

COB - BOSAIR FORM

03/16/2026 7:53 AM (MST)

Submitted by Brandon.Morgan@pima.gov

TO: COB 3/19/2026

VERS: 0

PGS: 226



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2600000040

Award Type: Award

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 04/07/2026

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Advanced Employment Group Inc. Headquarters: (Miami, FL) Catholic Community Services of So. AZ Inc. Headquarters: (Tucson, AZ) Goodwill Industries of Southern Arizona, Inc. Headquarters: (Tucson, AZ) SER-Jobs for Progress of Southern Arizona, Inc. Headquarters: (Tucson, AZ) Tucson Youth Development Inc. Headquarters: (Tucson, AZ)

Project Title / Description: Summer Youth Short-Term Work Experience (STWX)

Purpose: Award: Supplier Contract. This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options. Administering Department: Community Workforce and Development.

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. RFP-2500020576 was conducted. Five (5) responses were received. Award is recommended to all qualified respondents to establish a qualified pool of contractors.

RQID: 2500020576

Attachments: Notice of Recommendation for Award and Supplier Contracts.

Program Goals/Predicted Outcomes: To enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce. Improve prospects for future employability for all individuals receiving services under this Contract. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers. Youth aged 14 to 21 who are occupational-skills deficient will gain work-readiness skills as measured by post-program assessment in specific skill areas. The outcomes will also be measured on the number of participants that enter and successfully complete the program.

Public Benefit and Impact: In Pima County youth programs have a significant public impact in areas including public health, economic development, civic engagement, education, and public safety. Programs help youth develop critical life skills and become successful, productive, and healthy adults.

Budget Pillar • Improve the quality of life

Support of Prosperity Initiative: • 10. Prioritize Workforce Development for Underserved Populations

Provide information that explains how this activity supports the selected Prosperity Initiatives Prioritize workforce development for low-income job seekers with evidence-based case management practices that include apprenticeships, on the job training, and supportive services that prepare participants for jobs with self-sufficient wages and benefits.

Metrics Available to Measure Performance: The outcomes will also be measured on the number of participants that enter and successfully complete the program.

Retroactive:

NO

Contract / Award Information

Record Number: SC PO SC2600000040

Document Type: SC

Department Code: PO

Contract Number: SC2600000040

Commencement Date: 04/07/2026

Termination Date: 04/06/2027

Total Expense Amount:

\$550,000.00

Total Revenue Amount:

\$0.00

Funding Source Name(s) Required: General Fund.

Funding from General Fund?

YES

If Yes Provide Total General Funds:

\$550,000.00

Percent General Funds 100

Contract is fully or partially funded with Federal Funds?

NO

Were insurance or indemnity clauses modified?

NO

Vendor is using a Social Security Number?

NO

Department: Procurement

Name: Brandon Morgan

Telephone: 5207249510

Add Procurement Department Signatures

Yes

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: Ana Wilber Digitally signed by Ana Wilber Date: 2026.03.17 16:30:17 -07'00' Date: _____

Procurement Director Signature: Bruce D Collins Digitally signed by Bruce D Collins Date: 2026.03.17 17:06:28 -07'00' Date: _____

Department Director Signature: *Ana Wilber* Date: 3/18/26

Deputy County Administrator Signature: *[Signature]* Date: 3-18-2026

County Administrator Signature: _____ Date: 3/18/2026



NOTICE OF RECOMMENDATION FOR AWARD

Date of Issue: March 18, 2026

The Procurement Department hereby issues formal notice to respondents to Solicitation No. RFP-2500020576 for Summer Youth Short-Term Work Experience (STWX) that the following listed respondents will be recommended for award as indicated below. The award action is scheduled to be performed by the Board of Supervisors on or after April 7, 2026.

Award is recommended to all qualified respondents to establish a qualified pool of contractors.

AWARDEE NAMES

Advanced Employment Group Inc.
Catholic Community Services of SO AZ, Inc.
DBA Vocational Services
Goodwill Industries of Southern Arizona, Inc.
SER-Jobs for Progress of Southern Arizona, Inc.
Tucson Youth Development Inc.

SHARED ANNUAL AWARD

\$550,000.00 (including sales tax)

Issued by: Brandon Morgan, Procurement Officer

Telephone Number: 520-724-9510

This notice is in compliance with Pima County Procurement Code §11.12.020(C) and §11.20.010(C).

Copy to: Pima County SBE via e-mail at SBE@pima.gov

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000040
Contract Start Date	04-07-2026
Contract End Date	04-06-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

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Supplier: Advanced Employment Group Inc 3169 New York St Miami, FL 33133	Contract Name: Summer Youth Short-Term Work Experience (STWX)
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Supplier Contact and Payment Terms: Phone: Email: mark@advancedemploymentgroup.co Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Currency	NTE Amount	Used Amount
	USD	550,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options.

Attachment: Offer Agreement.

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with Summer Youth Short-Term Work Experience (STWX) on an "as required basis" by issue of Delivery Order ("DO").

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page)** if required.

Contractor will research the designated Issuing Agency requirements to perform the requested work; will list **currently active** license number(s), Description & Class for the required licenses; and agrees to maintain said license(s) for the term of the contract and to notify County within ten (10) business days of any change in license status.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

See Exhibit A: Scope of Services.

5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a PO to the Contractor. County will furnish the PO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a PO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County PO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order PO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

7. COMPENSATION & PAYMENT

The SC will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

7.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

7.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

7.5. Additional Items and/or Services

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

7.6. Standard Payment Term

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

7.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: % if payment tendered within Days as indicated above.

7.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. SUPPLIER RECORD MAINTENANCE**8.1. Pima County Supplier Record**

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

8.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record. The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

9. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

Contractor guarantees delivery of product or service in less than 10 calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

10. TAXES, FEES, EXPENSES

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-2500020576 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.1.4. Professional Liability (E&O) Insurance

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Requirements

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the

insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
Addendum #1	01/16/2026	Addendum #3	01/22/2026		
Addendum #2	01/21/2026	Addendum #4	02/04/2026		

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation's Instructions to Proposers Section 7.1.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No

(select one)

NOTE: If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.

16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: ADVANCED EMPLOYMENT GROUP, INC.

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: 3501 Frow Ave

CITY/STATE/ZIP: Miami, Florida, 33133

REMIT TO ADDRESS: 3501 Frow Ave

CITY/STATE/ZIP: Miami, Florida, 33133

CONTACT PERSON NAME/TITLE: Mark Mangrum, Founder and CEO

PHONE: (307) 421-8422 FAX: _____

CONTACT PERSON EMAIL ADDRESS: mark@advancedemploymentgroup.com

EMAIL ADDRESS FOR ORDERS & CONTRACTS: mark@advancedemploymentgroup.com

CORPORATE HEADQUARTERS ADDRESS: 3501 Frow Ave, Miami, Florida, 33133

WEBSITE: https://www.advancedemploymentgroup.com/

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements **"Non-Responsive"** and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE: Mark Mangrum DATE: 02/06/2026

Mark Mangrum, Founder and CEO
PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: (305) 905-4901 mark@advancedemploymentgroup.com

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS**1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential, Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO, or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed proposal of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

EXHIBIT A: SCOPE OF SERVICES (5 PAGES)

PROJECT PURPOSE

The Summer Short-Term Work Experience (STWX) Program provides eligible at-risk youth and young adults ages 14 to 21 in Pima County with supervised, temporary employment opportunities. The purpose of this project is to support youth who are at risk of dropping out of school by providing workforce exposure, job readiness skills, and early employment experience that may lead to future self-sufficiency.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this Contract.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. Suppliers must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If Supplier's staff has relative(s) eligible for the services provided under this Contract, Supplier must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. Supplier will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 2.4. Grievances: Supplier will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.
- 2.5. Supplier will ensure that staff:
 - 2.5.1. Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 2.5.2. Have written job descriptions consistent with Supplier's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. Program Activities – Supplier.

3.1. **Level of Service.** Suppliers will place individuals referred or approved by County in workplace or training opportunities from May 15, 2026, through August 31, 2026, as follows:

Insert number supplier intends to serve

Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
STWX	120	250
TOTAL		250

3.2. **Staffing.** Supplier will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Agency Staff Position	STWX participants	Supplier's facility

3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. **STWX Program.**

3.3.1. **Worksite recruitment and development.** WC(s) assigned by Supplier will:

- 3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 3.3.1.2. For each business that agrees to participate ("worksite"):
 - 3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.
 - 3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:
 - 3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

- 3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;
 - 3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;
 - 3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - 3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - 3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:
- 3.3.1.3.1. A review of the Worksite Agreement;
 - 3.3.1.3.2. Job and worksite safety issues; and
 - 3.3.1.3.3. Child labor laws.
- 3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- 3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, Supplier will:
- 3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.
 - 3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
 - 3.3.2.3. Provide orientation that covers, at a minimum:
 - 3.3.2.3.1. Attendance requirements;
 - 3.3.2.3.2. Timekeeping procedures;
 - 3.3.2.3.3. Work and training schedules;
 - 3.3.2.3.4. Payroll schedules;
 - 3.3.2.3.5. Program and performance expectations; and
 - 3.3.2.3.6. Completion of necessary paperwork.
 - 3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 3.3.2.4.1. Opportunities in the labor market;
 - 3.3.2.4.2. Completing a job application;
 - 3.3.2.4.3. Writing a résumé;
 - 3.3.2.4.4. Interview techniques;
 - 3.3.2.4.5. Making appropriate career decisions;
 - 3.3.2.4.6. Skills to keep a job; and
 - 3.3.2.4.7. Survival skills for successful daily living.

- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Community and Workforce Specialist ("CWS") referred the Participant:
 - 3.3.2.8.1. Notify CWS of milestone completions;
 - 3.3.2.8.2. Notify CWS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify CWS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with CWS; and
 - 3.3.2.8.5. Refer back to CWS upon completion of, or dropping out from, the Program.

3.3.3. Participant remuneration.

- 3.3.3.1. Supplier will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
- 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

4. Program Activities – County. County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. Outcomes.

- 5.1. Supplier will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX		
TOTAL		

- 5.2. A STWX Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and

- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-1 Work Readiness Skills Form (2 pages).

REPORTS AND DEADLINES

1. **Reporting.** No later than the 15th of each month, Supplier will provide the following reports to County's Youth Program Manager:
 - 1.1. Individual Participant reports:
 - 1.1.1. STWX Participants:
 - 1.1.1.1 Completion results and completion certificates;
 - 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
 - 1.1.1.3 Participant's worksite agreement.
 - 1.2. **Summary Report.** Report must include, but is not limited to:
 - 1.2.1. Number of Participants enrolled in STWX;
 - 1.2.2. Number of students that completed STWX;
 - 1.2.3. Worksites where STWX Participants were placed;
 - 1.2.4. Types of work performed by STWX Participants;
 - 1.2.5. Highlights of STWX program; and
 - 1.2.6. Recommendations for program and service delivery improvement.

Budget Line Item	Amount allocated
Salary and Fringe (No overtime)	\$99,790
Travel	\$4,300
Administration Cost (not to exceed 10 % of total program cost)	\$18,500
Subtotal:	\$122,590
STWX participant payments (\$16.32/hour plus 10% fringe)	\$545,820
Grand Total:	\$668,410

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

PROPOSER'S NAME:

ADVANCED EMPLOYMENT GROUP, INC.

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Times in Business Providing Youth Services: Articles of Incorporation, pg. 1-4 Exhibit C, pg. 4-5 Letters of Support, pg. 1-3 Business License: Business License, pg. 1-3

SIGNATURE: Mark Mangrum

DATE: 02/06/2026

Mark Mangrum, Founder and CEO

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT B

EXHIBIT C: QUESTIONNAIRE (1 PAGE)

PROPOSER'S NAME:

ADVANCED EMPLOYMENT GROUP, INC.

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

7.1. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

7.2. Staff Experience (0 to 20 points)

- Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.
- In addition, address the following:
 - 1) Have staff received training concerning State of Arizona soft skills documentation?
 - 2) Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?
 - 3) What other relevant experience do staff have.

7.3. Geography and Population (0 to 15 points)

- Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.
- What barriers stand in the way of your target population reaching self-sufficiency?
- Do you provide services in the Rural area? If so, please describe the services you provided in that area.
- Why is your agency the best agency to serve this population?

7.4. Project Plan (0 to 25 points)

- Describe your Project Plan for your summer youth activities provided by your agency.
- Describe how you would track your performance outcomes?
- Describe prior summer opportunities for youth activities provided by your agency in the past three years.
- What career ladders are available to the youth you intend to serve? Give several examples.

7.5. Fiscal/Management Information System (0 to 5 points)

- Briefly describe your agency's payroll system.
- How often will youth be paid and how are checks distributed?
- Provide methods of tracking specific funds and explain how these youth funds will be tracked.

7.6. Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

SIGNATURE: Mark Mangrum

DATE: 02/06/2026

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT C



Advanced Employment Group

Proposal for Pima County
for
Summer Youth Short-Term Work Experience

February 9, 2026



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1. Staff Experience

Advanced Employment Group (AEG) brings extensive experience delivering youth workforce development and short-term employment programs, supported by a management structure that ensures clear oversight, accountability, and compliance at every level of service delivery.

A. Executive Oversight

AEG's executive leadership provides strategic direction and ensures alignment with contractual requirements, performance expectations, and fiscal controls.

- Mark Mangrum, Founder and Chief Executive Officer, provides executive oversight of all AEG workforce initiatives, ensuring program quality, compliance, and alignment with county workforce objectives.
- Jill Brookner, Chief Strategy Officer, contributes expertise in workforce program design and implementation, ensuring services reflect best practices in youth employment and work readiness.
- Jack Friedman, Chief Financial Officer, oversees fiscal systems, payroll coordination, and financial reporting to ensure compliance with county, state, and federal requirements.

B. Operational Oversight

Day-to-day implementation of the Summer Temporary Work Experience (STWX) program will be managed by designated AEG program leadership responsible for coordination, staffing, and performance monitoring.

- Anna Demsky, State Director, provides overall operational oversight, serves as the primary point of contact with Pima County, and ensures consistent implementation across worksites.
- Victoria Santos, Program Manager, supervises frontline staff, coordinates worksite placements, manages schedules and documentation, and monitors service delivery and participant progress.
- Employment Specialists (to be hired) provide direct, day-to-day services to youth participants, serve as the primary point of contact for participants and employers, and support onboarding, worksite engagement, and ongoing participation throughout the program.
- Jeet Kocha, Quality Assurance Coordinator, will conduct routine file reviews, ensure program fidelity, and verify that all reporting requirements are met in accordance with reporting requirements and customized to program needs.
- Gena Griffith, Director of Human Resources, ensures that staffing infrastructure supports program delivery, that staff are properly trained to serve youth participants, and that personnel timekeeping and payroll are accurately tracked in alignment with program funding requirements.

This structure supports clear communication, efficient supervision, and consistent service quality from executive leadership through frontline staff.



C. Staff Qualifications and Experience

AEG's leadership and program staff collectively bring decades of experience in workforce development, youth services, employer engagement, and program compliance. Staff assigned to the STWX program meet minimum education and experience requirements appropriate to their roles, with backgrounds in workforce development, education, human services, or related fields.

Frontline staff working directly with youth have experience supporting participants ages 14–21, including individuals facing barriers to employment, and are trained in youth engagement, worksite coordination, and performance monitoring.

D. Training, Compliance, and Background Requirements

AEG ensures that all staff assigned to the STWX program receive training relevant to Arizona soft skills documentation and work readiness standards, as required. In addition, all staff who interact with youth maintain current fingerprint clearance cards and required background checks in accordance with Arizona and Pima County regulations. Documentation of fingerprinting and Central Registry clearance is maintained on file and provided to the County upon request.

Staff receive ongoing supervision and professional development to reinforce program expectations, documentation accuracy, participant safety, and compliance with child labor laws and worksite standards.

2. Geography and Population

Advanced Employment Group traditionally serves youth and young adults ages 14–21 who face barriers to employment and economic self-sufficiency, including justice-involved youth, youth with disabilities, and individuals from low-income households. These populations often experience multiple, overlapping challenges that limit their ability to secure and sustain employment.

Common barriers to self-sufficiency among the youth AEG serves include lack of prior work experience, limited exposure to workplace expectations, and underdeveloped employability skills such as punctuality, communication, and problem solving. Many participants also face transportation barriers, including limited access to reliable transit and long travel distances between home, school, and worksites, challenges that are particularly acute in rural and outlying communities. For justice-involved youth, criminal history and system involvement can restrict employment opportunities, while youth with disabilities may encounter accessibility needs and limited availability of appropriately accommodated worksites. Financial instability and family or caregiving responsibilities can further disrupt consistent participation.

AEG has delivered workforce development and employment readiness services for similar populations through county-funded and state workforce programs across rural, semi-rural, and urban communities, including rural service areas in San Benito County and within the Northern Sierra, Redwood Empire, San Joaquin, Far Northern Regional Center, Alta Regional Center, Redwood Coast Regional Center, and San



Andreas Regional Center regions. These areas are characterized by geographically dispersed communities, limited public transportation, and fewer local employment opportunities. In rural areas with local businesses, AEG has found that community-based employers are often eager to support local youth by offering supervised work experiences that give back to the community. These partnerships allow youth to gain meaningful work exposure while strengthening local employer engagement.

In rural communities where local business placements are limited or unavailable, AEG works closely with schools and community sites to provide onsite STWX opportunities. These placements may include roles such as janitorial support, classroom or teacher assistance, front office support, cafeteria services, and after-school programming, allowing youth to gain structured work experience in familiar, accessible settings while still developing essential employability skills.

To further address transportation-related barriers, AEG incorporates transportation readiness activities, including informational support related to obtaining a driver's license and understanding transportation options, to help participants build longer-term access to employment beyond the summer program.

For the STWX program, AEG intends to serve eligible at-risk youth throughout Pima County, including rural and outlying areas where employment opportunities and transportation options may be limited. Drawing on its rural service model, AEG will partner with local community-based employers where available and, in areas with fewer business placements, collaborate with schools and community sites to provide onsite STWX opportunities in roles such as janitorial support, classroom or teacher assistance, front office support, cafeteria services, and after-school programming.

AEG's experience serving youth across diverse geographic settings, including rural regions with limited infrastructure, positions the organization to effectively support both urban and rural participants by providing flexible, community-based, and supervised work experiences that account for geographic barriers while promoting skill development, accountability, and progress toward long-term economic self-sufficiency.

3. Project Plan

Advanced Employment Group will implement the STWX program as a structured, supervised employment initiative designed to provide youth ages 14–21 with paid work experience, skill development, and consistent support throughout the designated summer service period. The program model emphasizes worksite supervision, participant engagement, fiscal accountability, and compliance with all Pima County requirements.

A. Program Design and Implementation

AEG will coordinate all aspects of STWX implementation, including youth onboarding, worksite placement, supervision, monitoring, and reporting. Program leadership will oversee staffing, employer coordination, and performance tracking to ensure services are delivered consistently and in alignment with the County's Scope of Services. Staffing levels and worksite assignments will be adjusted as needed



to support enrollment levels and ensure appropriate supervision.

Youth will be placed in supervised work experiences that promote development of foundational employability skills, including attendance, communication, teamwork, and accountability. Employment Specialists will maintain regular contact with participants and worksites to support engagement, monitor performance, and address challenges as they arise.

B. Employer and Worksite Coordination

AEG will partner with local employers, schools, and community-based worksites to provide safe, appropriate, and supervised work experiences. Worksites will be oriented to program expectations, youth supervision requirements, and reporting protocols prior to placement. Employment Specialists will serve as the primary liaison between participants and worksites, ensuring consistent communication, adherence to child labor laws, and timely resolution of any issues.

C. Participant Monitoring and Reporting

AEG will track participant enrollment, attendance, and hours worked in accordance with County reporting requirements. Program leadership and quality assurance staff will conduct routine reviews to verify documentation accuracy and ensure compliance with performance expectations. Required reports will be submitted on schedule, and any performance or compliance concerns will be addressed promptly in coordination with County staff.

D. Demonstrated Past Experience

AEG brings demonstrated experience delivering employment readiness and workforce development services for youth and individuals with barriers to employment through county-funded and state workforce programs.

In San Benito County, AEG partners with the Amity Foundation to deliver employment readiness and workforce development services for justice-involved youth ages 14–25 (2025–Present). This program supports participants in developing employability skills, connecting to education and training opportunities, and preparing for sustainable employment. Services began in September 2025, with ongoing expansion through outreach to community partners and local schools.

In Santa Cruz County (2025–Present), AEG provides targeted employment readiness and placement services for individuals with disabilities and low-income households ages 18–61. This project demonstrates AEG’s ability to partner directly with county agencies to implement workforce programming for vulnerable populations while adapting services to local needs and maintaining strong compliance and accountability standards.

AEG also delivers Pre-Employment Transition Services through its partnership with the California Department of Rehabilitation (2021–Present), serving youth and adults across multiple regions including



the Northern Sierra, Redwood Empire, San Joaquin, Greater East Bay, and Golden Gate Silicon Valley districts. Services include work readiness training, job exploration, self-advocacy, and student work experience. In 2025 alone, AEG served over 560 individuals and delivered more than 30,250 service hours, demonstrating capacity to manage high-volume youth employment programming with measurable outcomes.

Across four regions, AEG provides Employment Services programs (2021–Present) supporting individuals ages 18–70 with disabilities and other barriers to employment. In 2025, AEG completed nearly 1,500 job placements, maintained over 900 active clients, and partnered with more than 250 employers, including national and regional employers. These partnerships reflect AEG’s ability to align participant interests with real-world work opportunities and maintain strong employer engagement.

Additionally, AEG delivers Supported Employment Services through the Golden Gate Regional Center, Far Northern Regional Center, Alta Regional Center, Redwood Coast Regional Center, and San Andreas Regional Center (2021–Present), providing long-term job coaching for individuals with significant disabilities who require ongoing workplace support. These services reinforce AEG’s experience supporting participants in structured work environments and maintaining consistent supervision and documentation.

E. Alignment with STWX Objectives

AEG’s prior experience demonstrates the organization’s capacity to operate supervised youth employment programs, coordinate employer partnerships, support participants with complex barriers, and maintain strong fiscal and programmatic compliance. This experience directly informs AEG’s approach to implementing STWX in Pima County and ensures the program will be delivered with appropriate oversight, accountability, and responsiveness to participant needs.

4. Fiscal/Management Information System

Advanced Employment Group utilizes established, secure systems to ensure accurate payroll processing, fiscal accountability, and compliance with all program and funding requirements. AEG uses Paycom, a secure, cloud-based human capital management platform, to manage payroll, timekeeping, onboarding, benefits administration, and compliance reporting. The system provides employee self-service access for time entry and pay information, improving accuracy and efficiency while supporting compliance with applicable Federal and state regulations.

Youth participant payroll is processed on a semi-monthly basis and issued via direct deposit or paper check, based on participant eligibility and preference. Timekeeping is verified prior to payroll processing to ensure that participants are paid only for approved hours worked.

AEG tracks youth-specific program funding using QuickBooks for financial management and SETWorks for service authorization and documentation. Each youth participant’s authorization, service hours, and associated costs are recorded and reconciled across both systems to maintain a clear separation of funds



by program and funding source. This integrated approach supports accurate billing, timely financial reporting, audit readiness, and responsible stewardship of STWX funds in alignment with Pima County requirements.

5. Sustainability

AEG incorporates sustainable operating practices into program administration and service delivery to reduce waste, conserve resources, and minimize environmental impact while maintaining effective program performance. Consistent with Pima County preferences, AEG emphasizes waste prevention and reduction through the use of electronic documentation, digital timekeeping, and online reporting systems, significantly limiting paper use associated with payroll, participant records, and required reports.

We support recycling and responsible materials management by encouraging staff to follow local recycling guidelines in administrative offices and partner worksites and by prioritizing reusable or electronic materials whenever feasible. Printing is limited to documents required for compliance or participant needs, and staff are encouraged to reuse supplies and reduce unnecessary material consumption.

To further support sustainability, AEG promotes efficient use of transportation and resources by coordinating staff schedules to minimize travel, utilizing virtual meetings and trainings when appropriate, and partnering with local worksites to reduce commute distances for both staff and participants. These practices align with Pima County's focus on operational efficiency, environmental responsibility, and responsible use of public funds.

September 3, 2025

To Whom It May Concern:

I am writing in support of Advanced Employment Group (AEG). Though many organizations ask me to make this request on their behalf, I recommend only those very few who I feel possess the qualities necessary to support people with disabilities (PWDs). AEG is one of those organizations, and I highly recommend that they be given this opportunity.

As a counselor with the California Department of Rehabilitation (DOR), I have worked with many organizations who demonstrated considerable motivation and the innate ability to assist others. However, over the course of my time with DOR, I can count on one hand the few exceptional organizations who have embraced supporting PWDs and excelled at a level comparable to AEG.

In summary, all of my knowledge of and experience with, AEG convinces me that they possess the qualities necessary to assist people with learning disabilities. I am certain that Yolo County will also be impressed by their knowledge, skills, and dedication to serving this population.

Best,

Jerry Xiong, M.S.
SVRC/QRP
721 Capitol Mall, Ste. 110
Sacramento, CA 95814
(916) 558-5334
Jerry.Xiong@DOR.CA.GOV

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DOR DEPARTMENT of
REHABILITATION
Employment, Independence & Equality



July 22, 2025

To Whom It May Concern,

I am writing to recommend Advanced Employment Group (AEG), and their subsidiary, Advanced ED (AED), as an exceptional partner for educational and diagnostic services, workforce development, and vocational rehabilitation.

At Marconi Learning Academy, we have had the opportunity to work closely with AEG since 2023 to support students with diverse learning needs. Their team consistently brings compassion, professionalism, and deep expertise to the table. AEG collaborates thoughtfully with our staff, families, and students to ensure each learner is seen, understood, and supported. Their individualized, strengths-based approach has made a meaningful difference in the lives of the young people we serve.

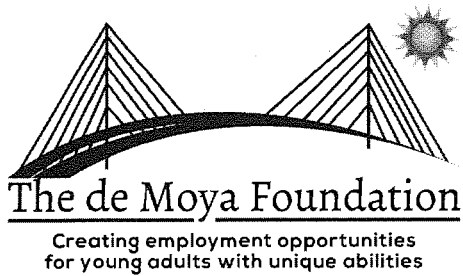
AEG has been more than a service provider; they have been a true partner. Their responsiveness, attention to detail, and commitment to equity are evident in every aspect of their work. Based on our experience, I have full confidence that AED is well-prepared to deliver timely, comprehensive, and culturally responsive services. Their leadership brings decades of relevant experience and a clear understanding of how evaluation can be a gateway to support, growth, and long-term success.

I highly recommend working with AEG and AED and believe they would be a valuable asset to support students, adults, and the community in achieving lifelong success, whether that is through academic support or employment services.

Please feel free to contact me if you would like additional information.

Sincerely,

Cathy Oupachak
Community Liaison, Marconi Learning Academy
coupachak@marconilearning.org
916-974-7307



July 25, 2025

To Whom It May Concern,

It is with great pleasure that I write this letter of recommendation for Mark Mangrum, Founder and Chief Executive Officer of Advanced Employment Group (AEG). I have known Mark personally and professionally for over 30 years, and I have had the honor of working alongside him as Mark has served on the Board of Directors of the De Moya Foundation since 2016. Mark has been a steadfast advocate for individuals with disabilities, bringing visionary leadership and a deep commitment to inclusion in every endeavor he undertakes.

AEG is a direct reflection of Mark's passion for building pathways to opportunity. He founded AEG with the mission of supporting individuals, particularly those with disabilities, through meaningful employment and skill-building opportunities. Under his leadership, AEG has grown into a thriving organization providing high-quality programs rooted in compassion, equity, and real-world outcomes. From recruitment and training to program design and partnership development, Mark ensures every element of AEG's work is guided by a strong sense of purpose and integrity.

Mark's ability to launch and scale mission-driven organizations is one of his greatest strengths. His work with AEG has already made a measurable impact in communities across California, and his thoughtful expansion into educational services through Advanced ED shows his ongoing commitment to holistic, person-centered support. The values that guide AEG mirror those of our Foundation, dignity, empowerment, and opportunity for all, and I can say without hesitation that any partnership with Mark and AEG will be one grounded in excellence and heart.

Please don't hesitate to contact me if you would like additional insight. I wholeheartedly support Mark's leadership and recommend AEG without reservation.

Sincerely,

A handwritten signature in black ink, appearing to read "Lileana de Moya".

Lileana de Moya
Founder and CEO
The de Moya Foundation

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Advanced Employment Group (AEG)

Your organization's business name: State of California, Department of Rehabilitation

Your name and title: Kimberly Mather, Community Resource Specialist

Telephone number: 707-263-3595 Email address: Kimberly.Mather@dor.ca.gov

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from 1/2022 to Current
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

Advanced Employment Group provides Employment Placement Services and Student Services to our clients with disabilities. These Services include Paid Student Work Experience, job placement activities, soft-skills training and other related training.

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

Advanced Employment Group has performed well, particularly in our rural areas of Northern CA that have been underserved.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

		<i>Below</i>		<i>Above</i>	
	<i>Unsatisfactory</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Exceptional</i>
1. Communications with Supplier:	0	1	2	3	4
Comments:	<u>4 AEG has excellent communication with our staff and our mutual clients</u>				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	<u>4-AEG provides excellent services to our participants and quality reports to DOR Staff</u>				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	<u>4-AEG works on a "Fee for Service" structure for most services with DOR</u>				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	<u>4-AEG hires quality staff to provide vocational rehabilitation services to our mutual participants</u>				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	<u>3-AEG has struggled with our payment processing, some of which is on DOR & the State's payment process. We recently made major changes to our invoicing process and all vendors have struggled with the system.</u>				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	<u>4-AEG was quick to respond to a complaint with an AEG job developer and let them go immediately.</u>				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: Advanced Employment Group (AEG)

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	<i>Unsatisfactory</i>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
7. Competence of professional services staff:	0	1	2	3	4

Comments: 4-AEG hires quality staff to provide vocational rehabilitation services to our mutual participants.

8. Overall satisfaction with Supplier:	0	1	2	3	4
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Comments: 4-AEG provides excellent services to our participants and quality reports to DOR Staff

9. What are their strengths as a service provider?
AEG is lead by a group of educators that have years of experience working with people with disabilities.

10. What are their drawbacks as a service provider?
AEG has struggled to find quality staff in some areas which is also an issue DOR has experienced since the pandemic.

And AEG is not the only CRP vendor has this issue. They screen their applicants and provide better pay than most.

Any other information that you would like to share about the Supplier:

AEG has provided much need services to the under served rural areas and continues to expand services in areas that have not had a service provider in over 10 years. I highly recommend AEG and would be happy to discuss their services and our continued collaboration with their agency.

Your Signature: Kimberly K Mather

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Advanced Employment Group- AEG

Your organization's business name: Department of Rehabilitation

Your name and title: Kimberlee Frankian

Telephone number: (209) 726-6570 Email address: Kimberlee.Frankian@dor.ca.gov

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from 9/24 to 02/26
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

AEG provides quality services for my students in all areas, as well as my adult consumers for work experience and employment services.

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

I have worked for the Department of Rehabilitation as a counselor for over 30 years and AEG is the first vendor for employment services that has exceeds my expectations on a consistent basis.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

		<i>Below</i>		<i>Above</i>	
		<i>Unsatisfactory</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>
					<i>Exceptional</i>
1. Communications with Supplier:	0	1	2	3	4
Comments:	<u>4: Excellent communication and staffing</u>				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	<u>4: extremely knowledgeable about their services</u>				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	<u>4: going above and beyond</u>				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	<u>4: I trust AEG and their recommendations for consumer support and services</u>				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	<u>4: billing and reports are very timely.</u>				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	<u>4: Any issues are resolved immediately</u>				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: AEG

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	<i>Unsatisfactory</i>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
7. Competence of professional services staff:	0	1	2	3	4

Comments: 4: Outstanding

8. Overall satisfaction with Supplier:	0	1	2	3	4
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Comments: 4: Exceeds my expectations

9. What are their strengths as a service provider?
Prompt communication, teamwork, trust and collaboration.

10. What are their drawbacks as a service provider?
I have had not problems or drawbacks with them personally and in their support of my students and consumers.

Any other information that you would like to share about the Supplier:
You will be extremely happy with their service and support

Your Signature: Kimberlee Frankian

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

Mark Mangrum

Founder and Chief Executive Officer

Born in Miami to two college professors, Mark built a strong foundation in education and community service. A Mars Hill College graduate in Adapted Physical Education, he began as a teacher before moving into administration, gaining 12 years of experience in parental support, student guidance, and behavior management as Dean of Killian Oaks Academy. He later became National Director for One on One Learning, helping expand the organization across 16 states with 2,100 employees and growing it from a small startup into a \$7 million company. Mark also owns Smart Snacks USA and Fitness Express, successfully operating businesses that serve communities nationwide.

Experience

Advanced Employment Group / Founder and Chief Executive Officer

2020 - PRESENT

Founded and scaled Advanced Employment Group (AEG), a mission-driven organization expanding inclusive employment opportunities for individuals with disabilities. Built and led a 60+ member team across multiple states, overseeing program design, operations, and strategic partnerships. In 2025, launched Advanced ED, AEG's educational services branch, to broaden impact through learning evaluations, academic support, and vocational readiness programs.

Results Learning / Director of Operations

2020 - 2024

Oversaw all organizational operations, including strategic planning, staffing, compliance, and daily program management. Provided cross-department leadership to ensure effective academic service delivery, streamline internal processes, and support organizational growth and impact.

One on One Learning / National Director

2008 - 2020

Led national education operations across 16 states, overseeing program development, district partnerships, and large-scale staff management. Managed hiring, training, and supervision of 1,800+ tutors and 45 program directors, successfully scaling services from \$42K to \$7M in revenue.

Killian Oaks Academy House / Dean of Students

1999 - 2004

Oversaw student conduct and support services, implementing school-wide disciplinary procedures and behavior improvement strategies. Promoted a safe, respectful school environment and supported teachers with classroom management and student engagement.

Education

Mars Hills University / 1990-1994

Bachelors of Arts, Education Administration

Jill D. Brookner

Sr. Vice President, Employment Services

She brings decades of advocacy for individuals with unique abilities and a strong commitment to employment equity and inclusive practices. With an Ed.S. in Guidance and Counseling, a Master's in Administration and Supervision, and a Bachelor's in Special Education, she has 40 years of experience in both public and private education. Jill spent 36 years with Miami Dade County Public Schools as a special education teacher, behavior specialist, educational specialist, and instructional supervisor, supporting programs for students with disabilities and transition needs. Her work served roughly 12,000 transition-aged students annually and helped establish inclusive transition programs across the county, including at Zoo Miami, Miami International Airport, Hialeah, and Florida International University.

Experience

Advanced Employment Group / Sr. Vice President Employment Services

2020 - PRESENT

Focuses on workforce development, recruitment, and employment services, providing strategic leadership to set program direction and goals. Oversees the development and implementation of workforce initiatives, including job training, career counseling, placement services, and partnerships with employers and educational institutions.

DMF Employment Opportunities, Inc The deMoya Foundation / Director of Employment Services

2018 - PRESENT

Supervises and coordinates Employment Services for young adults with developmental disabilities through DMF Employment Opportunities, a provider for the Florida Division of Vocational Rehabilitation (VR). Utilizes a model of ongoing support for both employers and employees, aligning everyone's skills and interests with the specific needs of the employer to ensure successful, sustainable placements.

Division of Exceptional Student Education Miami-Dade County Public Schools / Instructional Supervisor

2003 - 2016

Supervised district-wide programs for students with intellectual disabilities and physical impairments, ensuring effective curriculum delivery, instructional strategies, and professional development. Coordinated Florida Standards Alternate Assessment, transition services, and modified curriculum/special diploma programs. Oversaw the assistive technology assessment process and managed the distribution of individually prescribed equipment across the district.

Experimental Education & Awards

Certified Experimental Education Trainer / 1997 - Present

Project Adventure, Inc.

Team Building Consultant / 1994 - Present

YMCA, DFYIT, City of Miami Police (Grasp) Program, Royal Caribbean Cruise Lines, Interval International, Baptist Hospital, Leadership Miami, Club Med, United Technologies Corporation, Pratt and Whitney Group

Ropes Course Facilitator / 1994 - Present

Florida International University, Ruth Owens Kruse Educational Center, Project Challenge Inc., High Excellence Inc., Operations Explore, Inc.

Awards and Recognitions

Educator of the Year – Center for Autism and Related Disabilities (2016)

Make a Difference Award – Florida Division on Career Development and Transition (2016)

Educational Leadership Award – Parent to Parent of Miami (2007)

Local Agency Involvement

- Designated as a pilot site for the state “Employment First” initiative
- Member, Management Team – Special Olympics South Florida
- Member, Mailman Center for Child Development Consumer Advisory Panel
- Member, Life Span Issues & Chronic Health Conditions Collaborative
- Board Member, DeMoya Foundation
- Member, Florida Health and Transition Services (HATS)
- Board Member, Parent to Parent of Miami (2012–2015)
- Advisory Board Member, Project SALT (Self-Advocate Leadership Training)
- Member, Association of Agencies (AOA), collaborating on disability-related community issues

Jack Friedman

President, Business Operations

Jack Friedman has spent his career focused on college and career readiness for underserved populations. Based in Los Angeles, he founded Study Smart Tutors Inc as a student at USC in 2008. In addition to his work at Study Smart Tutors and AEG, Jack serves as the board chair of the Youth Business Alliance and is a board member at Tzedek America and the ACT CA Council.

Experience

Advanced Employment Group / President, Business Operations

2019 - PRESENT

Oversee the finance and billing teams, ensuring accuracy, compliance, and efficient workflow across all fiscal operations. Provide strategic leadership to the operations and business development teams, supporting organizational growth, streamlining processes, and strengthening cross-department collaboration to enhance overall performance and service delivery.

Study Smart Tutors, Inc. / Founder and CEO

2019 - PRESENT

Provide leadership to education, operations, and business development teams while overseeing product development and program quality. Manage 65 full-time employees and more than 1,500 tutors and part-time staff and support educational programming across 20 U.S. states.

Tzedek America / Board Chair

2023 - PRESENT

Manage the executive director and program staff while overseeing a \$1,000,000 annual budget to ensure effective operations and program delivery.

Youth Business Alliance / Board Chair

2018 - 2023

Manage the executive director and program staff and oversee a \$250K annual budget.

Education

University of Southern CA / Los Angeles, California

B.S Business Administration, Cum Laude Graduate, 2010

Anna Demsky

State Director

Anna Demsky has over 20 years of experience in special education, including 12 years focused on vocational education and transition services for students with barriers to employment. She earned her BA in Psychology from Humboldt State University and credits her small-town upbringing for her creative approach to developing job opportunities in rural areas. In her free time, Anna enjoys reading, entertaining, road trips, and spending time with family and friends. Though known as a “picky” eater, she loves cooking and adding her own twist to recipes.

Experience

Extensive experience across vocational education, transition services, adult education, and statewide workforce programs, serving in roles such as State Director, Senior Vocational Specialist, Employment Placement Specialist, Student Support Specialist, Job Coach/Developer, and Inmate Education Instructor. Background includes working with youth and adults with diverse disabilities and barriers; delivering job readiness instruction; coordinating caseloads of up to 350 students; and maintaining compliance documentation for the Department of Rehabilitation. Skilled in administering assessments, developing individualized employment strategies, and collaborating with schools, probation, ILP, and community agencies. Additional experience includes job development, managing a \$103K CDE grant, issuing work permits, providing vocational education in correctional settings, overseeing adult VR services across multiple states, and contributing to Regional Center program design.

Advanced Employment Group / State Director

2020 – PRESENT

Placer Union High School District / Senior Vocational Specialist

2017 – 2020

PCOE, TPP Workability / Employment Specialist

2012 – 2017

PCOE ROP / Career and Technical Education Support Specialist

2011 – 2012

Rocklin Unified School District / Job Coach Developer

2009-2011

Education

Humboldt State University / Arcata, California

Bachelor of Arts in Psychology

Victoria Santos (Renger)

Program Manager

Victoria Santos is a workforce development and operations leader with a strong track record managing multi-site programs, building employer partnerships, and supporting individuals facing barriers to employment. She brings demonstrated experience overseeing service delivery, supervising and training staff, and implementing systems that improve efficiency, compliance, and participant outcomes. Skilled in cross-functional collaboration, process improvement, and stakeholder communication, with a strengths-based, participant-centered approach aligned to AEG's mission of advancing inclusive employment and long-term workforce success.

Experience

Advanced Employment Group / Program Manager

2023 - PRESENT

Developed individualized employment plans tailored to student abilities and interests, ensuring measurable growth. Coordinated training sessions with local businesses, fostering partnerships for supported employment. Implemented assistive technology tools to enhance communication and productivity for participants. Maintained accurate progress reports, communicating outcomes with stakeholders to drive program improvements.

Elite Healthcare Resources, LLC / Director of Operations

2020 - 2023

Provide strategic leadership and management for various teams, including translating objectives into tactical action plans. Selected for position based on previous achievements in leadership and customer support services.

Star Nursing Inc. / Operations Manager

2018 - 2020

Provide strategic leadership and management for various teams, including translating objectives into tactical action plans. Selected for promotions of increasing responsibility based on achievements in leadership and customer support services.

Rocklin Unified School District / Para-educator

2015 - 2018

Assist certificated teachers in the instruction, supervision, training, and personal care needs of individual or groups of students by performing a variety of instructional support activities.

Wraparound Services (Placer County) / Case Manager

2012-2015

Worked closely with Wraparound facilitators, social workers, and community partners to support positive behavior change, accountability, and successful community reentry for youth involved with the juvenile court, often collaborating with the Placer Youth Center (PYC) and Children's System of Care (CSOC).

United Auburn Indian Community – Child Care Specialist

2011-2014

Partnered with a tribal reservation to support three community-based group homes serving 2–6 children per home, as assigned through tribal assessment. Collaborated with multidisciplinary teams to develop individualized care plans addressing mental health needs, Neonatal Abstinence Syndrome (NAS), substance abuse, education, and housing stability. Worked closely with facilitators, social workers, and community partners to keep children safely supported within their community and prevent out-of-Tribe placements.

Education

Rocklin High School: High School Diploma

Sierra College: Some College

Jennifer Malkin

Director, Business Partnerships

Jennifer is a leader with over 20 years of experience developing transformative initiatives across workforce development, corporate responsibility, anti-poverty programs, community finance, and women's leadership. She has led cross-functional efforts in corporate, startup, and nonprofit sectors, including scaling human rights programs for Apple's global supply chain. She is also a proud mom to an energetic 8-year-old and is excited to lead AEG's business partnerships team.

Experience

Advanced Employment Group / Director, Business Partnerships

2023 – PRESENT

Develop AEG's business partnerships strategy and collaborate cross-functionally to execute partnership initiatives. Acquire and manage high-level corporate relationships while enhancing internal systems and staff capacity to streamline partner acquisition and relationship management. Previously promoted from Employment Specialist, where responsibilities included preparing and placing clients with significant barriers to employment.

J Hope Consulting / Founder & Principal Consultant

2012 – 2017

Provided strategic advisory services, developed business plans, and created responsible supply chain curricula for Fortune 500 companies, social enterprises, and non-profit organizations.

Apple Inc. / Head of Capacity Building, Supplier Responsibility

2008 – 2012

Led and scaled the SR training and consulting function, managing a multi-million-dollar budget and global team. Strengthened supplier capacity in responsible labor, health and safety, and sustainability, negotiated high-stakes issues with Apple leadership, and developed initiatives that eliminated child and bonded labor while training over one million factory workers on their rights.

Youth Business Alliance / Board Chair

2000 – 2006

Led public-private initiatives for a national nonprofit supporting low-income entrepreneurship, managing budgets up to \$1.2M. Launched the first Native American program, secured \$10M in federal funding, and led a team of eight delivering a rural innovation initiative. Published articles on entrepreneurship and financial inclusion featured in trade outlets and NPR Marketplace.

Education

University of Southern CA / Los Angeles, California

B.S Business Administration, Cum Laude Graduate, 2010

Jeet Kocha

Quality Assurance Coordinator

Jeet Kocha is a skilled compliance and data management professional with a strong background in workforce and education program administration. His experience includes overseeing multi-million-dollar public contracts, managing cross-functional teams, and ensuring adherence to Federal, state, and local reporting requirements. Jeet brings expertise in performance monitoring, operational efficiency, and equitable program design, strengthening accountability, data integrity, and service quality across large-scale workforce and education initiatives.

Experience

Advanced Employment Group / Quality Assurance Coordinator
2025 - PRESENT

Conducts comprehensive case file audits to ensure compliance with federal, state, and internal reporting requirements. Standardizes data management and reporting processes across multiple programs, collaborates with staff to resolve documentation gaps, and strengthens overall program accountability and data integrity.

California Department of Rehabilitation / Program Staff Analyst
2023 - 2025

Managed a multi-million-dollar CalDOR program and branch-level budgets, overseeing contract compliance and operational performance. Led cross-functional teams to streamline workflows, reduce disbursement errors, and improve efficiency by 30%. Championed equity initiatives that expanded access to workforce services for diverse and underserved communities, driving measurable improvements in outcomes.

Workforce Alliance of North Bay / Operations Associate
2022 - 2022

Coordinated county-funded workforce programs supporting employment access for diverse job seekers. Led 30+ job readiness workshops for 500+ participants, partnered with 50+ employers to build equitable pipelines, and produced outcomes reports that informed countywide strategic planning. Advanced equity initiatives that increased participation of immigrant, low-income, and underrepresented populations by 30% across Marin County.

Education

**Hult International Business School / Master's in International Business
Management & Business Analytics**
2022

**Mithibai College of Arts / Bachelor of Commerce in Accounting/Business
Management**
2019

Gena Griffith

Human Resources Director

Gena Griffith has spent the last 15 years dedicating herself to the needs of others and creating pathways that connect individuals in need with life-changing services. As a State Director in Cheyenne, Wyoming, she has advocated for programs that support low-income households and individuals with physical and intellectual disabilities. Gena brings that same level of passion and commitment to the Advanced Employment Group, where she serves as HR Director.

Experience

Advanced Employment Group / Human Resources Director

2020 - PRESENT

Handles recruiting and onboarding, supports employee relations, and coordinates payroll and benefits to maintain smooth administrative operations. Oversees the billing team, ensuring accurate workflow and timely submissions.

Peace of Mind / Customer Service Manager

2018 - 2020

Headed customer service operations for more than 45 clients, maintaining organized and up-to-date client files while ensuring consistent communication to support satisfaction and resolve issues. Regularly followed up on leads and successfully brought new clients on board, contributing to overall growth and service quality.

Smart Snacks USA / Program Manager

2016 - 2018

Coordinated snack deliveries for multiple camps while hiring and overseeing the day-to-day operations of delivery drivers. Maintained communication with school staff to ensure all nutritional requirements were met and implemented new operational procedures that reduced costs and increased overall profitability.

One on One Learning / Program Manager

2012 - 2016

Managed tutoring programs serving low-income families and oversaw a team of 10 tutors to ensure high-quality instructional support. Recruited students, coordinated food and transportation services, and maintained full compliance with district requirements. Developed individualized learning plans to support student progress and program outcomes.

Education

Laramie County Community College / Cheyenne WY.

Major in Sociology

2000 - 2003

**ARTICLES OF INCORPORATION OF
ADVANCED EMPLOYMENT GROUP, INC.
(a Florida Corporation Not For Profit)**

These Articles of Incorporation are filed in accordance with the Chapter 617 of the Florida Statutes to create a Not for Profit Corporation.

ARTICLE I

NAME

The name of this corporation is ADVANCED EMPLOYMENT GROUP, INC., (hereinafter called the "Corporation").

ARTICLE II

**PRINCIPAL ADDRESSES OF
THE CORPORATION AND INCORPORATOR**

The Corporation's principal office and mailing address are located at 3169 New York Street, Miami, FL 33133.

The sole incorporator of the Corporation is Mark Mangrum. The complete business address of the sole incorporator is 3169 New York St. Miami, FL 33133.

ARTICLE III

DURATION

The period of the duration of the Corporation is perpetual unless dissolved according to Florida law.

ARTICLE IV

PURPOSES

The Corporation is organized exclusively for scientific, charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under §501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any future federal tax code ("Code"). The purposes of the Corporation may be modified from time to time by the Board of Directors, provided any modification in purpose shall also be a scientific, charitable or educational purpose.

The initial charitable purpose of the Corporation is to develop and create workplace opportunities for individuals with special needs who seek and require, education, training and

employment assistance to become productive members of society and to help maximize their personal growth and interaction with the community at large.

ARTICLE V

NECESSARY POWERS

The Corporation shall have the power to acquire, own, maintain and use its assets for the purposes for which it is organized; to raise funds by any legal means for the support and encouragement of its purposes; to acquire, hold, own, use and dispose of real or personal property in connection with the purposes of the Corporation; and to exercise all powers necessary or convenient to the furtherance of the purposes for which the Corporation is organized; and to exercise all powers granted to a Corporation not for profit under Florida law.

ARTICLE VI

MANAGEMENT

Management of the Corporation shall be vested in the Corporation's voting members of the Board of Directors. There shall be not less than three (3) voting directors. The manner of election of the Directors of the Corporation shall be as set forth in the Bylaws.

The Corporation through its Board of Directors shall have the authority to create one or more classes of Directors with differing rights and obligations to the Corporation. The classes of Directors and their rights and obligations shall be as set forth in the Bylaws.

ARTICLE VII

INITIAL OFFICERS AND/OR DIRECTORS

The names and addresses of the persons who are the initial Directors/Officers of the corporation are as follows:

Mark Mangrum	President	3501 Frow Avenue, Miami, FL 33133
Rick Oneill	Vice President	1482 Silver Hammock, DeLand, FL 32720
Mykel Billups	Treasurer	17305 SW 89 Court, Miami, FL 33157

ARTICLE VIII

DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section §501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such

organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IX

PROHIBITED ACTIVITIES

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its Directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office or engage in political activities of any kind, except as permitted by the provisions of §501(h) of the Code. The Corporation shall make a §501(h) election effect for its first year of operation.

Notwithstanding any other provision of these Articles, the Corporation shall not conduct or carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under §501(c)(3) of the Code, or (b) by a Corporation, contributions to which are deductible under §§ 170(c)(2), 2055, 2100(a)(2) and 2522 of the Code.

ARTICLE X

AMENDMENT OF BYLAWS

Except as provided by these Articles and by the Bylaws, the Corporation's Bylaws may be amended, altered, restated or repealed and new Bylaws may be adopted only by the affirmative vote of two thirds (2/3) of the members of the Board of Directors. The Bylaws may contain any provisions for the regulation and management of the affairs of the Corporation not inconsistent with Florida law or the Articles of Incorporation.

ARTICLE XI

AMENDMENT OF ARTICLES OF INCORPORATION

These Articles of Incorporation may be amended, altered and/or restated only by the affirmative vote of two thirds (2/3) of the members of the Board of Directors.


ARTICLE XII

REGISTERED AGENT AND REGISTERED AGENT ADDRESS

Articles of Incorporation of Advanced Employment Group, Inc.

The street address of the Corporation's registered agent in the State of Florida is 3501 Frow Avenue, Miami, FL 33133 and the name of its registered agent is Mark Mangrum.

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity

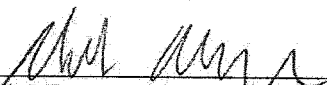


Mark Mangrum, Registered Agent

7/28/20
Date

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation on the 28 day of July, 2020.

I submit this document and affirm that the facts stated herein are true. I am aware that any false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S.



Mark Mangrum, Incorporator

7/28/20
Date

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000040
Contract Start Date	04-07-2026
Contract End Date	04-06-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

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Supplier: Catholic Community Services of SO AZ Inc 268 W Adams Street Tucson, AZ 85705	Contract Name: Summer Youth Short-Term Work Experience (STWX)
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Supplier Contact and Payment Terms: Phone: +1 (520) 2058461 Email: annel@copdaz.org Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Currency	NTE Amount	Used Amount
	USD	550,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options.

Attachment: Offer Agreement.

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with Summer Youth Short-Term Work Experience (STWX) on an "as required basis" by issue of Delivery Order ("DO").

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page) if required.**

Contractor will research the designated Issuing Agency requirements to perform the requested work; will list **currently active** license number(s), Description & Class for the required licenses; and agrees to maintain said license(s) for the term of the contract and to notify County within ten (10) business days of any change in license status.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="radio"/> Yes <input type="checkbox"/> No
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4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

See Exhibit A: Scope of Services.

5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a PO to the Contractor. County will furnish the PO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a PO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County PO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order PO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

7. COMPENSATION & PAYMENT

The SC will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

7.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

7.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

7.5. Additional Items and/or Services

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

7.6. Standard Payment Term

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

7.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: N/A % if payment tendered within N/A Days as indicated above.

7.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. SUPPLIER RECORD MAINTENANCE**8.1. Pima County Supplier Record**

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

8.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record. The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

9. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

Contractor guarantees delivery of product or service in less than 10 calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

10. TAXES, FEES, EXPENSES

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-2500020576 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.1.4. Professional Liability (E&O) Insurance

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Requirements

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the

insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
01	1/20/2026	03	1/23/26		
02	1/22/2026				

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation's Instructions to Proposers Section 7.1.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No

(select one)

NOTE: If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.

16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: Catholic Community Services of So. AZ

BUSINESS ALSO KNOWN AS: Vocational Services

MAILING ADDRESS: 268 W. Adams St.

CITY/STATE/ZIP: Tucson, AZ 85705

REMIT TO ADDRESS: 268 W. Adams St.

CITY/STATE/ZIP: Tucson, AZ 85705

CONTACT PERSON NAME/TITLE: Lauren Janes, Vocational Program Manager

PHONE: 520-279-5701 FAX: 520-770-8578

CONTACT PERSON EMAIL ADDRESS: laurenj@ccs-soaz.org

EMAIL ADDRESS FOR ORDERS & CONTRACTS: lisap@ccs-soaz.org

CORPORATE HEADQUARTERS ADDRESS: 268 W. Adams St.

WEBSITE: www.ccs-soaz.org

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements "Non-Responsive" and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE: Elena Dwyre DATE: January 21, 2026

Elena Dwyre, Chief Executive Officer PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: 520-623-0344 elenad@ccs-soaz.org

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS**1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential, Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO, or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed proposal of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

EXHIBIT A: SCOPE OF SERVICES (5 PAGES)

PROJECT PURPOSE

The Summer Short-Term Work Experience (STWX) Program provides eligible at-risk youth and young adults ages 14 to 21 in Pima County with supervised, temporary employment opportunities. The purpose of this project is to support youth who are at risk of dropping out of school by providing workforce exposure, job readiness skills, and early employment experience that may lead to future self-sufficiency.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this Contract.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. Suppliers must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If Supplier's staff has relative(s) eligible for the services provided under this Contract, Supplier must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. Supplier will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 2.4. Grievances: Supplier will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.
- 2.5. Supplier will ensure that staff:
 - 2.5.1. Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 2.5.2. Have written job descriptions consistent with Supplier's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. Program Activities – Supplier.

3.1. **Level of Service.** Suppliers will place individuals referred or approved by County in workplace or training opportunities from May 15, 2026, through August 31, 2026, as follows:

Insert number supplier intends to serve

Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
STWX	120	15
TOTAL		

3.2. **Staffing.** Supplier will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Agency Staff Position	STWX participants	Supplier's facility

3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. STWX Program.

3.3.1. **Worksite recruitment and development.** WC(s) assigned by Supplier will:

- 3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 3.3.1.2. For each business that agrees to participate ("worksite"):
 - 3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.
 - 3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:
 - 3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

- 3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;
 - 3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;
 - 3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - 3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - 3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:
- 3.3.1.3.1. A review of the Worksite Agreement;
 - 3.3.1.3.2. Job and worksite safety issues; and
 - 3.3.1.3.3. Child labor laws.
- 3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- 3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, Supplier will:
- 3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.
 - 3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
 - 3.3.2.3. Provide orientation that covers, at a minimum:
 - 3.3.2.3.1. Attendance requirements;
 - 3.3.2.3.2. Timekeeping procedures;
 - 3.3.2.3.3. Work and training schedules;
 - 3.3.2.3.4. Payroll schedules;
 - 3.3.2.3.5. Program and performance expectations; and
 - 3.3.2.3.6. Completion of necessary paperwork.
 - 3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 3.3.2.4.1. Opportunities in the labor market;
 - 3.3.2.4.2. Completing a job application;
 - 3.3.2.4.3. Writing a résumé;
 - 3.3.2.4.4. Interview techniques;
 - 3.3.2.4.5. Making appropriate career decisions;
 - 3.3.2.4.6. Skills to keep a job; and
 - 3.3.2.4.7. Survival skills for successful daily living.

- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Community and Workforce Specialist ("CWS") referred the Participant:
 - 3.3.2.8.1. Notify CWS of milestone completions;
 - 3.3.2.8.2. Notify CWS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify CWS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with CWS; and
 - 3.3.2.8.5. Refer back to CWS upon completion of, or dropping out from, the Program.

3.3.3. Participant remuneration.

- 3.3.3.1. Supplier will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
- 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

4. **Program Activities – County.** County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. **Outcomes.**

- 5.1. Supplier will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX	15	
TOTAL	15	

- 5.2. A STWX Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and

- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-1 Work Readiness Skills Form (2 pages).

REPORTS AND DEADLINES

- 1. **Reporting.** No later than the 15th of each month, Supplier will provide the following reports to County's Youth Program Manager:
 - 1.1. Individual Participant reports:
 - 1.1.1. STWX Participants:
 - 1.1.1.1 Completion results and completion certificates;
 - 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
 - 1.1.1.3 Participant's worksite agreement.
 - 1.2. Summary Report. Report must include, but is not limited to:
 - 1.2.1. Number of Participants enrolled in STWX;
 - 1.2.2. Number of students that completed STWX;
 - 1.2.3. Worksites where STWX Participants were placed;
 - 1.2.4. Types of work performed by STWX Participants;
 - 1.2.5. Highlights of STWX program; and
 - 1.2.6. Recommendations for program and service delivery improvement.

Budget Line Item	Amount allocated
Salary and Fringe (No overtime)	\$8,775.00
Travel	\$138.50
Administration Cost (not to exceed 10 % of total program cost)	\$4,964.39
Subtotal:	\$13,877.89
STWX participant payments (\$16.32/hour plus 10% fringe)	\$32,313.60
Grand Total:	\$49,643.86

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

PROPOSER'S NAME: Lauren Janes

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SIGNATURE: *Elena Dwyre* DATE: January 21, 2026

Elena Dwyre, Chief Executive Officer

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT B

EXHIBIT C: QUESTIONNAIRE (1 PAGE)

PROPOSER'S NAME:

Catholic Community Services of Southern Arizona

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

7.1. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

7.2. Staff Experience (0 to 20 points)

- Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.
- In addition, address the following:
 - 1) Have staff received training concerning State of Arizona soft skills documentation?
 - 2) Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?
 - 3) What other relevant experience do staff have.

7.3. Geography and Population (0 to 15 points)

- Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.
- What barriers stand in the way of your target population reaching self-sufficiency?
- Do you provide services in the Rural area? If so, please describe the services you provided in that area.
- Why is your agency the best agency to serve this population?

7.4. Project Plan (0 to 25 points)

- Describe your Project Plan for your summer youth activities provided by your agency.
- Describe how you would track your performance outcomes?
- Describe prior summer opportunities for youth activities provided by your agency in the past three years.
- What career ladders are available to the youth you intend to serve? Give several examples.

7.5. Fiscal/Management Information System (0 to 5 points)

- Briefly describe your agency's payroll system.
- How often will youth be paid and how are checks distributed?
- Provide methods of tracking specific funds and explain how these youth funds will be tracked.

7.6. Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

SIGNATURE: Elena Dwyre

DATE: January 21, 2026

Elena Dwyre, Chief Executive Officer
PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT C

Exhibit C: Questionnaire

7.2 Staff Experience (0 to 20 points)

Vocational Services has decades of experience assisting individuals and youth with employment. We have participated as a vendor for the Summer Youth Work Experience program for more than 25 years and have become a favored vendor for the program with several youths returning to our program multiple years in a row. Our current Employment Specialist is retired teacher and is already planning the curriculum for our workshops. She is ACRE certified through the University of Indiana, and holds the contract to provide Job Development and Retention, Career Exploration, and Supported Education through Vocational Rehabilitation. We also operate several Group Supported Employment sites throughout the community under our contract with the Department of Developmental Disabilities.

In addition to our contractual obligations and daily operations, all our staff are trained and certified in Prevention & Support, which are de-escalation techniques, Article 9, and First Aid/CPR. We also maintain certifications in a variety of service and professional curriculums related to employment services through the Relias Training System. These modules include, but are not limited to, HR compliance trainings, like HIPPA and workplace safety, as well as a variety of leadership and coaching techniques which will support our job coaches as they check in with our student workers and their job sites. Our program follows the soft-skills Power Point presentation and the workbooks provided by the county, with supplemental lessons, activities, and guest speakers. This year, we have applied for funding (in a separate grant) for a certified guest instructor to come and instruct and certify our students in First Aid and CPR. If we are approved for that funding, then the students will leave our program with a marketable skill that will make them more employable in childcare or lifeguarding.

Our staff and leadership are all background cleared annually through the State of Arizona's Department of Public Safety's Central Registry, in addition to the Level One

Fingerprint card that is required for staff employment at CCS. As a long time vendor of the Summer Youth Work Program, we are experts at the paperwork, file, and reporting requirements of the program. We have passed our monitoring review every year that we have participated with no recommendations, and we follow our CARF accreditation for best practices in document maintenance and storage. We are very practiced at everything from client service plans to demographic tracking, to a wide variety of progress reporting. Our Vocational leadership, both the Director and the Program Manager have led the program during different years and are deeply involved in supporting our staff through this process of planning and implementation.

7.3 Geography and Population (0 to 15 points)

At Vocational Services, we believe that everyone who wants to work can work and deserves to be paid a real wage for their work. Our program focusses on supporting individuals with disabilities at all stages in their employment journey. We work primarily within Pima County, however, on a case-by-case basis we can assist some individuals in remote locations. For example, we have a recent client that we supported virtually in Yuma, and a current client we support virtually in Casa Grande. Our remote services are limited to services that can be provided effectively through online meeting tools, typically Supported Education and support while filling out job applications. Our group supported employment sites are all in the Tucson Metro area, and we try to keep our Career Exploration local for logistical purposes.

Our client list is varied across many demographics. All our clients, excluding the Summer Youth workers, have disabilities ranging from autism spectrum disorder, to intellectual disabilities, to epilepsy, to emotional disabilities, to deafness, to blindness. The individuals we work with come from a variety of backgrounds, ethnicities, and races. We are an Equal Opportunity Employer, and do not discriminate based on race, sex, ethnicity,

religious tradition, or culture. We welcome everyone at CCS and do our best to provide the best possible service through SMART and measurable goals.

We prioritize best practices and job match, so we limit the services we provide in rural or distant locales because we can not effectively support these individuals in the community with their employment needs. We can and do support them in pre-employment preparation, like resume building, interview prep, etc. Activities like discovery, or informational interviews are things we are unable to effectively support from a distance, so our process is to take clients/referrals that we can effectively help. We decline referrals where choosing us as a service provider is a disservice to the client and their goals, which is our only reason we decline services- if it is a disservice to the client and their goals. We are CARF accredited and are a one-stop shop for individuals with disabilities looking for work because we also have a Certified Work-Incentive Coordinator on staff to assist individuals on Social Security entitlements to maximize their monthly income while working and maintaining their benefits.

7.4 Project Plan (0-15 points)

Our project plan is based on a 25 hour work week beginning on Friday, May 29, 2016 with an introductory workshop. The model starts and ends on a 5 hour Friday workshop. We open on the final Friday of May at 9 am. This first workshop will be an introduction to the program, including teaching the students how to use our time-keeping system (both online and our paper timecards for backup) and laying out the expectations, the rules of the program, and finalize their worksite schedules. Lunch is catered from a local restaurant and we release the students at 2 pm. After the initial workshop, the students work 20 hours at the worksite, then return to our offices on the following Fridays for the remaining 5 hours of the week. The program will run from the last Friday in May until the last Friday of June, with all work completed by the final date in June. Currently, we partner with several small

businesses in Tucson to place the students, including the Habistore, Lil' Abner's Steakhouse, Galaxy Theatres, Amy's Donuts, Roadhouse Cinemas, and others.

At the worksites, we have existing partnerships with the onsite staff, and a good working relationship to maintain support and coach the student workers. We try to alternate in person visits with phone call check ins each week, with in person visits whenever possible. Our program follows SMART goals for measurable milestones, and we are experienced at job coaching and skill building with our clients while also tracking their daily, weekly, and quarterly progress. These skills translate well to tracking progress with our student workers. Our activities and lessons during the workshop will focus on employability, on appropriate conversations and presentation in the workplace, and appropriate dress and workplace behavior. As stated in another question above, we have applied for a separate grant that will allow us to hire a certified First Aid/CPR instructor to come to one of our Friday workshops and provide training and certification in these skills. We are very excited to have an opportunity for the students to leave our program with a marketable skill that will help them in their future career endeavors.

Vocational Services has participated in the Summer Youth Program for more than two decades, and are experienced at hosting and educating youth workers in employment skills. For the last 3 years, our program has been supported and led by former educators, including our current Vocational Director, which has helped us to provide a curriculum that is both educational and entertaining. Our program has been so popular, that several of the student workers have returned to us more than once, and we have received referrals because of their enjoyment and appreciation. Several student workers were able to obtain long term employment from their worksite and the program has created lasting friendship and relationships, both personal and professional.

Vocational Services plans for our Employment Specialist, another former teacher, to lead and plan the weekly workshops with support from her Program Manager and our Vocational Director. The job coaching duties will be led by our Employment Specialist with support from our team of full time and part time job coaches. Our goal is for our students to

leave our program feeling comfortable and confident about their future employment opportunities, and with a marketable skill that may help them to be hired in the future.

7.5 Fiscal/Management Information System (0-5 points)

Catholic Community Services contracts with iSolved online payroll and time-tracking system. The onboarding process will provide each student worker with an iSolved log in where their time will be electronically tracked and their direct deposit will be registered. We pay bi-weekly through direct deposit. To maintain our records for verification, we are also using paper timesheets that are signed by the onsite supervisor as backup. To maintain accuracy, the paper timesheets are turned in every week and the hours are verified online by the CCS supervisor or manager. We then submit the online timecard report and the direct deposit pay stubs to the county for reimbursement in the invoice.

7.6 Sustainability (0-5 points)

Catholic Community Services has trash and recycling services with multiple recycling cans posted throughout the building and the meeting room. We also use recycled paper products and green products where possible and cost effective.

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Catholic Community Services - Vocations
 Your organization's business name: Galaxy Theatres
 Your name and title: KAREN FOLEY - General Manager
 Telephone number: 530-510-0311 Email address: kfoley@galaxytheatres.com

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from 06 24 to 12 25
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

CCS HAS PROVIDED INTERNS - VALUE IS APPROX \$64000 PER PERSON PER WEEK BASED ON 40 HOURS

- Did Supplier meet all contract requirements satisfactorily: Yes No
- How satisfied are you with the quality and accuracy of information provided by Supplier?

Very Satisfied

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	<i>Unsatisfactory</i>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
1. Communications with Supplier:	0	1	2	3	4
Comments:	_____				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	_____				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	_____				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	_____				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	_____				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	_____				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: _____

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	<i>Unsatisfactory</i>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

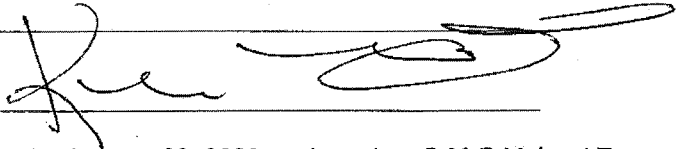
8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?
Communication and quality of their people

10. What are their drawbacks as a service provider?
Only able to do short term projects together

Any other information that you would like to share about the Supplier:

Your Signature: 

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
 Procurement Officer
 Pima County Procurement Department
 Email: brandon.morgan@pima.gov
 Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Catholic Community Services
 Your organization's business name: Roadhouse Cinemas
 Your name and title: General Manager
 Telephone number: 520-209-2728 Email address: foliver@roadhousecinemas.com

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from June 2025 to Aug 2025
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

We had summer help who were expeditors, running food and drinks to theaters, cleaning & doing various jobs

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

Very satisfied. This is an enrichment program for kids to get some experience in the work world. The kids were very adaptable.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	0	1	2	3	4
	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	<u>4</u>
Comments:	<u>They checked in with us weekly</u>				
2. Understanding of contractual requirements:	0	1	2	3	<u>4</u>
Comments:	<u>Both the kids & adults understood our policies & communicated.</u>				
3. Completing projects on time within budget:	0	1	2	3	<u>4</u>
Comments:	<u>The participants did a great job.</u>				
4. Supplier knowledge of services:	0	1	2	3	<u>4</u>
Comments:	<u>They had to learn a lot in a short time. They did well</u>				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	<u>4</u>
Comments:	<u>I did not have to track folks down, they were great.</u>				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	<u>4</u>
Comments:	<u>Any issues were addressed quickly.</u>				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: Catholic Community Services.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?
They found applicants who were willing to work
had not be unwilling to learn.

10. What are their drawbacks as a service provider?
The applicants had time restrictions that we had to
make sure was found, but that was not a big deal.

Any other information that you would like to share about the Supplier:
I look forward to their applicants
each year.

Your Signature: Faith Owen

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
 Procurement Officer
 Pima County Procurement Department
 Email: brandon.morgan@pima.gov
 Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

STATE OF ARIZONA



Office of the
CORPORATION COMMISSION

CERTIFICATE OF GOOD STANDING

I, the undersigned Executive Director of the Arizona Corporation Commission, do hereby certify that:

CATHOLIC COMMUNITY SERVICES OF SOUTHERN ARIZONA, INC.

ACC file number: 00359834

was incorporated under the laws of the State of Arizona on 09/29/1933;

That all annual reports owed to date by said corporation have been filed or delivered for filing, and all annual filing fees owed to date have been paid; and

That, according to the records of the Arizona Corporation Commission, said corporation is in good standing in the State of Arizona as of the date this Certificate is issued.

This Certificate relates only to the legal existence of the above named entity as of the date this Certificate is issued, and is not an endorsement, recommendation, or approval of the entity's condition, business activities, affairs, or practices.

IN WITNESS WHEREOF, I have hereunto set my hand, affixed the official seal of the Arizona Corporation Commission, and issued this Certificate on this date: 08/26/2025



A handwritten signature in cursive script, reading "Douglas R. Clark".

Douglas R. Clark, Executive Director

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000040
Contract Start Date	04-07-2026
Contract End Date	04-06-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Page

3 of 5

Supplier: Goodwill Industries of Southern Arizona Inc 1940 E Silverlake Rd Ste 405 Tucson, AZ 85713	Contract Name: Summer Youth Short-Term Work Experience (STWX)
---	---

Supplier Contact and Payment Terms: Phone: +1 (520) 6235174 Email: lgulick@goodwilltucson.org Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Currency	NTE Amount	Used Amount
	USD	550,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options.

Attachment: Offer Agreement.

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with Summer Youth Short-Term Work Experience (STWX) on an "as required basis" by issue of Delivery Order ("DO").

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page) if required.**

Contractor will research the designated Issuing Agency requirements to perform the requested work; will list **currently active** license number(s), Description & Class for the required licenses; and agrees to maintain said license(s) for the term of the contract and to notify County within ten (10) business days of any change in license status.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	--	---

4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

See Exhibit A: Scope of Services.

5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a PO to the Contractor. County will furnish the PO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a PO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County PO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order PO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

7. COMPENSATION & PAYMENT

The SC will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

7.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

7.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

7.5. Additional Items and/or Services

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

7.6. Standard Payment Term

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

7.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: _____ % if payment tendered within _____ Days as indicated above.

7.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. SUPPLIER RECORD MAINTENANCE**8.1. Pima County Supplier Record**

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

8.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

9. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

Contractor guarantees delivery of product or service in less than 10 calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

10. TAXES, FEES, EXPENSES

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-2500020576 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.1.4. Professional Liability (E&O) Insurance

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Requirements

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the

insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County’s project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County’s Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County’s failure to obtain a required insurance certificate or endorsement, County’s failure to object to a non-complying insurance certificate or endorsement, or County’s receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
1	1/14/2026	3	1/22/2026		
2	1/21/2026	4	2/3/2026		

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation’s Instructions to Proposers Section 7.1.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No

(select one)

NOTE: If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.

16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: Goodwill Industries of Southern Arizona, Inc.

BUSINESS ALSO KNOWN AS: Goodwill Industries of Southern Arizona, Inc.

MAILING ADDRESS: 1940 E. Silverlake Rd. Ste. 405

CITY/STATE/ZIP: Tucson, AZ 85713

REMIT TO ADDRESS: 1940 E. Silverlake Rd. Ste. 405

CITY/STATE/ZIP: Tucson, AZ 85713

CONTACT PERSON NAME/TITLE: Liz Gulick, Co-President & CEO

PHONE: 520-623-5174 FAX: 520-623-8528

CONTACT PERSON EMAIL ADDRESS: LGulick@goodwilltucson.org

EMAIL ADDRESS FOR ORDERS & CONTRACTS: LGulick@goodwilltucson.org

CORPORATE HEADQUARTERS ADDRESS: 1940 E. Silverlake Rd. Ste. 405 Tucson, AZ 85713

WEBSITE: www.goodwillsouthernaz.org

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements "Non-Responsive" and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE:  DATE: 2-4-2026

Liz Gulick Co-President/CEO
PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: 520-623-5174 LGulick@goodwilltucson.org

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS**1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential, Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO, or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed proposal of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

EXHIBIT A: SCOPE OF SERVICES (5 PAGES)

PROJECT PURPOSE

The Summer Short-Term Work Experience (STWX) Program provides eligible at-risk youth and young adults ages 14 to 21 in Pima County with supervised, temporary employment opportunities. The purpose of this project is to support youth who are at risk of dropping out of school by providing workforce exposure, job readiness skills, and early employment experience that may lead to future self-sufficiency.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this Contract.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. Suppliers must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If Supplier's staff has relative(s) eligible for the services provided under this Contract, Supplier must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. Supplier will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 2.4. Grievances: Supplier will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.
- 2.5. Supplier will ensure that staff:
 - 2.5.1. Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 2.5.2. Have written job descriptions consistent with Supplier's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. Program Activities – Supplier.

3.1. **Level of Service.** Suppliers will place individuals referred or approved by County in workplace or training opportunities from May 15, 2026, through August 31, 2026, as follows:

Insert number supplier intends to serve

Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
STWX	120	
TOTAL		

3.2. **Staffing.** Supplier will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Agency Staff Position	STWX participants	Supplier's facility

3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. **STWX Program.**

3.3.1. **Worksite recruitment and development.** WC(s) assigned by Supplier will:

- 3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 3.3.1.2. For each business that agrees to participate ("worksite"):
 - 3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.
 - 3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:
 - 3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

- 3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;
 - 3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;
 - 3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - 3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - 3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:
- 3.3.1.3.1. A review of the Worksite Agreement;
 - 3.3.1.3.2. Job and worksite safety issues; and
 - 3.3.1.3.3. Child labor laws.
- 3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- 3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, Supplier will:
- 3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.
 - 3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
 - 3.3.2.3. Provide orientation that covers, at a minimum:
 - 3.3.2.3.1. Attendance requirements;
 - 3.3.2.3.2. Timekeeping procedures;
 - 3.3.2.3.3. Work and training schedules;
 - 3.3.2.3.4. Payroll schedules;
 - 3.3.2.3.5. Program and performance expectations; and
 - 3.3.2.3.6. Completion of necessary paperwork.
 - 3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 3.3.2.4.1. Opportunities in the labor market;
 - 3.3.2.4.2. Completing a job application;
 - 3.3.2.4.3. Writing a résumé;
 - 3.3.2.4.4. Interview techniques;
 - 3.3.2.4.5. Making appropriate career decisions;
 - 3.3.2.4.6. Skills to keep a job; and
 - 3.3.2.4.7. Survival skills for successful daily living.

- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Community and Workforce Specialist ("CWS") referred the Participant:
 - 3.3.2.8.1. Notify CWS of milestone completions;
 - 3.3.2.8.2. Notify CWS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify CWS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with CWS; and
 - 3.3.2.8.5. Refer back to CWS upon completion of, or dropping out from, the Program.

3.3.3. Participant remuneration.

- 3.3.3.1. Supplier will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
- 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

4. Program Activities – County. County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. Outcomes.

5.1. Supplier will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX		
TOTAL		

5.2. A STWX Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and

- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-1 Work Readiness Skills Form (2 pages).

REPORTS AND DEADLINES

1. **Reporting.** No later than the 15th of each month, Supplier will provide the following reports to County's Youth Program Manager:
 - 1.1. Individual Participant reports:
 - 1.1.1. STWX Participants:
 - 1.1.1.1 Completion results and completion certificates;
 - 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
 - 1.1.1.3 Participant's worksite agreement.
 - 1.2. **Summary Report.** Report must include, but is not limited to:
 - 1.2.1. Number of Participants enrolled in STWX;
 - 1.2.2. Number of students that completed STWX;
 - 1.2.3. Worksites where STWX Participants were placed;
 - 1.2.4. Types of work performed by STWX Participants;
 - 1.2.5. Highlights of STWX program; and
 - 1.2.6. Recommendations for program and service delivery improvement.

Budget Line Item	Amount allocated
Salary and Fringe (No overtime)	
Travel	
Administration Cost (not to exceed 10 % of total program cost)	
Subtotal:	
STWX participant payments (\$16.32/hour plus 10% fringe)	
Grand Total:	

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

PROPOSER'S

NAME: Goodwill Industries of Southern Arizona, Inc.

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Business License 1 page Articles of Incorporation 8 pages 9 total pages

SIGNATURE:  DATE: 2-5-2026

Liz Gulick, CO-President + CEO
 PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT B

EXHIBIT C: QUESTIONNAIRE (1 PAGE)

PROPOSER'S NAME:

Goodwill Industries of Southern Arizona, Inc.

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

7.1. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

7.2. Staff Experience (0 to 20 points)

- Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.
- In addition, address the following:
 - 1) Have staff received training concerning State of Arizona soft skills documentation?
 - 2) Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?
 - 3) What other relevant experience do staff have.

7.3. Geography and Population (0 to 15 points)

- Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.
- What barriers stand in the way of your target population reaching self-sufficiency?
- Do you provide services in the Rural area? If so, please describe the services you provided in that area.
- Why is your agency the best agency to serve this population?

7.4. Project Plan (0 to 25 points)

- Describe your Project Plan for your summer youth activities provided by your agency.
- Describe how you would track your performance outcomes?
- Describe prior summer opportunities for youth activities provided by your agency in the past three years.
- What career ladders are available to the youth you intend to serve? Give several examples.

7.5. Fiscal/Management Information System (0 to 5 points)

- Briefly describe your agency's payroll system.
- How often will youth be paid and how are checks distributed?
- Provide methods of tracking specific funds and explain how these youth funds will be tracked.

7.6. Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

SIGNATURE: _____

DATE: _____

2-6-2026

Elizabeth Guink Co-President/CEO

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT C

EXHIBIT C: QUESTIONNAIRE**PROPOSER'S NAME:** Goodwill Industries of Southern Arizona, Inc.**7.1. Cost (0 to 30 points)**

Goodwill proposes a total operating budget of **\$157,366.82** for the Summer Youth Work Experience contract. Divided by 60 youth, this equates to \$2,622.78 cost per youth served. Goodwill's total operating budget includes the following breakdown of costs:

Participant Wages and Benefits: \$130,996.80 in participant wages and benefits, calculated for 60 youth completing 120 work experiences earning \$16.54 per hour. Benefits for youth were calculated as total participant wages (\$119,088) times 10% ERE for a total benefits cost of \$11,908.80.

Staff Salaries and Benefits:

- **Sr. Program Manager, Contracts (\$9,555.93):** The Sr. Program Manager, Contracts will dedicate 10 hours per week during May, 20 hours per week during June, and 10 hours per week in July and in August for a total of 198 hours dedicated to the project. The Sr. Program Manager, Contracts will oversee the 1 FTE hired for this program, in addition to 20 of the 60 youth proposed for this project. The total hours worked was calculated by determining the number of paid workdays (Monday-Friday) during each month, as outlined in the explanation in the chart below, times the number of hours worked each day, for a total of 198 hours times her hourly rate of \$42.71 for a total salary of \$8,456.58 dedicated to this contract. The Sr. Program Manager's benefits were calculated at a rate of 13%, which includes 4% 403b, 7.65% FICA and .870% Workers Comp for a total of \$1,099.35 in benefits. Total salary and benefits for the Sr. Program Manager, Contracts is \$9,555.93.
- **1 FTE (\$16,596.58):** One full time employee (FTE) will be hired to support this grant at \$25 per hour. The FTE will oversee a caseload of 40 of the proposed 60 youth participants. The total hours worked was calculated by determining the number of paid workdays (Monday-Friday) during each month, as outlined in the explanation in the chart below, times the number of hours worked each day, for a total of 616 hours times her hourly rate of \$25 for a total salary of \$15,400 dedicated to this contract. The FTE's benefits were calculated at a rate of 7.77%, which includes 7.65% FICA and .115% Workers Comp for a total of \$1,196.58 in benefits. Total salary and benefits for the FTE is \$16,596.58.

Travel: (\$217.50): Calculated as 300 total miles to visit employer sites x .725 county approved reimbursement rate.

Line Item	Quantity	Hours	Unit Cost	Total	Explanation
Salary & Benefits					
Participant Wages	60	120	16.54	\$ 119,088.00	\$16.54 hourly wage x 120 hours per participant = \$1,984.80 wages per youth x 60 youth = \$119,088 wages
Participant Benefits	60		198.48	\$ 11,908.80	\$1,984.80 wages x 10% ERE = \$198.48 per youth. \$198.48 x 60 youth = \$11,908.80
Participant Cost Subtotal				\$ 130,996.80	Total participant wages and ERE
Sr. Program Manager Wages	1	198	42.71	\$ 8,456.58	198 hours: 11 days in May at 2 hours a day (22 hours) + 22 days in June at 4 hours a day (88 hours) + 23 days in July at 2 hours a day (46 hours) + 21 days in August at 2 hours a day (42 hours) x \$42.71 per hour = \$8,456.58 total wages
Sr. Program Manager Benefits	1			\$ 1,099.36	\$8,456.58 total Wages x 13% benefits (4013b 4%) + (FICA 7.65%) + WC (.870%) = \$1,099.36 total benefits
1 FTE Wages	1	616	25	\$ 15,400.00	616 hours (11 days in May at 8 hours a day, 22 days in June at 8 hours a day, 23 days in July at 8 hours a day, 21 days in August at 8 hours a day) x \$25 per hour = \$15,400
1 FET Benefits	1			\$ 1,196.58	\$15,400 wages x 7.77% benefits (FICA 7.65%) + (WC .115%) = \$1,196.58
Staff Salary Subtotal				\$ 26,152.52	Total Staff Wages and Benefits
TOTAL Salaries & Benefits				\$ 157,149.32	Total salary and benefits for 60 youth, and project staff
Travel					
Staff Mileage	300		0.725	\$ 217.50	Projected mileage to and from employment sites: 300 miles x .725 county-approved reimbursement rate = \$217.50
TOTAL Travel				\$ 217.50	
TOTAL OPERATING BUDGET				\$ 157,366.82	

7.2. Staff Experience (0 to 20 points)

•Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.

•In addition, address the following:

1)Have staff received training concerning State of Arizona soft skills documentation?

2)Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?

3)What other relevant experience do staff have.

This project will be implemented by experienced workforce development professionals with demonstrated expertise in youth employment programming, case management, and contract compliance. Program staffing will include a portion of Julie Wan, Goodwill's Senior Program Manager's time, and one full-time employee (FTE) hired specifically for this project.

Julie Wan will dedicate 10 hours per week Monday-Friday in May, 20 hours per week Monday-Friday in June, 10 hours a week Monday-Friday in July, and 10 hours per week Monday-Friday in August to provide program oversight, staff supervision, and direct case management support. Julie will oversee the dedicated FTE and manage a caseload of 20 youth, while the FTE will manage a caseload of 40 youth, ensuring comprehensive services at the approved County ratio of 1:40 for a total of 60 participants.

Julie is a seasoned workforce development leader with 14 years of experience overseeing youth workforce programming and managing Goodwill's Pima County contracts. She currently manages multiple workforce development contracts, supervises case managers and workshop instructors, and leads Goodwill's in-house participant training and certification initiatives. Since 2010, Julie has successfully managed Pima County's Summer Youth Work Experience contracts, making her uniquely qualified to oversee this project and train staff to deliver high-quality, compliant services.

Julie maintains strong partnerships with Workforce Investment Board-aligned employers throughout Tucson and collaborates closely with Pima County One-Stop partners, Goodwill program staff, and local employers to ensure coordinated service delivery and positive employment outcomes. She holds a Bachelor's degree from the University of Arizona and maintains all required credentials, including a **Fingerprint Clearance Card and Central Registry verification on file with Pima County**. Julie is fully trained in **State of Arizona soft skills documentation** and brings extensive experience in staff training, development, and performance management.

The dedicated FTE will be recruited, hired, and supervised by Julie and will be required to meet Goodwill's established minimum education and experience standards for this role. Preferred qualifications include a Bachelor's degree in social work or career-related counseling strongly preferred, along with a minimum of one year of experience in a career-related coaching or support role. The FTE must demonstrate extensive knowledge of the Tucson, AZ labor market and possess excellent oral and written communication skills. Additional requirements include proficiency in Microsoft Word, Excel, and internet-based research; the ability to work independently with minimal supervision; and the ability to develop and maintain effective working relationships with diverse individuals and partners. The FTE must be able to travel throughout Tucson and Southern Arizona and must possess a valid Arizona driver's license, auto insurance, and an acceptable driving record. All staff must successfully pass and maintain background and fingerprint clearance checks

that meet Pima County's requirements and must complete and maintain CPR/First Aid certification.

Under Julie's leadership, all program staff will be fully trained, credentialed, and supported to deliver consistent, high-quality services that align with program goals and contractual requirements. Copies of all Julie's relevant certifications are uploaded to Bidnet. Goodwill will provide documentation of the FTE's certifications upon hire.

7.3. Geography and Population (0 to 15 points)

•Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.

Organization scope and Geography: Established in 1969, Goodwill Industries of Southern Arizona's mission is to provide jobs and training for people to gain skills and achieve independence. Our vision is that all people have the opportunity to reach their potential and contribute to our community.

Goodwill traditionally serves a broad and diverse population of youth and adults who face barriers to education, employment, and long-term self-sufficiency. Each year, Goodwill provides workforce development, training, and support services to more than 11,500 individuals across Southern Arizona, all at no cost to participants. These services are delivered through a network of 19 specialized workforce development programs primarily funded through external grants and contracts and Goodwill's 18 retail stores, 2 outlets, and 9 attended donation centers. Goodwill offers workforce development services in 6 Career Centers, 4 Youth Centers, and 7 store sites.

Characteristics of Traditional Populations Served: Goodwill's programs are intentionally designed to support individuals who experience systemic, social, or economic barriers. Populations traditionally served include:

- Opportunity youth (ages 16–24 who are not in school and not working)
- Youth experiencing homelessness or housing instability
- Youth and young adults impacted by gun violence
- Individuals with justice involvement, including reentry populations
- High school and transition-age youth preparing for employment or postsecondary pathways
- Unemployed and underemployed adults seeking career advancement
- Low-income and at-risk youth and adults, including veterans and young adult ex-offenders

Across these groups, Goodwill provides academic and educational supports, job training, career exploration, employability training, job placement assistance, paid work experience, case management, and wraparound supports.

Population Served for the Summer Work Experience Project: For the purposes of the summer work experience project, Goodwill intends to serve:

- 60 Youth ages 14–21 who are:

- permanent residents of Pima County, and
- meet eligibility criteria established by Pima County.

These services will be delivered primarily within Tucson and surrounding communities in Pima County, leveraging Goodwill's established youth programs and local employer partnerships to provide meaningful, structured work experiences.

•What barriers stand in the way of your target population reaching self-sufficiency?

Several significant barriers prevent our target population from reaching true self-sufficiency. For youth ages 14–21, the most persistent challenges include:

Age-related limitations: Many participants are minors, which restricts the types of jobs, hours, and industries available to them. Younger youth (14–15) face even stricter labor limitations, reducing opportunities for meaningful, sustained employment.

Limited soft skills and workplace readiness: Across the 14–21 age range, many lack foundational soft skills such as communication, time management, conflict resolution, and professional etiquette. These gaps make it difficult to adapt to the expectations of a full-time, unsubsidized work environment.

Lack of life and work experience: Younger participants often have minimal exposure to real-world workplace settings. This lack of experience affects their confidence, ability to navigate workplace norms, and overall job performance.

Transportation barriers: Consistent and reliable transportation remains one of the most significant obstacles. Many youth depend on family members, public transit, or inconsistent ride arrangements, which directly impacts their ability to maintain regular attendance and punctuality.

Goodwill provides intensive supports to all youth at a ratio of 1:40 for the fulltime staff member and 1:20 for the Sr. Program Manager, Contracts who will oversee this project. Goodwill project staff work to address these barriers by assisting youth with their transportation plans, providing opportunities for youth to make progress on their soft skills and workplace readiness, providing enriching hands-on work experience environments with seasoned on-site supervisors who are experienced with our WEX programming, and intensive follow up with all participants to ensure that they are meeting their agreed upon commitments and successful in their placements.

•Do you provide services in the Rural area? If so, please describe the services you provided in that area.

Goodwill has primarily delivered Summer Youth Work Experience programming within the City of Tucson and nearby communities in Pima County.

•Why is your agency the best agency to serve this population?

Goodwill Industries of Southern Arizona is uniquely positioned to serve this population, having partnered with Pima County to deliver Summer Youth Work Experience programs since 2010. Over

the last decade we've built the systems, relationships, and hands-on expertise needed to support young people effectively. Our long-standing employer partnerships across the county allow us to offer a wide range of meaningful work opportunities, and our performance over the last three contract cycles (2023–2025) demonstrates consistent, high-quality program delivery.

Across the past three years, Goodwill has maintained near-perfect completion outcomes for all 180 youth served, consistently filling the full annual capacity of 60 participants ages 14–21. Completion rates have remained exceptionally strong, with 93.3% in 2023 (56/60 youth), 95% in 2024 (57/60 youth), and 93.3% in 2025 (56/60 youth), reflecting the strength of our case management and our ability to keep Opportunity Youth engaged and successful. Beyond completion, we provide tiered career exploration aligned with Pima County's economic development priorities, offering placements in healthcare, senior care, culinary arts, hospitality, professional services, trades, public service, and STEM through partners such as La Posada Retirement Home, GAP Ministries, SuperCuts, Maracana Indoor Sports Arena, the Reid Park Zoo, and Pima County Public Libraries.

Our impact extends beyond summer employment. In 2024, youth transitioned into seasonal roles at Golf n Stuff, and in 2025, two participants were hired permanently by Goodwill following their internships. By selecting Goodwill, Pima County is choosing an agency with a verified 93%+ success rate, the infrastructure to reliably serve 60+ youth each year, and a diverse employer network that helps young people build long-term economic mobility. We are fully prepared to continue delivering this level of excellence in the 2026 contract year.

7.4 Project Plan: Describe your Project Plan for your summer youth activities provided by your agency.

Goodwill has developed the following project plan for the summer youth activities provided through this program:

Task Description / Milestone	Start Date	End Date	Staff Responsible
Project Staffing, Training and Program Preparation			
<u>Hire and Manage 1 FTE:</u> Sr. Program Manager will Hire an employee with a start date of 5/15/26 Obtain required documentation & submit to County -Fingerprint Clearance Card -Central registry background check	5/15/26	8/31/26	Julie Wan
<u>Staff Training:</u> -State of Arizona Soft Skills documentation training -Review Policies and Procedures -New Employee Orientation -Review of employer partners, industries, documentation and case management requirements	5/15/26	5/25/26	Julie Wan 1 FTE
<u>Program Preparation</u> -Prepare participant folders and distribute paperwork -Prepare employer folders, handbooks -Prepare comp codes with Goodwill finance dept.	5/15/26	5/25/26	Julie Wan 1 FTE
<u>Employer Visits and Training:</u>	5/15/26	5/25/26	Julie Wan

-Check-in with employer partners about upcoming WEX programming, job descriptions, and availability -Obtain worksite agreements and job descriptions -Complete worksite employer trainings			1 FTE
Orientation, Intake, Skills Assessments, and Employability Training			
<u>Participant Orientations:</u> Hosted in cohorts of 30 participants -Participants & Guardians complete intake paperwork and ISS -Participants learn about career ladders, industries, and WEX employers and opportunities -Participants rank WEX employer preferences and availability	5/26/26	5/27/26	Julie Wan 1 FTE
<u>Employability Skills Training:</u> Hosted in cohorts of 30 participants. Must obtain 80% proficiency in work-readiness skills. -Hard & Soft skills initial assessment -Hard & Soft skills post-training assessment -Review interview techniques, career decisions, skills to maintain employment, survival skills for successful daily living, writing a resume and opportunities in the labor market	5/28/26	5/29/26	Julie Wan 1 FTE
<u>Employer Check-ins:</u> Program staff visit all employer sites who will be receiving WEX placements -Final review of policies and procedures, prepare for placements	Week of 5/25/26		Julie Wan 1 FTE
WEX Placements and Programming			
<u>Worksite Visits:</u> Program staff will conduct weekly worksite visits to provide ongoing support to the employer partners and the participants	Weekly Month of June		Julie Wan 1 FTE
<u>WEX Placements:</u> 60 youth will be placed in 120 hour work experiences with local employer partners. Participants will be supported by the 1 FTE at a ratio of 1:40 (40 hours per week), and by Julie Wan, Sr. Program Manager at a ratio of 1:20 (20 hours a week during active programming, 10 hours a week in August).	6/1/26	6/31/26	Julie Wan 1 FTE
<u>WEX Completions:</u> Participants must complete their 120 placements by 6/31/26 with 90% completion rate	6/31/26		Julie Wan 1 FTE
Tracking Program Outcomes & Reporting Requirements			
<u>Timesheets:</u> -Program staff will collect and review timesheets weekly	Weekly Month of June		Julie Wan 1 FTE

<p>-Julie Wan will review youth progress weekly, and conduct weekly projections for youth hours / payroll -Payroll must be submitted to finance every Monday by 10am</p>		
<p><u>Reporting:</u> Goodwill will submit required individual and summary reports to Pima County by the 15th of each month (or as established in the contract).</p> <p>Data will include: 1.1. Individual Participant reports: 1.1.1. STWX Participants: 1.1.1.1 Completion results and completion certificates; 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and 1.1.1.3 Participant's worksite agreement. 1.2. Summary Report. Report must include, but is not limited to: 1.2.1. Number of Participants enrolled in STWX; 1.2.2. Number of students that completed STWX; 1.2.3. Worksites where STWX Participants were placed; 1.2.4. Types of work performed by STWX Participants; 1.2.5. Highlights of STWX program; and 1.2.6. Recommendations for program and service delivery improvement.</p>	<p>15th of each month</p>	<p>Julie Wan</p>
<p><u>Data Entry:</u> -Program staff will file case notes in PTS and in each participant's folder. -Program staff will update PTS when each participant completes their WEX.</p>	<p>Ongoing and as needed Month of June</p>	<p>Julie Wan 1 FTE</p>
<p>Close Out</p>		
<p><u>Case File Close Out & Internal Audits:</u> -Program staff review each participant case file to ensure that all documentation is complete (skill attainment records assessments, etc.) -An internal audit is conducted on all 60 case files.</p>	<p>July and August</p>	<p>Julie Wan 1 FTE</p>
<p><u>Employer Close Outs:</u> -Program staff will thank all employer partners and -Distribute WEX employer partner certificates</p>	<p>July and August</p>	<p>Julie Wan 1 FTE</p>

Describe how you would track your performance outcomes?

Goodwill's Sr. Program Manager, Contracts, with the support of the 1 FTE hired for this project, will maintain an internal Excel-based tracking system that captures weekly participant progress, hours

worked, projected completion, hard and soft skills gains, employer site visits, and any staff interventions. This tool allows project staff to monitor individual and collective performance in real time and quickly identify participants who may need additional support.

In addition, program staff will document all participant interactions and progress through detailed case notes entered into PTS and maintained in each participant's file. PTS is updated upon completion of each participant's work experience to ensure complete and accurate reporting. Goodwill submits all required individual-level and aggregate performance reports to Pima County by the 15th of each month, or as otherwise specified in the contract. Oversight is provided by Goodwill's Senior Program Manager, who reviews performance data on a daily and weekly basis and convenes monthly Goals and Objectives (G&O) meetings with the assigned FTE to assess progress toward grant deliverables, evaluate outcome trends, and identify opportunities for timely intervention or programmatic adjustments. This comprehensive approach ensures consistent accountability and strong performance outcomes throughout the project period.

• **Describe prior summer opportunities for youth activities provided by your agency in the past three years.**

Over the past three years, Goodwill Industries of Southern Arizona has provided high-quality summer employment and enrichment opportunities for youth through its long-standing partnership with Pima County's Summer Youth Work Experience program. Since 2010, Goodwill has built the infrastructure, employer relationships, and staff expertise necessary to effectively engage Opportunity Youth ages 14–21 in meaningful, paid work experiences. During the most recent three contract cycles (2023–2025), Goodwill consistently operated at full capacity, serving 60 youth annually for a total of 180 participants, while maintaining strong systems for recruitment, case management, and employer coordination.

Program outcomes during this period reflect consistent, high-quality delivery and youth engagement. Completion rates exceeded 93% each year, with 93.3% in 2023 (56 of 60 youth), 95% in 2024 (57 of 60 youth), and 93.3% in 2025 (56 of 60 youth). Youth participated in tiered career exploration aligned with Pima County's economic development priorities, with placements in healthcare, senior care, culinary arts, hospitality, professional services, trades, public service, and STEM fields. Employer partners included La Posada Retirement Home, GAP Ministries, SuperCuts, Maracana Indoor Sports Arena, Reid Park Zoo, and Pima County Public Libraries. Several participants transitioned into continued employment beyond the summer, including seasonal roles in 2024 and permanent positions with Goodwill in 2025, demonstrating the program's ability to support sustained workforce attachment and long-term economic mobility.

• **What career ladders are available to the youth you intend to serve? Give several examples.**

Goodwill identifies and promotes career ladders that align with Pima County Workforce Investment Board (WIB) priority sectors and O*NET-defined pathways, while ensuring that all opportunities are developmentally appropriate and realistic for youth ages 14–21.

Goodwill supports participants with identifying work experiences that align with their chosen career pathway or industry. Some examples of past work experiences and pathways include:

- *Fade O Clock:* Youth who were interested in exploring a pathway into barber school gained hands on experience with individuals in this field of work. Tasks include cleaning and upkeep, customer service, managing appointments, stocking, assisting with marketing, learning basic haircut techniques and shop maintenance
- *Park Avenue:* Youth who were interested in exploring pathways into caregiving or nursing have the opportunity to participate in work experiences where they interacted with the elderly, sanitation skills, sending correspondence to families, documentation and basic case management principles, and filing and maintaining office paperwork.
- *Central Pets:* Youth who were interested in pursuing career fields with animals had the opportunity to feed and water animals, observe animals to detect signs of illness, disease or injury, clean organization and disinfect animal kennels, complete inventories of items for sale and products used, on-the-job communication soft skills.

For younger participants ages 14–15, placements focus on hospitality, retail, public service, and administrative support pathways that help them gain transferable experiences and work readiness skills for future employment opportunities.

Goodwill leverages our established employer network to ensure placements are age-appropriate, compliant with labor laws, and aligned with O*NET skill requirements. Staff use WIB and labor market data to help youth understand realistic career ladders, required credentials, and next steps, ensuring each participant leaves the program with both immediate work experience and a clear, achievable pathway toward long-term employment and economic mobility.

7.5 Fiscal/Management Information System (0-5 Points)

- **Briefly describe your agency's payroll system.**

Goodwill collects weekly paper timesheets from each participant that are signed by the participant's Supervisor. Time sheets are reviewed by the Program Manager, Contracts, and entered into Goodwill's ADP time card system no later than Monday at 10am every week. All information submitted through ADP's system is then reviewed and processed by Goodwill's Accounting Department.

- **How often will youth be paid and how are checks distributed?**

Youth participating in the program will be paid on a biweekly basis. Wages are distributed either through direct deposit or via a Wisely paycard, ensuring timely, secure, and consistent access to earnings for all participants.

- **Provide methods of tracking specific funds and explain how these youth funds will be tracked.**

Youth wages and related program funds will be carefully tracked using Goodwill's established financial controls and monitoring systems. Program expenditures are reviewed through monthly profit and loss (P&L) statements produced by the finance department, which are cross-referenced with internal Excel-based program tracking tools and participant timesheets that document

participant hours, wages, and projections. This dual-tracking approach allows Goodwill to reconcile payroll costs with program activity, maintain fiscal accountability, and ensure that youth funds are used appropriately and in compliance with contract requirements.

7.6 Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

Goodwill Industries of Southern Arizona operates with a core philosophy centered on waste prevention, material reuse, and responsible resource management. Environmental stewardship is embedded in Goodwill's mission and daily operations, with a strong commitment to keeping usable goods out of landfills and extending the life cycle of donated materials. In 2025, Goodwill Industries of Southern Arizona diverted over 37 million pounds of goods and textiles from landfills! Through our donation centers and retail operations, Goodwill prioritizes reuse as the first and most impactful form of waste reduction, ensuring that donated clothing, furniture, electronics, and household items are resold or repurposed whenever possible.

Materials that cannot be sold are responsibly recycled through established partnerships with local and national recycling organizations, including programs focused on electronics and hard-to-recycle items through Dell Reconnect. Additionally, as a founding partner of the *Tucson Zero Waste* initiative, Goodwill helps host community collection events that promote responsible reuse and recycling practices beyond its own operations.

Internally, Goodwill emphasizes efficient use of materials, recycling of operational waste streams, and continuous evaluation of practices that reduce environmental impact. This comprehensive approach allows our organization to minimize waste, maximize reuse, and responsibly manage material resources while advancing workforce development programming and community impact.

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Goodwill Industries of Southern Arizona, Inc.
 Your organization's business name: La Posada Community Services
 Your name and title: Cader Sateido CC Program Coordinator
 Telephone number: 520302-2732 Email address: ccastaneda@ocasagu.org

- Does Goodwill currently provide your organization with Summer Youth Short-Term Work Experience (STWX), and at least for 3 minimum required years)?

Yes Service was provided from 2024 to 2025
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

Great Serv., Training, Materials

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

Very Satisfied look forward to working with.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	<u>4</u>
Comments:	_____				
2. Understanding of contractual requirements:	0	1	2	3	<u>4</u>
Comments:	_____				
3. Completing projects on time within budget:	0	1	2	3	<u>4</u>
Comments:	_____				
4. Supplier knowledge of services:	0	1	2	3	<u>4</u>
Comments:	_____				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	<u>4</u>
Comments:	_____				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	<u>4</u>
Comments:	_____				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: Goodwill Industries of Southern Arizona

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?
Communication was wonderful.

10. What are their drawbacks as a service provider?
None there great all around

Any other information that you would like to share about the Supplier:

They do a fabulous job with all services provided

Your Signature: Chelle Salcedo

Please email this form by January 23, 2026 no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Goodwill Industries of Southern Arizona, Inc.
 Your organization's business name: Reid Park Zoo
 Your name and title: Adam Ramsey Director of Animal Care
 Telephone number: 520-837-8197 Email address: adam.ramsey@reidparkzoo.org

- Does Goodwill currently provide your organization with Summer Youth Short-Term Work Experience (STWX), and at least for 3 minimum required years)?

Yes Service was provided from 2016 to August 2024
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

Goodwill Industries provided job opportunities for young adults to work in the Zoo commissary. They would help prepare diets, clean and data entry.

- Did Supplier meet all contract requirements satisfactorily: Yes No
- How satisfied are you with the quality and accuracy of information provided by Supplier?

We were very satisfied and look forward to continuing to work with them.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	④
Comments: <u>Easy to get ahold of, quick responses</u>					
2. Understanding of contractual requirements:	0	1	2	3	④
Comments: _____					
3. Completing projects on time within budget:	0	1	2	3	④
Comments: _____					
4. Supplier knowledge of services:	0	1	2	3	④
Comments: _____					
5. Suppliers record keeping and billing accuracy:	0	1	2	3	④
Comments: _____					
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	④
Comments: <u>Excellent, we had very few issues with the youth over the years but when we did they addressed them immediately</u>					

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: Goodwill Industries of Southern Arizona

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	④

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	④
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?

They are easy to communicate with and very accomodatory of our needs.

10. What are their drawbacks as a service provider?

It was challenging to work around some of the school schedules with the youth but we were always able to come up with a solution

Any other information that you would like to share about the Supplier:

They are fantastic to work with and we look forward to future partnerships with them

Your Signature: 

Please email this form by January 23, 2026 no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

COMMISSIONERS
KRISTINK MAYES - Chairman
GARY PIERCE
PAUL NEWMAN
SANDRA D. KENNEDY
BOB STUMP



ARIZONA CORPORATION COMMISSION

ERNEST G. JOHNSON
Executive Director

JEFF GRANT
Director
Corporations Division

June 8, 2011

BECKY CARY
% SNELL & WILMER
1 S CHURCH AVE #1500
TUCSON, AZ 85701

RE: GOODWILL INDUSTRIES OF SOUTHERN ARIZONA, INC.
File Number: 00771689

We are pleased to notify you that your Amendment to Articles of Incorporation for the above-referenced corporation **HAS BEEN APPROVED.**

You must publish a copy of the Amendment. The publication must be in a newspaper of general circulation in the county of the known place of business in Arizona for three consecutive publications. A list of acceptable newspapers in each county is enclosed and is also posted on the Commission website. Publication must be completed **WITHIN 60 DAYS** after June 8, 2011, which is the date the document was approved for filing by the Commission. The corporation may be subject to administrative dissolution if it fails to publish. You will receive an Affidavit of Publication from the newspaper, and you may file it with the Commission.

We strongly recommend that you periodically monitor your corporation's record with the Commission, which can be viewed at www.azcc.gov/divisions/corporations. If you have questions or need further information, please contact us at (602) 542-3026 in Phoenix, or Toll Free (Arizona residents only) at 1-800-345-5819.

Sincerely,
Yvonne McFarlin
Examiner, Corporations Division

CF:11
REV. 01/2009

06/06/2011 12:11 5208841294

SNELL&WILMER

AZ Corp. Commission

AZ CORPORATION COMMISSION
FILED



03505176

MAY 27 2011

FILE NO. 0077168-9

AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF

GOODWILL INDUSTRIES OF SOUTHERN ARIZONA, INC.
Pursuant to A.R.S. §10-11007

1. The name of the corporation is: Goodwill Industries of Southern Arizona, Inc.
2. Attached hereto as Exhibit A is the text of amended and restated articles of incorporation.
3. The restatement was adopted on the 26 day of May, 2011.
4. The restatement was duly adopted by the by the Board of Directors. The corporation does not have members.
5. The restatement does not require approval by a person whose approval is required pursuant to A.R.S. §10-11030.

Dated this 26 day of May, 2011.

Goodwill Industries of Southern Arizona, Inc., an
Arizona nonprofit corporation

By: Suzanne Lawder
Suzanne Lawder, President/CEO

AZ CORPORATION COMMISSION
FILED

JUN 06 2011

FILE NO. 0077168-9

EXHIBIT A

**AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF**

GOODWILL INDUSTRIES OF SOUTHERN ARIZONA, INC.

An Arizona Nonprofit Corporation

ARTICLE I

Name and Known Place of Business

1.1 The name of the corporation is Goodwill Industries of Southern Arizona, Inc. (the "Corporation").

1.2 The known place of business of the Corporation is 1940 E. Silverlake Road, Suite 405, Tucson, Arizona 85713-3872.

ARTICLE 2

Charitable Purpose

2.1 The Corporation is organized as a nonprofit corporation under the laws of the State of Arizona and shall be operated as a qualified exempt organization exclusively for charitable and educational purposes (including, for such purposes, the making of distributions to "qualified exempt organizations") within the meaning of Section 170(c)(2) and 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code") and Section 43-1201.4 of the Arizona Revised Statutes, as amended (the "Statutes").

2.2 All terms and provisions of these Articles of Incorporation shall be construed, applied and carried out in accordance with the charitable purpose of the Corporation.

2.3 An organization is a "qualified exempt organization" for this purpose only if it is an organization described within the meaning of Sections 170(c)(2) and 501(c)(3) of the Code and qualifies as a publicly supported charitable organization under Sections 170(b)(1)(A)(vi) and 509(a)(1) and (2) of the Code.

ARTICLE 3
Character of Affairs

The character of the affairs that the Corporation intends to conduct shall be to place people in productive and competitive jobs and to receive and administer funds for charitable and educational purposes in a manner consistent with the purposes set forth herein.

ARTICLE 4
Prohibited Transactions

4.1 The Corporation is not organized and shall not be operated for pecuniary gain or private benefit.

4.2 No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its Directors, Officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

4.3 No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, except as is otherwise provided in Section 501(h) of the Code.

4.4 The Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

4.5 Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on:

4.5.1 by a corporation exempt from federal income tax under Section 501(c)(3) of the Code;

4.5.2 by a corporation contributions to which are deductible under Section 170(e)(1) or (2) of the Code;

4.5.3 by a corporation gifts and transfers to which are deductible under Section 2055(a)(1) or (2) of the Code;

4.5.4 by a corporation gifts and transfers to which are deductible under Section 2522(a)(1) or (2) of the Code; or

4.5.5 by a corporation exempt from Arizona income tax under Section 43-1201.4 of the Statutes.

ARTICLE 5
Discrimination

In exercising or fulfilling its educational functions, the Corporation shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, or physical handicap or disability.

ARTICLE 6
Private Foundation

6.1 During any period that the Corporation is a private foundation, as the term is defined in Section 509 of the Code, or does not normally receive a substantial part of its support from government entities and the general public within the meaning of Section 43-1215.3 of the Statutes, the Corporation shall distribute its income for each taxable year at such time and in such manner within the meaning of Section 43-1211 and 43-1214 of the Statutes and as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code.

6.2 During any period that the Corporation is a private foundation, as the term is defined in Section 509 of the Code, or does not normally receive a substantial part of its support from government entities and the general public within the meaning of Section 43-1215.3 of the Statutes, the powers of the Corporation then shall be specifically restricted so that the Corporation shall be prohibited from:

6.2.1 engaging in any act of self-dealing as that term is defined in Section 4941 of the Code;

6.2.2 retaining any excess business holdings as that term is defined in Section 4943 of the Code;

6.2.3 making any investment in any manner which would subject the Corporation to tax under Section 4944 of the Code;

6.2.4 making any taxable expenditure as that term is defined in Section 4945 of the Code; and

6.2.5 making any prohibited transaction as the term is defined in Section 43-1213 of the Statutes.

6.3 Notwithstanding the restrictions imposed in this paragraph, if Section 508(e) of the Code and Section 43-1212 of the Statutes are amended to remove the requirement that any or all of the restrictions contained herein are to be included in the governing instrument of the Corporation, then such of the foregoing restrictions as are no longer required to be so included shall be deemed deleted and shall have no further force or effect.

ARTICLE 7 Board of Directors

7.1 The affairs of the Corporation shall be managed by its Board of Directors. The number of Directors, their terms, and the manner of their election shall be as provided in the Bylaws, provided that there shall not be less than nine (9) nor more than twenty (20) Directors. The current Board of Directors, as of the date of these Articles, consist of eleven (11) Directors.

7.2 The names and addresses of the persons who are currently serving, as of the date of these Articles, as Directors until their successors are elected and qualified are:

Guillermo S. Robles
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

James Wertheimer
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Ron Robinette
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Dan Talerico
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Lorenzo Cotton
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Ben Burnside
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Ludwig Kuttner
1940 E. Silverlake, Suite 405
Hereford, AZ 85713-3872

Sylvia Lee
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Robert Schaff
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Jim Zarling
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

Bernie Ray
1940 E. Silverlake, Suite 405
Tucson, AZ 85713-3872

ARTICLE 8 Dissolution and Liquidation

8.1 In the event of dissolution, the dissolution and liquidation of the Corporation shall be accomplished consistent with the intent that its assets be held and used for the Corporation's stated charitable purpose, and said termination shall not be effected so as to cause any tax to be imposed under Section 507(a) of the Code.

8.2 Subject to the foregoing Section, in the event of dissolution of the Corporation for any reason, the Board of Directors shall, after payment or making provision for payment of all liabilities, distribute and dispose of the property then held by the Corporation to such organization or organizations organized and operated exclusively for charitable and educational

purpose as shall then be qualified under Section 501(c)(3) of the Code, as the Board of Directors shall determine.

8.3 With respect to any property not so disposed, such property shall be disposed of and distributed to such organization or organizations as shall then be qualified as an organization exempt from federal income tax under Section 501(c)(3) of the Code and qualifies as a publicly supported charitable organization under Sections 170(b)(1)(A)(vi) and 509(a)(1) and (2) of the Code, as selected by and pursuant to an order of the Superior Court of the county in which the principal office of the Corporation is then located.

ARTICLE 9

Liability and Indemnification

9.1 The personal liability of any Director to the Corporation or other persons for monetary damages for breach of fiduciary duties as a Director is hereby eliminated to the fullest extent allowed by the laws of the State of Arizona.

9.2 The Corporation shall indemnify, to the maximum extent from time to time permitted by the laws of the State of Arizona, any person who incurs liability or expense by reason of such person acting as a Director or officer of the Corporation. This indemnification will be mandatory in all circumstances in which indemnification is permitted by law. This power of indemnification under the laws of the State of Arizona shall not be denied or limited by the Bylaws. The Corporation may indemnify any employee or agent of the Corporation to the extent from time to time permitted by the laws of the State of Arizona.

ARTICLE 10

Membership

The Corporation shall have no members, as that term is defined in Section 10-3140 of the Statutes.

ARTICLE 11

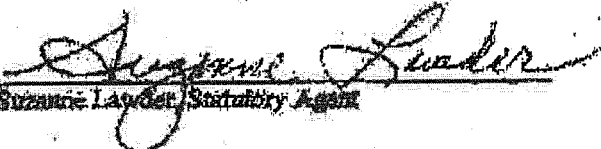
Statutory Agent

The name and address of the initial statutory agent of the Corporation is Suzanne Lawder, 1940 E. Silverlake Road, Suite 405, Tucson, Arizona 85713-3872.

Remainder of page left intentionally blank. Signature page to follow.

ACCEPTANCE OF STATUTORY AGENT

I, SUSANNE LAUDER, having been designated to act as the statutory agent for Goodwill Industries of Southern Arizona, Inc., approve of such designation and consent to act in such capacity. I reserve, however, the right to resign as statutory agent in accordance with the provisions of the Arizona Revised Statutes.


Susanne Lauder, Statutory Agent

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000040
Contract Start Date	04-07-2026
Contract End Date	04-06-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

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Supplier: Ser-Jobs For Progress Of Southern Arizona Inc 40 W 28th St Tucson, AZ 85713	Contract Name: Summer Youth Short-Term Work Experience (STWX)
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Supplier Contact and Payment Terms: Phone: +1 (520) 6235754 Email: erik.dorame@pima.gov Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Currency	NTE Amount	Used Amount
	USD	550,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options.

Attachment: Offer Agreement.

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with Summer Youth Short-Term Work Experience (STWX) on an "as required basis" by issue of Delivery Order ("DO").

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page)** if required.

Contractor will research the designated Issuing Agency requirements to perform the requested work; will list **currently active** license number(s), Description & Class for the required licenses; and agrees to maintain said license(s) for the term of the contract and to notify County within ten (10) business days of any change in license status.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

See Exhibit A: Scope of Services.

5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a PO to the Contractor. County will furnish the PO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a PO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County PO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order PO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

7. COMPENSATION & PAYMENT

The SC will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

7.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

7.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

7.5. Additional Items and/or Services

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

7.6. Standard Payment Term

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

7.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: _____ % if payment tendered within _____ Days as indicated above.

7.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. SUPPLIER RECORD MAINTENANCE**8.1. Pima County Supplier Record**

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

8.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

9. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

Contractor guarantees delivery of product or service in less than 10 calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

10. TAXES, FEES, EXPENSES

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-2500020576 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.1.4. Professional Liability (E&O) Insurance

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Requirements

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the

insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
01	01/15/2026	02	01/21/2026	03	01/22/2026
04	02/03/2026				

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation's Instructions to Proposers Section 7.1.1? Yes No (select one)

If Yes, have you included your certification document? Yes No (select one)

NOTE: If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.

16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: SER-Jobs for Progress of Southern Arizona, Inc.

BUSINESS ALSO KNOWN AS: SER-Jobs for Progress of Southern Arizona, Inc.

MAILING ADDRESS: 40 W. 28th St.

CITY/STATE/ZIP: Tucson, AZ 85713

REMIT TO ADDRESS: 40 W. 28th St.

CITY/STATE/ZIP: Tucson, AZ 85713

CONTACT PERSON NAME/TITLE: Ernest Urias - Director

PHONE: 520-624-8629

FAX: 520-623-5754

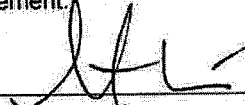
CONTACT PERSON EMAIL ADDRESS: erik.dorame@pima.gov

EMAIL ADDRESS FOR ORDERS & CONTRACTS: admin@serjobsforprogress.org

CORPORATE HEADQUARTERS ADDRESS: 40 W. 28th St. Tucson, AZ 85713

WEBSITE: www.serjobsforprogress.org

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements "Non-Responsive" and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE: 

DATE: 01-21-2026

Ernest Urias - Director

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: 520-624-8629 / erik.dorame@pima.gov

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS**1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential. Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO, or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed proposal of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

EXHIBIT A: SCOPE OF SERVICES (5 PAGES)

PROJECT PURPOSE

The Summer Short-Term Work Experience (STWX) Program provides eligible at-risk youth and young adults ages 14 to 21 in Pima County with supervised, temporary employment opportunities. The purpose of this project is to support youth who are at risk of dropping out of school by providing workforce exposure, job readiness skills, and early employment experience that may lead to future self-sufficiency.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this Contract.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. Suppliers must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If Supplier's staff has relative(s) eligible for the services provided under this Contract, Supplier must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. Supplier will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 2.4. Grievances: Supplier will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.
- 2.5. Supplier will ensure that staff:
 - 2.5.1. Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 2.5.2. Have written job descriptions consistent with Supplier's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. Program Activities – Supplier

3.1. **Level of Service.** Suppliers will place individuals referred or approved by County in workplace or training opportunities from May 15, 2026, through August 31, 2026, as follows:

Insert number supplier intends to serve at \$16.54 per hour

Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
STWX	120	80
TOTAL	120	80

3.2. **Staffing.** Supplier will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Agency Staff Position	STWX participants	Supplier's facility

3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. **STWX Program**

3.3.1. **Worksite recruitment and development.** WC(s) assigned by Supplier will:

3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.

3.3.1.2. For each business that agrees to participate ("worksite"):

3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.

3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:

3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

- 3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;
 - 3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;
 - 3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - 3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - 3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:
 - 3.3.1.3.1. A review of the Worksite Agreement;
 - 3.3.1.3.2. Job and worksite safety issues; and
 - 3.3.1.3.3. Child labor laws.
 - 3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- 3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, Supplier will:
- 3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.
 - 3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
 - 3.3.2.3. Provide orientation that covers, at a minimum:
 - 3.3.2.3.1. Attendance requirements;
 - 3.3.2.3.2. Timekeeping procedures;
 - 3.3.2.3.3. Work and training schedules;
 - 3.3.2.3.4. Payroll schedules;
 - 3.3.2.3.5. Program and performance expectations; and
 - 3.3.2.3.6. Completion of necessary paperwork.
 - 3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 3.3.2.4.1. Opportunities in the labor market;
 - 3.3.2.4.2. Completing a job application;
 - 3.3.2.4.3. Writing a résumé;
 - 3.3.2.4.4. Interview techniques;
 - 3.3.2.4.5. Making appropriate career decisions;
 - 3.3.2.4.6. Skills to keep a job; and
 - 3.3.2.4.7. Survival skills for successful daily living.

- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Community and Workforce Specialist ("CWS") referred the Participant:
 - 3.3.2.8.1. Notify CWS of milestone completions;
 - 3.3.2.8.2. Notify CWS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify CWS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with CWS; and
 - 3.3.2.8.5. Refer back to CWS upon completion of, or dropping out from, the Program.

3.3.3. Participant remuneration.

- 3.3.3.1. Supplier will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
- 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

4. **Program Activities – County.** County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. **Outcomes.**

- 5.1. Supplier will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX	80	72
TOTAL	80	72

- 5.2. A STWX Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and

- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-2 Work Readiness Skills Form (1 page).

REPORTS AND DEADLINES

1. **Reporting.** No later than the 15th of each month, Supplier will provide the following reports to County's Youth Program Manager:
 - 1.1. Individual Participant reports:
 - 1.1.1. STWX Participants:
 - 1.1.1.1 Completion results and completion certificates;
 - 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
 - 1.1.1.3 Participant's worksite agreement.
 - 1.2. **Summary Report.** Report must include, but is not limited to:
 - 1.2.1. Number of Participants enrolled in STWX;
 - 1.2.2. Number of students that completed STWX;
 - 1.2.3. Worksites where STWX Participants were placed;
 - 1.2.4. Types of work performed by STWX Participants;
 - 1.2.5. Highlights of STWX program; and
 - 1.2.6. Recommendations for program and service delivery improvement.

Budget Line Item	Amount
Staff Salary & Fringe (no overtime)	11,128.00
Travel (mileage reimbursement at current County rate)	725.00
STWX Participant Payments (\$16.54/hr plus 10% ERE)	174,662.40
Sub Total:	186,515.40
Other Operating/Administrative (not to exceed 10% of sub total)	18,651.54
Grand total:	205,166.94

Total number of proposed staff members:	2
Total number of proposed youth served:	80

Amendment 01:

The program is looking to support up to 250 young adults at 120 hours per participant. Please bid your proposed budgets based on your total number of proposed youth participants and number of requested staff member in order to be weighed accurately.

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

PROPOSER'S NAME:

SER-Jobs for Progress of Southern Arizona, Inc.

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Articles of Incorporation of SER-Jobs for Progress of Southern Arizona, Inc. 7 Pages

SIGNATURE: 

DATE: 1-21-2026

Ernest Urias - Director

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT B

EXHIBIT C: QUESTIONNAIRE (1 PAGE)

PROPOSER'S

NAME: SER-Jobs for Progress of Southern Arizona, Inc.

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

7.1. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

7.2. Staff Experience (0 to 20 points)

- Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.
- In addition, address the following:
 - 1) Have staff received training concerning State of Arizona soft skills documentation?
 - 2) Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?
 - 3) What other relevant experience do staff have.

7.3. Geography and Population (0 to 15 points)

- Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.
- What barriers stand in the way of your target population reaching self-sufficiency?
- Do you provide services in the Rural area? If so, please describe the services you provided in that area.
- Why is your agency the best agency to serve this population?

7.4. Project Plan (0 to 25 points)


- Describe your Project Plan for your summer youth activities provided by your agency.
- Describe how you would track your performance outcomes?
- Describe prior summer opportunities for youth activities provided by your agency in the past three years.
- What career ladders are available to the youth you intend to serve? Give several examples.

7.5. Fiscal/Management Information System (0 to 5 points)

- Briefly describe your agency's payroll system.
- How often will youth be paid and how are checks distributed?
- Provide methods of tracking specific funds and explain how these youth funds will be tracked.

7.6. Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

SIGNATURE:  DATE: 01-22-2026

Ernest Urias - Director

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT C

STAFF EXPERIENCE

Discuss staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.

SER's Short-Term Work Experience (WEX) program is delivered by highly trained Workforce Coordinators with extensive backgrounds in youth employment, employer engagement, and worksite development. SER has served Pima County for more than fifty years, and our staffing model reflects the expertise required to support first-time workers entering professional environments.

Workforce Coordinators manage the full WEX process: orientation, Individual Service Strategy (ISS) review, worksite matching, monitoring, documentation, and completion. Staff bring experience in workforce development, youth mentoring, case management, and Child Labor Law compliance. This expertise allows them to support youth holistically, reinforcing workplace expectations while addressing personal barriers that may affect job performance.

All Coordinators receive training in labor standards, safety protocols, documentation requirements, and the State of Arizona Soft Skills at Work curriculum. Each Coordinator brings a minimum of three years of experience or relevant education providing case management and direct support to youth, including barrier identification, goal setting, and ongoing progress monitoring. They provide consistent coaching, timely feedback, and structured support to ensure youth develop professionalism, communication, teamwork, and problem-solving skills. Their ability to build rapport with youth, employers, and families contributes to high completion rates and strong employer satisfaction.

1) Have staff received training concerning State of Arizona soft skills documentation?

Yes. All Workforce Coordinators complete comprehensive training on the State of Arizona Soft Skills at Work curriculum, including documentation procedures, assessment requirements, and pre- and post-testing protocols. Coordinators reinforce soft skills daily through coaching, monitoring, and supervisor evaluations.

2) Do staff who work with youth have up-to-date proof of fingerprinting and background checks?

Yes. All staff working with youth maintain a current Arizona Department of Public Safety fingerprint clearance card and complete annual background checks through the Arizona Department of Child Safety Central Registry. SER maintains on file a valid fingerprint clearance card and proof of Central Registry submission for all staff, consistent with the requirements in Exhibit A.

3) What other relevant experience do staff have?

Workforce Coordinators also bring:

- Youth mentoring and coaching
- Employer partnership development
- Worksite safety and compliance monitoring
- Conflict resolution and behavior support
- Documentation, evaluation, and progress tracking
- Experience supporting youth with multiple barriers

Their ability to navigate complex youth needs while sustaining strong employer relationships remains central to SER's long-standing success.

GEOGRAPHY AND POPULATION

Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.

SER serves both in-school and out-of-school youth ages 16–24 across Pima County. In-school youth typically prepare for their first work experience and benefit from structured mentoring, soft-skills development, and exposure to career pathways. Out-of-school youth often face additional barriers—including interrupted education, limited work history, transportation challenges, or unstable housing—and require more intensive coaching, case management, and employer-aligned skill building. SER's program model is designed to meet the needs of both groups through individualized support, consistent guidance, and barrier-removal strategies.

Geographically, SER serves youth throughout Tucson, South Tucson, Marana, Sahuarita, Green Valley, and the broader Pima County region. Our employer network spans major automotive groups, the University, local school districts, and a wide range of private and public employers. This countywide reach allows us to place youth in diverse industries and locations, ensuring equitable access to meaningful, supervised work experience opportunities.

What barriers stand in the way of your target population reaching self-sufficiency?

Youth in SER's WEX program often face multiple barriers that impede their path to self-sufficiency, including:

- Lack of prior work experience
- Limited soft skills and workplace readiness
- Transportation challenges
- Poverty and unstable home environments

- Limited exposure to career pathways
- Language or cultural barriers
- Trauma or justice system involvement

SER's WEX model directly addresses these barriers through individualized service planning, supportive coaching, structured mentoring, and strong employer partnerships that reinforce expectations and build confidence.

Do you provide services in rural areas? If so, please describe the services you provide in that area.

Yes. SER has historically provided WEX placements in rural areas of Pima County when referred by the County. We coordinate transportation solutions, identify rural employers, and ensure weekly monitoring regardless of location. Our approach ensures that rural youth have equitable access to high-quality, well-supervised work experience opportunities.

Why is your agency the best agency to serve this population?

SER is uniquely positioned to serve this population due to our decades-long history, deep employer partnerships, and proven ability to support youth with significant barriers. Our long-standing presence in Pima County, combined with our expertise in youth development, labor law compliance, and worksite monitoring, makes SER one of the most experienced and reliable WEX providers in the region. Employers trust SER to prepare youth for real-world work environments, and youth benefit from our structured, supportive, and culturally responsive approach.

PROJECT PLAN

Describe your Project Plan for your summer youth activities provided by your agency.

SER will deliver a structured three-week, 120-hour Work Experience (WEX) program for 80 participants, with a primary focus on automotive industry placements. To ensure high-quality supervision, consistent monitoring, and timely support, SER is proposing two Workforce Coordinators to manage the program, with each Coordinator overseeing approximately 40 participants. Historically, SER has partnered with a wide range of private industries, government agencies, school districts, and community-based organizations to provide diverse work experience opportunities. Over time, SER has refined its model to concentrate on high-demand automotive pathways supported by strong employer partnerships and industry-recognized training. In previous summers, SER's combined programs have served 150 to 300 youth, demonstrating the organization's long-standing capacity to operate large-scale, high-impact

summer initiatives. As part of this project plan, SER commits to the following performance outcomes:

- Each participant will complete at least 90% of their scheduled 120 WEX hours.
- Youth will attain a minimum of 80% proficiency in work-readiness skills, as measured through supervisor evaluations and SER's soft-skills assessment tools.
- At least 90% of youth enrolled in the program will successfully complete the WEX experience.

Recruitment & Enrollment:

Youth are referred by Pima County and complete SER's orientation, safety review, and handbook briefing.

Orientation & ISS Review:

Coordinators complete and review each ISS to confirm goals, interests, and transportation needs before placement.

Worksite Matching:

Youth are matched to automotive worksites based on ISS goals, supervisor acceptance, and transportation feasibility. SER partners with a robust network of automotive employers, including:

- Chapman Audi
- Chapman Custom Shop
- Chapman Honda
- Desert Toyota of Tucson
- Holmes Tuttle Ford – Auto Mall
- Jim Click Collision Center – 22nd St.
- Jim Click Dodge – Auto Mall
- Jim Click Ford – 22nd St.
- Jim Click Ford – Green Valley
- Jim Click Kia – Auto Mall
- Jim Click Mazda – East
- Jim Click Nissan – Auto Mall
- O'Rielly Chevrolet
- Royal Cadillac / Buick GMC

These employers provide youth with real-world experience in roles such as:

- Accounts Receivable File Clerk
- Auto Technician / Technician Helper

- Parts Attendant
- Vehicle Body Repair Technician
- Custom Shop Repair Assistant
- Custom Vehicle Wrapping Assistant
- Automotive Social Media & Special Projects Assistant

Supervisor Orientation:

Supervisors complete SER's WEX Orientation and receive the Supervisor Handbook to ensure consistent expectations and documentation.

Work Experience Placement:

Youth work 40 hours per week for a total of 120 hours. Supervisors mentor youth daily and reinforce soft skills, professionalism, and workplace expectations.

Monitoring & Support:

Coordinators monitor each worksite and participant weekly to ensure safety, compliance, and progress toward training objectives.

Evaluation & Documentation:

Supervisors complete bi-weekly evaluations directly on the timesheets, documenting attendance, performance, and soft-skills development.

Completion & Credentialing:

Youth completing required hours earn a Certificate of Completion documenting their achievements and work readiness.

Describe how you would track your performance outcomes.

SER tracks performance outcomes using standardized documentation and consistent monitoring throughout the program. Coordinators verify attendance and hours worked through weekly timesheet reviews and maintain communication with supervisors to ensure youth are progressing toward their training objectives. Supervisors complete bi-weekly evaluations that measure punctuality, workplace behavior, task performance, and soft-skills development. Coordinators also document ISS progress, training milestones, and any support services provided. Completion of required hours and attainment of certificates are recorded in each participant's file. All outcomes—including attendance, evaluations, completion status, and credential attainment—are compiled and reported to Pima County in accordance with contract requirements.

Describe prior summer opportunities for youth activities provided by your agency in the past three years.

Over the past three years, SER has consistently delivered high-quality summer work experience programs with strong completion rates, employer partnerships, and post-program outcomes.

2025:

SER operated two coordinated work experience programs. The SER-funded Automotive Work Experience Program served 5 graduates from Nogales High School, all of whom completed up to 160 hours at Jim Click Ford – Green Valley and Chapman Honda in Auto Technician roles. Three interns gained employment and two entered post-secondary education. SER also partnered with Pima JTED to deliver a 128-hour internship program serving 18 interns across advanced manufacturing, welding, automotive, facilities maintenance, drone technology, and warehouse operations. Seventeen interns completed, and two were hired directly by J.B. Steel. Worksites included Leonardo Electronics, J.B. Steel, O’Rielly Chevrolet, Crown Concepts, Northwest Fire District Fleet/Warehouse, HT Metals, TDIndustries, Desert Autotech, Digital Imaging Systems, and Pima JTED Facilities.

2024:

SER delivered a 120-hour Summer Work Experience Program serving 30 youth, achieving a 90% completion rate. Participants were placed across automotive dealerships, the AC Marriott Tucson Downtown, and the John Valenzuela Youth Center. Of the 10 seniors in the program, eight received direct-hire offers from Chapman, Jim Click, and Royal dealerships, while two chose to pursue post-secondary education. Youth gained hands-on experience in roles such as Auto Technician, Custom Shop Repair, Parts Attendant, Vehicle Body Repair Technician, Cook/Baking Assistant, and Program Youth Intern.

2023:

SER operated a 120-hour Summer Work Experience Program serving 30 youth, with a 93% completion rate. Participants worked across multiple automotive dealerships and at the University of Arizona College of Pharmacy. Of the four seniors, three received direct-hire offers from Chapman Honda and Jim Click Ford, and one continued her 300-hour WIOA Work Experience at the University of Arizona College of Pharmacy. Several juniors secured part-time employment at Desert Toyota of Tucson and Royal Cadillac/Buick GMC during their senior year.

Youth gained experience in roles such as Auto Technician, Accounts Receivable File Clerk, Parts Attendant, Office Support Aide, Café Assistant, and Vehicle Body Repair Technician.

Across all three years, SER has demonstrated strong employer engagement, high completion rates, and consistent outcomes including employment, academic advancement, and post-secondary enrollment.

What career ladders are available to the youth you intend to serve? Give several examples.

SER provides youth with access to clearly defined automotive career pathways supported by industry-recognized credentials, paid internships, and direct partnerships with major Tucson dealerships. Youth can advance through a structured, multi-step pipeline that begins in high school and leads to long-term employment in the automotive industry.

Automotive Technology Pathway:

Students begin with high school automotive coursework, earn ASE and dealership certifications, and participate in SER's paid internships. After graduation, they typically start as Lube Technicians while continuing to earn additional certifications. From there, they may enter the OEM Ford ASSET SER-Jobs for Progress Apprenticeship Program in partnership with Pima Community College and ultimately progress to Master Technician roles with earning potential between \$70,000 and \$100,000 per year.

Collision & Body Repair Pathway:

Youth may start as shop assistants and progress to body repair technicians, refinishing specialists, collision technicians, and paint technicians as they gain experience and certifications.

Parts & Service Pathway:

Participants can begin as parts attendants and advance to parts and warranty associates, parts drivers, parts specialists, and eventually parts managers.

Service & Customer Support Pathway:

Entry-level roles such as appointment coordinator or cashier can lead to service advisor positions, followed by main or quick service advisor roles, and eventually service manager positions.

Sales & Dealership Operations Pathway:

Youth may start as parking lot attendants or detailers and move into vehicle sales representative positions, with opportunities to advance to senior sales consultant roles.

These pathways are reinforced through SER's partnerships with Jim Click Automotive, Royal Automotive, Chapman Automotive, and Desert Toyota, as well as MOPAR ZERO training, Ford

ACE certification, and opportunities to earn college credit through Pima Community College. Many SER alumni have advanced into long-term careers as master technicians, diesel technicians, and parts managers within these dealerships.

FISCAL / MANAGEMENT INFORMATION SYSTEM

Briefly describe your agency's payroll system.

SER's fiscal department maintains complete participant payroll files, including W-4, A-4, I-9, emergency information, and required program policies. Supervisors verify hours through sign-in/out sheets and timesheets, which are reviewed by Workforce Coordinators and fiscal staff prior to processing. SER uses QuickBooks to manage payroll, and all checks require two authorized signatures to ensure fiscal integrity and internal control.

How often will youth be paid and how are checks distributed?

Youth are paid bi-weekly. Workforce Coordinators deliver checks in person at worksites, allowing them to verify participant progress, address concerns, and provide support. Any undelivered checks may be picked up at the SER office with valid identification.

Provide methods of tracking specific funds and explain how these youth funds will be tracked.

SER maintains strict fiscal controls to ensure accurate tracking of youth wages and program funds. Tracking methods include:

- Individual payroll files for each participant
- Verification of hours through supervisor-signed timesheets
- Fiscal controls specific to WEX wage expenditures
- Documentation of hours worked, signatures, and supporting records

All financial documentation is maintained in accordance with county, state, and federal requirements, ensuring full compliance and audit readiness.

SUSTAINABILITY

SER is committed to responsible stewardship of resources and integrates sustainability practices into all daily operations. The agency's philosophy emphasizes waste prevention, reduction,

recycling, and the reuse of materials whenever possible. SER maintains environmentally conscious practices across its offices, including:

- Recycling of paper, cardboard, and toner cartridges
- Donation of older computers and printers to certified computer recycling companies
- Digital recordkeeping to significantly reduce paper consumption
- Washing and reusing cleaning mops and rags instead of purchasing disposable supplies
- Use of energy-efficient LED lighting throughout the building
- Installation of water-efficient toilets to reduce water usage
- Replacement of windows and exterior doors to improve insulation and reduce heating and cooling demands
- Environmentally responsible purchasing practices

SER promotes a culture of conservation among staff and students and continually seeks opportunities to reduce its environmental footprint while maintaining efficient and effective program operations.

ERNEST URIAS 6438 Calle Luna Tucson, AZ 85710 (520) 624-8629

EDUCATION

M.A., 1970, University of Arizona, Latin American Studies
B.A., 1968, University of Arizona, Latin American Studies

PROFESSIONAL BACKGROUND

SER-Jobs for Progress, Inc. 40 W. 28th Street, Tucson, Arizona
January 1971 to Present

Job Title: Director

Duties: Develop goals, objectives and program priorities. Review and develop program plans and budgets. Organize staff, resources and manage day to day program activities. Review and evaluate program performance.

SER-Jobs for Progress, Inc. 2426 S. 24th Street, Phoenix, Arizona
February 1970 to November 1970

Job Title: State OJT Field Coordinator

Duties: Developed OJT contracts with local industry, and recruited, placed and counseled clients in Pinal, Pima, Santa Cruz and Cochise counties.

Migrant Opportunity Program

From January 1970 to February 1970

Job Title: GED Instructor

Duties: Conducted evening GED classes for migrant workers residing in Pima County.

Jobs for Progress-Migrant Opportunity Program

From September 1967 to January 1970

Job Title: Administrative Assistant (volunteer)

Duties: Interviewed and counseled registrants, assisted instructors with pre-vocational orientation classes and supervised clerical staff.

STATE AND COMMUNITY ACTIVITIES

Past Member, Workforce Investment Board

Past Member of the Board, Pima County Private Industry Council (PIC), City of Tucson PIC and the City of Tucson and Pima County Consortium PIC. The PIC provided policy guidance and had oversight responsibility for all training activities, in partnership with units of local government, within the greater Pima County areas. I served on the Pima County PIC Executive Committee and on the planning subcommittee.

Past Member of the Board, Mexican-American Unity Council

The Mexican-American Unity Council promotes and fosters cultural awareness between the two major ethnic groups in the Tucson Community.

Past Member, State Manpower Services Council-Governor's appointment. The Council reviewed the Manpower plans of each prime sponsor and State agency; made recommendations to such prime sponsors and agencies for more effective coordination of

efforts to meet the overall needs of the state and prime sponsor and monitored the operation of programs conducted by each prime sponsor.

Past Member, Tucson and Pima County CETA Planning Councils

The Council submitted recommendations to elected officials regarding program plans and basic goals, policies and procedures; monitored and provided for objective evaluations of employment and training programs in the prime sponsorship area.

Past Member, CAMPS, Governor's Appointment

CAMPS planned and coordinated Manpower Development and Training Act (MDTA) activities for the Tucson SMSA.

Past Commissioner, South Tucson Housing Authority

The Commission serves as a policy-making body for the development, construction and implementation of low-cost unit housing for the elderly. Commissioners participate in the budget planning and allocation of staff resources as well as the planning of social services for the elderly residents of the various housing complexes in operation.

Past Member, Board of Directors, Tucson Southern Counties Mental Health Services, Inc. The organization coordinated community health services for South Tucson, southwest Pima County, Cochise, Graham, Greenlee and Santa Cruz counties.

OTHER ACTIVITIES

Consultant, Congreso de Asuntos Colegiales (CONAC). Hosted and served as a consultant and guide to visiting dignitaries from Latin America. These distinguished guests included Ministers and Deputy Ministers of Education, rectors of federal universities, institute directors and college presidents. My presentations were about bilingual teaching methodologies and the development of bilingual vocational education programs for the integration of monolinguals into the economic mainstream.

Memberships in Civic Organizations, Past and Present

Congreso de Asuntos Colegiales
LULAC, Charter Member
American G.I. Forum, Charter Member
Pio Decimo, Board of Directors, Day Care Center
AVER, Tucson Chapter, Hispanic Voter Registration
United States Junior Chamber of Commerce, South Tucson Chapter

Honors and Awards

University of Arizona, Matriculation Honors.
University of Arizona, Scholastic Honors, 1967, 1968
NEDA, Outstanding Contribution to the National Economic Development Association for services to the Spanish-Speaking Community.
Mexican-American Unity Council, Outstanding Contribution to the Mexican-American Unity Council and Mexican-American Community
City of South Tucson, Outstanding Contribution to the Tucson-Pima Employment and Training Consortium
Sunnyside Unified School District, Outstanding Partnership with our Students

VINCENT ERIK DORAME

EDUCATION

2001-2004	Pima Community College -Business Management	Tucson, AZ
1998-2001	Tucson High Magnet School -Graduated	Tucson, AZ

WORK EXPERIENCE

May 2001-Present SER-Jobs For Progress- Program Coordinator / M.I.S Tucson, AZ

- Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines.
- Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades.
- Control operational budget and expenditures.
- Develop and interpret organizational goals, policies, and procedures.
- Manage backup, security and user help systems.
- Meet with department heads, managers, supervisors, vendors, and others, to solicit cooperation and resolve problems.
- Coordinate activities/functions of a designated program to ensure that goals and objectives specified for the program are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.
- Compile/send agency reports to Pima County, updating staff paperwork, filing, determining eligibility of clients, determine funding sources of clients, tracking of clients

SPECIAL SKILLS

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

CREDENTIALS/CERTIFICATIONS/TRAINING

State of Arizona Department of Public Safety Clearance

Certificate of Completion-Workforce Development Specialist Training

Certificate of Completion-Employability Skills Workshop Training

Certificate of Completion-Arizona Job Connection Training

MARY ELLEN LENZEN
1655 West Ajo Way #599
Tucson, Arizona 85713
(520) 295-3671

OBJECTIVE:

Seeking a challenging, diversified position utilizing my interpersonal skills, customer relations abilities, and shipping/receiving knowledge and experience with a company offering growth potential based on merit.

GENERAL BACKGROUND:

Fifteen years of experience in Shipping/Receiving as Senior Traffic Technician, Production/Traffic Clerk, Inventory Control Clerk, and Office Assistant. Responsible for scheduling trucks and rail freight, auditing freight invoices for payment, negotiating rates for domestic shipping, preparing steel mill test report packages for customers, typing packing lists and bills of lading, and assisting Inventory/Production Manager with inventory control. Experience in office procedures, customer relations, services, and complete operations of freight procedures.

QUALIFICATIONS:

- Ten years as SER's Fiscal Supervisor and twelve years as an Administrative Fiscal Clerk
- Excel in communications and interpersonal skills—relate and work well with management, peers, vendors, and customers.
- A detailed, organized decision-maker—fast, accurate, and very dependable—willing to do whatever is necessary to get the job done.
- Experienced in all phases of shipping—Trucks-rail-UPS-Federal Express-freight costs-expediting inbound and outbound movements of freight
- Knowledgeable on CRTs—calculator by touch-billing-purchase orders-auditing of freight bills for payment
- Can function independently or as a fully cooperative member of a team.

EXPERIENCE:

10/94 – Present	SER-JOBS FOR PROGRESS, INC. Tucson, AZ Fiscal Supervisor Responsible for staff payroll, payroll liabilities, staff benefits, payroll invoicing, Compile quarterly reports including federal 941, state quarterly, worker's compensation, and state unemployment taxes.
10/79 - 08-94	THOMAS & BETTS CORPORATION (Meyer Industries)

Red Wing, MN
Senior Traffic Technician
Production/Traffic Control Clerk
Inventory Control Clerk

01/79 - 10/799 TRIANGLE PLASTICS
Winthrop, IA
Office Assistant

06/75 - 01/79 BUCHANAN COUNTY SHERIFF'S DEPARTMENT
Independence, IA
Office Deputy

EDUCATION:

Starmont High School
Strawberry Point, Iowa
Diploma in 1973

University of Dubuque
Dubuque, Iowa
One-year credit in Special Education
1974

DNA Transportation Seminar
Minneapolis, Minnesota
Transportation (Rail & Truck)
1987-1989

Hazardous Material Training
1994

INTERESTS:

Reading, Walking, Golf.

REFERENCES:

Will be furnished upon request

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: SEB Jobs For Progress of Southern AZ, Inc
 Your organization's business name: Sunnyside High School
 Your name and title: David Ramirez, Automotive Technology Instructor (CTE)
 Telephone number: (520) 545-5446 Email address: davidr@susd12.org

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from January 1995 to Present
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

SEB has been providing our students with paid internship opportunities for many years. We do not have a contract or exchange money.

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

We are extremely satisfied with the attention and level of care received from SEB.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	4
Comments:	_____				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	_____				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	_____				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	_____				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	_____				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	_____				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: SEI Jobs For Progress of Southern AZ, Inc.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?

They go above and beyond to make sure our students are taken care of throughout the internship process.

10. What are their drawbacks as a service provider?

They rely at times on funding that isn't always readily available.

Any other information that you would like to share about the Supplier:

We are grateful of their work and all they have done for our community and industry.

Your Signature: 

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: SEK Jobs for Progress of Southeast AZ, LLC.
 Your organization's business name: Jim Click / Holmes Tuttle Automotive Team
 Your name and title: Daryl Koepfel - Parts and Service Director
 Telephone number: 520-429-5379 Email address: dKoepfel@jimclick.com

• Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from JANUARY 1995 to PRESENT
 (Month, Year) (Month, Year)

No

• Please briefly describe the scope of service and dollar value of the contract with Supplier:

All facets of the automotive industry - Technicians, Body Repair and Refinishing, Parts, Customer Service, Business and Administration * No Contract WORK SITE agency only

• Did Supplier meet all contract requirements satisfactorily: Yes No

• How satisfied are you with the quality and accuracy of information provided by Supplier?

100% satisfied with SEK Jobs for Progress partnership

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Below Unsatisfactory	Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	4
Comments:	_____				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	_____				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	_____				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	_____				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	_____				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	_____				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: SER Jobs for Progress of Southern AZ, Inc.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?

SER has worked with our company for several years, learned exactly what our needs are in all positions, and consistently provided great internship candidates

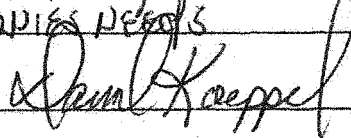
10. What are their drawbacks as a service provider?

N/A

Any other information that you would like to share about the Supplier:

SER REPRESENTATIVES ALWAYS GO "ABOVE AND BEYOND" IN SERVING OUR COMPANIES NEEDS

Your Signature: _____



Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: SER-JOBS FOR PROGRESS OF SOUTHERN AZ, INC.
 Your organization's business name: ROYAL AUTOMOTIVE GROUP
 Your name and title: QUENTIN ALMGREN OPERATIONS DIRECTOR
 Telephone number: 520-390-0084 Email address: QALMGREN@ROYALTUCSON.COM

• Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from JANUARY 2018 to JANUARY 2026
 (Month, Year) (Month, Year)

No

BUSINESS
ADMIN/SUPPORT
SVC. ADVISORS
PART DEPT

• Please briefly describe the scope of service and dollar value of the contract with Supplier:

ALL POSITIONS/AREAS OF AUTOMOTIVE INDUSTRY INCLUDING TECHNICIANS

NO CONTRACT. WORK SITE AGENCY ONLY.

• Did Supplier meet all contract requirements satisfactorily: Yes No

• How satisfied are you with the quality and accuracy of information provided by Supplier?

WE ARE COMPLETELY SATISFIED WITH OUR PARTNERSHIP WITH SER-JOBS FOR PROGRESS.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	④

Comments: FANTASTIC COMMUNICATION!

2. Understanding of contractual requirements:	0	1	2	3	④
---	---	---	---	---	---

Comments: _____

3. Completing projects on time within budget:	0	1	2	3	④
---	---	---	---	---	---

Comments: _____

4. Supplier knowledge of services:	0	1	2	3	④
------------------------------------	---	---	---	---	---

Comments: VERY KNOWLEDGEABLE & POLITE IN EXPLANATION OF PROGRAM

5. Suppliers record keeping and billing accuracy:	0	1	2	3	④
---	---	---	---	---	---

Comments: ALWAYS ORGANIZED & CONSISTENT BILLING/ADMIN.

6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	④
---	---	---	---	---	---

Comments: SER IS ALWAYS FLEXIBLE & AVAILABLE WHEN SMALL ISSUES ARISE.

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: SER - JOBS FOR PROGRESS OF SOUTHERN AZ, INC.

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	④

Comments: ALWAYS RESPECTFUL & PROFESSIONAL

8. Overall satisfaction with Supplier:	0	1	2	3	④
--	---	---	---	---	---

Comments: COULD NOT BE ANY HAPPIER

9. What are their strengths as a service provider?

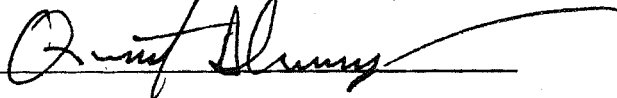
GREAT RELATIONSHIPS WITH OUR TEAM WHICH HELPED FACILITATE GREAT CANDIDATE PLACEMENTS WITH LONG TERM SUCCESS.

10. What are their drawbacks as a service provider?

- NONE -

Any other information that you would like to share about the Supplier:

GREAT PEOPLE AT SER THAT CARE ABOUT PLACING GREAT CANDIDATE IN THE AUTOMOTIVE INDUSTRY.

Your Signature: 

Please email this form by January 22, 2026, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

original incorporation date 7/12/1970
reinstated date 7/12/2003

Articles of Incorporation

Of

SER—Jobs for Progress

of

Southern Arizona, Inc.



AZ CORP COMMISSION
FOR THE STATE OF AZ

EXPEDITED
ARTICLES OF INCORPORATION

2003 SEP 15 P 1:04

APPROVED *Sandra Paul*
DATE APR 9-15-2003
TERM _____

-1094750-0

OF

**SER—JOBS FOR PROGRESS
OF
SOUTHERN ARIZONA, INC.,**

KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned, having associated ourselves together for the purpose of forming a non-profit corporation, under and by virtue of the laws of the State of Arizona, do hereby adopt the following Articles of Incorporation:

ARTICLE I

The name of the Corporation shall be SER-Jobs For Progress of Southern Arizona, Inc. Its principal office and place of business shall be at 40 West 28th Street, Tucson, Arizona, but other offices or branches may be established and maintained within Arizona at such places as the officers may designate where meetings of members and officers may be held and corporate business transacted.

ARTICLE II

The names and addresses of the incorporators are:

Miguel Rojas
1614 South Seventh Avenue
Tucson, Arizona

Angela Gunnels
1218 South 8th Street
Tucson, Arizona

Mary Valles
105 West 26th Street
Tucson Arizona

ARTICLE III.

The purpose for which this Corporation is organized is the transaction of any and all lawful business for which non-profit corporations may be incorporated under the laws of the State of Arizona, as they may be amended from time to time.

ARTICLE IV.

Initial Business: Said Corporation is organized exclusively for purposes of establishing, developing, and providing job educational training services to unemployed, needy, handicapped, displaced or disadvantaged people of all races and creeds; to provide job placements and employment in those areas where economic necessity dictates the necessity of these types of programs or services; to assist these disadvantaged persons to gain better employment and job opportunities by educating and training these persons; to provide, establish and maintain education or training centers, job placement agencies, and other programs to assist these persons; to provide other education opportunities by establishing, maintaining, and disbursing funds, scholarships, grants and other benefits to those needy persons who qualify for their educational advancement; all such business purposes of the corporation shall be within the purview and meaning of Section 501(C) (3) of the Internal Revenue Code. The Corporation shall have all powers designated under Arizona Revised Statutes which a non-profit corporation may exercise.

ARTICLE V.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of

statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(C) (3) of the Internal Revenue Code of 1954, (or the corresponding provision of any future United States Internal Revenue Law) or: (b) by a corporation, contributions to which are deductible under Section 170(C) (2) of the Internal Revenue Code of 1954, (or the corresponding provisions of any future United States Internal Revenue Laws).

ARTICLE VI.

The name and address of the initial Statutory Agent of the Corporation is: José M. Lerma, Esq., 182 North Court Avenue, Tucson, Arizona 85701.

ARTICLE VII.

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of its assets exclusively for the purposes of the Corporation in such manner, to such organizations organized and operated exclusively for charitable, educational, religious or scientific purpose as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Laws) as the Board of Directors shall determine. Any such assets not disposed of shall be disposed of by the Superior Court of the County in which the principal office of the Corporation is then located, exclusively for such purpose or to such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE VIII.

- (1) The power to alter, amend or repeal the bylaws or adopt new bylaws, subject to repeal or change by the action of the directors, shall be vested and reserved to the directors.
- (2) In addition to Arizona Revised Statutes provisions, a special meeting may be called: (a) by any three (3) executive officers, or: (b) in accordance with any provision in the bylaws approved and adopted by a majority of the directors.

ARTICLE IX.

BOARD OF DIRECTORS: There shall be no less than three (3) Directors. The names and addresses of the persons who are to serve as Directors until the first annual meeting of Directors or until their successors are elected and qualified are:

Miguel Rojas
1614 South Seventh Avenue
Tucson, Arizona

Angela Gunnels
1218 South 8th Avenue
Tucson, Arizona

Mary Valles
105 West 26th Street
Tucson Arizona

ARTICLE X.

The period for which this Corporation is to exist begins with the date of filing of the Articles of Incorporation by the Arizona Corporation Commission and it shall endure for twenty-five (25) years thereafter, with periods of renewal and rights of perpetual succession as provided for by law.

Dated this 12th day of September, 2003.



Miguel Rojas, Incorporator
1614 South Seventh Avenue
Tucson, Arizona



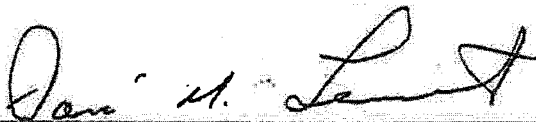
Mary Valles, Incorporator
105 West 26th Street
Tucson, Arizona



Angela Gunnels, Incorporator
1218 South Eighth Street
Tucson, Arizona

ACCEPTANCE BY STATUTORY AGENT:

Dated this 12th day of September, 2003.



José M. Lerma, Esq. 182 North Court Avenue
Tucson, Arizona 85701



**STATE OF ARIZONA
CORPORATION COMMISSION**

I hereby certify this to be a true
and complete copy of the document filed
in this office and admitted to record in
File No. 1094750-0

Kenneth J. [Signature]
Executive Secretary

Dated: 9-15-2003 By: *[Signature]*

PIMA COUNTY

Pima County Procurement Department
150 W. Congress St. 5th Fl
Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000040
Contract Start Date	04-07-2026
Contract End Date	04-06-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

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Supplier: TUCSON YOUTH DEVELOPMENT INC 1901 N Stone Ave Tucson, AZ 85705	Contract Name: Summer Youth Short-Term Work Experience (STWX)
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Supplier Contact and Payment Terms: Phone: +1 (520) 6235843 Email: executivedirector@tucsonyouth.org Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Currency	NTE Amount	Used Amount
	USD	550,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one-year in the shared annual award amount of \$550,000.00 (including sales tax) and includes four one-year renewal options.

Attachment: Offer Agreement.

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with Summer Youth Short-Term Work Experience (STWX) on an "as required basis" by issue of Delivery Order ("DO").

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract. Utilize **Exhibit B: Minimum Qualifications Verification Form (1 page) if required.**

Contractor will research the designated Issuing Agency requirements to perform the requested work; will list **currently active** license number(s), Description & Class for the required licenses; and agrees to maintain said license(s) for the term of the contract and to notify County within ten (10) business days of any change in license status.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

See Exhibit A: Scope of Services.

5. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offer(s) and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a PO to the Contractor. County will furnish the PO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a PO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County PO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order PO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

7. COMPENSATION & PAYMENT

The SC will establish the contractual Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract and cannot be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

7.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

7.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

7.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

7.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

7.5. Additional Items and/or Services

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

7.6. Standard Payment Term

Net (30), effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

7.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: _____ % if payment tendered within _____ Days as indicated above.

7.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

8. SUPPLIER RECORD MAINTENANCE**8.1. Pima County Supplier Record**

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

8.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

9. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

Contractor guarantees delivery of product or service in less than 10 calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

10. TAXES, FEES, EXPENSES

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or proposal preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. RFP-2500020576 including the RFP, Offer Agreement, Standard Terms and Conditions, solicitation amendments, Contractor's proposal, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.1.4. Professional Liability (E&O) Insurance

This insurance is required when the Professional Liability or any other coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

In the event that the Professional Liability insurance required by this contract is written on a claims-made basis, Contractor shall warrant that continuous coverage will be maintained as outlined under "Additional Insurance Requirements – Claims-Made Coverage" section.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Requirements

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the

insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County’s project or contract number and project description on the certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County’s Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County’s failure to obtain a required insurance certificate or endorsement, County’s failure to object to a non-complying insurance certificate or endorsement, or County’s receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date
1	01/16/2026	3	01/22/2026		
2	01/21/2026	4	02/04/2026		

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation’s Instructions to Proposers Section 7.1.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No

(select one)

NOTE: If you do not submit the SBE Certification document with your proposal, County will not apply the SBE Preference.

16. PROPOSAL/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: Tucson Youth Development, Inc.

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: 1901 N. Stone Avenue

CITY/STATE/ZIP: Tucson, Arizona 85705

REMIT TO ADDRESS: (Same as above)

CITY/STATE/ZIP: (Same as above)

CONTACT PERSON NAME/TITLE: Dr. Michael Olguín, Executive Director

PHONE: (520) 623-5843 FAX: (520) 791-9893

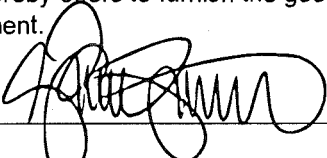
CONTACT PERSON EMAIL ADDRESS: ExecutiveDirector@tucsonyouth.org

EMAIL ADDRESS FOR ORDERS & CONTRACTS: BusinessOffice@tucsonyouth.org

CORPORATE HEADQUARTERS ADDRESS: (Same as above)

WEBSITE: TucsonYouth.org

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements "**Non-Responsive**" and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE: 

DATE: 02/04/2026

Dr. Michael Olguín, Executive Director

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: (520) 623-5843 ExecutiveDirector@tucsonyouth.org

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS**1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or Purchase Order ("PO") and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Proposer in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential, Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO, or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed proposal of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN.

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

EXHIBIT A: SCOPE OF SERVICES (5 PAGES)

PROJECT PURPOSE

The Summer Short-Term Work Experience (STWX) Program provides eligible at-risk youth and young adults ages 14 to 21 in Pima County with supervised, temporary employment opportunities. The purpose of this project is to support youth who are at risk of dropping out of school by providing workforce exposure, job readiness skills, and early employment experience that may lead to future self-sufficiency.

PROJECT ACTIVITIES

1. Program Goals.

- 1.1. Enhance the ability of participants in STWX summer employment to successfully enter and participate in the workforce.
- 1.2. Improve prospects for future employability for all individuals receiving services under this Contract.
- 1.3. Assist in the economic development of Pima County by helping to develop a trained and productive labor force to meet the needs of employers.

2. Workforce Development Services – General.

- 2.1. Suppliers must ensure that staff involved in job placement activities do not place a participant for employment:
 - 2.1.1. On the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship; or
 - 2.1.2. In activities that are not covered under the Occupational Safety and Health Act of 1970, participants are not required or permitted to work, be trained, or receive services in buildings or surroundings under which working conditions are unsanitary, hazardous or dangerous to the participants' health or safety.
- 2.2. If Supplier's staff has relative(s) eligible for the services provided under this Contract, Supplier must ensure that the relative(s) apply for the services with another contracted agency.
- 2.3. Supplier will provide title(s), name(s), phone number(s), and email address(es) of the supervisors of personnel providing services pursuant to this Contract.
- 2.4. Grievances: Supplier will:
 - 2.4.1. Have and follow a written grievance process to provide all applicants and participants with the opportunity for a fair hearing to redress grievances arising from the delivery of contracted services, including, but not limited to:
 - 2.4.1.1. Ineligibility determination;
 - 2.4.1.2. Reduction in services;
 - 2.4.1.3. Suspension or termination from program participation; or
 - 2.4.1.4. Quality of service.
 - 2.4.2. Ensure that all applicants and participants are advised of their right to present any grievances to County or to the State.
- 2.5. Supplier will ensure that staff:
 - 2.5.1. Receive training to successfully perform the obligations set forth in this Contract. Training is available through federal, state and local sources;

- 2.5.2. Have written job descriptions consistent with Supplier's proposal for funding. Each job description must be acknowledged and signed by the individual and retained in that individual's personnel file;
- 2.5.3. Are familiar with Pima County ARIZONA@WORK policies, procedures and programs; and
- 2.5.4. Refuse remuneration of any kind from participants, participating employers, training vendors or any other person or entity.

3. Program Activities – Supplier.

3.1. **Level of Service.** Suppliers will place individuals referred or approved by County in workplace or training opportunities from May 15, 2026, through August 31, 2026, as follows:

Insert number supplier intends to serve

Activity	Hours of Service Provided per Participant	Projected Number of Youth Served
STWX	120	
TOTAL		

3.2. **Staffing.** Supplier will:

3.2.1. Provide staff at the following levels:

FTE	Title/Responsibility	Number Served	Location
One (1)	Agency Staff Position	STWX participants	Supplier's facility

3.2.2. Provide all assigned staff set forth above with the support and guidance required to successfully perform the obligations set forth in this Contract.

3.2.3. Provide County with:

- 3.2.3.1. The names of all assigned staff;
- 3.2.3.2. A valid fingerprint clearance card for each staff person; and
- 3.2.3.3. Proof that each person's name was submitted to the Central Registry.

NOTE: If a current fingerprint clearance card and Central Registration proof is on file with County, additional documentation is not required.

3.3. STWX Program.

3.3.1. **Worksite recruitment and development.** WC(s) assigned by Supplier will:

- 3.3.1.1. Recruit businesses to provide appropriate, positive and meaningful work experience to participants.
- 3.3.1.2. For each business that agrees to participate ("worksite"):
 - 3.3.1.2.1. Obtain a **written job description** for each position to be filled by a Participant. Ensure the description complies with child labor laws and any other laws, policies and safety guidelines applicable to the participant's age.
 - 3.3.1.2.2. Execute a **Worksite Agreement** that commits the employer to:
 - 3.3.1.2.2.1. Supervise each Participant placed at the worksite at all times;

- 3.3.1.2.2.2. Provide no less than one (1) supervisor for every four (4) Participants;
 - 3.3.1.2.2.3. Only assign tasks to a participant that are consistent with the job description provided;
 - 3.3.1.2.2.4. Adhere to child labor laws and any other laws, policies and safety guidelines applicable to the participant's age and the funding source requirements;
 - 3.3.1.2.2.5. Assume liability for any participant's injury or damage to participant's property that occurs at the worksite; and
 - 3.3.1.2.2.6. Ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.
- 3.3.1.3. Provide orientation for worksite supervisors that includes, at a minimum:
- 3.3.1.3.1. A review of the Worksite Agreement;
 - 3.3.1.3.2. Job and worksite safety issues; and
 - 3.3.1.3.3. Child labor laws.
- 3.3.1.4. Monitor worksites to ensure compliance with child labor laws, safety regulations and applicable employment policies.
- 3.3.2. Participant placement, training and performance – STWX. For each Participant in STWX, Supplier will:
- 3.3.2.1. Review participant's interests and abilities and determine appropriate job and worksite placement.
 - 3.3.2.2. Review file and prepare an **Attachment A-1 Individual Service Strategy ("ISS")** (2 pages).
 - 3.3.2.3. Provide orientation that covers, at a minimum:
 - 3.3.2.3.1. Attendance requirements;
 - 3.3.2.3.2. Timekeeping procedures;
 - 3.3.2.3.3. Work and training schedules;
 - 3.3.2.3.4. Payroll schedules;
 - 3.3.2.3.5. Program and performance expectations; and
 - 3.3.2.3.6. Completion of necessary paperwork.
 - 3.3.2.4. Ensure that Participant has had, or receives, training on, at a minimum, the following topics:
 - 3.3.2.4.1. Opportunities in the labor market;
 - 3.3.2.4.2. Completing a job application;
 - 3.3.2.4.3. Writing a résumé;
 - 3.3.2.4.4. Interview techniques;
 - 3.3.2.4.5. Making appropriate career decisions;
 - 3.3.2.4.6. Skills to keep a job; and
 - 3.3.2.4.7. Survival skills for successful daily living.

- 3.3.2.5. Visit each worksite and monitor performance at least weekly to ensure Participant is performing the duties outlined in the applicable job description.
- 3.3.2.6. Every other week, obtain evaluations from worksite supervisor of Participant's work-readiness and abilities to perform the duties and tasks set forth in the job description.
- 3.3.2.7. When a problem arises:
 - 3.3.2.7.1. Intervene and work with Participant and the worksite supervisors to help Participant maintain the job; and
 - 3.3.2.7.2. Take other appropriate action, including referring Participant to additional services.
- 3.3.2.8. If a Community and Workforce Specialist ("CWS") referred the Participant:
 - 3.3.2.8.1. Notify CWS of milestone completions;
 - 3.3.2.8.2. Notify CWS if supportive services are needed for the Participant;
 - 3.3.2.8.3. Notify CWS of other problems, not associated with the worksite, arise;
 - 3.3.2.8.4. Discuss any disciplinary issues with CWS; and
 - 3.3.2.8.5. Refer back to CWS upon completion of, or dropping out from, the Program.

3.3.3. Participant remuneration.

- 3.3.3.1. Supplier will pay each Participant for actual work experience at least the prevailing minimum wage plus required fringe benefits for each hour worked at the assigned worksite.
- 3.3.3.2. Stipend requests must be submitted one week prior to implementation of virtual instruction and approved by the County's Youth Program Manager.

4. Program Activities – County. County will:

- 4.1. Recruit and determine eligibility of youth to participate in STWX;
- 4.2. Assess each Participant's education level; and
- 4.3. Refer Participants to available supportive services.

5. Outcomes.

- 5.1. Supplier will achieve the following outcomes:

Program	Youth Participants	
	Served	Completed
STWX		
TOTAL		

- 5.2. A STWX Participant is "completed" when the following levels of participation are met:

5.2.1. STWX:

- 5.2.1.1. Work at least 90% of scheduled work hours; and

- 5.2.1.2. Attain at least 80% proficiency in work readiness skills set forth in Attachment A-1 Work Readiness Skills Form (2 pages).

REPORTS AND DEADLINES

- 1. **Reporting.** No later than the 15th of each month, Supplier will provide the following reports to County's Youth Program Manager:
 - 1.1. Individual Participant reports:
 - 1.1.1. STWX Participants:
 - 1.1.1.1 Completion results and completion certificates;
 - 1.1.1.2 Outcome of pre- and post-testing for work readiness and basic skills; and
 - 1.1.1.3 Participant's worksite agreement.
 - 1.2. **Summary Report.** Report must include, but is not limited to:
 - 1.2.1. Number of Participants enrolled in STWX;
 - 1.2.2. Number of students that completed STWX;
 - 1.2.3. Worksites where STWX Participants were placed;
 - 1.2.4. Types of work performed by STWX Participants;
 - 1.2.5. Highlights of STWX program; and
 - 1.2.6. Recommendations for program and service delivery improvement.

Budget Line Item	Amount allocated
Salary and Fringe (No overtime)	
Travel	
Administration Cost (not to exceed 10 % of total program cost)	
Subtotal:	
STWX participant payments (\$16.32/hour plus 10% fringe)	
Grand Total:	

Tucson Youth Development

Proposed Short-Term WEX SYEP Budget Breakdown

Budget Item	Cost Breakdown	Amount
Salary & Fringe	2 Workforce Coordinators 240 hours each Salary: \$9,600.00 Fringe: \$960.00	\$10,560.00
Travel	Mileage, lodging & per diem	\$1,200.00
Administration/Other Operating	\$12,092.40	\$12,092.40
SWTX Participant Payments	50 participants 120 hours each Wages: \$99,240.00 Fringe: \$9,924.00	\$109,164.00
Total Proposed Cost		\$133,016.40

1. Salary & Fringe: \$10,560.00

Two (2) Workforce Coordinators (WC) X 240 hours each = 480 hours

Salary: 480 hours X \$20.00/hour = \$9,600.00

Fringe: \$9,600.00 X 10% (fringe) = \$960.00

2. Travel: \$1,200.00

This budget item includes the following:

- Mileage reimbursement -- \$0.70 per mile
- Lodging for *rural* orientation session(s)
- Per diem for *rural* orientation session(s)

3. Administration/Other Operating: \$12,092.40

This budget item includes administrative and other operating costs for the program. Per the RFP guidelines, this amount represents **10%** of the entire project costs.

4. SWTX Participant Payments: \$109,164.00

50 youth participants (30 urban, 20 rural) X 120 hours each = 6,000 hours

6,000 hours X \$16.54/hour = \$99,240.00

Wages: \$99,240.00

Fringe (10%): \$9,924.00

Important: This budget item accounts for 82% of the entire project costs.

EXHIBIT B: MINIMUM QUALIFICATIONS VERIFICATION FORM (1 PAGE)

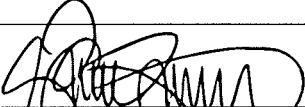
PROPOSER'S NAME:

Tucson Youth Development, Inc.

Proposer certifies that they possess the following minimum qualifications and will provide the requested documents that substantiate their satisfaction of the Minimum Qualifications. Failure to provide the information required by these Minimum Qualifications and required to substantiate responsibility may be cause for the Proposer's proposal to be rejected as **"Non-Responsive."**

Provide documented and verifiable evidence that your firm satisfies the following Minimum Qualifications, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Contractor must have been in business for a minimum of three (3) consecutive years, specifically providing Youth Services, and must possess all necessary permits and licenses required to perform such services within the State of Arizona and applicable local municipalities. Contractor shall include one (1) copy of its current Business License with the Offer Agreement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SAM.gov registration 501(c)(3) letter Articles of Incorporation

SIGNATURE:  DATE: **01/26/2025**

Dr. Michael Olguin, Executive Director

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT B

EXHIBIT C: QUESTIONNAIRE (1 PAGE)

PROPOSER'S NAME:

Tucson Youth Development, Inc.

Department evaluation team will develop questions that when answered/submitted by Proposers will allow evaluators to evaluate, differentiate & score Proposers' proposals as defined by the published evaluation criteria. The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria unless otherwise indicated.

7.1. Cost (0 to 30 points)

Will be evaluated and scored by the Procurement Department.

7.2. Staff Experience (0 to 20 points)

- Discuss Staff experience, expertise, and credentials in providing the services proposed as well as minimum education and experience expectations for staff. Attach copies of relevant certificates.
- In addition, address the following:
 - 1) Have staff received training concerning State of Arizona soft skills documentation?
 - 2) Do staff who work with Youth have up-to-date proof of fingerprinting and background checks?
 - 3) What other relevant experience do staff have.

7.3. Geography and Population (0 to 15 points)

- Describe the population your organization traditionally serves and intends to serve in terms of geography and characteristics.
- What barriers stand in the way of your target population reaching self-sufficiency?
- Do you provide services in the Rural area? If so, please describe the services you provided in that area.
- Why is your agency the best agency to serve this population?

7.4. Project Plan (0 to 25 points)

- Describe your Project Plan for your summer youth activities provided by your agency.
- Describe how you would track your performance outcomes?
- Describe prior summer opportunities for youth activities provided by your agency in the past three years.
- What career ladders are available to the youth you intend to serve? Give several examples.

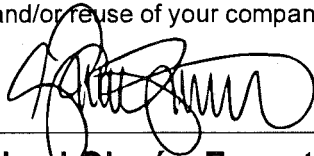
7.5. Fiscal/Management Information System (0 to 5 points)

- Briefly describe your agency's payroll system.
- How often will youth be paid and how are checks distributed?
- Provide methods of tracking specific funds and explain how these youth funds will be tracked.

7.6. Sustainability (0 to 5 points)

Proposer must provide information regarding company's philosophy and/or policies on waste prevention, reduction, recycling and/or reuse of your company's material resources.

SIGNATURE: _____



DATE: **01/26/2025**

Dr. Michael Olguin, Executive Director

PRINTED NAME & TITLE OF AUTHORIZED PROPOSER REPRESENTATIVE EXECUTING PROPOSAL

END OF EXHIBIT C

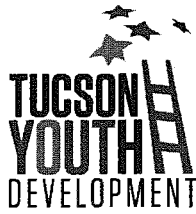


Exhibit C: Questionnaire

Section 1: Staff Experience

Overview of Organizational Experience Providing Youth Services

For more than six decades, Tucson Youth Development (TYD) has been an integral partner in Pima County's efforts to improve youth education, workforce readiness, and economic mobility. TYD was established in the 1960s during the federal "War on Poverty" as part of the Office of Economic Opportunity, with an initial focus on helping low-wage workers—such as hospital custodians—access education and training to advance income and opportunity. In 1965, TYD was incorporated as a 501(c)(3) nonprofit and refined its mission to focus exclusively on serving youth and young adults. Today, TYD is the oldest youth-serving organization of its kind in Pima County and, over time, has supported more than 50,000 young people in gaining education, employment skills, and pathways to long-term self-sufficiency.

TYD's mission—to equip Pima County youth to gain employment, achieve self-sufficiency, and reach career potential through education and training—is the framework that has guided decades of program design, staffing, and service delivery. TYD has extensive experience serving both in-school and out-of-school youth facing significant barriers, including poverty, housing instability, justice system involvement, parenting responsibilities, and academic disengagement. Across generations of programs, TYD has consistently paired education with real-world work experience, recognizing that youth development is most effective when learning, employment, and support systems operate together.

TYD's service model has continually evolved in response to community need. In 1997, TYD established ACE (Alternative Computerized Education) Charter High School to serve students who were unsuccessful in traditional high school settings and who had either dropped out of school or were at risk of dropping out. ACE was among the first 53 charter schools opened in Pima County, with a mission centered on supporting "at-risk" youth in earning a high school diploma. In 2008, TYD expanded its education continuum through the integration of YouthWorks Charter High School, located in the Pueblo

Gardens neighborhood. Most recently, TYD added an online graduation program to further increase access and flexibility for students. Today, TYD operates a Local Education Agency (LEA/school district) accredited by the Arizona State Board for Charter Schools and the Arizona Department of Education, providing alternative and flexible education pathways intentionally linked to college and career readiness. These school-based services are complemented by TYD's long-standing partnership with the Pima County One-Stop system, where experienced TYD staff deliver workforce development and case management services to disconnected youth ages 16 to 24.

TYD has also developed youth-centered initiatives, such as the Learn and Earn Work-Study Program and milestone-based incentive programs for students attending TYD schools. These programs are intentionally designed to provide students with structured employment experiences, financial motivation, and reinforcement of essential soft skills critical to long-term success. TYD continues to expand and strengthen these supports, ensuring that youth enrolled in TYD schools receive intentional workforce exposure aligned with their educational goals.

The effectiveness of TYD's programs is rooted in experienced leadership, trained staff, and clear systems of oversight. Program design, implementation, and compliance are guided by staff with deep expertise and experience in youth development, workforce systems, education, and county-funded programs. TYD prioritizes youth-specific safeguards and accountability measures to ensure services are delivered safely, consistently, and in alignment with Pima County and all other grant/contract standards.

With this experience, TYD is proposing to serve 50 youth (30 urban and 20 rural) through the summer Short Term Work Experience program (STWX) formerly referred to as the Summer Youth Employment Program (SYEP). The following section details the roles and qualifications of key staff responsible for the STWX program and youth-specific safeguards demonstrating TYD's capacity to manage, oversee, and successfully implement youth workforce programs at scale.

Staff Roles Involved in STWX Delivery

Executive Oversight

Overall oversight and accountability for the STWX program is provided by Dr. Michael Olguin, Executive Director of TYD. Dr. Olguin has served as TYD's Executive Director for five years and brings more than two decades of experience working with youth in educational and workforce-aligned settings.

Dr. Olguin joined TYD in 2017 and has held multiple leadership roles within the organization, including Academic Interventionist, College and Career Readiness

Advisor, Interim Principal, and Principal of YouthWorks Charter High School prior to his appointment as Executive Director in 2021. His professional background includes extensive experience in alternative education serving disadvantaged youth, both as a classroom teacher and school leader. Prior to TYD, Dr. Olgúin spent 14 years with Sunnyside Unified School District, primarily in alternative education settings.

Dr. Olgúin holds a Doctor of Philosophy in Teaching and Teacher Education, a Master of Science in Mexican American and Raza Studies, and Bachelor of Arts degrees in Secondary Education and Religious Studies from the University of Arizona. His leadership approach emphasizes educational equity, fiscal responsibility, and youth-centered systems of support. As Executive Director, Dr. Olgúin provides strategic oversight, ensures contractual compliance, and maintains alignment between TYD's education, workforce, and County-funded initiatives.

Program Leadership and Management

Day-to-day program oversight and implementation is led by Heriberto (Eddie) Valdez, Director of Programs. Mr. Valdez brings 20 years of employment history with TYD, including ten years as Director of Programs, seven years as a Rural Case Manager and Workforce Development Specialist, and three years as a Work Experience Counselor and Coordinator.

In his role as Director of Programs, Mr. Valdez is responsible for supervising STWX program staff, overseeing service delivery, monitoring performance outcomes, and ensuring compliance with Pima County contractual requirements. His extensive experience working directly with urban and rural youth—including service delivery in geographically isolated communities—provides TYD with strong operational continuity and exceptional institutional knowledge. Mr. Valdez has direct experience administering Pima County workforce programs and understands the documentation, reporting, and performance standards required for successful program execution.

STWX Coordinators and Direct Service Delivery

Direct implementation of the STWX program is carried out by STWX Coordinators, with TYD proposing one Coordinator focused on urban service areas and one Coordinator dedicated to rural communities. These positions report to the Director of Programs and are responsible for recruitment, worksite development, participant orientation, monitoring, and documentation. STWX Coordinators are required to have demonstrated experience working with youth ages 14–24 in education or workforce settings, strong communication and problem-solving skills, and the ability to work collaboratively with youth, families, employers, and community partners. Coordinators are also responsible

for ensuring worksite compliance with child labor laws, safety standards, and program requirements, as well as maintaining complete participant files and required reporting.

TYD prioritizes hiring coordinators with prior experience in Pima County-funded workforce programs and familiarity with STWX or similar initiatives, ensuring continuity, efficiency, and adherence to Pima County expectations. This staffing structure allows TYD to maintain strong oversight while providing youth with consistent, knowledgeable, and supportive program staff that help guide their goals.

Together, this layered staffing model—combining executive oversight, experienced program leadership, and trained Coordinators—ensures that STWX services are delivered with accountability and a strong focus on youth safety and well-being. TYD's staff structure is further supported by comprehensive youth-specific safeguards, training requirements, and background check procedures, as described in the following section.

Youth-Specific Safeguards

Fingerprinting and Background Checks

TYD prioritizes youth safety across all programs and implements multiple layers of screening for staff working with young people. TYD strongly prioritizes the hiring of STWX Coordinators and program staff who possess a valid Arizona Department of Public Safety Level I Fingerprint Clearance Card, particularly for positions that involve direct and ongoing interaction with youth. All permanent TYD employees are required to maintain a valid Level I Fingerprint Clearance Card, regardless of whether their role is based in a school setting.

While Pima County does not require fingerprint clearance cards for temporary staff positions, TYD's hiring practices emphasize recruiting individuals with prior youth-serving and Pima County workforce experience, which frequently includes existing fingerprint clearance. When fingerprint clearance is not required for a position, TYD ensures alternative safeguards are in place.

All TYD staff—permanent and temporary—are required to successfully complete a criminal background check prior to beginning employment. TYD utilizes a secure, digital background screening process that can be completed efficiently, typically within one to two business days, ensuring that no staff member begins work with youth before clearance is confirmed.

Youth-Serving Best Practices

Beyond screening and background checks, TYD embeds youth-serving best practices throughout program design and daily operations. These practices reflect TYD's

long-standing experience serving vulnerable and at-risk youth and are aligned with Pima County workforce priorities. Key youth-centered practices include:

- Trauma-informed and strengths-based engagement, recognizing that many participants have experienced educational disruption, economic hardship, or instability.
- Clear boundaries and professional conduct standards, reinforced through supervision, training, and organizational policy.
- Consistent supervision and oversight, with STWX Coordinators reporting directly to experienced program leadership and executive staff.
- Developmentally appropriate programming, ensuring that work experience expectations, communication, and supports are tailored to youth ages served.
- Emphasis on soft skills development, including communication, accountability, time management, and workplace professionalism—skills that are modeled and reinforced by staff.
- Safe, structured worksites, with monitoring procedures in place to ensure compliance with labor laws, safety standards, and program expectations.

These safeguards are reinforced through ongoing supervision, staff check-ins, and documentation requirements, creating a program environment that prioritizes youth well-being, accountability, and positive developmental outcomes.

Staff Training Related to Arizona Soft Skills Documentation

TYD approaches Arizona soft skills documentation as an integrated component of program delivery rather than a stand-alone training module. STWX Coordinators are selected based on demonstrated experience working with youth workforce programs and familiarity with Pima County workforce expectations, including employability and soft skills development.

As part of program onboarding, STWX Coordinators review the Pima County Employment Skills Training Packet, the same material presented during youth orientations. This ensures Coordinators have a shared understanding of the soft skills framework, terminology, and documentation requirements that guide participant expectations and program outcomes.

Following this review, Coordinators meet with the Director of Programs, who has extensive experience administering Pima County-funded workforce programs and is well-versed in Arizona soft skills requirements. This supervisory review reinforces consistency in how soft skills are introduced, modeled, tracked, and discussed with youth throughout program participation.

Rather than relying solely on formal classroom-style training, TYD emphasizes:

- Modeling soft skills in daily practice, including communication, professionalism, accountability, and time management;
- Ongoing coaching and feedback provided by Coordinators and program leadership;
- Documentation and discussion of soft skills as part of routine participant check-ins and work readiness activities.

In addition, TYD staff participate in ongoing professional development throughout the year. While much of this training is tailored to instructional and administrative roles within TYD's schools, it reinforces youth-centered, developmentally appropriate practices that directly support workforce readiness and employability skill development.

Other Relevant Youth-Serving Experience

Together, TYD's experienced leadership, skilled program staff, and long-standing youth-serving infrastructure ensure that STWX services are delivered with integrity, accountability, and a deep understanding of the populations served. From executive oversight to on-the-ground coordination, staff bring decades of experience working with youth who face economic, educational, and systemic barriers—experience that is reinforced through clear safeguards, consistent supervision, and youth-centered best practices.

TYD's commitment to prioritizing youth outcomes is further reflected in its fiscal approach to workforce programming. Approximately 82% of the proposed program budget is dedicated directly to youth wages, demonstrating an intentional focus on placing resources where they have the greatest impact.

The following sections detail how this experience, structure, and youth-first philosophy are operationalized through program design, service delivery, and performance management to meet Pima County's STWX objectives.

Section 2: Geography & Population Served

Geographic Areas Served (Urban and Rural)

Tucson Youth Development (TYD) serves youth across Pima County, Arizona, including Tucson and widespread rural communities such as Ajo, Marana, Arivaca, Green Valley, Sahuarita, Marana, and Vail. While the majority of youth served by TYD reside in urban Tucson where poverty and disconnection are acute, the organization has a demonstrated history of successfully operating programs in geographically isolated and rural communities across Pima County.

Under this contract, in addition to urban areas, TYD proposes to provide services specifically in Ajo, a community with distinct socioeconomic challenges where over 70% of families live below the federal poverty line and unemployment exceeds county averages (University of Arizona, 2019). TYD's rural service delivery is grounded in deep relationships with local partners—for example, Ajo Unified School District has partnered for many years to host orientations and participant onboarding—and in staffing models that include hiring former coordinators familiar with program delivery and youth needs.

Characteristics of Youth Population Served

TYD serves vulnerable and “at-risk” youth throughout Pima County. These young people are disproportionately affected by economic instability, educational gaps, and limited access to supportive services. Populations historically served include:

- Low-income youth
- Youth experiencing homelessness or housing instability
- Parenting and pregnant teens
- Foster youth and adjudicated youth
- Youth with exceptional education needs or academic skill deficits
- Students who have not succeeded in traditional school settings
- Youth with limited support systems

Across TYD's alternative charter high schools, the entirety of the student population at both ACE and YouthWorks is low-income, a defining characteristic of the communities TYD serves.

Demographically, areas near TYD's sites illustrate local need. In the 85705 ZIP code, where TYD and the ACE campus are located, 29.1% of residents live below the federal poverty line, significantly higher than city, state, and national averages (U.S. Census Bureau, 2023). Poverty in the city of Tucson remains elevated, with approximately 18–19% of residents living below the federal poverty line, and children disproportionately impacted by economic hardship (U.S. Census Bureau, 2023).

Barriers to Self-Sufficiency

Youth served by TYD face multiple barriers that can inhibit educational attainment, workforce readiness, and long-term economic stability. Barriers include:

- Economic Hardship: High poverty rates in Tucson and Pima County correlate with food insecurity, unstable housing, and limited access to healthcare and enrichment services (U.S. Census Bureau, 2023).
- Educational Attainment Challenges: Pima County's four-year high school graduation rate remains below state and national averages, with only about 71% of students graduating on time, highlighting the need for alternative pathways to completion (Arizona State Board of Education, 2023).
- Transportation Barriers: Youth without reliable transportation face difficulties accessing school, training, employment, and supportive services. This is a challenge magnified in rural communities like Ajo where public transit options are limited.
- Competing Responsibilities: Many young people combine school with part-time work or caregiving responsibilities, reducing time for academic focus and work-readiness.

These barriers are further compounded for youth with limited familial support, justice system involvement, or unstable living arrangements.

Rural Service Delivery

In rural communities such as Ajo, economic and geographic isolation intensify existing barriers to youth success. Ajo's high poverty levels and elevated unemployment rates underscore the need for programs that bridge gaps in education and workforce training (University of Arizona, 2019).

TYD's rural delivery model emphasizes community-embedded outreach, partnerships with local institutions, staffing that reflects local knowledge, and flexible service strategies including orientation convenience and remote communications options. This approach enables TYD to sustain engagement even in areas where service access is limited.

Why TYD is Uniquely Positioned to Serve This Population

TYD's ability to meet the needs of youth across urban and rural Pima County rests on several distinct strengths:

1. Historical Mission and Expertise: TYD originated during the era of the "War on Poverty" as part of the Office of Economic Opportunity, with a foundational focus on addressing poverty through education and workforce advancement. That

mission continues today, refined to meet the needs of youth facing barriers to education and employment.

2. Decades of Collaboration with Pima County: TYD has maintained a strong, collaborative relationship with Pima County for more than five decades, building institutional knowledge, trust, and programmatic alignment that directly benefits youth participants.
3. Tailored Program Design: From the establishment of ACE to serve youth unsuccessful in traditional high schools to the integration of YouthWorks to connect education with employment, TYD has intentionally developed programs and an organizational culture centered on youth who need alternative pathways to success.
4. Proven Rural Implementation and Experience: TYD does not approach rural service delivery as a pilot or expansion effort; it is a continuation of a long-standing, invaluable partnership and practice. TYD has consistently demonstrated the capacity to deliver culturally responsive, youth-centered services in communities such as Ajo.

Local socioeconomic and educational indicators underscore the ongoing need for TYD's services across Pima County. Tucson experiences persistently high poverty rates compared to state averages, with nearly one in five residents living below the federal poverty line (U.S. Census Bureau, 2023). Concentrated poverty is particularly evident in neighborhoods surrounding TYD and TYD's downtown school campus, where nearly one-third of residents in the 85705 zip code live in poverty.

Educational outcomes further reflect systemic challenges, as Pima County's on-time graduation rate remains below state and national benchmarks (Arizona State Board of Education, 2023). Additionally, a significant number of young people in the region are disconnected from school and employment, signaling persistent barriers to economic mobility and workforce participation.

Together, these indicators demonstrate both the scope of need and the importance of sustained interventions and activities designed for youth facing economic, educational, and structural barriers.

SOURCES

Arizona State Board of Education. (2023). *High School Graduation Rate Dashboard (4-Year Cohort Rate), Pima County.*

<https://mapazdashboard.arizona.edu/education/high-school-graduation-rates>

U.S. Census Bureau, American Community Survey 5-Year Estimates. (2023). *Poverty and demographic indicators for Tucson, AZ and ZIP Code 85705.*

<https://censusreporter.org/profiles/86000US85705-85705/>

<https://censusreporter.org/profiles/05000US04019-pima-county-az/>

University of Arizona. (2019). *Community socioeconomic profile: Ajo, Arizona.*

<https://news.arizona.edu/employee-news/bike-ajo-program-model-rural-communities>

Section 3: Project Plan

Overview of Summer Youth Activities

Tucson Youth Development's (TYD) Summer Short Term Work program (STWX) is a structured, five-week workforce readiness and paid work experience initiative designed to support youth in developing the skills, confidence, and behaviors needed for successful entry into the workforce. Youth participate in the program for up to 40 hours per week, earning wages while engaging in supervised employment experiences and targeted employability skill development.

STWX serves youth in both urban and rural areas, intentionally expanding access to paid employment opportunities for young people who may otherwise face barriers to entering the workforce. Through a combination of pre-employment preparation, ongoing coaching, and hands-on work experience, participants gain exposure to real-world workplace expectations within public and private sector settings.

Summer activities are intentionally designed to balance skill-building and practical application. Youth receive training and guidance focused on foundational employability skills—such as communication, teamwork, professionalism, time management, and problem-solving—while applying these skills in paid work placements. This integrated approach allows participants to immediately practice and reinforce learning in real workplace environments.

Throughout the five-week program, youth are supported by TYD staff through regular supervision, check-ins, and reflective activities that encourage personal growth, responsibility, and increased awareness of future education and/or career opportunities. STWX functions as an entry-level workforce experience, preparing youth for continued employment, further training, or educational and career pathways beyond the summer program.

The following Project Plan outlines the program's implementation strategy, including participant recruitment and onboarding, work readiness preparation, worksite placement and supervision, and performance monitoring to ensure youth outcomes align with Pima County's workforce development goals.

Project Plan Summary

TYD will implement the 2026 STWX program through a structured, multi-phase plan that integrates participant recruitment and selection, worksite recruitment and development, orientation, paid work experience and mentorship, ongoing monitoring, and program close-out. Program activities are supported by established organizational fiscal controls,

payroll systems, and the Pima County Participant Tracking System (PTS) to ensure accurate documentation, compliance, and reporting. Clear roles, timelines, and oversight mechanisms ensure that youth receive meaningful work experiences while TYD maintains accountability to County requirements.

Milestone Chart

<u>Task to be Performed</u>	<u>Timeframe</u>	<u>Proposed Staff</u>
Pre-program planning and worksite recruitment and development	January–April/May 2026	Director of Programs
Participant selection enrollment	April 2026	Director of Programs
Participant enrollment	(late) May 2026	Director of Programs
Staff hiring and program coordination	(late) May 2026	Director of Programs, Payroll/HR Coordinator
Orientation and youth onboarding process	Last week of May 2026	Director of Programs and STWX Coordinators
Program implementation	First week of June 2026	STWX Coordinators and Director of Programs (as secondary)
Work experience activity and monitoring	June 2026	STWX Coordinators
Program close-out and reporting	Late June/early July 2026	STWX Coordinators and Director of Programs

Activities and program components are consistent for urban and rural participants. Differences related to rural implementation are logistical in nature (orientation location and timing) and are outlined in the narrative below.

Organizational Experience and Timeline (Milestone Chart Narrative)

TYD has provided Summer Youth Employment programming in partnership with Pima County since at least the 1970s–1980s, through various program iterations now overseen by the Pima County One-Stop system. This long-standing collaboration reflects TYD’s demonstrated capacity to administer compliant, youth-centered summer employment programs serving both urban and rural populations, including youth in Ajo and surrounding areas.

Pre-Program Planning and Worksite Recruitment and Development (January–April/May)

Program planning begins several months prior to the start of summer employment. Beginning as early as January, TYD's Director of Programs recruits and confirms participating worksites. This process is consistent for both urban and rural participants, including recruitment of worksites in Ajo through email and phone outreach.

Worksites vary by industry and emphasize entry-level roles that support foundational employability and soft skills development. TYD prioritizes worksites that:

- Minimize transportation burden for participants, including placements at or near the school a youth attends when feasible;
- Demonstrate commitment to mentorship and positive role modeling;
- Provide meaningful, structured work experiences aligned with youth development goals.

Worksite information is documented and maintained by TYD's Director of Programs to support participant placement, monitoring, and reporting.

Participant Selection and Enrollment (Late May)

Upon receipt of the County's official Summer Program List, TYD's Director of Programs selects 30 urban youth and 20 rural youth in alignment with County-identified priority populations and demographic targets. For rural youth in Ajo, the Director of Programs contacts selected participants by email to confirm continued interest and availability for the month of June (e.g., no conflicting travel or summer school commitments). Participant eligibility, enrollment status, and demographic information are entered and verified in the Pima County Participant Tracking System (PTS) prior to program start.

Staffing and Program Coordination (Late May)

Concurrently, TYD recruits and hires temporary STWX Coordinators, who serve as the primary point of contact for participants and worksites/worksite supervisors. The STWX Coordinators are hired in advance of orientation to allow sufficient time for onboarding and background checks. TYD prioritizes hiring Coordinators with prior STWX experience and has a history of rehiring individuals who have demonstrated effectiveness in the role. A detailed job description outlining minimum qualifications and responsibilities will be included as an attachment.

Orientation and Onboarding (Late May)

All selected participants are required to attend a mandatory orientation during the last week of May. Orientation attendance and completion of all required employment documentation is mandatory prior to worksite placement and payroll activation.

- Urban participants attend orientation at TYD during the last week of May.
- Rural participants attend orientation in Ajo, typically held approximately two weeks prior to the urban orientation, pending facility approval through Ajo Unified School District (AUSD).

Orientation includes:

- Employability and workplace readiness skills training;
- Review of timekeeping procedures and payroll schedules;
- Review of the Pima County Workforce Readiness Handbook;
- Clear expectations regarding attendance, professionalism, and conduct.

Orientation attendance, eligibility documentation, and worksite assignments are documented for participant files and reflected in PTS to ensure alignment between program participation, payroll processing, and County reporting requirements.

Upon completion of orientation, urban youth participants are assigned to worksites and begin summer employment the following Monday. Rural youth participants are placed at worksites during orientation and receive a referral card confirming their start date and reporting location.

Program Implementation and Monitoring (June)

The summer work experience begins the first week of June. Participants engage in paid, on-the-job work experiences that emphasize entry-level tasks, accountability, independent work, time management, communication, and professionalism.

All hours worked are recorded on approved timesheets, reviewed by worksite supervisors, and submitted to the Director of Programs for payroll processing through iSolved People Cloud. Payroll records are reconciled with participant files and tracked by funding source to ensure accurate allocation of STWX wages.

Prior to program start, the Director of Programs provides worksite supervisors with participant files, including emergency contact information, payschedules, timesheets, and the participant handbook.

The STWX Coordinators serve as the primary monitoring and compliance link between participants, worksites/worksite supervisors, and TYD administration. They establish regular communication, specifically, with the worksite supervisors and youth participants. Although the position is temporary (approximately six weeks), the STWX Coordinators:

- Meet with participants at orientation and at least once per week throughout the program;

- Maintain availability by phone and email during regular business hours using a TYD-issued phone;
- Keep case notes and monitoring forms documenting participant progress and issues;
- Communicate regularly with worksite supervisors to address attendance, performance, and support needs.

Evaluation and Outcomes

TYD evaluates participant progress using pre and post-assessments, supervisor evaluations, and program completion data.

The proposed outcomes for 2026 are as follows:

- 27 of 30 urban youth participants will complete their hours.
- 18 or 20 rural youth participants will complete their hours.
- At least 90% of participants will successfully complete their assigned work hours, as verified through approved timesheets and payroll records, and score 80% or higher in proficiency in post-program work readiness and occupational assessments.

Program Close-Out and Reporting (Late June–Early July)

Near program completion, worksite supervisors complete participant evaluations, which are reviewed with youth to support reflection and growth. The Coordinators collect all required documentation and submits materials to the Director of Programs.

The Director of Programs reviews participant files for accuracy and compliance, reconciles payroll documentation, updates final outcomes in PTS, exits participants from PTS, and submits all required reports and supporting documentation to Pima County in accordance with grant requirements.

The sixth week of the program serves as the Coordinators' final week, during which participant files are finalized and closed.

Participants receive final paychecks according to TYD's bi-monthly payroll schedule.

Risk Mitigation and Program Quality Assurance

TYD proactively mitigates common summer employment risks through established practices, including:

- Transportation and attendance barriers, addressed through strategic worksite placement and regular Coordinator check-ins;

- Worksite or performance concerns, addressed through early intervention and communication with supervisors;
- Documentation or payroll errors, mitigated through supervisory review, reconciliation processes, and centralized oversight by the Director of Programs.

These practices ensure program continuity, long-standing fiscal accountability, and a positive experience for both youth and employers.

Prior Summer Youth Programming (Last Three Years)

Over the past three summers, TYD has consistently implemented and successfully managed Pima County–funded Summer Youth Employment Work Experience programming, providing structured, supervised, work-based learning opportunities across a wide-range of various industries including education, public service, healthcare, nonprofit, and community-based worksites.

In 2023, TYD served 47 youth across work experience and healthcare placements, with 44 successfully completing their assignments, resulting in an overall success rate of 88%. Participants achieved a 90% completion rate (36 of 40 youth), while Healthcare WEX participants achieved an 80% completion rate (8 of 10 youth). All successful participants earned scores of 80% or higher in both Work Readiness and Occupational Skills. In addition to healthcare, youth were placed at schools, libraries, parks, senior service agencies, and nonprofit organizations, where they developed critical soft skills such as customer service, clerical skills, maintenance, and direct-service competencies.

In 2024, TYD expanded community partnerships and served 50 youth in work experience and healthcare placements across school districts, libraries, recreation centers, healthcare facilities, senior living communities, and local nonprofits. Thirty-three youth successfully completed placements, resulting in an 82.5% completion rate. Despite external partner-related scheduling barriers that affected healthcare hours, participants demonstrated strong skill attainment and earned required Work Readiness and Occupational Skills benchmarks. Youth engaged in hands-on learning including office administration, customer service, youth programming support, facilities maintenance, recreation assistance, and healthcare support functions.

In 2025, TYD further strengthened implementation systems and achieved its highest performance outcomes in the past three years. TYD served 50 youth across urban and rural placements, with 48 successfully completing program requirements for a 96% overall success rate. Urban placements achieved a 100% completion rate (30 of 30 youth), and rural placements achieved a 90% completion rate (18 of 20 youth). All completing participants earned 80% or higher on Occupational Skills and Work Readiness evaluations. Youth were placed in schools, youth centers, parks and

recreation, libraries, and community organizations, where they built transferable skills in teamwork, communication, professionalism, and workplace responsibility.

Across all program years, TYD has maintained strong employer relationships, diverse worksite options, and consistent oversight through orientations, regular coordinator check-ins, supervisor evaluations, case notes, and standardized performance assessments. Participants consistently demonstrate growth in punctuality, communication, teamwork, and task completion. These outcomes reflect TYD's proven capacity to recruit, prepare, place, and support youth in meaningful summer employment experiences that build confidence, transferable skills, and long-term workforce readiness.

Career Pathways and Ladders

TYD's STWX focuses on foundational career readiness pathways that support youth success across all industries. Many youth participants are early in their career exploration and benefit most from developing the soft skills, workplace behaviors, and self-awareness that serve as the foundation for any long-term career trajectory. Rather than placing participants into a single occupational ladder, the program emphasizes the development of transferable soft skills—such as communication, problem-solving, teamwork, accountability, and professionalism—that form the base of any career pathway.

Section 4: Fiscal & Management Information Systems

Tucson Youth Development (TYD) utilizes iSolved People Cloud, a secure, cloud-based payroll and human resources system, to process all employee and youth participant payroll. Youth enrolled through the STWX program are paid on a bi-monthly basis, in alignment with the agency's established payroll schedule.

Youth wages are distributed either by paper check or direct deposit, based on participant preference. This flexibility ensures timely, accessible, and reliable payment for all youth participants.

To ensure accurate tracking, accountability, and compliance with grant requirements, TYD employs multiple financial controls to monitor STWX payroll expenditures. Wage reports generated through iSolved are used to track individual youth hours worked and wages earned. Payroll registers are reviewed each pay period to verify reported hours and ensure consistency across records. Periodic payroll reports are also utilized to track cumulative hours and wages for each participant over defined date ranges.

Payroll expenses are recorded through journal entries in QuickBooks, where youth wages are coded to the designated SYEP/STWX account and assigned to the Summer Youth Employment class, allowing for clear identification and segregation of youth payroll costs from general staff payroll and other organizational expenses. Grant funds are also separately recorded in QuickBooks upon receipt, ensuring that restricted funds are applied only to allowable program-related expenses.

This layered approach enables TYD to clearly track STWX expenditures—including youth wages, related staff costs, and program expenses—through detailed financial reporting such as Profit and Loss statements. TYD's fiscal practices and fund segregation methods were reviewed during a recent county audit, with no findings or corrective actions issued, affirming the organization's long standing financial controls and compliance standards.

Section 5: Sustainability Practices

Tucson Youth Development (TYD) is committed to operating in an environmentally responsible manner and has long integrated sustainability practices across its facilities and daily operations. Well before sustainability became a formal funding priority, TYD emphasized waste reduction, reuse, and recycling as part of both its organizational culture and educational model.

Recycling is actively encouraged among staff and students and is made accessible across all sites. Beyond recycling, TYD prioritizes resourcefulness and reuse, repurposing materials whenever possible before they enter the recycling or waste stream. Large items such as furniture, equipment, and outdated technology are donated to other organizations or individuals when feasible, extending the life of usable goods and reducing landfill impact.

The agency has also invested in water conservation and land stewardship practices in collaboration with community partners. At TYD's downtown school campus, water-harvesting basins installed in partnership with Watershed Management Group capture rainwater to support native and desert-adapted landscaping. TYD's south campus includes infrastructure for rainwater capture, reflecting the organization's historical commitment to water conservation in an arid environment. In addition, TYD schools incorporate gardening components that provide hands-on learning opportunities and reinforce environmental awareness and sustainable practices among youth.

Sustainability is embedded in educational programming through renewable energy exploration, including the use of solar-powered tools and solar ovens for student learning activities. Building on these efforts, TYD is actively seeking grant funding to install solar parking structures at campus locations to reduce energy consumption and advance long-term sustainability goals.

From an operational standpoint, TYD has collaborated with Tucson Electric Power to upgrade lighting across all locations to energy-efficient LED fixtures, significantly reducing energy consumption and supporting long-term operational efficiency. The organization has also transitioned heavily to digital systems to reduce paper use across payroll, bookkeeping, administrative functions, and educational delivery. When printing is necessary, usage is intentionally minimized.

To further reduce waste, TYD provides water coolers and refill stations at all sites, encouraging the use of reusable bottles and limiting reliance on single-use plastics. From a procurement perspective, the agency prioritizes durable, reusable supplies; limits single-use materials for events and daily operations; and works with vendors that demonstrate environmentally responsible practices whenever feasible.

Collectively, these efforts reflect TYD's sustainability philosophy—rooted in conservation, education, responsible purchasing, and community-minded resource use—and demonstrate the organization's continued commitment to minimizing environmental impact while modeling sustainable behaviors for the youth it serves.

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Tucson Youth Development

Your organization's business name: Banzai Studio

Your name and title: Morgana Cooper, Business Owner

Telephone number: 520 449 9183 Email address: emwcooper@gmail.com

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from June 2024 to June 2025
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

Summer internship program provides

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

Very satisfied, communication is clear and timely, services of great value and need

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	4
Comments:	_____				
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:	_____				
3. Completing projects on time within budget:	0	1	2	3	4
Comments:	_____				
4. Supplier knowledge of services:	0	1	2	3	4
Comments:	_____				
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:	_____				
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:	_____				

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given: Tucson Youth Development

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments: _____

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments: _____

9. What are their strengths as a service provider?
very accomodating, quick to respond, creative and
responsible responding to rural needs

10. What are their drawbacks as a service provider?
none

Any other information that you would like to share about the Supplier:

Your Signature: [Handwritten Signature]

Please email this form by December 12, 2025, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
 Procurement Officer
 Pima County Procurement Department
 Email: brandon.morgan@pima.gov
 Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

EXHIBIT D: REFERENCE FORM (2 PAGES)

PLEASE COMPLETE EACH AND EVERY SECTION.

Name of Supplier for whom reference is given: Eddie Valdez / Tucson Youth Development
 Your organization's business name: John Valenzuela Youth Center
 Your name and title: Alexandra Baltazar-Carlal / Program Director
 Telephone number: 520 792-9251 Email address: alexandrab@ccs-8002.org

- Does Supplier currently provide your organization with (description of service), and at least for (minimum required years)?

Yes Service was provided from June/25 to NOV/25
 (Month, Year) (Month, Year)

No

- Please briefly describe the scope of service and dollar value of the contract with Supplier:

Youth is placed to support participants / staff during the summer program with activities like: sports, arts & crafts, organizing

- Did Supplier meet all contract requirements satisfactorily: Yes No

- How satisfied are you with the quality and accuracy of information provided by Supplier?

We have always had a great quality experience with this program

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
1. Communications with Supplier:	0	1	2	3	4
Comments:					
2. Understanding of contractual requirements:	0	1	2	3	4
Comments:					
3. Completing projects on time within budget:	0	1	2	3	4
Comments:					
4. Supplier knowledge of services:	0	1	2	3	4
Comments:					
5. Suppliers record keeping and billing accuracy:	0	1	2	3	4
Comments:					
6. Supplier's responsiveness and success at addressing problems that arise:	0	1	2	3	4
Comments:					

EXHIBIT D: REFERENCE FORM (continued)

Name of Supplier for whom reference is given:

Tucson Youth Development

PLEASE RATE THE FOLLOWING ITEMS (circle one):

	Unsatisfactory	Below Average	Average	Above Average	Exceptional
7. Competence of professional services staff:	0	1	2	3	4

Comments:

8. Overall satisfaction with Supplier:	0	1	2	3	4
--	---	---	---	---	---

Comments:

9. What are their strengths as a service provider?

Communication, support, partnership

10. What are their drawbacks as a service provider?

None

Any other information that you would like to share about the Supplier:

We love working with TYD, they are great and we greatly appreciate the support of the interns at JWC.

Your Signature:

Alexandra

Please email this form by December 12, 2025, no later than 5:00 P.M. local Tucson, AZ time to:

Brandon Morgan
Procurement Officer
Pima County Procurement Department
Email: brandon.morgan@pima.gov
Tel: 520.724.9510

Supplier may contact you if Reference Form due-in schedule has been revised by subsequent solicitation amendment. The published revised due-in schedule will supersede above schedule.

Thank you for your time. Pima County sincerely appreciates your cooperation.

END OF EXHIBIT D

242004 0000

AZ CORP COMMISSION
FOR THE STATE OF AZ.

JUN 3 4 02 PM '86

APPR *Della DeLuca*
DATE APR 12 1986
TERM _____ TIME _____

ARTICLES OF AMENDMENT TO
ARTICLES OF INCORPORATION OF
TUCSON MANPOWER DEVELOPMENT, INC.

Pursuant to the provisions of §10-061, A.R.S., the undersigned *0724524*

corporation adopts the following Articles of Amendment to

Articles of Incorporation:

The document attached hereto as Exhibit A sets forth the Amend-
ment to the Articles of Incorporation which were adopted by
the Board of Directors of the corporation at their regular
meeting on June 26, 1986, in the manner prescribed by the laws
of the State of Arizona and the by-laws of the corporation.

EXHIBIT "A"

AMENDMENT TO

ARTICLES OF INCORPORATION OF
TUCSON MANPOWER DEVELOPMENT, INC.

ARTICLE VI is amended to read as follows:

ARTICLE VI

DURATION

The date of the commencement of this corporation
shall be the date of the issuance of a Certificate of Incorpora-
tion by the Arizona Corporation Commission. This corpora-
tion shall have a perpetual duration unless dissolved as pro-
vided by law.

DATED this 26th Day of June, 1986

TUCSON MANPOWER DEVELOPMENT, INC.

By: *Douglas P. Mitchell*
Douglas P. Mitchell, President

001321

012003 0043

BY Mary Stella Cota-Robles
Secretary

ACKNOWLEDGEMENT

STATE OF ARIZONA)
) ss.
COUNTY OF PIMA)

The foregoing instrument was acknowledged before me this 26th day of June, 1986, by DOUGLAS P. MITCHELL, President and MARY STELLA COTA-ROBLES Secretary respectfully of Tucson Manpower Development, Inc., an Arizona corporation, on behalf of the corporation.

James E. Jones
Notary Public

My commission expires:
November 21, 1989

337001 0000

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AZ CORP. COMMISSION
FOR THE STATE OF AZ.

ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
TUCSON MANPOWER DEVELOPMENT, INC.

Oct 1 4 13 41 '87
Billy Taylor
10-2-87

Pursuant to the provisions of Section 10-1035, Arizona Revised Statutes, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

FIRST: The name of the corporation is:

TUCSON MANPOWER DEVELOPMENT, INC.

SECOND: The document attached hereto as Exhibit "A" sets forth the amendments to the Articles of Incorporation which were adopted by act of the Board of Directors of the corporation at their meeting on 9-23-87, in the manner prescribed by law.

DATED: 9-23, 1987.

TUCSON MANPOWER DEVELOPMENT, INC.

By: *Alice M. Remy*
President

ATTEST:

Fredrick A. Pulfox
Secretary

STATE OF ARIZONA }
COUNTY OF PIMA } ES.

The foregoing instrument was acknowledged before me this 23rd day of September, 1987, by Alice M. Remy, President and Fredrick A. Pulfox, Secretary, respectively, of TUCSON MANPOWER DEVELOPMENT, INC., an Arizona non-profit corporation, on behalf of the corporation.

Douglas S. Mitchell
Notary Public

My Commission Expires:
Sept 24, 1987

EXHIBIT A

AMENDMENT TO THE ARTICLES OF INCORPORATION
OF
YUCSON MANPOWER DEVELOPMENT, INC.

1. Article IX(C) (13) is added and reads as follows:

To limit or eliminate the personal liability of a director of the corporation of its members for monetary damages for breach of fiduciary duty as a director to the fullest extent permitted by the Arizona Non-Profit Corporation Act, as amended, or to indemnify any director or officer or former director or officer of the corporation or any person who may have served at its request as a director or officer of another corporation in which it owns shares of capital stock or of which it is a creditor, against expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been such director or officer, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable to the corporation and to make any other indemnification that shall be authorized by the Articles of Incorporation or By-Laws, Resolution adopted by the Board of Directors, or the Arizona Non-Profit Corporation Act, as amended.

2. Article XIII is amended to read as follows:

XIII

Non-Liability

To the fullest extent permitted by the Arizona Non-Profit Corporation Act, as amended, the directors of the corporation shall not be personally liable to the corporation or its members for monetary damages for breach of fiduciary duty as a director. The private property of the members, officers, trustees and incorporators shall at all times be exempt from corporate debts and liabilities.

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AZ. CORP. COMMISSION
FOR THE STATE OF AZ.

FEB 5 11 35 AM '91
DATE
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ARTICLES OF AMENDMENT
TO
ARTICLES OF INCORPORATION
OF
TUCSON MANPOWER DEVELOPMENT, INC.

Pursuant to the provisions of ARIZ. REV. STAT. §10-1035, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

- FIRST: The name of the corporation is amended to: ^{TSD} TUCSON YOUTH DEVELOPMENT, INC.
- SECOND: The document attached hereto as Exhibit "A" sets forth the amendments to the Articles of Incorporation which were duly adopted by act of the Board of Directors of which corporation at their meeting on Jan. 31 1991 in the manner prescribed by law.

DATED: January 3, 1991

TUCSON MANPOWER DEVELOPMENT, INC.

By: Rosemary Jones
ROSEMARY JONES
President

ATTEST:

Miguel Palacios
MIGUEL PALACIOS
Secretary

STATE OF ARIZONA }
COUNTY OF PIMA }

The foregoing instrument was acknowledged before me this 31 day of January, 1991, by ROSEMARY JONES, President, and MIGUEL PALACIOS, Secretary, respectively, of TUCSON MANPOWER DEVELOPMENT, INC., on behalf of the corporation.

Douglas P. Mitchell
Notary Public

My Commission Expires:
August 26, 1991

002466

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EXHIBIT A

**AMENDMENT TO THE ARTICLES OF INCORPORATION
OF
TUCSON MANPOWER DEVELOPMENT, INC.**

1. Article I is amended to read as follows:

The name of the corporation is TUCSON YOUTH DEVELOPMENT,
INC.