



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: June 22, 2021

*** = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Literacy Connects

***Project Title/Description:**

Literacy Services. The contract and amendments can be found in OnBase by searching Contracts 20*398 in Doc_ID_AMS.

***Purpose:**

This amendment provides additional funding for the period of July 1, 2021 through December 31, 2021 to the contract with subrecipient, Literacy Connects, for pre-employment literacy classes. Literacy Connects provides basic level literacy instruction to unemployed job seekers enrolled in ARIZONA@WORK programs that score at or below the 5th grade level on the Test for Adult Basic Education (TABE). Each participant sent to Literacy Connects by Community & Workforce Development (CWD) has an employment goal, which may include occupational training.

Literacy instruction focuses on reading comprehension and math. A computer lab, traditional classes, and/or tutoring are used for instruction. Classes are small, typically not more than fifteen participants. Participants are scheduled for a minimum of ten weeks of instruction for twenty-two hours a week. When they have reached their goal, the participant leaves his/her activity and moves into training or employment search with his/her CWD Career Counselor.

Most participants are funded by a grant; thus, a class may have participants from the Health Professional Opportunities Grant or the Adult, Dislocated Worker and Out-of-School Youth Workforce Innovation and Opportunities Act program. Pima County General Funds could be used for older youth who not eligible for grant funds. CWD wants to be able to offer this activity to anyone in the ARIZONA@WORK program that needs this service.

Attachment: Contract Number CT-CR-20-398 (Amendment 5)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP-CSET-LS-2016-07 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**

80% of participants will achieve grade levels required for employment or training goals targeted in their employment plan.

***Public Benefit:**

This activity impacts Pima County's economic development efforts by providing educationally challenged job seekers with the opportunity to gain basic skills and compete for better paying jobs.

***Metrics Available to Measure Performance:**

Literacy Connects will provide monthly summary reports which include participant's progress and achievements for the preceding month's activities

***Retroactive:**

No.

TO: COB 6-2-21 (U)
Vers.: 10
pgs.: 4

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): 20-398
Amendment No.: 5 AMS Version No.: 10
Commencement Date: 7/1/21 New Termination Date: 12/31/21
Prior Contract No. (Synergen/CMS): 16-428
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 38,187.00
Is there revenue included? ☐ Yes ☒ No If Yes \$ _____
***Funding Source(s) required:** U.S. Department of Labor - Workforce Innovation and Opportunity Act, Health Profession Opportunity Grant and Pima County General Funds
Funding from General Fund? ☒ Yes ☐ No If Yes \$ 300.00 % _____

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] 5/27/21
Deputy County Administrator Signature/Date: [Signature] 28 May 2021
County Administrator Signature/Date: [Signature] 5/28/21
(Required for Board Agenda/Addendum Items)

Pima County Department of Community & Workforce Development**Project:** Literacy Services**Subrecipient:** Literacy Connects
200 E. Yavapai Road
Tucson, AZ 85705**Contract No.:** CT-CR-20-398**Contract Amendment No.:** 05

Original Contract Term:	7/01/16 – 6/30/17	Original Contract Amount:	\$73,169.00
Termination Date Prior Amendment:	6/30/21	Prior Amendments Amount:	\$300,139.00
Termination Date This Amendment:	12/31/21	This Amendment Amount:	\$38,187.00
		Revised Contract Amount:	\$411,495.00

DUNS No.: 961940934		SAM Registration Date: 9/15/20	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal Contract No.:		DI21-002286 PC2020-2021	Award Date: 2020 2020
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input type="checkbox"/>	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input checked="" 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	\$3,183,523.00
17.278	WIOA- Dislocated Worker	\$1,322,912,000.00	\$4,353,722.00
17.259	WIOA-Youth	\$913,130,000.00	\$3,167,684.00
93.093	Health Profession Opportunity Grant (HPOG)	\$85,000,000.00	\$601,926.00

AMENDMENT FIVE**1. BACKGROUND, PURPOSE, AND AUTHORITY.**

- 1.1. **Background.** Pima County (“County”), as Grantee, receives federal WIOA grant funds and provides them to various subrecipients, including Literacy Connects (“Subrecipient”), to provide eligible workforce development services. The WIOA grant ends June 30, 2025. County is also 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 Subrecipient. County’s HPOG funds are available until September 30, 2021. Subrecipient was selected following a competitive Request for Proposals (RFP) process in 2016. On July 5, 2016, County

and Subrecipient, entered into the above-referenced contract to provide literacy services for adults, dislocated workers, and youth. The Contract expires June 30, 2021, with no additional renewals remaining. County is preparing to issue a new competitive RFP for the period 2021-2026, but due to the COVID-19 public-health emergency, departmental restructuring, and changes to the RFP process, additional time is needed to complete that process.

- 1.2. **Purpose.** County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop). County finds that it is in the best interests of Pima County to continue to provide workforce development services to the residents of Pima County. County has reviewed Subrecipient's performance of the services and finds it satisfactory. This amendment is necessary to ensure the continued delivery of important public services while allowing the time necessary to complete the RFP process.
- 1.3. **Authority.** County may extend this subaward under 2 C.F.R. § 200.332(b) because Subrecipient was originally chosen through a competitive process and because County finds Subrecipient's performance to date has been satisfactory. In addition, County can extend this contract while awaiting a new RFP under Pima County Code § 11.12.060 and Board of Supervisors Resolution No. 2020-18.

2. **TERMS AND EXTENSIONS.** The commencement date for this Amendment No. 5 is July 1, 2021. This Agreement will terminate on December 31, 2021.

3. **COMPENSATION AND PAYMENT.** Paragraph 3.1 is amended to increase "the Maximum Allocated Amount" from \$373,308.00 to \$411,495.00. In addition, the table in Paragraph 3.2 is deleted in its entirety and replaced with the following:

Maximum Amount Allocated July 1, 2021 - December 31, 2021	
Funding Source	Anticipated Expenditure
WIOA grant	\$34,592.00
HPOG	\$3,295.00
Pima County General Funds	\$300.00
Anticipated Allocations TOTAL	\$38,187.00

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

4.1 The table in Paragraph 4.1 is deleted in its entirety and replaced with the following:

Budget Line Item	Amount allocated for July 1, 2021 through December 31, 2021
Personnel	\$36,687.00
Supplies	\$1,500.00
Total	\$38,187.00

4.2 Paragraph 4.6 is revised to read:

The projected use of WIOA Adult, WIOA Dislocated Worker, WIOA Youth, HPOG and Pima County General funds, by activity is set forth in Exhibit B of this Amendment 5.

SIGNATURE PAGE TO FOLLOW

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:

Sharon Bronson
Chair, Pima County Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board Date

APPROVED AS TO CONTENT:

Daniel Sullivan, Director
Community & Workforce Development

APPROVED AS TO FORM:

Stacey Roseberry, Deputy County Attorney

SUBRECIPIENT:

Authorized Signature

Matthew Tarver-Wahlquist Executive
Director

Printed Name & Title

Date: 5/27/2021

EXHIBIT B**PROJECTED LINE ITEM EXPENDITURES BY FUNDING SOURCE****JULY 1, 2021 – DECEMBER 31, 2021**

Budget Line Item	Projected WIOA Adults	Projected WIOA Dislocated Workers	Projected WIOA Youth	Projected HPOG	Projected General Funds	TOTAL
Salary and ERN (No overtime)	\$4,398.38	\$2,761.51	\$26,075.50	\$3,206.28	\$245.33	\$36,687.00
Supplies	\$917.12	\$142.45	\$297.04	\$88.72	\$54.67	\$1,500.00
Total Operating Budget	\$5,315.50	\$2,903.50	\$26,373.00	\$3,295.00	\$300.00	\$38,187.00

END OF EXHIBIT B TO AMENDMENT 5