



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 1, 2020

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Dorothy Kret and Associates, Inc.

**\*Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CT-CR-20\*417 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, Dorothy Kret and Associates Inc., is to correct a scrivener's error and replace the Projected Use of Funds table. There is no increase in funding with this amendment.

Attachment: Contract Number CT-CR-20-417 (Amendment 7)

**\*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 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.

Adults/Dislocated workers annual number served:

Enrolled - 320 participants

Placed on a job - 208 participants

**\*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:**

Dorothy Kret and Associates, 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 not discovering the scrivener's error until 8/7/20. The negative impact of not approving this amendment is job seekers would not receive workforce development services used to find employment.

AUG 25 2020 10:07 PM POC: KCF

JP

Revised 5/2020

To: COB- 8-25-20  
Ver. 4  
ggs- 2 (1)

Page 1 of 2

Addendum

Procure Dept 08/24/20 PM 04:23

**Contract / Award Information**

Document Type: 1 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): 20-417

Amendment No.: 7 AMS Version No.: 4

Commencement Date: 7/1/20 New Termination Date: 6/30/21 (no change)

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

☒ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 0.00

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

**\*Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act and Health Profession Opportunity Grant

Funding 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): \_\_\_\_\_

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 & Workforce Development Telephone: 724-5723

Department Director Signature/Date: [Signature] 8-20-20

Deputy County Administrator Signature/Date: [Signature] 24 Aug 2020

County Administrator Signature/Date: [Signature] 8/24/20  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community & Workforce Development**

**Project:** Workforce Development Services

**Awardee:** Dorothy Kret and Associates, Inc.  
1502 E. Broadway Boulevard  
Tucson, AZ 85719

**Contract No:** CT-CR-20-417

**Contract Amendment No:** Seven (7)

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$193,500.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$686,432.34
Termination Date This Amendment:	06/30/21	This Amendment Amount:	-0-
		Revised Contract Amount:	\$879,932.34

<b>DUNS No.:</b> 148379688	<b>SAM Registration Date:</b> 3/2/20		
<b>Research or Development:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Federal or State Contract No.:</b>	DI19-002205 PCC2015-2020	<b>Award Date:</b>	PY2020 2015-2020
<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"/> Federal	<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	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
93.093	Health Profession Opportunity Grant ("HPOG")	\$913,130,000.00	\$2,347,242.00

**AMENDMENT SEVEN (7)**

**1. BACKGROUND AND PURPOSE.**

**1.1 Background.**

- 1.1.1. On June 7, 2016, Pima County ("County") and Dorothy Kret and Associates, Inc. ("Awardee"), entered into the above-referenced contract to provide workforce development services for adult and dislocated worker job seekers.
- 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.
- 1.1.3. County is the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, including Awardee.

- 1.2 Purpose.** To correct a scrivener's error and reallocate funds from the various funding sources. The PROJECTED USE OF FUNDS table is amended accordingly.

2. **SCOPE OF SERVICES. SECTION 2.0** The Commencement Date for the provisions set forth in this Amendment No. 7 is July 1, 2020.
3. **EXHIBIT A of AMENDMENT NO. 6 – PROJECTED USE OF FUNDS.** the table is deleted in its entirety and replaced with the following:

July 1, 2020 – June 30, 2021				
Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected HPOG	TOTAL
<b>Operating Budget</b>				
Salary and Fringe (No overtime)	\$48,988.76	\$40,554.30	\$34,260.53	\$123,803.59
Staff Development	-0-	-0-	-0-	-0-
Travel	\$273.86	\$230.64	\$175.52	\$680.02
Equipment	-0-	-0-	-0-	-0-
Supplies	\$820.54	\$691.07	\$525.91	\$2,037.52
Communications	\$806.71	\$610.42	\$493.05	\$1,910.18
Other Operating	\$10,203.05	\$8,916.32	\$3,544.99	\$22,664.36
<b>Total Operating Budget</b>	<b>\$61,092.92</b>	<b>\$51,002.75</b>	<b>\$39,000.00</b>	<b>\$151,095.67</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$22,720.00	-0-	-0-	\$22,720.00
<b>TOTAL BUDGET</b>	<b>\$83,812.92</b>	<b>\$51,002.75</b>	<b>\$39,000.00</b>	<b>\$173,815.67</b>

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:

\_\_\_\_\_  
Director, Community & Workforce Development

APPROVED AS TO FORM:

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

Awardee:

\_\_\_\_\_  
Authorized Signature

Dorothy EKret, President/CEO  
Printed Name & Title

Date: 8/18/2020