



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):**

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CR-20*419 in Doc_ID_AMS.

***Purpose:**

This amendment with subrecipient, Portable Practical Educational Preparation, Inc., is to provide additional Workforce Innovation and Opportunity Act funds for the On-the-Job Training Program for adults, dislocated workers and youth. The program include evaluating, counseling and placing job seekers into appropriate job skills training and making referrals to job opportunities.

Attachment: Contract Number CT-CR-20-419 (Amendment 12)

***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.

On-the-Job Training Annual number served:

Enrolled - 107 job seekers

Placed on a job - 86 job seekers

***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:**

No.

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To: COB - 9-10-20
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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): 20-419
Amendment No.: 12 AMS Version No.: 3
Commencement Date: 10/1/20 New Termination Date: 6/30/21 (no change)
Prior Contract No. (Synergen/CMS): CT-CS-17-010
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 133,628.91

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

***Funding Source(s) required:** Amendment 12 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 Dev. Telephone: 724-5723

Department Director Signature/Date: San M. Lopez for ARNOLD PALACIOS 9/4/20

Deputy County Administrator Signature/Date: [Signature] 9 Sep 2020

County Administrator Signature/Date: C. N. [Signature] 9/9/20
(Required for Board Agenda/Addendum Items)

Pima County Community & Workforce Development Department**Project:** Workforce Development Services**Awardee:** Portable Practical Educational Preparation, Inc.
802 E. 46th Street
Tucson, AZ 85713**Contract No.:** CT-CR-20-419**Contract Amendment No.:** Twelve (12)

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$603,357.00
Termination Date Prior Amendment:	06/30/21	Prior Amendments Amount:	\$2,340,887.33
Termination Date This Amendment:	06/30/21	This Amendment Amount :	\$133,628.91
		Revised Contract Amount:	\$3,077,873.24

DUNS No.: 092671866		SAM Registration Date: 10/20/19	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal or State Contract No.:		DI19-002205 PCC2015-2020	Award Date: PY2020 2015-2020
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	\$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

GRANT FUNDED AMENDMENT TWELVE (12)**1. BACKGROUND AND PURPOSE.****1.1 Background.**

- 1.1.1. In 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.
- 1.1.2. 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. There is an increased demand for On-the-job training activities in Pima County.
- 1.2.3. County has additional WIOA grant funds available to provide this training.
- 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 adults, dislocated workers and 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. 12 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" to **\$3,077,873.24.**

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	\$654,723.00	\$594,259.00	\$636,259.00	\$516,445.35	\$620,186.89	\$3,021,873.24
HVRP	-0-	-0-	\$4,000.00	\$24,000.00	-0-	\$28,000.00
HPOG	-0-	\$8,000.00	\$8,000.00	\$4,000.00	\$8,000.00	\$28,000.00
Anticipated Allocations TOTAL	\$654,723.00	\$602,259.00	\$648,259.00	\$544,445.35	\$628,186.89	\$3,077,873.24

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	\$373,535.00	\$373,483.00	\$373,483.00	\$379,072.96	\$379,072.96
2	Youth	\$136,987.00	\$114,575.00	\$114,575.00	\$25,887.37	-0-
3	On-the-job Training (OJT)	\$144,201.00	\$114,201.00	\$160,201.00	\$139,485.02	\$249,113.93

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	Two (2)	Workforce Development Specialist (“WDS”)	Adults & dislocated workers	Awardee’s facility
	Two (2)	WDS	Adults & dislocated workers	Rural area facilities operated by Agency
	One (1)	Program Support Specialist – Intake	Adults & dislocated workers	ARIZONA@WORK facility
3	Two (2)	OJT Specialist	Adults, dislocated workers & youth	Awardee’s facility

4.2 **WORK STATEMENT NO. 3 – ON-THE-JOB TRAINING** is amended as follows:

4.2.1. **OUTCOMES, SECTION 2.0, paragraph 2.1**, the table for contract year 2020-2021 is deleted and replaced with the following:

Staff Position	Service	Total number served
OJT Specialist	Enrolled in a program	107 participants
	Placed on a job*	86 participants

Note: One (1) of the two (2) 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
Operating Budget					
Salary and ERE (No overtime)	\$48,445.00	\$48,445.00	\$48,445.00	\$49,413.90	\$86,474.33
Staff Development	\$1,242.00	\$1,242.00	\$1,242.00	\$1,266.84	\$2,216.97
Travel	\$2,800.00	\$2,800.00	\$2,800.00	\$2,856.00	\$4,998.00
Supplies	\$750.00	\$750.00	\$750.00	\$765.00	\$1,338.75
Equipment	\$800.00	\$800.00	\$800.00	\$816.00	\$1,428.00
Communications	\$822.00	\$822.00	\$822.00	\$838.44	\$1,467.27
Space	\$1,020.00	\$1,020.00	\$1,020.00	\$1,040.40	\$1,820.70
Other Operating	\$8,322.00	\$8,322.00	\$8,322.00	\$8,488.44	\$14,854.77
Total Operating Budget	\$64,201.00	\$64,201.00	\$64,201.00	\$65,485.02	\$114,598.79
Other Allocation(s)					
OJT Contracts	\$80,000.00	\$50,000.00	\$96,000.00	\$74,000.00	\$134,515.14
TOTAL BUDGET	\$144,201.00	\$114,201.00	\$160,201.00	\$139,485.02	\$249,113.93

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4.2.2.2 Paragraph 3.4 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth funds, by activity, for the current contract year is set forth in **Exhibit A** of this Amendment 12.

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:

Sean M. Trepej - for ARNOLD PALACIOS
Director, Community & Workforce Development

APPROVED AS TO FORM:

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

AWARDEE:

Authorized Signature

John Davis Arnold (H) CEO
Printed Name & Title

Date: 9/3/20

EXHIBIT A

PROJECTED LINE ITEM EXPENDITURES BY GRANT FUNDING**WORK STATEMENT NO. 3 – ON-THE-JOB TRAINING – PROJECTED BUDGET
CONTRACT YEAR 2020-2021**

Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected WIOA Youth	TOTAL
Salary and ERE (No overtime)	\$40,164.88	\$27,976.12	\$18,333.33	\$86,474.33
Staff Development	\$1,081.40	\$768.90	\$366.67	\$2,216.97
Travel	\$2,392.91	\$1,688.43	\$916.66	\$4,998.00
Equipment	\$672.06	\$483.36	\$183.33	\$1,338.75
Supplies	\$722.97	\$521.69	\$183.34	\$1,428.00
Communications	\$745.37	\$538.57	\$183.33	\$1,467.27
Space	\$855.34	\$598.69	\$366.67	\$1,820.70
Other Operating	\$5,907.62	\$5,647.15	\$3,300.00	\$14,854.77
Total Operating Budget	\$52,542.55	\$38,222.91	\$23,833.33	\$114,598.79
OJT Contracts	\$29,151.14	\$68,364.00	\$37,000.00	\$134,515.14
TOTAL BUDGET	\$81,693.69	\$106,586.91	\$60,833.33	\$249,113.93

END EXHIBIT A OF AMENDMENT 12