purpose. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
 - 1.2.1. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to at-risk youth.
 - 1.2.2. County has reviewed Contractor’s performance of the services and finds it satisfactory.

2. TERM AND EXTENSIONS, SECTION 1.0. Pursuant to **paragraph 1.2**, County exercises the first of two (2) available Extension Options. This Agreement will terminate on **December 31, 2020**.

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: \$156,194.81

TO: \$302,714.08

- 3.2. **Paragraph 3.2** is deleted in its entirety and replaced with the following:

Payments will be made from Pima County General Funds as follows:

Expenditure Period	Maximum Allocated Amount
January 1 2019 – December 21, 2019	\$156,194.81
January 1 2020 – December 21, 2020	\$146,519.27
TOTAL	\$302,714.08

- 3.3. **Paragraph 3.3** is deleted in its entirety and replaced with the following:

Unexpended funds allocated for a contract year will not be carried over into another contract year.

3.4. **Paragraph 3.4**, the first sentence is amended to read:

Using the form set forth in **EXHIBIT A of this Amendment No. 1**, Contractor must submit a Monthly Invoice Request itemizing the amount requested for each population served, **every month that participants are receiving services**, even if no funds are being requested for the prior month.

4. **ISRAEL BOYCOTT CERTIFICATION**, **SECTION 31.0** is deleted in its entirety and replaced with the following:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

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

5.1. **PROGRAM ACTIVITIES – CONTRACTOR**, **SECTION 5.0**, is amended as follows:

5.1.1. **Paragraph 5.1**, the table is deleted in its entirety and replaced with the following:

Activity	Date of Activity	Contract Year	Hours of Service Provided per Participant	Maximum Number of Youth Served
WEX/ISY	January 1 through May 31	2019	140 hours of work experience	40
		2020	110 hours of work experience	40
WEX/OSY	January 1 through May 31	2019	140 hours of work experience	-0-
		2020	110 hours of work experience	18
ESL/ISY	January 1 through May 31	2019	100 hours of classroom instruction	30
		2020	100 hours of classroom instruction	30
ESL/OSY	January 1 through May 31	2019	360 hours of classroom instruction	12
		2020	No services	-0-

5.1.2. **Paragraph 5.2.1**, the table is deleted in its entirety and replaced with the following:

FTE	Title/Responsibility	Youth Category	Number Served	Location
One (1)	Workforce Coordinator ("WC")	ISY	For every forty (40) WEX participants	Contractor's facility
One (1)	ESL Instructor	ISY	For every fifteen (15) ESL participants	Various locations
One (1)	WC	OSY	For every eighteen (18) WEX participants	Contractor's facility

5.2 **REPORTING**, **SECTION 8.0**. The first sentence is revised to read:

No later than June 15 of the contract year, Contractor will provide the following reports to County's Youth Program Manager:

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5.3 **BUDGET, SECTION 9.0, paragraph 9.1**, the table is deleted in its entirety and replaced with the following:

OPERATING BUDGET LINE ITEM	Amount Allocated		
	1/1/2019 – 12/31/2019	1/1/2020 – 12/31/2020	
		ISY	OSY
Salary and Fringe (No overtime)	\$47,824.90	\$29,914.40	\$6,000.00
Staff Development	-0-	-0-	-0-
Travel	\$2,083.92	\$2,125.60	-0-
Equipment	\$38.49	\$39.26	-0-
Supplies	\$2,465.75	\$2,196.70	-0-
Space	\$4,418.58	\$2,214.74	\$500.00
Communication	\$40.58	\$41.39	-0-
Other Operating	\$1,575.79	\$997.54	\$609.76
Total Operating Budget	\$59,448.01	\$37,529.63	\$7,109.76
OTHER ALLOCATIONS BUDGET LINE ITEM	Amount Allocated		
	1/1/2019 – 12/31/2019	1/1/2020 – 12/31/2020	
		ISY	OSY
Work Experience for Youth	\$68,406.80	\$58,634.40	\$26,385.48
Stipends for ESL	\$29,340.00	\$16,860.00	-0-
Total Other Allocations	\$97,746.80	\$75,494.40	\$26,385.48
TOTAL	\$156,194.81	\$113,024.03	\$33,495.24

This amendment is effective on December 31, 2019.

All 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:

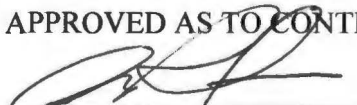
Chairman, Pima County Board of Supervisors

Date: _____

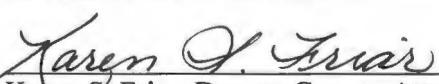
ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

 10-31-19
Director, Employment & Training

APPROVED AS TO FORM:


Karen S. Friar, Deputy County Attorney
96427 / 00734205 / v3

Contractor:


Authorized Signature

ERNEST QUINA, Director
Printed Name & Title

Date: 30 Oct 2019

MONTHLY INVOICE REQUEST

Community Services, Employment & Training

YOUTH – WORKFORCE DEVELOPMENT SERVICES – SER Contract No. CT-CS-19*254

Month _____, 20____

Budget Line Item	Amount Requested for Each Population Served			Total Reimbursement Requested per line item
	English as a Second Language (ESL)	Work Experience (WEX)		
		In-School Youth (ISY)	Out-of-School Youth (OSY)	
Salary & Fringe (no overtime)				
Travel				
Equipment				
Supplies				
Space				
Communication				
Other Operating				
Work Experience wages	N/A			
ESL Stipends		N/A	N/A	
Total per population				

By signing this report: I certify that, to the best of my knowledge:

- (1) The information reported represents actual receipts and actual expenditures which have been incurred in accordance with the contract and are based on official accounting records and supporting documents which will be maintained by us for purposes of audit; and
- (2) The report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the contract.

I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims or otherwise. (A.R.S. §§ 31 - 3729, 3730, and 3801-3812.)

Preparer Signature_____
Authorized Approver Signature_____
Printed Name and Title_____
Printed Name and Title

Date: _____

Date: _____

Please attach supporting documentation and send to:

Community Services, Employment & Training
 Kino Service Center
 2792 E. Ajo Way, 3rd Floor
 Tucson, AZ 85713
 ATTN: Daphanie Conner