



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: April 20, 2021

* = 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:**

Youth - Workforce Development Services. The contract and amendments can be found in OnBase by searching Contracts CR-21*226 in Doc_ID_AMS.

***Purpose:**

Contractor will provide workforce services to youth to ensure attainment of skills needed to successfully obtain and retain employment and encourage, at a minimum, graduation from high school. The program will improve prospects for future employability for youth participating in the program. This amendment will provide additional funding for extra hours of work experience for participants currently enrolled in the program.

Attachment: Contract Number CT-CR-21-226 (Amendment 4)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-YSY-2016-02 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**

Contractor will serve up to 40 youth with 160 hours in the Work Experience Program.

Participants will successfully complete at least 95% of scheduled work hours.

Participant will increase work readiness and occupational skills as measured through pre- and post- testing and assessment of performance.

***Public Benefit:**

The benefit of the program is it 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:**

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

***Retroactive:**

No.

TD: COB 4-7-21 (1)
vers: 2
pgs: 3

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): 21-226
Amendment No.: 4 AMS Version No.: 2
Commencement Date: 5/1/21 New Termination Date: _____
Prior Contract No. (Synergen/CMS): 19-254
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 26,985.15
Is there revenue included? ☐ Yes ☒ No If Yes \$ _____
***Funding Source(s) required:** Pima County General Funds

Funding 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): _____
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: *Donna M. Luna* 3/31/21 *J. ...* 7 April 2021
Deputy County Administrator Signature/Date: _____
County Administrator Signature/Date: *C. ...* 4/7/21
(Required for Board Agenda/Addendum Items)

PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT DEPARTMENT

Project: Youth – Workforce Development Services

Contractor: SER—Jobs for Progress of Southern Arizona, Inc.
40 West 28th Street
Tucson, AZ 85713

Contract No.: CT-CR-21-226

Contract Amendment No.: Four (4)

Original Contract Term:	01/01/19 – 12/31/19	Orig. Contract Amount:	\$156,194.81
Termination Date Prior Amendment:	12/31/21	Prior Amendments Amount:	\$294,101.29
Termination Date This Amendment:	12/31/21	This Amendment Amount:	\$26,985.15
		Revised Total Amount:	\$477,281.25

AMENDMENT FOUR

1. BACKGROUND AND PURPOSE.

- 1.1. **Background.** On December 4, 2018, Pima County (“County”) SER—Jobs for Progress of Southern Arizona, Inc. (“Contractor”), entered into the above-referenced contract to provide workforce development services to Pima County youth.
- 1.2. **Purpose.** Funds are available to add extra hours of work experience for participants currently enrolled in the program. County has reviewed Contractor’s performance of the services and finds it satisfactory.

2. TERMS AND EXTENSIONS. The commencement date for this Amendment No. 4 is May 1, 2021.

3. COMPENSATION AND PAYMENT. Paragraph 3.1 is amended to decrease “the Maximum Allocated Amount” from \$450,296.10 to \$477,281.25. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

Expenditure Period	Maximum Allocated Amount
January 1, 2019 – December 31, 2019	\$156,194.81
January 1, 2020 – December 31, 2020	\$146,519.27
January 1, 2021 – August 31, 2021	\$174,567.17
TOTAL	\$477,281.25

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

4.1. The table in Paragraph 5.1, Level of Service, is deleted in its entirety and replaced with the following:

Activity	Date of Activity	Hours of Service Provided per Participant	Maximum Number of Youth Served
WEX/ISY	January 1 through May 31, 2019 2020 – on dates as directed in writing by County January 1 through August 31, 2021	Work experience 140 hours	40
		Work experience 110 hours	40
		Work experience 160 hours	40
WEX/OSY	January 1 through May 31, 2019 2020 – on dates as directed in writing by County January 1 through May 31, 2021	Work experience 140 hours	-0-
		Work experience 110 hours	18
		Work experience 110 hours	18
ESL/ISY	January 1 through May 31, 2019 2020 – on dates as directed in writing by County January 1 through May 31, 2021	Classroom instruction 100 hours	30
		Classroom instruction 100 hours	30
		Classroom instruction 100 hours	30
ESL/OSY	January 1 through May 31, 2019 2020 – on dates as directed in writing by County January 1 through May 31, 2021	Classroom instruction 360 hours	12
		No services	-0-
		No services	-0-

4.2. The table in paragraph 9.1 is deleted in its entirety and replaced with the following:

OPERATING BUDGET LINE ITEM	Amount Allocated				
	1/1/2019 – 12/31/2019	1/1/2020 – 12/31/2020		1/1/2021 – 8/31/2021	
		ISY	OSY	ISY	OSY
Salary and Fringe (No overtime)	\$47,824.90	\$29,914.40	\$6,000.00	\$29,914.40	\$6,000.00
Staff Development	-0-	-0-	-0-	-0-	-0-
Travel	\$2,083.92	\$2,125.60	-0-	\$2,125.60	-0-
Equipment	\$38.49	\$39.26	-0-	\$39.26	-0-
Supplies	\$2,465.75	\$2,196.70	-0-	\$2,196.70	-0-
Space	\$4,418.58	\$2,214.74	\$500.00	\$2,214.74	\$500.00
Communication	\$40.58	\$41.39	-0-	\$41.39	-0-
Other Operating	\$1,575.79	\$997.54	\$609.76	\$997.54	\$609.76
Total Operating Budget	\$59,448.01	\$37,529.63	\$7,109.76	\$37,529.63	\$7,109.76
OTHER ALLOCATIONS BUDGET LINE ITEM	Amount Allocated				
	1/1/2019 – 12/31/2019	1/1/2020 – 12/31/2020		1/1/2021 – 8/31/2021	
		ISY	OSY	ISY	OSY
Work Experience for Youth	\$68,406.80	\$58,634.40	\$26,385.48	\$86,352.48	\$26,715.30
Stipends for ESL	\$29,340.00	\$16,860.00	-0-	\$16,860.00	-0-
Total Other Allocations	\$97,746.80	\$75,494.40	\$26,385.48	\$103,212.48	\$26,715.30
TOTAL	\$156,194.81	\$113,024.03	\$33,495.24	\$140,742.11	\$33,825.06

SIGNATURE PAGE TO FOLLOW

All other provisions of the Agreement 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

Sharon Bronson
Chair, Board of Supervisors

Date

ATTEST


Clerk, Board of Supervisors

APPROVED AS TO CONTENT



Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM



Stacey Roseberry, Deputy County Attorney

CONTRACTOR



Authorized Officer Signature



Please print name

Title

Date