



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

### **CONTRACTS / AWARDS / GRANTS**

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 23, 2020

\* = 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:**

Workforce Development and Educational Services. The contract and amendments can be found in OnBase by searching Contracts CR-20\*424 (formerly CS-16\*359) in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient SER-Jobs for Progress of Southern Arizona, Inc. is designed to continue basic education and English-as-a-Second Language (ESL) services to Pima County job seekers who are seeking employment or vocational training that can lead to employment. The amendment will add additional funding for the period July 1, 2020 to June 30, 2021. There are two work statements. Under Work Statement 1, Contractor provides basic education instruction, tutoring and support, as well as stipends, to disconnected, out-of-school youth who are in a General Equivalency Diploma (GED) preparation program. Under Work Statement 2, Contractor provides basic education and ESL to adults who lack a GED, English language skills, or have a high school diploma but need to brush up on reading and/or math skills during job search. Work Statement 2 is a fee-for-service contract where Contractor is paid for each hour of delivered classroom instruction.

Contractor develops a diagnostic academic assessment and lesson plan tailored to each person's needs and vocational goals. Classes are offered 20-30 hours a week. Classes in Work Statement 1 are in eight week segments, while Work Statement 2 classes are continuous open entry-open exit, so that a person may enter the open entry-open exit classes at any time. Most participants attend 30 hours a week; but some participants can work part time and attend class part time.

Attachment: Contract Number CT-CR-20-424 (Amendment 04)

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WFS-2016-06 was conducted with delegated authority.

**\*Program Goals/Predicted Outcomes:**

The goal is to prepare people for vocational training and/or employment. Participants leave classes with a better understanding of basic workplace language, improved academic scores, and an improved ability to read instructions and prepare resumes and job applications.

**\*Public Benefit:**

This activity enables individuals to improve their employment and career opportunities by addressing a core issue articulated by local employers when they are asked through One Stop surveys why some job applicants have a difficult time getting hired.

**\*Metrics Available to Measure Performance:**

Pre and post test scores are used to measure progress. Some tests measure academic progress, others measure language used in workplaces.

**\*Retroactive:**

No.

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement 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: CR Contract Number (i.e., 15-123): 20-424  
Amendment No.: 4 AMS Version No.: 1  
Commencement Date: 6/30/20 7-1-20 HL New Termination Date: 6/30/21

Prior Contract No. (Synergen/CMS): CT-CS-16-359

☐ Expense or ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 778,615.29

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Pima County General Funds

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 422,244.74 % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Commencement 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 Hart

Department: Community Services

Telephone: 724-5723

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

(Required for Board Agenda/Addendum Items)

<b>Pima County Department of Community Services, Employment and Training Department</b>	
<b>Project:</b> Workforce Development and Educational Services	
<b>Awardee:</b> SER-Jobs for Progress of Southern Arizona, Inc. 40 West 28th Street Tucson, AZ 85713	
<b>Contract No.:</b> CT-CS-16-359 (CT-CR-20-424 from and after July 1, 2020)	
<b>Contract Amendment No.:</b> Four (4)	

<b>DUNS No.:</b> 964816636		<b>SAM Registration Date:</b> 3/17/20	
<b>Research or Development:</b>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Federal or State Contract No.:</b>		DI16-002120	<b>Award Date:</b> PY2020
<b>Required Match:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Match Amount:</b>	
<b>Indirect Cost Rate:</b>	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" type="checkbox"/> None
<b>Status of Contractor:</b>		<input checked="" type="checkbox"/> Subrecipient	<input type="checkbox"/> Contractor

CFDA	Grant Program	PY2020 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	\$854,649,000.00	\$2,309,890.00
17.278	WIOA-Dislocated Worker	\$1,322,912,000.00	\$4,987,021.00
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$691,528.80
Termination Date Prior Amendment:	06/30/20	Prior Amendments Amount:	\$2,191,849.25
Termination Date This Amendment:	06/30/21	This Amendment Amount:	\$778,615.29
		Revised Total Amount:	\$3,661,993.34

#### AMENDMENT FOUR (4)

### 1. BACKGROUND AND PURPOSE.

#### 1.1 Background.

- 1.1.1. On June 21, 2016, Pima County ("County") and SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), entered into the above-referenced contract to provide workforce development and educational services.
- 1.1.2. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible workforce development services. The WIOA grant ends June 30, 2023.

#### 1.2 County Organization. Effective July 1, 2020:

- 1.2.1. Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department are restructured to form the Community and Workforce Development Department.
- 1.2.2. This Agreement will be renumbered to CT-CR-20-424, but all terms and conditions remain unchanged.

- 1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community and Workforce Development Department ("CWD").

1.3 Purpose.

- 1.3.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
- 1.3.2. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to the residents of Pima County.
- 1.3.3. County has reviewed Awardee's performance of the services and finds it satisfactory.

2. **TERM AND EXTENSIONS, SECTION 1.0.** Pursuant to **paragraph 1.1**, County is exercising the last available extension option. This Agreement will terminate on **June 30, 2021**.

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: \$2,883,378.05

TO: \$3,661,993.34

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

Work Statement	Maximum Amount Allocated							Total Anticipated Expenditure per Funding Source
	Program	Funding Source	7/1/2016 – 6/30/2017	7/1/2017 – 6/30/2018	7/1/2018 – 6/30/2019	7/1/2019 – 6/30/2020	7/1/2020 – 6/30/2021	
1	Program Staff/Youth Stipends	DOL/ADES	\$55,816.84	\$72,075.62	\$101,423.00	\$159,431.15	\$159,431.15	\$548,177.76
	Program Staff/Youth Stipends	Pima County General Funds	\$188,822.16	\$185,686.78	\$160,268.96	\$172,294.34	\$172,294.34	\$879,366.58
2	Basic Education/ESL Instruction	DOL/ADES	\$196,939.40	\$196,939.40	\$196,939.40	\$196,939.40	\$196,939.40	\$984,697.00
	Basic Education/ESL Instruction	Pima County General Funds	\$249,950.40	\$249,950.40	\$249,950.40	\$249,950.40	\$249,950.40	\$1,249,752.00
<b>Anticipated Allocations TOTAL</b>			<b>\$691,528.80</b>	<b>\$704,652.20</b>	<b>\$708,581.76</b>	<b>\$778,615.29</b>	<b>\$778,615.29</b>	<b>\$3,661,993.34</b>

- 3.3 Paragraph 3.9.5 is added to read:

Changes between the Total Operating Budget and the Other Allocation(s) line item are not allowed.

4. **ISRAEL BOYCOTT CERTIFICATION, SECTION 33.0** is added to read:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract 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 – WORK STATEMENT NO. 1 – ONE-STOP OPERATIONS** is amended as follows:

5.1 **SECTION 3 – BUDGET**, 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	7/1/2020 – 6/30/2021
<b>Operating Budget</b>					
Salary and ERE (No overtime)	\$175,233.00	\$187,927.80	\$191,686.36	\$195,519.88	\$195,519.88
Staff Development	\$930.00	\$1,162.80	\$1,186.06	\$1,209.78	\$1,209.78
Travel	\$1,226.00	\$1,277.00	\$1,276.84	\$1,302.38	\$1,302.38
Equipment/Supplies	-0-	-0-	-0-	-0-	-0-
Communications	-0-	-0-	-0-	-0-	-0-
Other Operating	\$7,250.00	\$7,394.80	\$7,542.70	\$7,693.45	\$7,693.45
<b>Total Operating Budget</b>	<b>\$184,639.00</b>	<b>\$197,762.40</b>	<b>\$201,691.96</b>	<b>\$205,725.49</b>	<b>\$205,725.49</b>
<b>Other Allocation(s)</b>					
Youth Stipends	\$60,000.00	\$60,000.00	\$60,000.00	\$126,000.00	\$126,000.00
<b>TOTAL BUDGET</b>	<b>\$244,639.00</b>	<b>\$257,762.40</b>	<b>\$261,691.96</b>	<b>\$331,725.49</b>	<b>\$331,725.49</b>

5.2 Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, and HPOG funds, by activity, for the current contract year is set forth in **Exhibit A** of this Amendment 4.

The effective date of this Amendment is June 30, 2020.

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, Board of Supervisors

Date: \_\_\_\_\_

**ATTEST:**

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

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Director Date

Employment and Training

**APPROVED AS TO FORM:**

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

**AWARDEE**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name & Title

Date: 15 June 2020

**EXHIBIT A TO AMENDMENT NO. 4****WORK STATEMENT NO. 1 – PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE****July 1, 2020 – June 30, 2021**

<b>July 1, 2020 – June 30, 2021</b>					
<b>Budget Line Item</b>	<b>Projected WIOA Adult</b>	<b>Projected WIOA Dislocated Worker</b>	<b>Projected WIOA Youth</b>	<b>Projected Pima County General Funds</b>	<b>TOTAL</b>
<b>Operating Budget</b>					
Salary and ERE (No overtime)	-0-	-0-	\$48,879.81	\$146,640.07	\$195,519.88
Staff Development	-0-	-0-	\$302.45	\$907.33	\$1,209.78
Travel	-0-	-0-	\$325.50	\$976.88	\$1,302.38
Equipment/Supplies	-0-	-0-	-0-	-0-	-0-
Communications	-0-	-0-	-0-	-0-	-0-
Other Operating	-0-	-0-	\$1,923.39	\$5,770.06	\$7,693.45
<b>Total Operating Budget</b>	-0-	-0-	<b>\$51,431.15</b>	<b>\$154,294.34</b>	<b>\$205,725.49</b>
Youth Stipends	-0-	-0-	\$108,000.00	\$18,000.00	\$126,000.00
<b>TOTAL BUDGET</b>	-0-	-0-	<b>\$159,431.15</b>	<b>\$172,294.34</b>	<b>\$331,725.49</b>

**END OF EXHIBIT A OF AMENDMENT 4**