



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: September 15, 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 Services for youth. The contract and amendments can be found in OnBase by searching Contracts CR-20\*422 in Doc\_ID\_AMS.

**\*Purpose:**

This amendment with subrecipient, SER-Jobs for Progress of Southern Arizona, Inc., is to add Workforce Innovation and Opportunity Act funds to provide additional workforce development services for Pima County adult and dislocated worker job seekers (Work Statement 1). Workforce development services include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities.

Attachment: Contract Number CT-CR-20-422 (Amendment 07)

**\*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.

**\*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:**

SER will submit monthly summary reports which include the number of persons served, completed, exited, placed on a job, placed into Workforce Investment Board target industries, and the average wage at placement.

**\*Retroactive:**

No.

SEP 10 2020 10:25:10 AM P0341

*(Handwritten initials)*

*To: CoB- 9-10-20  
Ver. - 4  
Pgs- 5 (1)*

**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): 20-422  
Amendment No.: 7 AMS Version No.: 4  
Commencement Date: 10/1/20 New Termination Date: 6/30/21  
Prior Contract No. (Synergen/CMS): CT-CS-17-009  
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 50,039.08

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

**\*Funding Source(s) required:** Amendment 7 funding source is the U.S. Department of Labor - Workforce Innovation and Opportunity Act

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] 9-3-20

Deputy County Administrator Signature/Date: [Signature] 8 Sep 2020

County Administrator Signature/Date: C. R. [Signature] 9/9/2020  
(Required for Board Agenda/Addendum Items)

**Pima County Department of Community & Workforce Development****Project:** Workforce Development Services**Awardee:** SER-Jobs for Progress of Southern Arizona, Inc.  
40 West 28th Street  
Tucson, AZ 85713**Contract No.:** CT-CR-20-422**Contract Amendment No.:** Seven (7)

<b>Original Contract Term:</b>	7/01/16 – 6/30/17	<b>Original Contract Amount:</b>	\$775,954.00
<b>Termination Date Prior Amendment:</b>	6/30/21	<b>Prior Amendments Amount:</b>	\$3,397,944.20
<b>Termination Date This Amendment:</b>	6/30/21	<b>This Amendment Amount:</b>	\$50,039.08
		<b>Revised Contract Amount:</b>	\$4,223,937.28

<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>		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"/>	<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
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant ("HPOG")	\$85,000,000.00	\$601,926.00

**GRANTED FUNDED AMENDMENT SEVEN (7)****1. BACKGROUND AND PURPOSE.****1.1. Background.**

1.1.1. On June 7, 2016, Pima County ("County") and SER-Jobs for Progress of Southern Arizona, Inc. ("Awardee"), entered into the above-referenced contract to provide workforce development services for adult, dislocated worker and youth 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.

**1.2. Purpose.**

1.2.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop) and has contracted with Subrecipients to provide certain grant-funded activities.

- 1.2.2. One of the Subrecipients was unable to fulfill its obligations to provide work experience for youth funded by the WIOA grant.
- 1.2.3. County has reclaimed the WIOA funds allocated to that entity and wishes to ensure that the funds are available to provide workforce development services for adults and dislocated workers.
- 1.2.4. County has reviewed Awardee's performance under this Contract and has determined that Awardee has the capacity to provide additional workforce development services for youth as set forth herein during the term of the Contract.

2. **SCOPE OF SERVICES, SECTION 2.0.** The Commencement Date for the provisions set forth in this Amendment No. 7 is **October 1, 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: \$4,173,898.20

TO: \$4,223,937.28

3.2. 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
	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	
WIOA grant	\$652,954.00	\$657,182.00	\$789,500.24	\$835,899.48	\$885,938.56	\$3,821,474.28
HPOG	\$43,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00	\$233,000.00
HVRP	-0-	-0-	\$9,463.00	-0-	-0-	\$9,463.00
Pima County General Funds	\$80,000.00	\$80,000.00	-0-	-0-	-0-	\$160,000.00
<b>Anticipated Allocations TOTAL</b>	<b>\$775,954.00</b>	<b>\$782,182.00</b>	<b>\$843,963.24</b>	<b>\$885,899.48</b>	<b>\$935,938.56</b>	<b>\$4,223,937.28</b>

4. **EXHIBIT A-1 – SCOPE OF WORK** is amended as follows:

4.1 **GENERAL PROVISIONS:**

4.1.1. **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	7/1/2020 – 6/30/2021
1	Adults and dislocated workers	\$644,856.00	\$649,599.00	\$659,864.58	\$670,334.85	\$720,373.93
2	Youth	\$131,098.00	\$132,583.00	\$184,098.66	\$215,564.63	\$215,564.63

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4.1.2. **ONE STOP WORKFORCE DEVELOPMENT SERVICES – AWARDEE, SECTION 5.0, paragraph 5.1**, the table is deleted in its entirety and replaced with the following:

Work Statement	FTE	Title	Population served	Location
1	Four (4)	Workforce Development Specialist (“WDS”)	Adults & dislocated workers	ARIZONA@WORK facility
	Three (3)	Program Support Specialist – Intake	Adults & dislocated workers	ARIZONA@WORK facility
	Three (3)	Program Support Specialist – Generalist	Adults & dislocated workers	ARIZONA@WORK facility
2	One (1)	WDS	Youth	Awardee’s facility

4.2 **WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS AND DISLOCATED WORKERS** is amended as follows:

4.2.1. **OUTCOMES, SECTION 2.0, paragraph 2.1**, the table is deleted in its entirety and replaced with the following:

Staff Position	Service	Number per individual staff	Total number served by Awardee
*WDS	Enrolled in a program	120 participants	450 participants
	Active at any time	60 participants	225 participants
	Placed on job	48 participants	180 participants
	Case closure	60 cases	225 cases
PSS – Intake	Intake contacts	600 individuals	1,800 individuals
PSS – Gen	Information & referrals	400 individuals	1,200 individuals

\*Note: One (1) of the four (4) WDS will provide services only from October 1, 2020 through June 30, 2021.

4.2.2. **BUDGET, SECTION 3.0** is amended as follows:

4.2.2.1. Paragraph 3.1, the table is deleted in its entirety and replaced with the following:

Budget Line 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)	\$481,376.00	\$485,738.00	\$493,119.00	\$502,980.76	\$549,421.11
Staff Development	\$2,700.00	\$2,754.00	\$2,809.08	\$2,865.26	\$3,104.03
Travel	\$7,289.00	\$7,435.00	\$9,752.22	\$9,947.26	\$11,788.77
Equipment	-0-	-0-	-0-	-0-	-0-
Supplies	-0-	-0-	-0-	-0-	-0-
Communication	-0-	-0-	-0-	-0-	-0-
Space	-0-	-0-	-0-	-0-	-0-
Other Operating	\$17,171.00	\$17,352.00	\$17,864.28	\$18,221.57	\$19,740.02
<b>Total Operating Budget</b>	<b>\$508,536.00</b>	<b>\$513,279.00</b>	<b>\$523,544.58</b>	<b>\$534,014.85</b>	<b>\$584,053.93</b>
<b>Other Allocation(s)</b>					
Transitional Job Wages*	\$136,320.00	\$136,320.00	\$136,320.00	\$136,320.00	\$136,320.00
<b>TOTAL BUDGET</b>	<b>\$644,856.00</b>	<b>\$649,599.00</b>	<b>\$659,864.58</b>	<b>\$670,334.85</b>	<b>\$720,373.93</b>

4.2.2.2. Paragraph 3.4 is revised to read:

The projected use of WIOA Adult and Dislocated Workers and HPOG funds during contract year 2020-2021, by activity, is set forth in Exhibit A of this Amendment 7.

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, Board of Supervisors

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

**AWARDEE**

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

Ernest Urias, Director  
Printed Name & Title

Date: 9/3/2020

**ATTEST:**

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

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Director

Community & Workforce Development

9-3-20  
Date

**APPROVED AS TO FORM:**

Karen S. Friar

Karen S. Friar, Deputy County Attorney

**PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE****CONTRACT YEAR 2020-2021****WORK STATEMENT NO. 1 – WORKFORCE DEVELOPMENT SERVICES FOR ADULTS  
AND DISLOCATED WORKERS – PROJECTED BUDGET**

<b>July 1, 2020 – June 30, 2021</b>				
<b>Budget Line Item</b>	<b>Projected WIOA Adults</b>	<b>Projected WIOA Dislocated Workers</b>	<b>Projected HPOG</b>	<b>TOTAL</b>
<b>Operating Budget</b>				
Salary and ERE (No overtime)	\$285,712.90	\$216,323.37	\$47,384.84	\$549,421.11
Staff Development	\$1,616.79	\$1,245.79	\$241.45	\$3,104.03
Travel	\$6,209.76	\$4,740.78	\$838.23	\$11,788.77
Equipment	-0-	-0-	-0-	-0-
Supplies	-0-	-0-	-0-	-0-
Communications	-0-	-0-	-0-	-0-
Space	-0-	-0-	-0-	-0-
Other Operating	\$10,312.04	\$7,892.50	\$1,535.48	\$19,740.02
<b>Total Operating Budget</b>	<b>\$303,851.49</b>	<b>\$230,202.44</b>	<b>\$50,000.00</b>	<b>\$584,053.93</b>
<b>Other Allocation(s)</b>				
Transitional Job Wages*	\$136,320.00	-0-	-0-	\$136,320.00
<b>TOTAL BUDGET</b>	<b>\$440,171.49</b>	<b>\$230,202.44</b>	<b>\$50,000.00</b>	<b>\$720,373.93</b>

END OF EXHIBIT A OF AMENDMENT 7