



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: December 17, 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, Inc. provides workforce development services to adults, dislocated workers and youth. Amendment 8, effective September 1, 2019, discontinued the requirement for workforce development services for youth. This amendment with subrecipient, Portable Practical Educational Preparation, Inc., is to pay the Awardee for an outstanding invoice for workforce development services for youth provided prior to the effective date of Amendment 8.

Attachment: Contract Number CT-CS-17-010 (Amendment 10)

***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, due to language changes.

*To: COB- 12-4-19
ver. - 44
pgs - 3
(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 22-10.***Amendment / Revised Award Information**Document Type: CT Department Code: CS Contract Number (i.e., 15-123): 17-010Amendment No.: 10 AMS Version No.: 44Effective Date: 12/1/19 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 6,598.62Is there revenue included? ☐ Yes ☒ No If Yes \$ _____***Funding Source(s) required:** Amendment 10 funding source increase is from the U.S. Department of Labor - Workforce Innovation and Opportunity ActFunding 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 ServicesTelephone: 724-5723Department Director Signature/Date: [Signature] 12-2-19Deputy County Administrator Signature/Date: [Signature] 3 Dec 2019County Administrator Signature/Date: [Signature] 12/3/19
(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.:** 10

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Term Prior Amendment:	06/30/20	Prior Amended Amount:	\$1,839,730.73
Term This Amendment	06/30/20	Amount This Amendment:	\$6,598.62
		Revised Contract Amount:	\$2,449,686.35

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 TEN**1. BACKGROUND AND PURPOSE.**

1.1 Background. 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.

1.2 Purpose.

1.2.1. Due to a lack of demand for workforce development services for youth, Amendment 8, effective September 1, 2019, discontinued the requirement that Awardee provide such services;

1.2.2. Awardee provided workforce development services to youth, prior to the effective date of Amendment 8, but did not invoice the County until October 17, 2019.

1.2.3. County agrees that it is appropriate to revise the Contract to pay the Awardee for the outstanding invoice.

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: \$2,443,087.73

TO: \$2,449,686.35

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	\$516,445.35	\$2,401,686.35
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	\$544,445.35	\$2,449,686.35

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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	\$25,887.37
3	On-the-job Training (OJT)	\$144,201.00	\$114,201.00	\$160,201.00	\$139,485.02

This amendment is effective on December 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:



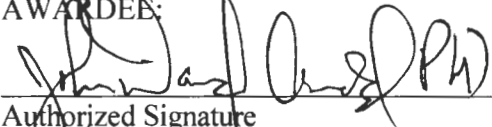
Director, Employment & Training

APPROVED AS TO FORM:

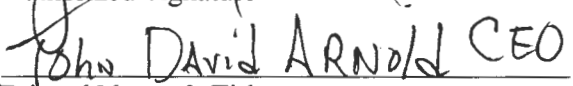


Karen S. Friar, Deputy County Attorney

AWARDEE:



Authorized Signature



Printed Name & Title

Date: 11/27/19