



## BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: January 14, 2020

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Portable Practical Educational Preparation, Inc.

**\*Project Title/Description:**

Youth - Workforce Development Services. The contract can be found in OnBase by searching Contract 19\*231 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, Portable Practical Educational Preparation, Inc., is designed to continue workforce development services for youth in the Pima County rural area. Portable Practical Educational Preparation, Inc. will provide basic education in reading, writing, math and/or science to youth in the rural who are at risk of dropping out or failing the required State test for a high school diploma. This amendment provides Portable Practical Educational Preparation, Inc. with additional funding for the period January 1, 2020 to December 31, 2020. The program will improve prospects for future employability for youth participating in the program.

Attachment: Contract Number CT-CS-19-231 (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:**

Portable Practical Educational Preparation, Inc. will provide 120 hours of basic education instruction to up to 25 youth in the rural area. The participant will average a grade level increase of at least .85 and complete at least 90% of scheduled classes.

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

**\*Retroactive:**

Yes, due to several language changes. The negative impact of this amendment not being approve is youth in the rural area will not receive basic education instruction to help increase a grade level.

To: CoB. 1-7-20  
Ver. - 3  
pgs. - 3  
Allendum

**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): 19-231Amendment No.: 1 AMS Version No.: 3Effective Date: 1/1/20 New Termination Date: 12/31/20

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 26,557.14Is 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] 12-27-19Deputy County Administrator Signature/Date: [Signature] 6 Jan 2020County Administrator Signature/Date: [Signature] 1/6/2020  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community Services, Employment and Training Department**

**Project:** Youth – Workforce Development Services

**Contractor:** Portable Practical Educational Preparation, Inc.  
802 E. 46th Street  
Tucson, AZ 85713

**Contract No.:** CT-CS-19\*231

**Contract Amendment No.:** 01

Original Contract Term:	01/01/19 – 12/31/19	Orig. Contract Amount:	\$42,894.96
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	-0-
Termination Date This Amendment:	12/31/20	This Amendment Amount:	\$26,557.14
		Revised Total Amount:	\$69,452.10

**AMENDMENT ONE**

**1. BACKGROUND AND PURPOSE.**

- 1.1. Background. Pima County (“County”) and Portable Practical Educational Preparation, 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 in the rural area.
  - 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: \$42,894.96

TO: \$69,452.10

- 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	\$42,894.96
January 1 2020 – December 21, 2020	\$26,557.14
<b>TOTAL</b>	<b>\$69,452.10</b>

- 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.**

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, **Level of Service**, Paragraph 5.1 is amended to replace the table with the following:

Activity	Date of Activity	Hours of Service Provided per Participant	Maximum Number of Youth Served
BE	January 1 through May 31, 2019	150 hours of classroom instruction	30
	January 1 through May 31, 2020	120 hours of classroom instruction	25

- 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.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

- 5.3 **BUDGET, SECTION 9.0, paragraph 9.1**, the table is amended to add the budget for Contract Year 2019-2020:

Budget Line Item	Amount allocated for January 1, 2020 through May 31, 2020
<b>Operating Budget</b>	
Salary and Fringe (No overtime)	\$8,791.52
Staff Development	-0-
Travel	-0-
Equipment	-0-
Supplies	\$1,886.59
Communications	-0-
Other Operating	\$ 879.03
<b>Total Operating Budget</b>	<b>\$11,557.14</b>
<b>Other Allocation(s)</b>	
Stipends for Basic Education	\$15,000.00
<b>Total Other Allocation(s)</b>	<b>\$15,000.00</b>
<b>TOTAL BUDGET</b>	<b>\$26,557.14</b>

This amendment is effective on January 1, 2020.

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:

Contractor:

Gertha Brown-Hurd  
Authorized Signature

Gertha Brown-Hurd, Pres.  
Printed Name & Title

Date: 12-27-19

\_\_\_\_\_  
Clerk of the Board                      Date

APPROVED AS TO CONTENT:

[Signature]  
Director, Employment & Training

APPROVED AS TO FORM:

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