

**CITY OF PHOENIX**

**Professional Services Contract  
Youth Workforce Development Services**

**Jewish Family & Children's Service, Inc.**

**Contract No. 154076--0**

**David Chavez  
Human Services Department  
200 W. Washington Street, 19<sup>th</sup> Floor  
Phoenix, AZ 85003  
602-262-7303**

## TABLE OF CONTENTS

1. TERM OF CONTRACT.....	4
2. PAYMENT .....	5
3. SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS .....	5
4. INDEMNIFICATION OF CITY AGAINST LIABILITY.....	5
5. INSURANCE .....	6
6. INDEPENDENT CONTRACTOR STATUS; EMPLOYMENT DISCLAIMER.....	6
7. LEGAL WORKER REQUIREMENTS.....	6
8. CONFIDENTIALITY AND DATA SECURITY .....	7
9. CONTACTS WITH THIRD PARTIES .....	8
10. NON-DISCRIMINATION .....	8
11. EQUAL EMPLOYMENT OPPORTUNITY .....	8
12. AUDIT/RECORDS .....	9
13. COMPLIANCE WITH LAWS .....	9
14. CONTRACTOR AND SUBCONTRACTOR WORKER BACKGROUND SCREENING .....	9
15. AMENDMENTS .....	13
16. NON-ASSIGNABILITY .....	14
17. NO ORAL ALTERATIONS.....	14
18. NOTICES.....	14
19. INTEGRATION .....	15
20. GOVERNING LAW; FORUM; VENUE.....	15

<b>21. FISCAL YEAR CLAUSE .....</b>	<b>15</b>
<b>22. TERMINATION OR SUSPENSION OF SERVICES .....</b>	<b>16</b>
<b>23. PROFESSIONAL COMPETENCY .....</b>	<b>17</b>
<b>24. SPECIFIC PERFORMANCE .....</b>	<b>17</b>
<b>25. FORCE MAJEURE.....</b>	<b>17</b>
<b>26. DOCUMENTATION .....</b>	<b>18</b>
<b>27. RELEASE OF INFORMATION - ADVERTISING AND PROMOTION .....</b>	<b>19</b>
<b>28. CONFLICTS OF INTEREST.....</b>	<b>19</b>
<b>29. CLAIMS OR DEMANDS AGAINST THE CITY .....</b>	<b>20</b>
<b>30. WAIVER OF CLAIMS FOR ANTICIPATED PROFITS.....</b>	<b>20</b>
<b>31. CONTINUATION DURING DISPUTES .....</b>	<b>20</b>
<b>32. THIRD PARTY BENEFICIARY CLAUSE.....</b>	<b>20</b>
<b>33. PUBLIC RECORDS.....</b>	<b>20</b>
<b>34. NO ISRAEL BOYCOTT .....</b>	<b>21</b>

**EXHIBITS**

<b>EXHIBIT A</b>	<b>SCOPE OF WORK</b>
<b>EXHIBIT B</b>	<b>FEE SCHEDULE</b>
<b>EXHIBIT C</b>	<b>INSURANCE REQUIREMENTS</b>
<b>EXHIBIT D</b>	<b>SUPPLEMENTAL TERMS AND CONDITIONS</b>
<b>EXHIBIT E</b>	<b>SPECIAL TERMS AND CONDITIONS</b>
<b>EXHIBIT F</b>	<b>CONTRACTOR’S INSURANCE CERTIFICATE</b>
<b>EXHIBIT G</b>	<b>RISK ASSESSMENT MONITORING TOOL</b>

**PROFESSIONAL SERVICES CONTRACT  
BETWEEN  
THE CITY OF PHOENIX  
AND  
Jewish Family & Children's Service, Inc.**

This **CONTRACT** is made and entered into this 1st day of April, 2021 ("**Commencement Date**") by and between the City of Phoenix, Arizona, a municipal corporation of the State of Arizona (hereinafter referred to as "**City**") and **Jewish Family & Children's Service, Inc.**, (hereinafter referred to as "**Contractor**").

**RECITALS**

1. The City Manager of the City of Phoenix, Arizona, is authorized by the provisions of the City Charter to execute contracts for professional services.
2. The City desires to obtain the services that are specifically set forth in this Contract.
3. The City procured these professional services in accordance with Administrative Regulation 3.10.
4. Contractor possesses the skills and expertise necessary to provide such services as desired by the City.
5. This Contract is authorized by City Council Ordinance S-47403 dated March 17, 2021.

**NOW, THEREFORE**, it is agreed by and between the parties as follows:

1. **TERM OF CONTRACT**

- A. This Contract shall begin on the Commencement Date and shall have an initial term of fifteen (15) months ("**Term**"), with four (4) option[s] to extend the Term for one year [each], which option[s] may be exercised at the sole discretion of the City.
- B. This Contract shall terminate upon the earliest occurrence of any of the following:
  1. reaching the end of the Term and any extensions exercised as set forth in 1(A);

2. completing the services set forth in the Scope of Work attached as **Exhibit A** (the “Services”);
3. payment of the maximum compensation under Paragraph 2 of this Contract, unless it is amended to allow additional compensation; or
4. termination pursuant to the provisions of this Contract.

## 2. PAYMENT

- A. The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract shall not exceed **\$420,000.00**, as specified in the Fee Schedule (**Exhibit B**), with no additional charges for overhead, benefits, local travel or administrative support. Payments shall be made in proportion to the Services performed and no more than ninety percent (90%) of the total contract price shall be paid before the work is totally completed and accepted by the City.
- B. Contractor shall email monthly invoices to [hsd.invoices@phoenix.gov](mailto:hsd.invoices@phoenix.gov) on or before the 15<sup>th</sup> of every month in compliance with ARIZONA@WORK City of Phoenix Guidance Letter 18-006 (Guidelines for Subcontract Invoicing and Backup Documentation), as amended. Each monthly invoice shall be accompanied with itemized receipts. The monthly invoice shall be submitted free of mathematical errors and/or missing supporting documentation Failure of City to identify an error does not waive any of the City’s rights.

## 3. SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS

Contractor will provide services that will be in accordance with the Scope of Work as set forth in **Exhibit A**, which may be supplemented with additional detail from time to time during the term of the Contract, and that are satisfactory to the City. In performing these services, Contractor shall also specifically comply with the applicable Supplemental Terms and Conditions that are set forth in **Exhibit D**. Contractor will provide progress reports to the Human Services Department according to a mutually agreed-upon schedule.

## 4. INDEMNIFICATION OF CITY AGAINST LIABILITY

Contractor (“Indemnitor”) must defend, indemnify, and hold harmless the City of Phoenix and its officers, officials (elected or appointed), agents, and employees (“Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses or expenses (including but not limited to court costs, attorney fees, expert fees, and costs of claim processing, investigation and litigation) of any nature or kind whatsoever (“Losses”) caused, or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of Indemnitor or any of its owners, officers, directors, members, managers, agents, employees or subcontractors (“Indemnitor’s Agents”) arising out of or in connection with this Contract. This defense and indemnity obligation includes holding

Indemnitee harmless for any Losses arising out of or recovered under any state's Workers' Compensation Law or arising out of the failure of Indemnitor or Indemnitor's Agents to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Indemnitor's duty to defend Indemnitee accrues immediately at the time a claim is threatened or a claim is made against Indemnitee, whichever is first. Indemnitor's duty to defend exists regardless of whether Indemnitor is ultimately found liable. Indemnitor must indemnify Indemnitee from and against any and all Losses, except where it is proven that those Losses are solely a result of Indemnitee's own negligent or willful acts or omissions. Indemnitor will be responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Contract, Indemnitor waives all rights of subrogation against Indemnitee for losses arising from the work performed by Indemnitor or Indemnitor's Agents for the City of Phoenix. The obligations of Indemnitor under this provision survive the termination or expiration of this Contract.

## **5. INSURANCE**

Contractor and subcontractors shall deliver to the City, prior to commencement of the Services provided under this Contract, a certificate of insurance acceptable to the City in the amounts and form specified in **Exhibit C**. Failure of Contractor and subcontractors to maintain insurance during the term of the Contract, including renewal options, is a material breach and may result in immediate termination of this Contract without notice. Insurance requirements are subject to periodic review and adjustment by the City.

## **6. INDEPENDENT CONTRACTOR STATUS; EMPLOYMENT DISCLAIMER**

- A. The parties agree that Contractor is providing the Services under this Contract on a part-time and/or temporary basis and that the relationship created by this Contract is that of independent contractors. Neither Contractor nor any of Contractor's agents, employees or helpers shall be deemed to be the employee, agent, or servant of the City. The City is only interested in the results obtained under this Contract; the manner, means and mode of completing the same are under the sole control of Contractor.
- B. This Contract is not intended to constitute, create, give rise to, or otherwise recognize a joint venture, partnership or formal business association or organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in this Contract. The parties agree that no individual performing under this Contract on behalf of Contractor will be considered a City employee, and that no rights of City Civil Service, City retirement or City personnel rules shall accrue to such individual. Contractor shall have total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such individuals and shall save and hold harmless the City with respect thereto.

## **7. LEGAL WORKER REQUIREMENTS**

The City is prohibited by Arizona Revised Statutes § 41-4401 from awarding an agreement to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214(A). Therefore, Contractor agrees that:

- A. Contractor and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with Arizona Revised Statutes § 23-214, subsection A.
- B. A breach of warranty under paragraph A shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of the Contract.
- C. The City retains the legal right to inspect the papers of the Contractor or subcontractor employee(s) who work(s) on this Contract to ensure that Contractor or subcontractor is complying with the warranty under paragraph A.

## **8. CONFIDENTIALITY AND DATA SECURITY**

- A. All data, regardless of form, including originals, images and reproductions, prepared by, obtained by, or transmitted to Contractor in connection with this Contract is confidential, proprietary information owned by the City. Except as specifically provided in this Contract, the Contractor shall not disclose data generated in the performance of the Services to any third person without the prior written consent of the City Manager, or his/her designee.
- B. Personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, Contractor must encrypt and/or password protect electronic files. This includes data saved to laptop computers, computerized devices or removable storage devices. When personal identifying information, financial account information, or restricted City information, regardless of its format, is no longer necessary, the information must be redacted or destroyed through appropriate and secure methods that ensure the information cannot be viewed, accessed, or reconstructed.
- C. In the event that data collected or obtained by the Contractor in connection with this Contract is believed to have been compromised, Contractor shall notify the City Privacy Officer immediately. Contractor agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data and, where applicable, the cost of notifying individuals who may be impacted by the breach.
- D. Contractor agrees that the requirements of this Section shall be incorporated into all subcontractor/sub consultant agreements entered into by the

Contractor. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Contract without notice.

- E. The obligations of Contractor under this Section shall survive the termination of this Contract.

## **9. CONTACTS WITH THIRD PARTIES**

Contractor or its subcontractors shall not contact third parties to provide any information in connection to the Services provided under this Contract without the City's prior written consent. Should Contractor or its subcontractors be contacted by any person requesting information or requiring testimony relative to the Services provided under this Contract or any other prior or existing Contract with the City, Contractor or its subcontractors shall promptly inform the City giving the particulars of the information sought and shall not disclose such information or give such testimony without the written consent of the City or court order. The obligations of Contractor and its subcontractors under this Section shall survive the termination of this Contract.

Contractor agrees that the requirements of this Section shall be incorporated into all subcontractor agreements entered into by the Contractor. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Contract without notice.

## **10. NON-DISCRIMINATION**

Contractor shall comply with Section 188 WIOA Nondiscrimination and Equal Opportunity regulations and all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age sex, religion, disability, handicap, sexual orientation or for exercising and rights afforded by law.

## **11. EQUAL EMPLOYMENT OPPORTUNITY**

- A. To do business with the City, Contractor must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Contractor will direct any questions about these requirements to the City's Equal Opportunity Department at (602) 262-6790.
- B. Any Contractor in performing under this Contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit

an unfair employment practice. The Contractor will ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability, and shall adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort, and responsibility, and that are performed within the same establishment under similar working conditions. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. Contractor further agrees that this clause will be incorporated in all subcontracts or job-Consultant agreements entered into by Contractor. The Contractor further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity or expression and shall ensure that applicants are employed, and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.

- C. Documentation: Suppliers and lessees may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.
- D. Monitoring: The Equal Opportunity Department shall monitor the employment policies and practices of suppliers and lessees subject to this article as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary.

## **12. AUDIT/RECORDS**

The City reserves the right, at reasonable times, to audit Contractor's books and records relative to the performance of service under this Contract. All records pertaining to this Contract shall be kept on a generally accepted accounting basis for a period of three (3) years following termination of the Contract.

## **13. COMPLIANCE WITH LAWS**

Contractor shall comply with all existing and subsequently enacted federal, state and local laws, ordinances, codes, and regulations that are, or become applicable to this Contract. If a subsequently enacted law imposes substantial additional costs on Contractor, a request for an amendment may be submitted pursuant to Paragraph 15.

#### 14. CONTRACTOR AND SUBCONTRACTOR WORKER BACKGROUND SCREENING

Contract Worker Background Screening. Contractor agrees that all Contractor and subcontractors' workers (collectively "Contract Worker(s)") pursuant to this Contract will be subject to background and security checks and screening (collectively "Background Screening") at Contractor's sole cost and expense, unless otherwise provided for in the Scope of Work. Contractor's Background Screening will comply with all applicable laws, rules and regulations. Contractor further agrees that the Background Screening is necessary to preserve and protect public health, safety and welfare.

- A. Background Screening Risk Level: The City has established two levels of risk: Standard and Maximum. If the scope of work changes, the City may amend the level of risk, which could require the Contractor to incur additional contract costs to obtain background screens.
- B. Terms of This Section Applicable to all Contractor's Contracts and Subcontracts: Contractor will include Contract Worker background screening in all contracts and subcontracts for services furnished under this contract.
- C. Materiality of Background Screening Requirements; Indemnity: The background screening requirements are material to City's entry into this agreement and any breach of these provisions will be deemed a material breach of this Contract. In addition to the indemnity provisions set forth in this Contract, Contractor will defend, indemnify and hold harmless the City for all claims arising out of this background screening section including, but not limited to, the disqualifications of a Contract Worker by Contractor. The background screening requirements are the minimum requirements for the Contract. The City in no way warrants that these minimum requirements are sufficient to protect Contractor from any liabilities that may arise out of the Contractor's services under this Contract or Contractor's failure to comply with this section. Therefore, Contractor and its Contract Workers will take any reasonable, prudent and necessary measures to preserve and protect public health, safety and welfare when providing services under this Contract.
- D. Continuing Duty; Audit: Contractor's obligations and requirements will continue throughout the entire term of this Contract. Contractor will maintain all records and documents related to all background screenings and the City reserves the right to audit Contractor's records.
- E. Current Risk Level: The current risk level and background screening required is **MAXIMUM RISK**. A maximum risk background screening will be performed every five years when the Contract Worker's work assignment will:
  - Work directly with vulnerable adults or children, (under age 18); or

- Any responsibility for the receipt of payment of City funds or control of inventories, assets, or records that are at risk of misappropriation; or
  - Unescorted access to:
    1. City data centers, money rooms, high-value equipment rooms; or
    2. Private residences; or
  - Access to critical infrastructure sites/facilities; or
  - Direct or remote access to Criminal Justice Information Systems (CJIS) infrastructure.
- F. Requirements: The background screening for maximum risk level will include a background check for real identity/legal name and will include felony and misdemeanor records from any county in the United States, the State of Arizona, plus any other jurisdiction where the Contractor worker has lived at any time in the preceding seven years from the Contract Worker's proposed date of hire. In addition, Maximum screening levels may require additional checks as included herein, depending on the scope of work, and may be amended if the scope of work changes.
- G. Contractor Certification; City Approval of Maximum Risk Background Screening: Unless otherwise provided for in the Scope of Work, Contractor will be responsible for:
- Determining whether Contract Worker(s) are disqualified from performing work for the City for maximum risk level background checks; and,
  - Submitting pass/fail results to the City for approval; and,
  - Reviewing the results of the background check every three to five years, dependent on scope; and,
  - to engage in whatever due diligence is necessary to make the decision on whether to disqualify a Contract Worker; and,
  - Submitting the list of qualified Contract Workers to the contracting department; and,
  - If, upon review of the background information, the City will advise the Contractor if it believes a Contract Worker should be disqualified. The Contractor will evaluate the Contract Worker and if the Contractor believes that there are extenuating circumstances that suggest that the person should not be disqualified, the Contractor will discuss those circumstances with the contracting department. The contracting department decision on disqualification of a Contract Worker is final.
  - For sole proprietors, the Contractor must comply with the background check for himself and any business partners, or members or employees who will assist on the contract and for whom the requirements of the Contract apply.
  - By executing this Contract, Contractor certifies and warrants that Contractor has read the background screening requirements and criteria in this section, and that all background screening information furnished to the City is accurate and current.

- The City's final documented decision will be an "approve" or "deny" for identified Contract Workers.
  - The City will not keep records related to background checks once they are confirmed. Information to verify the results will be returned to the Contractor, or any contracted agency that assists with review, after the City's completed review.
  - By executing this Contract, Contractor further certifies and warrants that Contractor has satisfied all such background screening requirements for the maximum risk background screening, and verified legal worker status, as required.
  - The City may, in its sole discretion, accept or reject any or all the Contract Workers proposed by Contractor for performing work under this Contract. A Contract Worker rejected for work at a maximum risk level under this Contract will not be proposed to perform work under other city contracts or engagements without the City's prior written approval.
- H. Fingerprinting. The provisions of A.R.S. § 46-141 (as may be amended) are hereby incorporated in their entirety. For reference, these provisions include, but are not limited to, the following:
- Contractor agrees to comply with A.R.S. § 46-141 which states that contracts entered into for the provision of services to juveniles shall provide that, as a condition of employment, personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles, shall have a valid class one or class two fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1, or shall apply for a class one or class two fingerprint clearance card within seven working days of employment.
  - Contractor will assume the costs of fingerprint checks OR may charge these costs to its personnel who require fingerprinting. City may allow all or part of the costs of fingerprint checks to be included as an allowable cost. Except as provided in A.R.S. § 46-141, this contract may be cancelled or terminated immediately if a person employed by the Contractor, and who has contact with juveniles, certifies pursuant to the A.R.S. § 46-141 (as may be amended) that the person is awaiting trial or has been convicted of any of the offenses listed therein in this state, or of acts committed in another state that would be offenses in this state, or if the person does not possess or is denied issuance of a valid fingerprint clearance card.
  - Personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify whether they are awaiting trial or have ever been convicted of any of the offenses described in A.R.S. § 46-141(F) (as may be amended).
  - Personnel who are employed by the Contractor, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify whether they have ever committed any act of sexual abuse of a

child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.

I. Background Checks for Employment through the Central Registry

- The provisions of A.R.S. § 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Contract.
- Contractor will conduct Central Registry Background Checks and will use the information contained in the Central Registry as a factor to determine qualifications for positions that provide direct service to children or vulnerable adults for:
- Any person who applies for a contract with Arizona and that person's employees.
  - All employees of a Subawardee (Contractor).
  - A Subawardee of a Subawardee (Contractor) and the Subawardee(s) employees; and
  - Prospective employees of the Subawardee (Contractor) at the request of the prospective employer (City).
- Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check, which is to be used as a factor to determine qualifications for volunteer positions.
- A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
- Before being employed or volunteering in a position that provides direct services to children or vulnerable adults, persons shall certify on forms that are provided by the City whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential.
- A person awaiting receipt of the Central Registry Background Check may provide direct services to City clients after completion and submittal of the Direct Service Position certification form if the certification states:
  - The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
  - The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding.
- If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services to City clients.
- Contract shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of this Contract.

## **15. AMENDMENTS**

Whenever an addition, deletion or alteration to the Services described in **Exhibit A** substantially changes the Scope of Work thereby materially increasing or decreasing the cost of performance, a supplemental agreement must first be approved in writing by the City and Contractor before such addition, deletion or alteration shall be performed. Changes to the Services may be made and the compensation to be paid to Contractor may be adjusted by mutual agreement, but in no event may the compensation exceed the amount authorized without further written authorization. It is specifically understood and agreed that no claim for extra work done or materials furnished by Contractor will be allowed except as provided herein, nor shall Contractor do any work or furnish any materials not covered by this Contract unless first authorized in writing. Any work or materials furnished by Contractor without prior written authorization shall be at Contractor's risk, cost and expense, and Contractor agrees to submit no claim for compensation or reimbursement for additional work done or materials furnished without prior written authorization.

## **16. NON-ASSIGNABILITY**

This Contract is in the nature of a personal services contract and Contractor shall have no power to assign its rights and obligations under this Contract without the prior written consent of the City. Any attempt to assign without such prior written consent shall be void.

## **17. NO ORAL ALTERATIONS**

No alteration or variation of the terms of this Contract shall be binding on the parties herein unless such alteration or variation is in writing and signed by each of the parties to this Contract. No oral understanding or agreement not incorporated in this Contract shall be binding on any of the parties herein.

## **18. NOTICES**

Any notice, consent or other communication ("Notice") required or permitted under this Contract shall be in writing and either: (1) delivered in person; (2) sent via e-mail, return receipt requested; (3) sent via facsimile transmission; (4) deposited with any commercial air courier or express delivery service; or (5) deposited in the United States mail, postage prepaid.

If to Contractor:

Lorrie Henderson, Ph.D., MBA, LCSW  
Jewish Family & Children's Service, Inc.  
4747 N. 7<sup>th</sup> Ave. Suite 100  
Phoenix, AZ 85014  
Telephone: 602-567-8370  
E-Mail: [Lorrie.Henderson@jfcsaz.org](mailto:Lorrie.Henderson@jfcsaz.org)

If to City:	If Program Related:
Vanessa Quintana	David Chavez
City of Phoenix	City of Phoenix
Human Services Department	Human Services Department
200 W. Washington Street, 18th Floor Phoenix, AZ 85003	200 W. Washington St., 19th Fl Phoenix, AZ 85003
Telephone: (602)-534-1032	Telephone: (602) 262-7303
E-Mail: <a href="mailto:vanessa.ramirez@phoenix.gov">vanessa.ramirez@phoenix.gov</a>	E-Mail: <a href="mailto:david.chavez@phoenix.gov">david.chavez@phoenix.gov</a>

Notice shall be deemed received: (1) at the time it is personally served; (2) on the day it is sent via e-mail; (3) on the second day after its deposit with any commercial air courier or express delivery service; or (4) five business days after the Notice is deposited in the United States mail as above provided. Any time period stated in a Notice will be computed from the time the Notice is deemed received.

Notices sent by e-mail will also be sent by regular mail to the recipient at the above address. This requirement for duplicate Notice is not intended to change the effective date of the Notice sent by e-mail.

**19. INTEGRATION**

This Contract constitutes and embodies the full and complete understanding and agreement of the parties hereto and supersedes all prior understandings, agreements, discussions, proposals, bids, negotiations, communications, and correspondence, whether oral or written. No representation, promise, inducement or statement of intention has been made by any party hereto which is not embodied in this Contract, and no party hereto shall be bound by or liable for any statement of intention not so set forth.

**20. GOVERNING LAW; FORUM; VENUE**

This Contract is executed and delivered in the State of Arizona, and the substantive laws of the State of Arizona (without reference to choice of law principles) shall govern their interpretation and enforcement. Any action brought to interpret or enforce any provision of this Contract that cannot be administratively resolved, or otherwise related to or arising from this Contract, shall be commenced and maintained in the state or federal courts of the State of Arizona, Maricopa County, and each of the parties, to the extent permitted by law, consents to jurisdiction and venue in such courts for such purposes.

**21. FISCAL YEAR CLAUSE**

The City's fiscal year (consistent with the Arizona Department of Economic Security's program year) begins July 1st and ends June 30th each calendar year. The City may make payment for services rendered or costs encumbered only during a fiscal year and for a period of sixty (60) days immediately following the close of the fiscal year, under the

provisions of A.R.S. §42-17108. Therefore, Contractor must submit billings for services performed or costs incurred prior to the close of a fiscal year within ample time to allow payment within this 60-day period.

## **22. TERMINATION OR SUSPENSION OF SERVICES**

- A. **City's Right to Terminate.** The City reserves the right to terminate this Contract with or without cause, or to abandon the Services, or any part of the Services not then completed, by notifying Contractor in writing specifying the nature, extent, and effective date of the termination. Immediately upon receiving a written notice to terminate or suspend Services, Contractor shall:
1. Discontinue advancing the work in progress, or such part that is described in the notice (unless the notice directs otherwise).
  2. Deliver to the City all collected raw data, draft reports, preliminary reports, working papers, estimates and forecasts entirely or partially completed, together with all unused materials supplied by the City.
  3. Appraise the work it has completed and submit its appraisal to the City for evaluation.
- B. **Termination for Convenience.** If the termination is for the convenience of the City, the Contractor will be entitled to the pro rata value for services performed to the date of its receipt of the Notice of Termination, including reimbursement for all reasonable costs and expenses incurred by Contractor in terminating the work, including demobilization of field service. No payment shall be made for loss of anticipated profits or unperformed services.
- C. **Termination for Default.** If the termination is due to the failure of the Contractor to fulfill its obligations under the Contract (cause/default), the City may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the City, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the City; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the City by the Contractor. In the event of termination for cause/default, the City shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.
- D. **Final Payment.** The City shall make final payment for all Services performed and accepted within sixty (60) days after Contractor has delivered to the City any final progress reports, documentation, materials and evidence of costs and disbursement as required under this Contract. Any use by the City of preliminary reports, raw data or other incomplete material returned by

Contractor shall be at the City's sole risk for such use.

- E. Temporary Suspension. The City may, by written notice, direct Contractor to suspend performance on all or any part of the Services for such period of time as may be determined by the City to be necessary or desirable for its convenience. If such suspension causes additional expense to Contractor in performance, and not due to fault or negligence of Contractor, the payment will be adjusted on the basis of actual costs resulting directly from the suspension, and the period for performance of the Services will be extended by mutual agreement. Any claim by Contractor for a price adjustment must be supported by appropriate documentation asserted promptly after Contractor has been notified to suspend performance.

### **23. PROFESSIONAL COMPETENCY**

#### **A. Qualifications**

Contractor represents that it is familiar with the nature and extent of this Contract, the Services, and any conditions that may affect its performance under this Contract. Contractor further represents that it is fully experienced and properly qualified, is in compliance with all applicable license requirements, and is equipped, organized, and financed to perform such Services.

#### **B. Level of Care and Skill**

Services provided by Contractor will be performed in a manner consistent with that level of care and skill ordinarily exercised by members of Contractor's profession currently practicing in the same industry under similar conditions. Acceptance or approval by the City of Contractor's work shall in no way relieve Contractor of liability to the City for damages suffered or incurred arising from the failure of Contractor to adhere to the aforesaid standard of professional competence.

### **24. SPECIFIC PERFORMANCE**

Contractor agrees that in the event of a breach by Contractor of any material provision of this Contract, the City shall, upon proper action instituted by it, be entitled to a decree of specific performance thereof according to the terms of this Contract. In the event the City shall elect to treat any such breach on the part of Contractor as a discharge of the Contract, the City may nevertheless maintain an action to recover damages arising out of such breach. This paragraph is not intended as a limitation of such other remedies as may be available to the City under law or equity.

### **25. FORCE MAJEURE**

Contractor shall not be responsible or liable for, or deemed in breach hereof because of any delay in the performance of its obligations hereunder to the extent caused by circumstances beyond its control, without its fault or negligence, and that could not have

been prevented by the exercise of due diligence, including but not limited to fires, natural disasters, riots, wars, unavoidable and unforeseeable site conditions, failure of the City to provide data within the City's possession or to make necessary decisions or provide necessary comments in connection with any required reports prepared by Contractor in connection with the Services and the unforeseeable inability to obtain necessary site access, authorization, permits, licenses, certifications and approvals (such causes hereafter referred to as "Force Majeure").

## **26. DOCUMENTATION**

### **A. Title**

All documents including but not limited to artwork, copy, posters, billboards, photographs, video tapes, audio tapes, systems designs, drawings, estimates, field notes, investigations, software, reports, diagrams, surveys, analyses, studies, or any other original works of authorship created by Contractor in the performance of this Contract are to be and remain "works for hire" under Title 17, United States Code, and the property of the City and all copyright ownership and authorship rights in the work(s) shall belong to the City pursuant to 17 U.S.C. § 201(b). In the event that the work(s) that is/are the subject matter of this Contract is deemed to not be work for hire, then Contractor hereby assigns to the City all of the right, title and interest for the entire world in and to the work(s) and the copyright therein. Contractor agrees to cooperate and execute additional documents reasonably necessary to conform to its obligations under this paragraph.

All documents, together with all unused materials supplied by the City, are to be delivered to the City upon termination of this Contract before the final payment is made to Contractor.

### **B. Dissemination and Retention**

There shall be no dissemination or publication of any information gathered, or documents prepared in the course of the performance of the Services without the prior written consent of the City. Should the City, upon advice of counsel, deem it necessary, due to existing or anticipated litigation, to assert a legal privilege of protection and non-disclosure with regard to the subject matter of this Contract, then, and in that event, upon written demand, Contractor shall relinquish to the possession and control of the City its entire file related to this Contract and only those portions of said file deemed by the City to be not privileged shall be returned to Contractor pending the resolution of the existing or anticipated litigation.

### **C. Format and Quality**

All documents prepared by Contractor shall be prepared in a format and at a quality approved by the City.

### **D. Document Review**

Contractor shall review all documents provided by the City related to the performance of the Services and shall promptly notify the City of any defects or deficiencies discovered in such review.

E. Submittals

Contractor shall provide timely and periodic submittals of all documents required of Contractor, including subcontracts, if any, as such become available to the City for review.

**27. RELEASE OF INFORMATION - ADVERTISING AND PROMOTION**

Contractor shall not publish, release, disclose or announce to any member of the public, press, official body, or any other third party: (1) any information concerning this Contract, the Services, or any part thereof; or (2) any documentation or the contents thereof, without the prior written consent of the City, except as required by law. The name of any site on which Services are performed shall not be used in any advertising or other promotional context by Contractor without the City's prior written consent.

**28. CONFLICTS OF INTEREST**

- A. Contractor acknowledges that, to the best of its knowledge, information and belief, no person has been employed or retained to solicit or secure this Contract upon a promise of a commission, percentage, brokerage, or contingent fee, and that no member of the Phoenix City Council or any employee of the City has any financial interest in the consulting firm. For breach or violation of this warranty, the City shall have the right to annul this Contract without liability, including any such commission, percentage, brokerage, or contingent fee.
- B. The City reserves the right to immediately terminate this Contract in the event that the City determines that Contractor has an actual or apparent conflict of interest with the purposes of this Contract and the provisions and procedures set forth in Paragraph 22 shall apply.
- C. Upon a finding by the City that gratuities in the form of entertainment, gifts or inducements were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the City for the purpose of securing this Contract, or securing favorable treatment with respect to the awarding, amending, or making of any determination with respect to the performance of this Contract, the City may, by one (1) calendar day written notice to Contractor, terminate the right of Contractor to proceed under this Contract, provided that the existence of the facts upon which the City made such finding shall be an issue and may be litigated in an Arizona court of competent jurisdiction. In the event of such termination, the City shall be entitled to the same remedies against Contractor as could be pursued in the event of default by Contractor.

- D. This Contract is subject to the requirements of Arizona Revised Statutes §38-511.

**29. CLAIMS OR DEMANDS AGAINST THE CITY**

Contractor acknowledges and accepts the provisions of Chapter 18, Section 14 of the Charter of the City of Phoenix, pertaining to claims or demands against the City, including provisions therein for set-off of indebtedness to the City against demands on the City, and Contractor agrees to adhere to the prescribed procedure for presentation of claims and demands. Nothing in Chapter 18, Section 14 of the Charter of the City of Phoenix alters, amends or modifies the supplemental and complementary requirements of the State of Arizona Notice of Claim statutes, Arizona Revised Statutes §§ 12-821 and 12-821.01, pertaining to claims or demands against the City. If for any reason it is determined that the City Charter and state law conflict, then state law shall control.

Moreover, nothing in this Contract shall constitute a dispute resolution process, an administrative claims process, or contractual term as used in Arizona Revised Statutes § 12-821.01(C), sufficient to affect the date on which the cause of action accrues within A.R.S. § 12-821.01(A) and (B).

**30. WAIVER OF CLAIMS FOR ANTICIPATED PROFITS**

Contractor waives any claims against the City and its officers, officials, agents and employees for loss of anticipated profits caused by any suit or proceeding, directly or indirectly, involving any part of this Contract.

**31. CONTINUATION DURING DISPUTES**

- A. Contractor agrees as a condition of this Contract that in the event of any dispute between the parties, provided the City has given no Notice of Termination, and if it is feasible under the terms of this Contract each party shall continue to perform the obligations not related to the dispute required of it during the resolution of such dispute, unless enjoined or prohibited by a court of competent jurisdiction.
- B. Failure or delay by either party to exercise any right, power or privilege specified in or appurtenant to this Contract shall not be deemed a waiver thereof.

**32. THIRD PARTY BENEFICIARY CLAUSE**

The parties expressly agree that this Contract is not intended by any of its provisions to create any right of the public or any member thereof as a third party beneficiary nor to authorize anyone not a party to this Contract to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Contract.

### **33. PUBLIC RECORDS**

- A. Notwithstanding any provisions of this Contract regarding confidentiality, secrets, or protected rights, the Contractor acknowledges that all documents provided to the City may be subject to disclosure by laws related to open public records. Consequently, the Contractor understands that disclosure of some or all of the items subject to this Contract may be required by law.
- B. In the event City receives a request for disclosure that is reasonably calculated to incorporate information that might be considered confidential by Contractor, the City agrees to provide the Contractor with notice of that request, which shall be deemed given when deposited by the City with the USPS for regular delivery to the address of the Contractor specified in their proposal. Within ten days of City notice by the City, the Contractor will inform the City in writing of any objection by the Contractor to the disclosure of the requested information. Failure by the Contractor to object timely shall be deemed to waive any objection and any remedy against the City for disclosure.
- C. In the event Contractor objects to disclosure within the time specified, the Contractor agrees to handle all aspects related to request, including properly communicating with the requestor and timely responding with information the disclosure of which the Contractor does not object thereto. Furthermore, the Contractor agrees to indemnify and hold harmless the City from any claims, actions, lawsuits, or any other controversy or remedy, in whatever form, that arises from the failure to comply with the request for information and the laws pertaining to public records, including defending the City in any legal action and payment of any penalties or judgments. This provision shall survive the termination of this Contract.


### **34. NO ISRAEL BOYCOTT**

By entering into this Contract, the Contractor certifies that it is not currently engaged in, and agrees for the duration of the Contract it not engage in, a boycott of goods or services from Israel.


IN WITNESS WHEREOF, the parties herein have caused this Contract to be executed as of the Commencement Date.

**City of Phoenix**, a municipal corporation  
ED ZUERCHER, City Manager


By:   
Marchelle F. Franklin  
Human Services  
Department Director KW  
KW

**ATTEST:**  
  
City Clerk  
Apr 8, 2021  
Date



**APPROVED AS TO FORM:**  
Cris Meyer, City Attorney  
By:   
Heidi Gilbert  
Assistant Chief Counsel JG  
lc

**Jewish Family & Children's Service, Inc.**  
**"CONTRACTOR"**

By:   
Lorrie Henderson, Ph.D., MBA, LCSW  
Title: President & CEO

## **Exhibit A SCOPE OF WORK**

Contractor will provide Workforce Innovation and Opportunity Act (WIOA) youth workforce development services as described below. The purpose of the WIOA Youth Workforce Development Program is to support the delivery of innovative and comprehensive workforce services to out-of-school youth (OSY) ages 16 -24 and in-school youth (ISY) ages 14-21 who reside within Phoenix and are experiencing significant barriers to education, training and employment. This Contract is governed by Catalog of Federal Domestic Assistance (CFDA) Number 17.259. In addition to WIOA funds, the City sometimes receives funding for special projects and initiatives. Contractor will be required to partner with the City to deliver supplemental services.

Contractor will begin phased-in start-up operations during a transition period between April 1, 2021 and June 30, 2021 and must be fully operational to provide services on July 1, 2021.

### **A. Staffing**

Contractor must: 1) provide adequate staff of sufficient qualifications and experience to effectively perform these services, and 2) ensure its staff is qualified and trained in state and local WIOA policies and regulations; case management; eligibility determination, verification, and documentation; assessments; the required program elements; file maintenance and documentation; quality assurances; and other appropriate workforce credentials.

Contractor's staff must perform case management functions while working as a professional partner with each youth to: 1) identify and prioritize personal strengths and needs; 2) establish realistic training, education, and employment goals/objectives; 3) develop a plan of action to achieve established goals and objectives; 4) access needed resources; and 5) develop a strategy that will empower the youth to access services on her or his own and reduce dependence on social programs. Contractor must also incorporate mental/behavioral health services, trauma-informed case management and other supports to program participants.

### **B. Priority Service Areas and Service Delivery Locations**

Contractor will provide services virtually and in-person at its Phoenix location(s) listed below and have a space or a small area to allow for confidential conversations between staff and participants.

Contractor will provide services to eligible OSY and ISY in all zip codes throughout Phoenix.

### **C. Youth Participant Eligibility and Target Populations**

WIOA requires that all participating youth meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA-funded services. Contractor is responsible for the determination, verification, and documentation of WIOA eligibility for youth workforce program participants as well as the maintenance of each participant's eligibility file and required documentation.

WIOA funded services may be provided to OSY and ISY as outlined in Section 205 (Eligibility Determination - pages 23-28) in the [Arizona Department of Economic Security's Workforce Innovation and Opportunity Act Policy Manual](#). In addition to these eligible youth (Target Populations), the City has further identified youth residing in City of Phoenix Public Housing as an additional Target Population.

### **D. Fourteen Required Program Elements**

Contractor's youth workforce development program must provide or make available the following 14 required program elements.

#### ***Academic Skills Enhancement***

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention activities that lead to completion of a high school diploma or recognized equivalent including dropout prevention strategies.
2. Alternative Secondary School and Dropout Recovery Services assist youth who have struggled in traditional secondary education or who have dropped out of school, as appropriate.

#### ***Workplace Preparation***

3. Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development, which may include:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-Job Training opportunities
4. Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field that are aligned with in-demand industry sectors or occupations in the local area.
5. Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills.

### ***Workplace Success***

6. Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:
  - a. Exposure to postsecondary educational opportunities;
  - b. Community and service learning projects;
  - c. Peer-centered activities, including peer mentoring and tutoring;
  - d. Organizational and teamwork training, including team leadership training;
  - e. Training in decision-making, including determining priorities and problem solving;
  - f. Citizenship training, including life skills training such as parenting skills and work-behavior training;
  - g. Civic engagement activities, which promote the quality of life in a community; and
  - h. Other leadership activities that place the youth in a leadership position such as serving on the standing youth committee.
7. Supportive Services enable an individual to participate in WIOA activities. These are services such as transportation, childcare, housing, and other needs-related services.
8. Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement. Mentoring must last for at least 12 months and occurs during the program year and following exit from the program.
9. Follow-up Services are required for a minimum of 12-month period after the completion of the program, unless the participant declines to receive follow-up services, or the participant cannot be contacted or located following program exit. Follow-up services help ensure youth succeed in employment or education.
10. Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol, mental health counseling and referrals to partner programs, as appropriate.
11. Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability.

### ***Small Business Learning***

12. Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills.

### ***Transition Support***

13. Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations.

14. Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training.

## E. Outreach

Contractor will implement an outreach and marketing plan informing OSY and/or ISY, particularly among target populations and in priority service areas, about available WIOA services. Contractor will also be highly encouraged to engage youth in designing and planning targeted, culturally competent, outreach and engagement strategies.

1. Social Media: Contractor will:
  - a. Use social media outlets for outreach and recruitment purposes.
  - b. Submit a social media plan that includes metric baselines and achievable goals.
  - c. Create and share approved video content to promote ARIZONA@WORK program/services on any relevant streaming video media provider or social media platform.
2. Website: Contractor will keep its organizational website updated with relevant resources, event information, contact information, success stories, and a link to ARIZONA@WORK at all times. Contractor will promote any system-wide (includes ARIZONA@WORK City of Phoenix) events via its website.
3. Texting: Contractor is encouraged to use a text messaging application to communicate regularly with youth. At a minimum, this communication will include reminders for appointments, checking-in, and invitations to workforce-related events.
4. Recruiters: Contractor will actively involve youth program participants on its outreach and recruitment team. Contractor will encourage youth to speak positively and honestly about their experiences with other youth/peers. Recruitment efforts performed by program participants are allowable expenditures for paid "work experience."
5. Outreach: Contractor will conduct outreach with youth to engage them in a conversation about the program, both in person and virtually. Contractor will submit an outreach and recruitment plan that includes metric baselines and achievable goals.
6. Scheduling: Contractor will provide evening and weekend hours and recruitment activities to accommodate varied schedules for youth, as needed.
7. Collaboration: Contractor will execute a Memorandum of Understanding, as needed with partner agencies, community or faith-based organizations that have historically served this same demographic of youth or school districts to create

automatic pipeline for at-risk youth/youth who have dropped out of school/youth on the verge of dropping out of school. Contractor will track all referrals to and from the partners on the City's Referral platform once in place.

8. **Influencers**: Contractor will identify the influencers in each participant's life and include them, as much as possible, in the activities that a youth will participate in for her or his continued success throughout the program.

All outreach and recruitment materials created by Contractor must feature approved ARIZONA@WORK branding and be approved by HSD in writing prior to publication or distribution. Contractor will also coordinate with HSD to ensure its information is accurately presented on the ARIZONA@WORK City of Phoenix website.

#### **F. Referrals**

Contractor must utilize the ARIZONA@WORK City of Phoenix Referral System to track and manage youth participant referrals to WIOA Core Partners and is encouraged to link and share information with other youth serving organizations provided the appropriate releases of information have been signed.

Contractor must ensure any applicants who do not meet the WIOA eligibility enrollment requirements or who cannot be served by the WIOA youth program are referred for additional assistance to appropriate programs that meet their basic skills and training needs.

#### **G. Individual Service Strategy (ISS)**

Contractor is responsible for the development and documentation of an ISS for each participant based on the results of a youth's objective assessment. The ISS is an individualized, written plan of short and long-term goals that identifies potential barriers to achieving goals, support services needed, career pathways, education and employment goals, linkage to required youth program elements, incentives, and a timeframe in which each youth will be expected to complete activities and services related to each goal specified in the ISS. The ISS must be reviewed through completion of the plan to assess the continued relevance of the service strategy and the participant's progress towards goals. Contractor must have a referral process in place with identified partners for any needed services WIOA cannot provide.

#### **H. Objective Assessment**

Contractor is responsible for providing an objective assessment of the academic and occupational skill levels as well as needs and strengths of each participant to identify appropriate services and career pathways for each participant and to collect information for the ISS. Contractor may use any of the assessments approved by the Arizona Department of Economic Security's Division of Employment & Rehabilitation Services in [Informational Broadcast \(IB\) 20-014 Basic Skills Assessments Updates](#).

Contractor must provide eligible youth who do not enroll in WIOA programs with information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In addition, Contractor must provide eligible youth with referrals for further assessment if determined appropriate.

**I. Additional Program Requirements**

1. New Enrollments and Carryovers: Contractor will serve the minimum number of new youth for each new Program Year (PY), based on its contracted total number of youth served. Expected New Enrollment Rates are as follows: 65% of Total Youth in PY 2021-22, 70% of Total Youth Served in PY 2022-23, 75% of Total Youth Served in PY 2023-24 and 80% of Total Youth Served in PY 2024-25. Contractor may carryover additional youth from the previous Program Year, however this is in addition to the Contracted Total Youth Served Number.

	<b>Proposed Total Youth Served</b> (Contracted Enrollments)	<b>2021-22 Program Year</b> (65% of Contracted Enrollments)	<b>2022-23 Program Year</b> (70% of Contracted Enrollments)	<b>2023-24 Program Year</b> (75% of Contracted Enrollments)	<b>2024-25 Program Year</b> (80% of Contracted Enrollments)
<b>JFCS</b>	<b>120</b>				
<b>New Enrollment Requirement</b>		<b>78</b>	<b>84</b>	<b>90</b>	<b>96</b>
<b>Allotted Carryover</b>		<b>42</b>	<b>36</b>	<b>30</b>	<b>24</b>

2. Employer Connections: Connections to employers are essential in the creation of a system that can effectively assist youth to become highly skilled and employable. Examples include meaningful exposure to mentoring type of support and positive role model connections, exposure to the world of work and internship work experiences with resulting measurable skill increases. These connections should lead to greater potential for placements in employment. Contractor is encouraged to leverage employer support in terms of leveraged funds for training or wages, staff or operational needs related to training including space.
3. Job Development: Contractor will have one case manager focus on Job Development. This case manager’s duties and responsibilities will be as follows:
  - a. Seek and contact prospective employers about participants in the WIOA program.
  - b. Develop relationships with prospective employers for On-The-Job Training, internships, and work experience for WIOA participants.
  - c. Create and maintain written and electronic records of contacts and outcomes with employers.

- d. Coordinate with other staff to determine and meet participants' job placement needs and follow-up activities.
  - e. Provide a quarterly report on all job development activities for WIOA participants.
4. Case Manager Ratio: To ensure the effective delivery of services, Contractor must maintain a customer-to-case manager ratio of 40 to 1. This will provide program staff enough time to provide effective service to customers.

Contractor must hold monthly case manager and program supervisor meetings to work on continuous improvement initiatives and conduct professional development training with staff and require staff to attend training sessions conducted by the City. Total number of participants to be served is subject to change.

HSD recommends that all case managers begin the process of becoming [Certified Workforce Development Professionals](#).

5. Community of Practice: Contractor will participate in regularly scheduled convenings with other providers for peer-to-peer learning, sharing of best practices, reviewing key performance indicators and to gain technical assistance from HSD.
6. Partnerships: Contractor will leverage partnerships to the benefit of Phoenix youth and will partner with ARIZONA@WORK Career Services and Business teams to effectively coordinate services, leverage resources, and facilitate referrals of youth participants to the most appropriate services. As appropriate, Contractors will make referrals to partners including Title I (Adult, Dislocated Worker, Youth), Title II (Adult Education), Title III (Wagner-Peyser Act) and Title IV (Vocational Rehabilitation).

## **J. Measures of Success**

The City will measure Contractor's performance annually, or as frequently as needed, for consistency with the elements and responsibilities in the scope of work, WIOA requirements, PBWDB goals, and HSD-issued standards of work through the provision of the following services:

1. Career Pathways: Contactor's program must place a strong emphasis on career pathways as defined as a combination of rigorous and high-quality education, training and other services that accomplish the following:
- Aligns with the skill needs of industries in the economy of the State or region;
  - Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
  - Includes counseling to support an individual in achieving the individual's education and career goals;
  - Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

- Organizes education, training, and other services to meet the needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

All career pathways must also include work experience opportunities for all participants.

2. Work Readiness Training: To ensure WIOA youth workforce participants transition successfully into employment and/or postsecondary education, Contractor will require them to attend either an in-person or virtual work readiness workshop that includes Signal Success, a youth-related evidence-based work readiness curriculum. The City and all contractors will rotate responsibility for conducting this workshop for all youth participants enrolled in the City's WIOA youth program. Contractor is responsible for designating staff to participate in Signal Success series workshop facilitation rotation.
3. Youth Development: Contractor's programs must reflect the positive youth development principles woven throughout WIOA by incorporating best practices and approaches to assisting youth develop to their full potential.

#### **K. Fiscal Requirements**

1. OSY/ISY Split: At least 75% of the Contractor's annual WIOA youth program budget must directly support OSY programs, with the remaining funding supporting ISY programs.
2. Administration Cost: It is expected that administrative cost, both direct and indirect, will represent a small portion of the program budget and will not exceed 10%.
3. Work Experience Expenditure Requirements: The City must spend at least 20% of all funds allocated to the WIOA Youth Workforce Program on paid and unpaid Work Experience. Therefore, Contractor must spend no less than the amount listed in its annual budget (Exhibit B) for workforce expenditures. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience and orientation for employers.
4. Subcontractors: Contractor may use a maximum of one subcontractor to provide these services. Contractor will serve as the fiscal agent and be solely responsible

for ensuring any subcontractor are in compliance with all terms and conditions of contract administration, fiscal management of the contract and accountability for program outcomes and budgeted expenditures. Procurement of any subcontractors must also comply with state and local laws and CFR §§200.318–326. All subcontracts funded with WIOA must be reviewed and approved by HSD prior to executing.

5. Leverage/Match: Leverage/Matching funds are not required; however, blending or braiding of funds is encouraged, and will be considered by the evaluation panel. Contractor must report leveraged resources from partners over the life of this contract.

#### **L. Accountability and Performance Measurements**

1. Tracking Requirements: Contractor must use the Arizona Job Connection (AJC) data management system and execute a user agreement with the Arizona Department of Economic Security to track individual participant data including eligibility determination, demographics, services received, case notes, outcomes and follow-up data. Timely data entry is required and must be entered within 15 calendar days from the date an activity or service is provided. HSD staff will conduct ongoing monitoring to evaluate the timely use of AJC. Failure to comply with the required use will result in corrective action and may result in contract termination.
2. File Maintenance and Documentation: Contractor must use electronic signatures and maintain electronic case files for each WIOA enrolled participant that must include all required documentation, including but not limited to documentation of program eligibility, assessments, printed forms and case notes, training paperwork, and attendance records, as appropriate. Mandatory technical assistance and staff training on WIOA program eligibility, priority of service, documentation, file maintenance, and performance and financial reporting will be provided. Contractor is responsible for ensuring ongoing staff expertise and cooperation. Youth enrolled prior to July 1, 2021 are not required to have an electronic case file.
3. EO Requirements and Accessibility: Pursuant to WIOA CFR 678.800 (e), all comprehensive and affiliate one-stop center locations must comply with applicable physical and programmatic accessibility requirements as set forth in 29 CFR part 38 and the implementing regulations of WIOA (Section 188). **Contractor is prohibited from providing services to participants until HSD has issued written authorization that Contractor's third-party documentation verifying its locations comply with these regulations has been received by the City and is sufficient.**
4. Job Center Certification: Pursuant to WIOA CFR 678.800 (d), Contractor's facilities that will be used to provide these services are considered affiliate one-stop centers. Contractor will comply with the PBWDB one-stop center certification process, which will evaluate a facility once every three years for its effectiveness, including

customer satisfaction, physical and programmatic accessibility, and continuous improvement. This certification process must be completed for any new facility prior to services being provided at that location.

5. Federal Performance and Program Performance and Delivery Measures: Contractor must submit monthly reports to HSD, as directed by WIOA to ensure fiscal and program compliance, and is responsible for meeting or exceeding the WIOA federal performance levels and any other measures as prescribed by the PBWDB and the State of Arizona.

a. Federal performance measures and their respective outcomes are based on negotiations between the State of Arizona and the PBWDB. For program year 2021 and 2022 the negotiated levels are listed below:

WIOA Program	Negotiated PY 20 and PY 21
WIOA Youth (14-24)	
Employed, in education, or in Occupational Skills Training 2 <sup>nd</sup> quarter after exit	71.3%
Employed, in education, or in Occupational Skills Training 4th quarter after exit	67%
Median Wage	\$4,500.00
Credential	44%
Measurable Skills Gain	52.8%

b. During the program year, the contractor will also be monitored and evaluated on the Program Performance and Delivery Measures below.

Program Service and Delivery Measures	
WIOA Youth (14-24)	
Total Youth Served	Negotiated with subrecipients
*New Youth Served (Fraction of Total Youth Served)	PY 2021-22 –65% of Enrollments/Allotted Carry over PY 2022-23 –70% of Enrollments/Allotted Carry over PY 2023-24 –75% of Enrollments/Allotted Carry over PY 2024-25 – 80% of Enrollments/Allotted Carry over
Customer Satisfaction	90%
Work Experience Expenditure Requirements	100%

\*Contractors are required to serve the minimum number of new youth for each new program year, based on their contracted total number of youth served. Expected New Enrollment Rates are as follows: 65% of Total Youth in PY 2021-22, 70% of Total Youth Served in PY 2022-23, 75% of Total Youth Served in PY 2023-24 and 80% of Total Youth Served in PY 2024-25. Contractors can carryover additional youth from the previous program year, however this is in addition to the Contracted Total Youth Served Number.

c. Contractor must comply with the Phoenix Business and Workforce Development Board’s Contractor Risk Assessment Monitoring (CRAM) Policy (300.312), which can be found at <https://arizonaatwork.com/locations/city-phoenix>. This Policy stipulates Contractor’s obligations to create and submit a Correction Action Plan to Youth Workforce Program staff within 30 days of any quarter in

which Contractor's performance falls into the high-risk range. Contractor will submit the updated Corrective Action Plan to the Youth Workforce Program staff on a monthly basis until all items are completed and accepted by the Deputy Human Services Director. The Policy outlines additional circumstances under which Contractor would be required to submit a Corrective Action Plan and identifies reduced service levels, ineligibility for contract extensions, and/or Contract termination as possible outcomes for Contractor's failure to submit a Corrective Action Plan and/or resolve all issues on a Corrective Action Plan.

**Exhibit B  
Budget Detail Form**

<b>Budget Detail Program Year (PY) 7/1/21 to 6/30/22</b>		
<b>Proposer:</b>	<b>JFCS</b>	
	<b>WIOA Budget</b>	<b>Match/Leveraged Funds</b>
<b>Personnel Expenses</b>		
Salaries and Wages	\$ 216,088	\$ 140,709
Fringe Benefits	\$ 35,870	\$ 23,358
<b>Total Personnel</b>	<b>\$ 251,958</b>	<b>\$ 164,067</b>
<b>Operating Expenses</b>		
Professional Fees	\$ -	\$ -
Supplies, Postage & Shipping	\$ -	\$ -
Telephone	\$ -	\$ -
Occupancy (Rent & Utilities)	\$ -	\$ 80,690
Equipment Rental & Maintenance	\$ -	\$ -
Equipment Purchase	\$ -	\$ -
Printing & Publications	\$ -	\$ -
Travel, Conferences & Meetings	\$ -	\$ -
Insurance	\$ -	\$ -
Dues and Memberships	\$ -	\$ -
<b>Total Operating</b>	<b>\$ -</b>	<b>\$ 80,690.00</b>
<b>Out of School Participant Expenses</b>		
Occupational Skills Training	\$ 35,614.00	\$ -
Support Services	\$ 25,821.00	\$ -
Need Based Payments	\$ -	\$ -
Work Experience Wages	\$ 63,000.00	\$ -
Subcontractor	\$ 14,000.00	\$ -
<b>Total Participant Expenses</b>	<b>\$ 138,435.00</b>	<b>\$ -</b>
<b>In School Participant Expenses</b>		
Occupational Skills Training	\$ -	\$ -
Support Services	\$ 8,607.00	\$ -
Need Based Payments	\$ -	\$ -
Work Experience Wages	\$ 21,000.00	\$ -
<b>Total Participant Expenses</b>	<b>\$ 29,607.00</b>	<b>\$ -</b>
<b>Other Expenses</b>		
Indirect Costs		\$ -
Profit (for-profit companies only)	\$ -	\$ -
Other-please describe	\$ -	\$ -
<b>Total Other</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 420,000</b>	<b>\$ 244,757</b>

**Exhibit C  
INSURANCE REQUIREMENTS**

**A. INSURANCE REQUIREMENTS:**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees or subcontractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

**Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

Policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

The policy must be endorsed to include coverage for sexual abuse and molestation.

**Automobile Liability**

Bodily Injury and Property Damage coverage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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The policy must be endorsed to include the City of Phoenix as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, relating to this Contract.

City of Phoenix is an additional insured to the full limits of liability purchased by the Contractor.

The Contractor's insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

**Worker's Compensation and Employers' Liability**

Contractor shall provide Workers' Compensation Statutory Employers' Liability

Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 500,000

Policy shall contain a waiver of subrogation against the City of Phoenix.

This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, AND when such contractor or subcontractor or executes the appropriate sole proprietor waiver form.

**Professional Liability (Errors and Omissions Liability)**

Contractor's policy shall cover professional misconduct or lack of ordinary skill in performing the services defined in the Scope of Services of this Contract.

Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000

Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

**1. Additional Insurance Requirements:**

The policies shall include, or be endorsed to include, the following provisions:

On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.

The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

**2. Notice of Cancellation:**

For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to the City, within 2 business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice shall be emailed to [hsdprocurement@phoenix.gov](mailto:hsdprocurement@phoenix.gov).

**3. Acceptability of Insurers:**

Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**4. Verification of Coverage:**

Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to [hsdprocurement@phoenix.gov](mailto:hsdprocurement@phoenix.gov). The City project/agreement number and project description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.

**5. Subcontractors:**

Contractor's certificate(s) shall include all subcontractors as additional insureds under its policies or Contractor shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

**6. Approval:**

Any modification or variation from the insurance coverages and conditions in this Contract must be documented by an executed contract amendment.

**Exhibit D**  
**SUPPLEMENTAL TERMS AND CONDITIONS**

**Non-Waiver of Liability:**

The City of Phoenix, as a public entity supported by tax monies, in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due it. Therefore, any Contractor agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.

**Health, Environmental and Safety Requirements:**

The Contractor's products, services and facilities shall be in full compliance with all applicable federal, state and local health, environmental and safety laws, regulations, standards, codes and ordinances, regardless of whether or not they are referred to by the City. The City shall have the right to inspect operations conducted by the Contractor or subcontractor in the performance of this Contract.

**Lawful Presence Requirement:**

Pursuant to A.R.S. §§ 1-501 and 1-502, the City is prohibited from awarding an agreement to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of awarding this Contract. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

**Payment Deduction Offset Provision:**

Contractor acknowledges that the City Charter requires that no payment be made to any Contractor as long as there is an outstanding obligation due to the City. Contractor agrees that any obligation it owes to the City will be offset against any payment due to the Contractor from the City.

**Late Submission of Claim By Contractor:**

The City will not honor any invoices or claims which are tendered one (1) year after the last item of the account accrued.

**Indemnification – Patent, Copyright and Trademark:**

The Contractor shall indemnify and hold harmless the City against any liability, including costs and expenses, for infringement of any patent, trademark or copyright or other

proprietary rights of any third parties arising out of contract performance or use by the City of materials furnished or work performed under this Contract.

The Contractor agrees upon receipt of notification to promptly assume full responsibility for the defense of any suit or proceeding which is, has been, or may be brought against the City of Phoenix and its agents for alleged infringement, as well as for the alleged unfair competition resulting from similarity in design, trademark or appearance of goods by reason of the use or sale of any goods furnished under this Contract and the Contractor further agrees to indemnify the City against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from the bringing of such suit or proceedings including any settlement or decree of judgment entered therein. The City may be represented by and actively participate through its own counsel in any such suit or proceedings if it so desires. It is expressly agreed by the Contractor that these covenants are irrevocable and perpetual.

**Loss of Materials:**

The City does not assume any responsibility, at any time, for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the project manager.

**Liens:**

Contractor shall hold the City harmless from claimants supplying labor or materials to the Contractor or its subcontractors in the performance of the work required under this Contract.

**Non-Exclusive Remedies:**

The rights and remedies of the City under this Contract are non-exclusive.

**Exhibit E**  
**SPECIAL TERMS AND CONDITIONS**

**1. FEDERAL IMMIGRATION AND NATIONALITY ACT**

- 1.1. By entering into this Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act. (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Representative listed under Notices upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I9 forms are available for download at [uscis.gov](http://uscis.gov).
- 1.2. The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. If the State suspects or finds that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**2. SANCTIONS AND CORRECTIVE ACTIONS**

- 2.1. The City may issue Demand for Assurance notices to the Contractor for failure to comply with any of the conditions, requirements or clauses contained in this Contract. This Demand for Assurance shall include the citation from the Contract that the City requires the Contractor to remedy, the required time frame for a response from the Contractor, what required documents shall be sent with the response and to whom the response shall be sent. Failure to comply with the requirements set forth in the Demand for Assurance, and any corrective action agreed to by the City, may result in the actions outlined below.
- 2.2. Pursuant to 20 CFR 683.700, the City may impose sanctions and corrective actions on recipients (Contractors) and sub recipients (Sub-contractors) of WIOA grant funds as follows:
  - 2.2.1. Except for actions under WIOA section 188(a) the City uses the initial and final determination procedures outlined in 20 CFR 683.440 to impose a sanction or corrective action. To impose a sanction or corrective action for a violation of WIOA section 188(a) the City will use the procedures set forth in that regulatory part.

2.2.2. The City may impose sanctions or corrective action for noncompliance with the uniform administrative requirements set forth under section 184(b) (1) and 20 CFR 683.700 Sanctions or corrective action will be applied for substantial violations of WIOA statutory and regulatory requirements. The City may also impose a sanction directly against a subrecipient, as authorized in section 184(d)(3) of the Act.

2.3. Pursuant to 20 CFR sec. 683, the City shall impose fiscal sanctions if a Contractor fails the same performance measure(s) in three or more consecutive years. The sanction shall be applied to the area of funding (i.e. Adult, Youth Dislocated Worker or Rapid Response) in which the failed performance measure(s) applies.

Sanctions collected shall be held by the City and the Contractor may receive the sanctioned funds if the performance for the failed measure(s) is rectified and the local area passes the performance measure in the next reporting cycle (i.e. October of the following year). If the Contractor does not rectify performance in the next reporting cycle, the funds shall revert to the City.

**3. CLEAN AIR AND WATER ACT**

The Contractor must be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C.1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368) Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

**4. ENERGY POLICY AND CONSERVATION ACT**

The Contractor must adhere to the standards and policies relating to energy efficiency; which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**5. COPELAND "ANTI-KICKBACK" ACT**

The Contractor is expected to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. § 874) as supplemented in the Department of Labor regulations (29 CFR part 3). This regulation applies to all contracts and sub grants for construction or repair.

**6. DAVIS BACON ACT**

The Contractor must comply with the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5) when required by Federal grant program legislation.

**7. DEBT COLLECTION AND AUDIT RESOLUTION**

The Contractor must comply with Public Law 105-220 Sections 128, 133, and 184; 20 CFR Part 652, Subpart D, E and G; 20 CFR Part 667 Subparts D - H; 29 CFR Parts 95, 96, 97, and 99; OMB Circular A-21. The Contractor must comply with 2 CFR 200 and all subparts. The Contractor is required to adhere to Federal Acquisition Regulation 97-03 Part 31; Arizona Department of Economic Security Policies 1-47-01 and 1-47-08.

7.1. Among the required controls specified in Notice of Proposed Rule Making (NPRM) 683.750 is the process for collecting debts. NPRM 683.410 states it is the responsibility of the Contractor, sub-grantee, sub-recipient and/or service provider to conduct regular oversight and monitoring of its WIOA activities to determine whether expenditures made against the cost categories are within the cost limitations specified in WIOA laws and regulations.

**8. RIGHT TO ASSURANCE**

If the City in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this contract, the City may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of "Days" specified in the demand may, at the City's option be the basis for terminating the Contract under the rights and remedies available by law or provided by this Contract.

**9. REQUIREMENTS**

As part of the Contract process, the City will determine a sub-recipient or vendor relationship and notify the Contractor in writing within 30 days of commencement. Depending on this determination, one or more of the following audit requirements will apply:

9.1. Sub-Recipient-Federal Funds over \$750,000

In compliance with the Federal Single Audit Act (31 U.S.C. Section 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), the Contractors designated as sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position Statement No. 6, expending Federal Funds from all sources totaling \$750,000 or more, must have an annual audit conducted in accordance with the audit and reporting standards as prescribed in Uniform Guidance 2 CFR Part 200. The audit must include the Reporting Package as outlined in 2 CFR Part 200 which requires the City's Contract numbers and award amounts to be included in a separate schedule, if not included on the Schedule of Federal Financial Assistance. The Contractor's auditor will certify the audit was conducted in accordance with 2 CFR Part 200. After completion of the audit, the Contractor shall submit 2 copies of the Audit Report, Management Letter and Auditor's Opinion within thirty (30) days to the City representative

designated to receive notices. The Audit shall be completed within a reasonable time after the end of the Contractor's fiscal year, but not later than nine months after the Contractor's fiscal year in which this Contract expires.

9.2. Sub-Recipient-Federal Funds under \$750,000

The Contractors expending less than \$750,000 in Federal Funds from all sources are exempt from Federal audit requirements of Uniform Guidance 2 CFR Part 200 for that year. However, an annual financial audit, performance audit, evaluations, inspections, or reviews may be required by the City.

**10. RESCISSION OF FUNDS**

If the Federal Funding Source informs the City that it is rescinding funding from the City and where the City must in turn rescind from a Contractor(s) who may hold one or more Contracts for services funded under the specified Federal Funding Source, the City may take action in the following sequence.

10.1. Rescind the required amount of funds from unexpended funds to the designated previous period(s) of time.

10.2. Rescind the required amount of funds from unexpended funds to the designated current period(s) of time.

10.3. Decrease the required amount of funds from funds from a designated future period(s) of time.

**11. SUSPENSION OR DISBARMENT**

A contract award must not be made to parties listed on the government wide Excluded Parties List System (EPLS) in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 and 12689. The EPLS in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The City of Phoenix may, by written notice to the Contractor, immediately terminate this Contract if the City of Phoenix determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. If the Contractor becomes suspended or debarred, the Contractor shall immediately notify the City of Phoenix. Contractors must not make any award or permit any award (sub-recipient or vendor) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

The Contractor certifies to the best of its knowledge and belief, that is and its sub-recipients:

- 11.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- 11.2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 11.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- 11.4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

**12. ALLOWABLE COSTS**

The Contractor shall comply with the following Cost Principles in the Uniform Guidance and WIOA law, regulations and guidance, as applicable, to determine allowable incurred costs for the purpose of reimbursing costs under the terms and conditions of this Contract. The Contractor certifies that funds received under this Contract will be expended to achieve the purposes of this Contract and to meet costs defined as allowable by the federal funding agency or the following federal guidelines.

**13. SUBSTANTIAL INTEREST DISCLOSURE**

The Contractor shall not make any payments, either directly or indirectly, to any person, partnership, corporation, trust, or any other organization which has a substantial interest in the Contractor's organization or with which the Contractor (or one of its directors, officers, owners, trust certificate holders or a relative thereof) has a substantial interest, unless the Contractor has made a full written disclosure of the proposed payments, including amounts, to the City.

Lease Contracts, rental Contracts, or purchase of real property covered in this section shall be in writing and accompanied by an independent commercial appraisal of fair market rental, lease, or purchase value, as appropriate. For the purpose of this Section, "relative" shall have the same meaning as in City's Administrative Regulation 2.91 (2) Definition.

**14. FISCAL YEAR CLAUSE**

The City's WIOA funding period begins July 1st and ends June 30th each fiscal year. In accordance with Title 2, Code of Federal Regulations, Part 215, Section 28, the Contractor may charge to the grant only allowable costs resulting from obligations incurred during the funding period. Therefore, the Contractor must submit invoices for Services performed or costs incurred prior to the close of a fiscal year. All expenses incurred during the funding period must be liquidated within 45 days (August 15th) of the end of the funding period.

**15. CERTIFICATION REGARDING LOBBYING**

The Contractor certifies, to the best of their knowledge and belief, that: No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency. This applies to a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant. Including the making of any Federal, loan the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

15.1. If any funds other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency. A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

15.2. The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contract under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

15.3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

**16. SMOKING POLLUTION CONTROL MEASURES**

The Contractor shall be subject to the provisions of City Ordinance No. G-2865, as amended, "the Smoking Pollution Control Ordinance," effective July 1, 1986, A.R.S. § 36-601-01, and the Pro-Children Act of 1994, 20 USC 7183 (which prohibits smoking in any indoor facility or portion of a facility [owned, leased, or

contracted for] used for the routine or regular provision of federally funded health care, day care, or early childhood development, including WIOA Services to youth under the age of 18). These laws regulate smoking in places of employment and enclosed public places located within the City of Phoenix.

## **17. DISPOSITION OF PROPERTY**

Transfer/Surplus of Equipment with a Property Value Less than \$5,000

Items of equipment with a current per unit fair market value of Less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency. If property is deemed worthless, documentation must be provided to establish this fact. Property may not be donated to another agency unless it is worthless. An appraiser may establish value. The Equipment Transfer/Surplus Request (J-320) disposition record must be kept for any transaction in accordance with EA/WIOA Section.

Record retention requirements and WIOA Inventory Equipment Database or other internal inventory system annotated accordingly. The Contractor and/or service provider may sell the property and retain the proceeds for use in WIOA programs or divided in accordance with terms of local agency cost sharing agreement.

Calculation of "Fair Market Value"

The selling price of an item that is sold through auction, advertisement, or a dealer is the fair market value of the item regardless of any prior estimates. An item that is not sold but retained by the Contractor and/or service provider has a fair market value based on similar items that are offered for sale, using the selling price if known.

Property Records Retention

All property records must be maintained from date of acquisition, through final disposition. The Contractor and/or service providers must also retain these records for a period of five (5) years from the date of their last expenditure report. If any litigation, claim, negotiation, or audit is started before the expiration of the five (5) year period, all records related to this Contract must be retained until all findings have been resolved and final action taken or until the end of the regular five (5) year period, whichever is later.

Inventory Records

The Contractor and/or service providers must maintain accurate inventory records of expendable leased/purchased (value \$2,000.00 to \$4,999.99), and non-expendable leased/purchased equipment \$5,000 or more with WIOA funds. Property records must include:

- a) Asset Number
- b) Description
- c) Manufacturer

- d) Number
- e) Date
- f) Location
- g) Cost

The Contractor and service providers are required to submit an inventory report for all property leased/purchased with WIOA funds costing more than \$2,000.00 to the Community and Economic Development Fiscal Section by July 1 of each year.

#### Prior Approval Equipment with a Property Value \$5,000 or more

Before allocating WIOA funds for any non-expendable tangible property purchase (including software purchases) with a per unit cost of \$5,000 or more, or total purchase cost exceeds \$10,000, the Contractor and/or service provider must complete a "WIOA Pre-Approval of Equipment & Vehicles \$5,000 or More Questionnaire" form that must be signed by the Contractor Director or Designee.

- a) The signed form must be forwarded to the Human Services Department for review, approval or disapproval action.
- b) When an approval decision is rendered, the Human Services Department will return the signed questionnaire to the Contractor's Director or Designee. Upon receipt of the signed and approved questionnaire, the Contractor can proceed to purchase the equipment or property.
- c) When a decline decision is rendered, the Human Services Department will specify the reason for disapproval and return the signed questionnaire to the Human Services Department Business and Workforce (BWDD) Deputy Director. The BWDD Deputy Director may appeal this decision to the Human Services Department.

#### **18. COMPETITIVE BIDDING**

If the purchase of supplies and equipment has been authorized in this Contract, the Contractor shall procure all such items in accordance with Uniform Guidance 2 CFR Part 200, at the lowest practicable cost and shall purchase all non-expendable items costing \$1,000 or more and having a useful life of more than one year, through a generally accepted and reasonable competitive bidding process. Any procurement in violation of this provision shall be considered a financial audit exception. The Contractor shall expend the City funds in a manner that would serve the public interest and honor the public trust.

#### **19. PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1)

the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

**20. SUBCONTRACTORS**

The Contractor shall not enter into any sub-contract under this Contract without the advance written approval of the City. The sub-contract shall incorporate by reference the terms and conditions of this Contract. Upon request, the Contractor shall provide copies of sub-contract relating to the delivery of Services.

**21. PROCUREMENT OF RECOVERED MATERIALS**

21.1. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable time period; (2) fail to meet reasonable performance standards, which shall be determined the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item, or (3) are only available at an unreasonable price.

21.2. Paragraph (21.1) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

**22. CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (APR 2014)**

22.1. This Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

22.2. The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and

protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

**23. CONFLICTS OF INTEREST**

All parties hereto agree to abide by the provisions of 2 CFR 200.318, which include (but are not limited to) the following:

23.1. The Contractor shall maintain a written code or standards or conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by federal funds.

23.2. No employee, officer, or agent of the Contractor shall participate in the selection, or in the award, or administration of, a contact supported by federal funds if a conflict of interest, real or apparent would be involved. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

23.3. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Contractor.

**24. INDEBTEDNESS TO INTERNAL REVENUE SERVICE OR OTHER PUBLIC ENTITY**

24.1. Any judgment, lien, levy, or outstanding amount owed to the Internal Revenue Service, State, County, City, or other public entity by the Contractor shall constitute an event of default or breach of this Contract, unless previously approved by the City in writing, and shall constitute sufficient reason for termination of this Contract by the City.

24.2. Prior to entering into and during the time period covered by this Contract, the Contractor shall disclose any information related to the preceding paragraph. This disclosure requirement shall also include the immediate reporting of breaches in payback arrangements or breaches in other agreements related to the above. Failure to comply with any disclosure provision in this Section shall constitute a default.

**25. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND DISADVANTAGED BUSINESS ENTERPRISES**

Pursuant to national and City policy to award a fair share of contracts to small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises, Contractor must take affirmative steps to assure that small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises are utilized when possible as sources of

supplies, equipment, construction, and services. Such affirmative steps shall include the following:

- 25.1. Include qualified small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises on solicitation lists.
  - 25.2. Assure that small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises are solicited whenever they are potential sources.
  - 25.3. When economically feasible, divide total requirements into small tasks or quantities so as to permit maximum participation from small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises.
  - 25.4. Where the requirement permits, establish delivery schedules which encourage participation by small and minority businesses, women's business enterprises, and Disadvantaged Business Enterprises.
  - 25.5. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce and the Community Services Administration as required.
  - 25.6. Comply with the applicable requirements of the Small and Disadvantaged Business Enterprise Policy Plan for the City of Phoenix.
  - 25.7. Include affirmative steps, one through six in any subcontract.
- 26.** The PY 2019/FY2020 WIOA Programs Federal Award Terms are incorporated herein and made a part hereof by reference and may be viewed here:  
<http://media.wpc.wa.gov/media/WPC/adm/grants/PY19-FY20-WIOA-Federal-Award-Terms.pdf>



Exhibit F

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 main columns: PRODUCER (Crest Insurance Group, LLC) and CONTACT (Nicole Smith). Includes details for INSURED (Jewish Family & Children's Service) and a list of INSURERS (A-F) with their respective NAIC numbers.

COVERAGES CERTIFICATE NUMBER: 176522956 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table listing insurance coverages. Columns include INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional Insured applies as respects to general liability per attached form PI-GLD-HS (10/11), when required by written contract.

General Liability: The City of Phoenix is named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.

See Attached...

CERTIFICATE HOLDER CANCELLATION

Table with 2 columns: CERTIFICATE HOLDER (City of Phoenix) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Includes signature of Cody Ritchie).



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Crest Insurance Group, LLC		NAMED INSURED Jewish Family & Children's Service 4747 N 7th Street #100 Phoenix AZ 85014	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Automobile Liability: The City of Phoenix is named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor.

**Exhibit G  
RISK ASSESSMENT MONITORING TOOL**

**Contract Goals**

Performance Measures	Risk Level			Risk Score
	Low Risk (1)	Medium Risk (2)	High Risk (3)	
Employed, in education, or in Occupation Skills Training 2 <sup>nd</sup> quarter after exit	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Employed, in education, or in Occupation Skills Training 4 <sup>th</sup> quarter after exit	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Median Earnings	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Credential Attainment	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Measurable Skill Gains	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
Total Youth Served (Negotiated in Contract)	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
New Youth Served (Fraction of Total Youth Served)	PY 2021-22: ≥ 65% of Annual Enrollments PY 2022-23: ≥ 70% of Annual Enrollments PY 2023-24: ≥ 75% of Annual Enrollments	PY 2021-22: 64.99% ≤ 58.50% of Enrollments PY 2022-23: 69.99% ≤ 63.00% of Enrollments PY 2023-24: 74.99% ≤ 67.50% of Enrollments	PY 2021-22: < 58.50% of Enrollments PY 2022-23: < 63.00% of Enrollments PY 2023-24: < 67.50% of Enrollments	
Customer Satisfaction	≥ 90% of surveys contained positive feedback	≥ 85% of surveys contained positive feedback	< 80% of surveys contained positive feedback	
Work Experience Expenditure Requirements	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
			<b>TOTAL POINTS</b>	<b>0</b>

Risk Level	Risk Score
Low Risk	1-9
Medium Risk	10-18
High Risk	>19



**CONTRACT AMENDMENT**

**CITY OF PHOENIX**  
**Human Services Department**  
**200 W. Washington Street, 18<sup>th</sup> Floor**  
**Phoenix, Arizona 85003-1611**

Effective Date July 1, 2022  
SRM Contract No. 4701008019  
City Clerk Contract No. 154076  
Amendment No. 1

Contract Title Youth Workforce Development Services  
Subrecipient Name Jewish Family & Children’s Service, Inc.

Buyer Name Vanessa Quintana  
Telephone No. 602-534-1032  
Buyer Email vanessa.ramirez@phoenix.gov

**THE ABOVE REFERENCED CONTRACT IS AMENDED AS FOLLOWS:**

1. In accordance with Section 1 – Term of Contract, the contract is being extended for the period beginning July 1, 2022 and ending June 30, 2023.
2. Replace Exhibit B – Budget Detail Form PY 2021 in its entirety with Budget Detail Form PY 7/1/22 – 6/30/23 attached hereto.

Except as otherwise amended, all other terms and conditions of the Agreement and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Agreement, the most recent amendment will prevail and control if clear and unambiguous; and if not, the original Agreement will govern to the extent necessary to support the intent of the Agreement.

**JEWISH FAMILY & CHILDREN’S SERVICE, INC.**

Signature

Lorrie Henderson, Ph.D., MBA, LCSW  
Printed Name

President & CEO  
Title

6/20/2022  
Date

**CITY OF PHOENIX**

Signature

MARCHELLE F. FRANKLIN  
Printed Name

HUMAN SERVICES DIRECTOR  
Title

**ATTEST:**

City Clerk

Jun 21, 2022



**APPROVED AS TO FORM:**  
CRIS MEYER, City Attorney

By: Assistant Chief Counsel

**EXHIBIT B**  
 CITY OF PHOENIX  
 Human Services Department  
 YOUTH WORKFORCE DEVELOPMENT SERVICES RFP - RFP-CED20-YWS

<b>Budget Detail Program Year (PY) 07.01.22 to 06.30.23</b>		
<b>Proposer:</b>	<b>JFCS</b>	
	<b>WIOA Budget</b>	<b>Match/Leveraged Funds</b>
<b>Personnel Expenses</b>		
Salaries and Wages	\$ 230,088.00	\$ 140,709.00
Fringe Benefits	\$ 35,870.00	\$ 23,358.00
<b>Total Personnel</b>	<b>\$ 265,958.00</b>	<b>\$ 164,067.00</b>
<b>Operating Expenses</b>		
Professional Fees		
Supplies, Postage & Shipping		
Telephone		
Occupancy (Rent & Utilities)		\$ 80,690.00
Equipment Rental & Maintenance		
Equipment Purchase		
Printing & Publications		
Travel, Conferences & Meetings		
Insurance		
Dues and Memberships		
<b>Total Operating</b>		<b>\$ 80,690.00</b>
<b>Out of School Participant Expenses</b>		
Occupational Skills Training		
Support Services	\$ 25,821.00	
Need Based Payments		
Work Experience Wages	\$ 63,000.00	
<b>Total Participant Expenses</b>	<b>\$ 88,821.00</b>	<b>\$ -</b>
<b>In School Participant Expenses</b>		
Occupational Skills Training		
Support Services	\$ 8,607.00	
Need Based Payments		
Work Experience Wages	\$ 21,000.00	
<b>Total Participant Expenses</b>	<b>\$ 29,607.00</b>	<b>\$ -</b>
<b>Other Expenses</b>		
Indirect Costs		
Profit (for-profit companies only)		
Other-please describe		
<b>Total Other</b>		
<b>TOTAL</b>	<b>\$ 384,386.00</b>	<b>\$ 244,757.00</b>



**CONTRACT AMENDMENT**

**CITY OF PHOENIX**  
**Human Services Department**  
**200 W. Washington Street, 18<sup>th</sup> Floor**  
**Phoenix, Arizona 85003-1611**

Effective Date                      July 1, 2022  
 SRM Contract No.                4701008019  
 City Clerk Contract No.        154076  
 Amendment No.                    2

Contract Title                    Youth Workforce Development Services  
 Subrecipient Name            Jewish Family & Children's Service, Inc.

Buyer Name                        Vanessa Quintana  
 Telephone No.                    602-534-1032  
 Buyer Email                        vanessa.ramirez@phoenix.gov

**THE ABOVE REFERENCED CONTRACT IS AMENDED AS FOLLOWS:**

1. Revise the first sentence of Section 2. Payment (A) to read as follows: The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract shall not exceed **\$420,000.00** per year, as specified in the Fee Schedule (**Exhibit B**), with no additional charges for overhead, benefits, local travel or administrative support. The City Council authorized that the agreement be modified for annual funding per Ordinance S-48996.

Except as otherwise amended, all other terms and conditions of the Agreement and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Agreement, the most recent amendment will prevail and control if clear and unambiguous; and if not, the original Agreement will govern to the extent necessary to support the intent of the Agreement.

**JEWISH FAMILY & CHILDREN'S  
 SERVICE, INC.**

Downloaded from DocuSign on Oct 13, 2022 22:29 PDT

Signature

Lorrie Henderson

Printed Name

President and CEO

Title

Oct 13, 2022

Date

*KW*  
KW

**CITY OF PHOENIX**

*Marchelle F. Franklin*

Signature

MARCHELLE F. FRANKLIN

Printed Name

HUMAN SERVICES DIRECTOR

Title

**ATTEST:**

*Devin Aschold*

City Clerk

Oct 16, 2022



**APPROVED AS TO FORM:**

CRIS MEYER, City Attorney

By: *Criss Meyer*

Assistant Chief Counsel

*LC*  
LC



## CONTRACT AMENDMENT

**CITY OF PHOENIX**  
**Human Services Department**  
**200 W. Washington Street, 18<sup>th</sup> Floor**  
**Phoenix, Arizona 85003-1611**

Effective Date July 1, 2023  
 SRM Contract No. 4701008019  
 City Clerk Contract No. 154076  
 Amendment No. 3

Contract Title Youth Workforce Development Services  
 Subrecipient Name Jewish Family & Children's Service, Inc.

Buyer Name Vanessa Ramirez  
 Telephone No. 602-534-1032  
 Buyer Email [vanessa.ramirez@phoenix.gov](mailto:vanessa.ramirez@phoenix.gov)

---

### THE ABOVE REFERENCED CONTRACT IS AMENDED AS FOLLOWS:

1. In accordance with Section 1 – Term of Contract, the contract is being extended for the period beginning July 1, 2023 and ending October 31, 2023 (Extension Period).
2. Payment (A). The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Extension Period shall not exceed \$109,151.75.
3. Payment (B). Effective July 1, 2023, Contractor shall email monthly invoices to [deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov) on or before the 15<sup>th</sup> of every month in compliance with ARIZONA@WORK City of Phoenix Guidance Letter 18-006 (Guidelines for Subcontract Invoicing and Backup Documentation), as amended.
4. Notices. Effective July 1, 2023, any notice, consent or other communication required or permitted under this Contract to the City will be sent to:
 

Deb Furlong, Workforce Operations Supervisor  
 Community and Economic Development Department  
 200 W. Washington Street, 20<sup>th</sup> Floor  
 Phoenix, AZ 85003  
[deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov).
5. Federal Performance and Program Performance and Delivery Measures. Effective July 1, 2023, Contractor must submit monthly reports to Community and Economic Development Department [deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov).
6. Certificate of Insurance Notice of Cancellation. Effective July 1, 2023, notice if a policy is suspended, voided or cancelled for any reason shall be emailed to: [deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov).



**CONTRACT AMENDMENT**

**CITY OF PHOENIX**  
Human Services Department  
200 W. Washington Street, 18<sup>th</sup> Floor  
Phoenix, Arizona 85003-1611

Except as otherwise amended, all other terms and conditions of the Agreement and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Agreement, the most recent amendment will prevail and control if clear and unambiguous; and if not, the original Agreement will govern to the extent necessary to support the intent of the Agreement.

**JEWISH FAMILY & CHILDREN'S SERVICE, INC.**

Lorrie Henderson (Jun 29, 2023 13:59 PDT)

Signature

Lorrie Henderson

Printed Name

President and CEO

Title

Jun 29, 2023

Date

DC

**CITY OF PHOENIX**

*Marchelle F. Franklin*

Signature

MARCHELLE F. FRANKLIN

Printed Name

HUMAN SERVICES DIRECTOR

Title

**ATTEST:**

*Deise Asch-Seld*

City Clerk

Jun 29, 2023



**APPROVED AS TO FORM:**

Julie M. Kriegh, City Attorney

By: *Paul Li*

Assistant Chief Counsel

*PL*  
LC

**AMENDMENT NO. 4  
TO  
CITY OF PHOENIX CONTRACT NO. 154076**

This Amendment No. 4 to Contract No. 154076 (“**Contract**”) is entered into by the City of Phoenix, a municipal corporation of the State of Arizona (“**City**”), and Jewish Family & Children’s Service, Inc., a domestic nonprofit corporation of the State of Arizona, (“**Contractor**”) and is made effective September 15, 2023 or upon signature of the City Clerk as listed below, whichever is later. The City and Contractor are collectively hereinafter referred to as the Parties.

**Recitals**

**A.** The Parties entered into the Contract on April 1, 2021 for Youth Workforce Development Services for ARIZONA@Work City of Phoenix. The Contract was previously amended on or about June 30, 2022, October 17, 2022, and July 3, 2023 to update the scope of services and budget, and to exercise the first contract extension.

**B.** On March 17, 2021, the Phoenix City Council approved Ordinance S-47403 authorizing the original contract. On September 21, 2022 the Phoenix City Council approved Ordinance S-48996 to provide additional federal Workforce Innovation and Opportunity Act funds for the contract.

**C.** The initial term of the Contract is for 15 months, with four options to extend the Contract for one year each at the sole discretion of the City. The parties wish to memorialize the City’s decision to exercise the second of these four one-year options by entering this Amendment.

**D.** The parties further mutually desire to amend the Contract to modify the scope of services, budget, and other terms as may be reflected herein.

**Amendment**

The parties agree to amend the Contract, including any prior amendments, as follows:

1. Item number 1 of executed Amendment No. 3 dated July 1, 2023 is deleted in its entirety and replaced with the following:

In accordance with Section 1. Term of Contract, the contract is extended for the period of July 1, 2023 to June 30, 2024.

2. Scope of Work (**Exhibit A**) is replaced with the new version of Scope of Work (**Exhibit A**), affixed hereto.

3. Revise the first sentence in Section 2. Payment (A) to read as follows: The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract shall not exceed **\$243,783 for PY2023-24**, as specified in the Budget Detail Form (**Exhibit B**), with no additional charges for overhead, benefits, local travel or administrative support.
4. Budget Detail Form (**Exhibit B**), is amended by adding Budget Detail Program Year (PY) 2023-24, affixed hereto.
5. Risk Assessment Monitoring Tool (**Exhibit G**) is replaced with the new version of Risk Assessment Monitoring Tool (**Exhibit G**), affixed hereto.
6. In item numbers 2, 4, and 5 of Amendment No. 3 dated July 1, 2023, all references to [deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov) are replaced with [david.chavez@phoenix.gov](mailto:david.chavez@phoenix.gov).
7. Item number 3 of the executed Amendment No. 3 dated July 1, 2023 is deleted in its entirety and replaced with the following:

**18. NOTICES**

Any notice, consent or other communication (“Notice”) required or permitted under this Contract shall be in writing and either: (1) delivered in person; (2) sent via e-mail, return receipt requested; (3) sent via facsimile transmission; (4) deposited with any commercial air courier or express delivery service; or (5) deposited in the United States mail, postage prepaid.

**If to Contractor:**

Lorrie Henderson Ph.D., MBA, LCSW  
 Jewish Family & Children’s Service, Inc.  
 4747 N. 7<sup>th</sup> St., Suite 100  
 Phoenix, AZ 85014  
 Telephone: 602-279-7655  
 Email: [lorrie.henderson@jfcsaz.org](mailto:lorrie.henderson@jfcsaz.org)

**If to City:**

Jennifer Holland  
 City of Phoenix, Community &  
 Economic Development Department  
 200 W. Washington St., 20<sup>th</sup> Fl  
 Phoenix, AZ 85003  
 Telephone: 602-261-8053  
 Email: [jennifer.holland@phoenix.gov](mailto:jennifer.holland@phoenix.gov)

**If Program Related:**

Deb Furlong  
 City of Phoenix, Community & Economic  
 Development Department  
 200 W. Washington St., 20<sup>th</sup> Fl  
 Phoenix, AZ 85003  
 Telephone: 602-534-4061  
 Email: [deb.furlong@phoenix.gov](mailto:deb.furlong@phoenix.gov)

8. Hereafter, all references to the Human Services Department (HSD) in the Contract and any prior amendments shall be replaced with Community and Economic Development Department (CEDD).

9. The Contract is amended by adding the following paragraph:

**35. METHOD OF ORDERING**

Contractor shall deliver items and/or services only upon receipt of a written purchase order. All Contractor invoices and packing/delivery tickets must include the City of Phoenix purchase order number.

10. Except as otherwise amended, all other terms and conditions of the Contract and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Contract, the most recent amendment will only prevail and control if clear and unambiguous; and if not the original Contract will govern to the extent necessary to support the intent of the Contract.

[SEE SIGNATURES ON NEXT PAGE]

**CONTRACTOR**

**Jewish Family & Children's Services, Inc.,** a domestic nonprofit corporation



\_\_\_\_\_  
Signature

Lorrie Henderson

\_\_\_\_\_  
Printed Name

Lorrie Henderson

\_\_\_\_\_  
Title

Sep 5, 2023

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

**CITY**

**City of Phoenix**, a municipal corporation  
JEFFREY BARTON, City Manager

By:  \_\_\_\_\_

Christine Mackay  
Community and Economic Development  
Director

**ATTEST:**



\_\_\_\_\_  
City Clerk

Sep 18, 2023

\_\_\_\_\_  
Date



**APPROVED AS TO FORM:**

Julie M. Kriegh, City Attorney

By:  \_\_\_\_\_  
Assistant Chief Counsel 

## **EXHIBIT A SCOPE OF WORK**

Contractor will provide Workforce Innovation and Opportunity Act (WIOA) youth workforce development services as described below. The purpose of the WIOA Youth Workforce Development Program is to support the delivery of innovative and comprehensive workforce services to out-of-school youth (OSY) ages 16-24 and in-school youth (ISY) ages 14-21 who reside within Phoenix and are experiencing significant barriers to education, training, and employment. This Contract is governed by Catalog of Federal Domestic Assistance (CFDA) Number 17.259. In addition to WIOA funds, the City sometimes receives funding for special projects and initiatives. Contractor will be required to partner with the City to deliver supplemental services.

### **A. Staffing**

Contractor must: 1) provide adequate staff with sufficient qualifications and experience to effectively perform these services, and 2) ensure its staff is qualified and trained in state and local WIOA policies and regulations; case management; eligibility determination, verification, and documentation; assessments; the required program elements list in Section D; file maintenance and documentation; quality assurances; and other appropriate workforce credentials.

Contractor's staff must perform case management functions while working as a professional partner with each participant to: 1) identify and prioritize personal strengths and needs; 2) establish realistic training, education, and employment goals/objectives; 3) develop a plan of action to achieve established goals and objectives; 4) access needed resources; and 5) develop a strategy that will empower the participant to access services on her or his own and reduce dependence on social programs. Contractor must also incorporate mental/behavioral health services, trauma-informed case management and other supports for program participants.

### **B. Priority Service Areas and Service Delivery Locations**

Contractor will provide services virtually and in-person at its Phoenix location listed below and have a space or a small area to allow for confidential conversations between staff and participants.

**9014 N 23rd Avenue, Suite #3, Phoenix, AZ 85021**

Contractor will provide services to eligible OSY and ISY throughout Phoenix, in addition to providing services in the following priority service areas.

<b>Priority Service Areas</b>	<b>Zip Codes</b>
Alhambra	85015, 85017, 85019
Maryvale	85031, 85033, 85035, 85037
South Mountain	85040, 85041, 85042

### **C. Youth Participant Eligibility and Target Populations**

WIOA requires that all participants meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA-funded services. Contractor is responsible for the determination, verification, and documentation of WIOA eligibility for program participants as well as the maintenance of each participant's eligibility file and required documentation.

WIOA-funded services may be provided to OSY and ISY as outlined in Section 305 (Eligibility Determination - pages 25-32) in the Arizona Department of Economic Security's Workforce Innovation and Opportunity Act Policy Manual.

### **D. Fourteen Required Program Elements**

Contractor's youth workforce development program must provide or make available the following 14 required program elements:

#### ***Academic Skills Enhancement***

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services: Services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training.
2. Alternative Secondary School and Dropout Recovery Services: Alternative secondary school services assist youth who have struggled in traditional secondary school education. Dropout recovery services are aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program.

#### ***Workplace Preparation***

3. Paid and Unpaid Work Experiences: Services that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-Job Training opportunities.
4. Occupational Skills Training: Training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or

occupations in the Phoenix Local Workforce Development Area with a 5% growth, are an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Occupational skills training must meet the following criteria:

- a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
  - b. Be of sufficient duration to impart the skills needed to meet the occupational goal.
  - c. Lead to the attainment of an industry recognized postsecondary credential.
5. Education Offered Concurrently with Workforce Preparation and Training: Training/education for a specific occupation or occupational cluster. This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway.

### ***Workplace Success***

6. Leadership Development Opportunities: encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:
- a. Exposure to postsecondary educational opportunities;
  - b. Community and service-learning projects;
  - c. Peer-centered activities, including peer mentoring and tutoring;
  - d. Organizational and teamwork training, including team leadership training;
  - e. Training in decision-making, including determining priorities and problem solving;
  - f. Citizenship training, including life skills training such as parenting skills and work-behavior training;
  - g. Civic engagement activities, which promote the quality of life in a community; and
  - h. Other leadership activities that place the youth in a leadership position.
7. Supportive Services: Provide support services to enable an individual to fully participate in WIOA activities such as:
- a. Assistance with transportation;
  - b. Assistance with childcare and dependent care;
  - c. Assistance with educational testing;
  - d. Referrals to health care;
  - e. Assistance with uniforms or other appropriate work attire and work-related tools, including eyeglasses and protective eye gear;
  - f. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
  - g. Payments and fees for employment and training-related applications, tests, and certifications.

- h. Other needs related to training or employment retention, as determined by the Case Managers, to ensure the participant can continue in the program and complete WIOA activities.
- 8. Adult Mentoring: Fostering and creating a formal relationship between a participant and an adult mentor, for at least 12 months, that may occur both during and after program participation with structured activities where the mentor offers guidance, support, and encouragement.
- 9. Follow up Services: Follow up services to help ensure a participant can succeed in employment or education should be provided for not less than 12 months after the completion of participation, unless the participant declines to receive follow up services, or the participant cannot be contacted or located following program exit.
- 10. Comprehensive Guidance and Counseling: Provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs.
- 11. Financial Literacy Education: Includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft.

### ***Small Business Learning***

- 12. Entrepreneurial Skills Training: Assists participant develop the skills associated with starting and operating a small/micro business.

### ***Transition Support***

- 13. Services that Provide Labor Market Information: Offer employment and labor market information about in-demand industry sectors /occupations and career pathways available in the local area, and career awareness, career counseling, and career exploration services.
- 14. Postsecondary Preparation and Transition Activities: Activities that prepare participants for postsecondary education after attaining a high school diploma or its recognized equivalent.

### **E. Outreach**

Contractor will implement an outreach and marketing plan informing OSY and/or ISY, particularly among target populations and in priority service areas, about available WIOA services. Contractor will also be highly encouraged to engage youth in designing and planning targeted, culturally competent, outreach and engagement strategies.

- 1. Social Media: Contractor will:

- a. Use social media outlets for outreach and recruitment purposes.
  - b. Implement city approved social media plan that includes metric baselines and achievable goals.
  - c. Create and share approved video content to promote ARIZONA@WORK program/services on any relevant streaming video media provider or social media platform.
2. Website: Contractor will keep its organizational website updated with relevant resources, event information, contact information, success stories, and a link to ARIZONA@WORK at all times. Contractor will promote any system-wide (includes ARIZONA@WORK City of Phoenix) events via its website.
3. Texting: Contractor is encouraged to use a text messaging application to communicate regularly with potential youth and program participants. At a minimum, this communication will include reminders for appointments, checking-in, and invitations to workforce-related events.
4. Recruiters: Contractor will actively involve participants on its outreach and recruitment team. Contractor will encourage participants to speak positively and honestly about their experiences with other youth/peers. Recruitment efforts performed by program participants are allowable expenditures for paid “work experience.”
5. Outreach: Contractor will conduct outreach to engage youth in a conversation about the program, both in person and virtually.
6. Scheduling: Contractor will provide evening and weekend hours and recruitment activities to accommodate varied schedules for youth and program participants as needed.
7. Collaboration: Contractor will execute agreements, as needed with partner agencies, community or faith-based organizations that have historically served this same demographic of youth, and/or school districts to create a direct pipeline for at-risk youth, youth who have dropped out of school, and/or youth on the verge of dropping out of school. Contractor will track all referrals to and from the partners on the City’s referral system.
8. Influencers: Contractor will identify the influencers in each participant’s life and include them, as much as possible, in the activities that a youth will participate in for her or his continued success throughout the program.

All outreach and recruitment materials created by Contractor must feature approved ARIZONA@WORK branding and be approved by CED in writing prior to publication or distribution. Contractor will also coordinate with CED to ensure its information is accurately presented on the ARIZONA@WORK City of Phoenix website.

**F. Referrals**

Contractor must utilize the City's referral system to track and manage participant referrals to WIOA Title I (Adult and Dislocated Worker, Youth), Title II (Adult Education and Literacy), Title III (Wagner-Peyser Act), and Title IV (Vocational Rehabilitation) partners and is encouraged to link and share information with other youth serving organizations provided the appropriate releases of information have been signed.

Contractor must ensure any applicants who do not meet the WIOA eligibility enrollment requirements or who cannot be served by the WIOA youth program are referred for additional assistance to appropriate programs that meet their basic skills and training needs.

### **G. Individual Service Strategy (ISS)**

Contractor is responsible for the development and documentation of an ISS for each participant based on the results of a youth's objective assessment. The ISS is an individualized, written plan of short and long-term goals that identifies potential barriers to achieving goals, support services needed, career pathways, education and employment goals, linkage to required youth program elements, incentives, and a timeframe in which each youth will be expected to complete activities and services related to each goal specified in the ISS. The ISS must be reviewed regularly to assess the continued relevance of the service strategy and the participant's progress towards goals. Contractor must have a referral process in place with identified partners for any needed services WIOA cannot provide.

### **H. Objective Assessment**

Contractor is responsible for providing an objective assessment of the academic and occupational skill levels as well as needs and strengths of each participant to identify appropriate services and career pathways for each participant and to collect information for the ISS. Contractor may use any of the assessments approved by the Arizona Department of Economic Security's Division of Employment & Rehabilitation Services as outlined in section 30606 (Eligibility Determination pages 39-40) in the Arizona Department of Economic Security Workforce Innovation and Opportunity Act (WIOA) Title I-B Policy Manual and City of Phoenix Youth Programs policy.

### **I. Additional Program Requirements**

1. Employer Connections: Connections to employers are essential in the creation of a system that can effectively assist youth to become highly skilled and employable. Examples include meaningful exposure to mentoring type of support and positive role model connections, exposure to the world of work and internship work experiences with resulting measurable skill increases. These connections should lead to greater potential for placements in employment. Contractor is

encouraged to develop employer support in terms of leveraged funds for training or wages, staff or operational needs related to training including space.

2. Job Development: Contractor will have one case manager focus on Job Development. This case manager's duties and responsibilities will be as follows:
  - a. Seek and contact prospective employers about participants in the WIOA program.
  - b. Develop relationships with prospective employers for On-The-Job Training, internships, and work experience for WIOA participants.
  - c. Create and maintain written and electronic records of contacts and outcomes with employers.
  - d. Coordinate with other staff to determine and meet participants' job placement needs and follow-up activities.
  - e. Provide a quarterly report on all job development activities for WIOA participants.
3. Case Manager Ratio: To ensure the effective delivery of services, Contractor must maintain a maximum customer-to-case manager ratio of 40 to 1. This will provide program staff enough time to provide effective service to customers.
  - a. Contractor must hold monthly case manager and program supervisor meetings to work on continuous improvement initiatives and conduct professional development training with staff and require staff to attend training sessions conducted by the City.
  - b. CED recommends that all case managers begin the process of becoming Certified Workforce Development Professionals.
4. Community of Practice: Contractor will participate in regularly scheduled convenings with other providers for peer-to-peer learning, sharing of best practices, reviewing key performance indicators and to gain technical assistance from CED.
5. Partnerships: Contractor will leverage partnerships to the benefit of Phoenix youth and will partner with ARIZONA@WORK Career Services and Business teams to effectively coordinate services, leverage resources, and facilitate referrals of youth participants to the most appropriate services. As appropriate, Contractor will make referrals to partners including Title I (Adult, Dislocated Worker, Youth), Title II (Adult Education), Title III (Wagner-Peyser Act) and Title IV (Vocational Rehabilitation).

#### **J. Measures of Success**

The City will measure Contractor's performance annually, or as frequently as needed, for consistency with the elements and responsibilities in the scope of work, WIOA requirements, PBWDB goals, and CED-issued standards of work through the provision of the following services:

1. Career Pathways: Contactor's program must place a strong emphasis on career pathways as defined as a combination of rigorous and high-quality education, training and other services that accomplish the following:
  - a. Aligns with the skill needs of industries in the economy of the State or region;
  - b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
  - c. Includes counseling to support an individual in achieving the individual's education and career goals;
  - d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - e. Organizes education, training, and other services to meet the needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
  - f. Enables an individual to attain a secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential; and
  - g. Helps an individual enter or advance within a specific occupation or occupational cluster.

All career pathways must also include work experience opportunities for all participants.

2. Work Readiness Training: To ensure WIOA youth workforce participants transition successfully into employment and/or postsecondary education, Contractor will require its youth participants to attend either an in-person or virtual workshop approved by the City. Contractor will maintain responsibility for conducting this workshop for youth participants enrolled in the ARIZONA@WORK City of Phoenix youth program. Contractor is responsible for designating staff to facilitate workshop and oversee City approved curriculum.
3. Youth Development: Contractor's programs must reflect the positive youth development principles woven throughout WIOA by incorporating best practices and approaches to assisting youth develop to their full potential.

#### **K. Fiscal Requirements**

1. OSY/ISY Split: At least 75% of the Contractor's annual WIOA youth program budget must directly support OSY programs, with the remaining funding supporting ISY programs.
2. Administration Costs: Administrative costs, both direct and indirect, will not exceed 10%.
3. Work Experience Expenditure Requirements: The Contractor must spend at least 20% of all funds allocated to the WIOA Youth Workforce Program on paid and unpaid Work Experience. Therefore, Contractor must spend no less than the

amount listed in its annual budget (**Exhibit B**) for workforce expenditures. Allowable expenditures beyond wages can include staff time spent: a) identifying potential work experience opportunities, b) working with employers to develop the work experience, c) working with employers to ensure a successful work experience, d) evaluating the work experience; participant work experience orientation sessions; classroom training or the required academic education component directly related to the work experience and orientation for employers.

4. Subcontractors: Contractor may use a maximum of one subcontractor to provide these services. Contractor will serve as the fiscal agent and be solely responsible for ensuring any subcontractor is in compliance with all terms and conditions of contract administration, fiscal management of the contract and accountability for program outcomes and budgeted expenditures. Procurement of any subcontractors must also comply with state and local laws and CFR §§200.318–326. All subcontracts funded with WIOA must be reviewed and approved by CED prior to executing.
5. Leverage/Match: Leverage/Matching funds are not required; however, blending or braiding of funds is encouraged, and will be considered by the evaluation panel. Contractor must report leveraged resources from partners over the life of this contract.

#### **L. Accountability and Performance Measurements**

1. Tracking Requirements: Contractor must use the Arizona Job Connection (AJC) data management system and execute a user agreement with the Arizona Department of Economic Security to track individual participant data including eligibility determination, demographics, services received, case notes, outcomes, and follow-up data. Timely data entry is required and must be entered within 15 calendar days from the date an activity or service is provided. CED staff will conduct ongoing monitoring to evaluate the timely use of AJC. Failure to comply with the required use will result in corrective action and may result in contract termination.
2. File Maintenance and Documentation: Contractor must use electronic signatures and maintain electronic case files for each WIOA enrolled participant that must include all required documentation, including but not limited to documentation of program eligibility, assessments, printed forms and case notes, training paperwork, and attendance records, as appropriate. Mandatory technical assistance and staff training on WIOA program eligibility, priority of service, documentation, file maintenance, and performance and financial reporting will be provided. Contractor is responsible for ensuring ongoing staff expertise and cooperation.
3. EO Requirements and Accessibility: Pursuant to WIOA CFR 678.800 (e), all comprehensive and affiliate one-stop center locations must comply with applicable

physical and programmatic accessibility requirements as set forth in 29 CFR part 38 and the implementing regulations of WIOA (Section 188). **Contractor is prohibited from providing services to participants until CED has issued written authorization that Contractor’s third-party documentation verifying its locations comply with these regulations has been received by the City and is sufficient.**

4. Job Center Certification: Pursuant to WIOA CFR 678.800 (d), Contractor’s facilities that will be used to provide these services are considered affiliate one-stop centers. Contractor will comply with the PBWDB one-stop center certification process, which will evaluate a facility once every three years for its effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. This certification process must be completed for any new facility prior to services being provided at that location.
  
5. Federal Performance and Program Performance and Delivery Measures: Contractor must submit monthly reports to CED, as directed by WIOA to ensure fiscal and program compliance and is responsible for meeting or exceeding the WIOA federal performance levels and any other measures as prescribed by the PBWDB and the State of Arizona.
  - a. Federal performance measures and their respective outcomes are based on negotiations between the State of Arizona and the PBWDB. For program year 2023-24 the negotiated levels are listed below:

WIOA Program	Negotiated PY 2023-24
Employed, in education, or in Occupational Skills Training 2 <sup>nd</sup> quarter after exit	72%
Employed, in education, or in Occupational Skills Training 4 <sup>th</sup> quarter after exit	70%
Median Wage	\$5,044.00
Credentialed Attainment	52%
Measurable Skills Gains	55%

- b. During the program year, the Contractor will also be monitored and evaluated on the Program Performance and Delivery Measures below.

Program Service and Delivery Measures	
WIOA Youth (14-24)	
Total Youth Served	49
New Enrollment Requirement	37
Allotted Carryover	12
Work Experience Expenditure Requirements	100%

*\*Contractor is required to serve the minimum number of new youth for each new program year, based on its contracted total number of youth served. Expected New Enrollment Rates*

*are as follows: 75% of Total Youth Served in PY 2023-24. Contractor can carry over additional youth from the previous program year, however this is in addition to the Contracted Total Youth Served Number.*

- c. Total number of participants to be served is subject to change.
- d. Contractor must comply with the PBWDB's Contractor Risk Assessment Monitoring (CRAM) Policy (300.312), which can be found at <https://arizonaatwork.com/locations/city-phoenix/policies>. This Policy stipulates Contractor's obligations to create and submit a Correction Action Plan to CED staff within 30 days of any quarter in which Contractor's performance falls into the high-risk range. Contractor will submit the updated Corrective Action Plan to CED staff monthly until all items are completed and accepted by the City. The Policy outlines additional circumstances under which Contractor would be required to submit a Corrective Action Plan and identifies reduced service levels, ineligibility for contract extensions, and/or Contract termination as possible outcomes for Contractor's failure to submit a Corrective Action Plan and/or resolve all issues on a Corrective Action Plan. The City will utilize Contractor Risk Assessment Monitoring Form (**Exhibit G**) to assess Contractor's ability to meet contract goals.

EXHIBIT B  
BUDGET DETAIL FORM

Budget Detail Program Year (PY) 2023-2024		
	Jewish Family & Children's Service	
	WIOA Budget	Match/Leveraged Funds
<b>Personnel Expenses</b>		
Salaries and Wages	\$ 175,527.00	\$ 151,544.00
Fringe Benefits		\$ 52,331.36
<b>Total Personnel</b>	<b>\$ 175,527.00</b>	<b>\$ 203,875.36</b>
<b>Operating Expenses</b>		
Professional Fees		
Supplies, Postage & Shipping		
Telephone		
Occupancy (Rent & Utilities)		\$ 84,451.00
Equipment Rental & Maintenance		
Equipment Purchase		
Printing & Publications		
Travel, Conferences & Meetings		
Insurance		
Dues and Memberships		
<b>Total Operating</b>	<b>\$ -</b>	<b>\$ 84,451.00</b>
<b>Out of School Participant Expenses</b>		
Occupational Skills Training	\$ 14,625.00	
Support Services		\$ 17,214.00
Need Based Payments		
Work Experience Wages	\$ 36,567.00	
<b>Total Participant Expenses</b>	<b>\$ 51,192.00</b>	<b>\$ 17,214.00</b>
<b>In School Participant Expenses</b>		
Occupational Skills Training	\$ 4,875.00	
Support Services		\$ 17,214.00
Need Based Payments		
Work Experience Wages	\$ 12,189.00	
<b>Total Participant Expenses</b>	<b>\$ 17,064.00</b>	<b>\$ 17,214.00</b>
<b>Other Expenses</b>		
Indirect Costs		
Profit (for-profit companies only)		
Other-please describe		
<b>Total Other</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 243,783.00</b>	<b>\$ 322,754.36</b>

**Exhibit G  
CONTRACT RISK ASSESSMENT MONITORING TOOL**

**Contract Goals**

Performance Measures	Risk Level			Risk Score
	Low Risk (1)	Medium Risk (2)	High Risk (3)	
Employed, in education, or in Occupation Skills Training 2 <sup>nd</sup> quarter after exit (72%)	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Employed, in education, or in Occupation Skills Training 4 <sup>th</sup> quarter after exit (70%)	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Median Wage (\$5,044)	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Credential Attainment (52%)	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	
Measurable Skills Gains (55%)	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
Total Youth Served (49)	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
New Youth Served (Fraction of Total Youth Served)	PY 2023-24: ≥ 75% of Annual Enrollments	PY 2023-24: 74.99% ≤ 67.50% of Enrollments	PY 2023-24: < 67.50% of Enrollments	
Work Experience Expenditure Requirements	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.50% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.50% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 22.50% to Goal Q2: < 45.00% to Goal Q3: < 67.50% to Goal Q4: < 90.00% of Goal	
			<b>TOTAL POINTS</b>	<b>0</b>

Risk Level	Risk Score
Low Risk	1-9
Medium Risk	10-17
High Risk	>18

**AMENDMENT NO. 5  
TO  
CITY OF PHOENIX CONTRACT NO. 154076**

This Amendment No. 5 to Contract No. 154076 (“**Contract**”) is entered into by the City of Phoenix, a municipal corporation of the State of Arizona (“**City**”), and Jewish Family & Children’s Service, Inc., a domestic nonprofit corporation of the State of Arizona, (“**Contractor**”) and is made effective July 1, 2024, (“**Effective Date**”). The City and Contractor are collectively hereinafter referred to as the Parties.

**Recitals**

**A.** On March 17, 2021, the Phoenix City Council approved Ordinance S-47403 authorizing the original Contract. On September 21, 2022, the Phoenix City Council approved Ordinance S-48996 to provide additional federal Workforce Innovation and Opportunity Act funds for the Contract.

**B.** The Parties entered into the Contract on April 1, 2021, for Youth Workforce Development Services. The Contract was previously amended on or about June 30, 2022, October 17, 2022, July 3, 2023, and September 11, 2023, to update the scopes of work and budget, and to exercise the first and second contract extension.

**C.** The initial term of the Contract is for 15 months, with four options to extend the Contract for one year each at the sole discretion of the City. The parties wish to memorialize the City’s decision to exercise the third of these four one-year options by entering this Amendment.

**D.** The parties further mutually desire to amend the Contract to modify the scope of services, budget, and other terms as may be reflected herein.

**Amendment**

The parties agree to amend the Contract, including any prior amendments, as follows:

1. In accordance with **Section 1** (Term of Contract), the contract is extended for the period of July 1, 2024, through June 30, 2025.
2. **Section 2 (A)** (Payment) is deleted in its entirety and replaced with the following:

The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract will not exceed the amounts listed below, with no additional charges for overhead, benefits, local travel, or administrative support.

<b>PY2021-22</b>	<b>\$420,000.00</b>
<b>PY2022-23</b>	<b>\$420,000.00</b>
<b>PY2023-24</b>	<b>\$243,783.00</b>

**PY2024-25    \$304,728.75**

Contractor will only invoice the City for the maximum dollar amount(s) indicated on a current purchase order.

- 3. Revise the first sentence in **Section 2 (B)** (Payment) to read as follows:

Contractor will email monthly invoices to [workforce@phoenix.gov](mailto:workforce@phoenix.gov) on or before the 15<sup>th</sup> of every month in compliance with ARIZONA@WORK City of Phoenix Guidance Letter 18-006 (Guidelines for Subcontract Invoicing and Backup Documentation), as amended.

- 4. Revise **Section 12** (Audits/Records) to include the following:

Contractor will respond to any requests for information from the City for any City, State, or federal audits within the specified timeframe of the request.

- 5. Revise **Section 18** (Notices) to update the City contacts as follows:

**If to City (Contract Items):**

Jennifer Holland  
City of Phoenix, Community &  
Economic Development Department  
200 W. Washington St., 20<sup>th</sup> Fl.  
Phoenix, AZ 85003  
Telephone: 602-261-8053  
Email: [jennifer.holland@phoenix.gov](mailto:jennifer.holland@phoenix.gov)

**If to the City (Program Items):**

Rebecca Tierney  
City of Phoenix, Community & Economic  
Development Department  
302 N. 1<sup>st</sup> Ave., 6<sup>th</sup> Fl.  
Phoenix, AZ 85003  
Telephone: 602-256-3174  
Email: [rebecca.tierney@phoenix.gov](mailto:rebecca.tierney@phoenix.gov)

- 6. **Exhibit A** (Scope of Work) is replaced with the new **Exhibit A** (Scope of Work PY2024-25), affixed hereto.
- 7. **Exhibit C** (Insurance Requirements) is replaced with the new version of **Exhibit C** (Insurance Requirements), affixed hereto.
- 8. **Exhibit G** (Contract Risk Assessment Monitoring Tool) is replaced with the new version of **Exhibit G** (Contract Risk Assessment Monitoring Tool as of July 1, 2024), affixed hereto.
- 9. Except as otherwise amended, all other terms and conditions of the Contract and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Contract, the most recent amendment will only prevail and control if clear and unambiguous; and if not, the original Contract will govern to the extent necessary to support the intent of the Contract.

**CONTRACTOR**

**Jewish Family & Children's Service, Inc.**, an Arizona domestic nonprofit

Lorrie Henderson

Lorrie Henderson (May 17, 2024 14:59 PDT)

Lorrie Henderson

President and CEO

Title

May 17, 2024

Date

**CITY**

**City of Phoenix, a municipal corporation**  
JEFFREY BARTON, City Manager

Cy

Christine Mackay

Community and Economic Development Director

**ATTEST:**

Devinne Asch-Seld

City Clerk

May 22, 2024

Date



**APPROVED AS TO FORM:**

JULIE M. KRIEGH, City Attorney

Paul Li

Assistant Chief Counsel

JTL  
JTL

**EXHIBIT A**  
**SCOPE OF WORK PY 2024-25**

Contractor will provide Workforce Innovation and Opportunity Act (WIOA) youth workforce development services as described below. The purpose of the WIOA Youth Workforce Development Program is to support the delivery of innovative and comprehensive workforce services to out-of-school youth (OSY) ages 16-24 and in-school youth (ISY) ages 14-21 who reside within Phoenix and are experiencing significant barriers to education, training, and employment. This Contract is governed by federal [Assistance Listing 17.259](#). In addition to WIOA funds, the City sometimes receives funding for special projects and initiatives. Contractor will be required to partner with the City to deliver supplemental services.

The Phoenix Business and Workforce Development (PBWD) Board WIOA Title I Program is federally funded through the U.S. Department of Labor with \$11.1M (100 percent).

**A. Staffing**

Contractor must: 1) provide adequate staff with sufficient qualifications and experience to effectively perform these services, and 2) ensure its staff is qualified and trained in state and local WIOA policies and regulations; case management; eligibility determination, verification, and documentation; assessments; the required program elements list in Section D; file maintenance and documentation; quality assurances; and other appropriate workforce credentials.

Contractor's staff must perform case management functions while working as a professional partner with each participant to: 1) identify and prioritize personal strengths and needs; 2) establish realistic training, education, and employment goals/objectives; 3) develop a plan of action to achieve established goals and objectives; 4) access needed resources; and 5) develop a strategy that will empower the participant to access services on her or his own and reduce dependence on social programs. Contractor must also incorporate mental/behavioral health services, trauma-informed case management and other supports for program participants.

**B. Priority Service Areas and Service Delivery Locations**

Contractor will provide services virtually and in-person at **4747 N. 7<sup>th</sup> Street, Suite 100, Phoenix, Arizona 85014** and have space available for confidential conversations between staff and participants.

Contractor will provide services to eligible OSY and ISY throughout Phoenix, in addition to providing services in the following priority service areas:

<b>Priority Service Areas</b>	<b>Zip Codes</b>
Alhambra	85015, 85017, 85019
Maryvale	85031, 85033, 85035, 85037
South Mountain	85040, 85041, 85042

**C. Participant Eligibility and Target Populations**

WIOA requires that all participants meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA-funded services. Contractor is responsible for the determination, verification, and documentation of WIOA eligibility for participants as well as the maintenance of each participant’s eligibility file and required documentation.

WIOA-funded services may be provided to OSY and ISY as outlined in Section 305 Eligibility Determination in the [Arizona Department of Economic Security’s Workforce Innovation and Opportunity Act Policy Manual](#).

**D. Fourteen Required Program Elements**

Contractor’s youth workforce development program must provide or make available the following 14 required program elements:

***Academic Skills Enhancement***

1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services: Services that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. This includes secondary school dropout prevention strategies that keep youth in school and engaged in formal learning or training.
2. Alternative Secondary School and Dropout Recovery Services: Alternative secondary school services to assist youth who have struggled in traditional secondary school education, and dropout recovery services aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program.

***Workplace Preparation***

3. Paid and Unpaid Work Experiences: Services that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;

- c. Internships and job shadowing; and
  - d. On-the-Job Training opportunities.
4. Occupational Skills Training: Training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the Phoenix Local Workforce Development Area with a 5% growth, are an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupation fields at entry, intermediate, or advanced levels. Occupational skills training must meet the following criteria:
- a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
  - b. Be of sufficient duration to impart the skills needed to meet the occupational goal.
  - c. Lead to the attainment of an industry recognized postsecondary credential.
5. Education Offered Concurrently with Workforce Preparation and Training: Training and education for a specific occupation or occupational cluster. This element refers to the concurrent delivery of workforce preparation activities, basic academic skills, and hands-on occupational skills training in a specific occupation, occupational cluster, or career pathway.

### ***Workplace Success***

6. Leadership Development Opportunities: encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:
- a. Exposure to postsecondary educational opportunities;
  - b. Community and service-learning projects;
  - c. Peer-centered activities, including peer mentoring and tutoring;
  - d. Organizational and teamwork training, including team leadership training;
  - e. Training in decision-making, including determining priorities and problem solving;
  - f. Citizenship training, including life skills training such as parenting skills and work-behavior training;
  - g. Civic engagement activities, which promote the quality of life in a community; and
  - h. Other leadership activities that place the youth in a leadership position.
7. Supportive Services: Provide support services to enable an individual to fully participate in WIOA activities such as:
- a. Assistance with transportation;
  - b. Assistance with childcare and dependent care;
  - c. Assistance with educational testing;
  - d. Referrals to health care;
  - e. Assistance with uniforms or other appropriate work attire and work-related tools,

- including eyeglasses and protective eye gear;
  - f. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
  - g. Payments and fees for employment and training-related applications, tests, and certifications.
  - h. Other needs related to training or employment retention, as determined by the case managers, to ensure the participant can continue in the program and complete WIOA activities.
8. Adult Mentoring: Fostering and creating a formal relationship between a participant and an adult mentor, for at least 12 months, that may occur both during and after program participation with structured activities where the mentor offers guidance, support, and encouragement.
9. Follow up Services: Follow up services to help ensure participants can succeed in employment or education should be provided for not less than 12 months after the completion of participation, unless the participant declines to receive follow up services, or the participant cannot be contacted or located following program exit.
10. Comprehensive Guidance and Counseling: Provides individualized counseling to participants and may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs.
11. Financial Literacy Education: Includes information and activities such as creating budgets, setting up checking and saving accounts, managing spending, understanding credit reports, and protecting against identity theft.

### ***Small Business Learning***

12. Entrepreneurial Skills Training: Assists participants in developing the skills associated with starting and operating a small/micro business, including but not limited to:
- a. **Entrepreneurship education** that provides an introduction to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.
  - b. **Enterprise development** that provides supports and services to incubate and help youth develop their own businesses, including access to small loans or grants and providing more individualized attention to the development of viable business ideas.
  - c. **Experiential programs** that provide youth with experience in the day-to-day operation of a business.

### ***Transition Support***

13. Services that Provide Labor Market Information: Offer employment and labor

market information about in-demand industry sectors/occupations and career pathways available in the local area, career awareness, career counseling, and career exploration services.

14. Postsecondary Preparation and Transition Activities: Activities that prepare participants for postsecondary education after attaining a high school diploma or its recognized equivalent, including but not limited to:
  - a. Assisting with SAT/ACT testing preparation.
  - b. Assisting with college admission applications.
  - c. Searching and applying for scholarships and grants.
  - d. Completing proper financial aid applications.
  - e. Connecting to postsecondary education programs.

## **E. Outreach**

Contractor will implement an outreach and marketing plan informing OSY and/or ISY, particularly among target populations and in priority service areas, about available WIOA services. Contractor will also be highly encouraged to engage participants in designing and planning targeted, culturally competent, outreach and engagement strategies.

1. Social Media:  
Contractor will:
  - a. Use social media outlets for outreach and recruitment purposes.
  - b. Implement a City-approved social media plan that includes metric baselines and achievable goals.
  - c. Create and share City-approved video content to promote ARIZONA@WORK programs/services on any relevant streaming video media provider or social media platform.
2. Website: Contractor will keep its organizational website updated with relevant resources, event information, contact information, success stories, and a link to ARIZONA@WORK at all times. Contractor will promote any system-wide (includes ARIZONA@WORK City of Phoenix) events via its website.
3. Texting: Contractor is encouraged to use a text messaging application to communicate regularly with potential or actual program participants. At a minimum, this communication will include reminders for appointments, checking-in, and invitations to workforce-related events.
4. Recruiters: Contractor will actively involve participants on its outreach and recruitment team. Contractor will encourage participants to speak positively and honestly about their experiences with peers. Recruitment efforts performed by participants are allowable expenditures for paid “work experience.”

5. Outreach: Contractor will develop partnerships with other youth-serving organizations and conduct direct outreach to engage youth in a conversation about the program, both in person and virtually.
6. Scheduling: Contractor will provide evening and weekend hours, and recruitment activities to accommodate potential or actual participant schedules, as needed.
7. Collaboration: Contractor will execute agreements as needed with partner agencies community or faith-based organizations, and/or school districts that have historically served this same demographic of youth to create a direct pipeline for at-risk youth, youth who have dropped out of school, and/or youth on the verge of dropping out of school. Contractor will track all referrals to and from the partners on the City's referral system.
8. Influencers: Contractor will identify the influencers in each participant's life and include them, as much as possible, in activities to promote participant's continued success throughout the program.

All outreach and recruitment materials created by Contractor must feature approved ARIZONA@WORK branding and be approved by the City in writing prior to publication or distribution. Contractor will also coordinate with the City to ensure its information is accurately presented on the ARIZONA@WORK City of Phoenix website.

## **F. Referrals**

Contractor will leverage partnerships to the benefit of Phoenix youth and will partner with ARIZONA@WORK core partners; Title I (Adult and Dislocated Worker, Youth), Title II (Adult Education and Literacy), Title III (Wagner-Peyser Act), and Title IV (Vocational Rehabilitation) to effectively coordinate services, leverage resources, and facilitate referrals utilizing the City's referral system to track and manage participant referrals.

Contractor must ensure any youth who do not meet the WIOA eligibility enrollment requirements or who cannot be served by the WIOA youth program are referred for additional assistance to appropriate programs that meet their basic skills and training needs.

## **G. Objective Assessment**

Contractor is responsible for providing an objective assessment of the academic and occupational skill levels as well as needs and strengths of each participant to identify appropriate services and career pathways, to collect information for the ISS. Contractor may use any of the approved assessments in the [Arizona Department of Economic Security Workforce Innovation and Opportunity Act \(WIOA\) Title I-B Policy Manual](#) and [City of Phoenix Youth Programs policy](#).

## H. Individual Service Strategy (ISS)

Contractor is responsible for the development and documentation of an ISS for each participant based on the results of an objective assessment. The ISS is an individualized, written plan of short and long-term goals that identifies potential barriers to achieving goals, support services needed, career pathways, education and employment goals, linkage to required youth program elements, incentives, and a timeframe in which participant will be expected to complete activities and services related to each goal specified in the ISS. The ISS must be reviewed regularly to assess the continued relevance of the service strategy and the participant's progress towards goals. Contractor must have a referral process in place with identified partners for any needed services WIOA cannot provide.

## I. Additional Program Requirements

1. Employer Connections: Connections to employers are essential in the creation of a system that can effectively assist participants to become highly skilled and employable. Examples include meaningful exposure to mentoring type of support and positive role model connections, exposure to the world of work and internship work experiences with resulting measurable skill increases. These connections should lead to greater potential for placements in employment. Contractor is encouraged to develop employer support in terms of leveraged funds for training or wages, and staff or operational needs related to training including space.
2. Job Development: Contractor will assign a staff member to focus on job development to identify and establish Work Experience (WEX) opportunities and support participant employment goals. The staff member's duties are as follows:
  - a. Seek and contact prospective employers about participants in the WIOA program.
  - b. Develop relationships with prospective employers for On-the-Job Training, internships, work experience and employment for WIOA participants.
  - c. Create and maintain written and electronic records of contacts and outcomes with employers.
  - d. Coordinate with other staff to determine and meet participants' job placement needs and follow-up activities.
  - e. Provide a quarterly report on all job development activities for WIOA participants to the City staff for program items listed in **Section 18**.
3. Case Manager Meetings: To ensure the effective delivery of services, Contractor must hold monthly case manager and program supervisor meetings to work on continuous improvement initiatives and conduct staff professional development training , and require staff to attend training sessions conducted or as directed by the City.
4. Community of Practice: Contractor will participate in regularly scheduled

convenings with other providers for peer-to-peer learning, sharing of best practices, reviewing key performance indicators, and obtaining technical assistance from the City.

## **J. Measures of Success**

The City will measure Contractor's performance annually, or as frequently as needed, for consistency with the elements and responsibilities in the scope of work, WIOA requirements, PBWD Board goals, and City-issued standards of work through the provision of the following services:

1. Career Pathways: Contractor's program must place a strong emphasis on career pathways as defined as a combination of rigorous and high-quality education, training and other services that accomplish the following:
  - a. Aligns with the skill needs of industries in the economy of the State or region;
  - b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
  - c. Includes career counseling to support an individual in achieving the individual's education and career goals;
  - d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - e. Organizes education, training, and other services to meet the needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
  - f. Enables an individual to attain a secondary school diploma or its recognized equivalent and at least one recognized postsecondary credential; and
  - g. Helps an individual enter or advance within a specific occupation or occupational cluster.

All career pathways must include WEX opportunities based on participant employment goals.

2. Work Readiness Training: To ensure participants transition successfully into employment and/or postsecondary education, Contractor will facilitate and require participants to attend a PBWD Board approved work readiness training workshop, in-person or virtually. Contractor will maintain responsibility for conducting this workshop. Contractor must update the training at least once per year and seek PBWD Board approval for those updates prior to use.
3. Youth Development: Contractor's program must reflect the positive youth development principles woven throughout WIOA by incorporating best practices and approaches to assisting participants to develop to their full potential.

## **K. Fiscal Requirements**

1. OSY/ISY Split: At least 75% of the Contractor's annual WIOA youth program budget must directly support OSY programs, with the remaining funding supporting ISY programs.
2. Administration Costs: Administrative costs, both direct and indirect, will not exceed 10%.
3. WEX Expenditure Requirements: Contractor must spend no less than the amount indicated in purchase orders for WEX expenditures. Allowable WEX expenditures beyond wages can include staff time spent: a) identifying potential work experience opportunities, b) working with employers to develop the work experience, c) working with employers to ensure a successful work experience, d) evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience and orientation for employers, or, e) any other costs as approved in City policies relating to WEX expenditures.

All WEX funds must be spent for PY2024-25. WEX expenditure will be tracked monthly and funding for the next quarter will be based on the previous quarter's spending benchmarks as measured in **Exhibit G**.

4. Subcontractors: Contractor may use a maximum of one subcontractor to provide these services. Contractor will serve as the fiscal agent and be solely responsible for ensuring any subcontractor is in compliance with all terms and conditions of contract administration, fiscal management of the Contract and accountability for program outcomes and budgeted expenditures. Procurement of any subcontractors must also comply with state and local laws and [Code of Federal Regulations \(CFR\) §§200.318–326](#). All subcontracts funded with WIOA must be reviewed and approved by the City prior to executing.
5. Leverage/Match: Leverage/Matching funds are not required; however, blending or braiding of funds is encouraged. Contractor must report leveraged resources from partners over the life of this contract.

## **L. Accountability Measurements**

1. Tracking Requirements: Contractor must use the Arizona Job Connection (AJC) data management system and execute a user agreement with the Arizona Department of Economic Security to track individual participant data including eligibility determination, demographics, services received, case notes, outcomes, and follow-up data. Timely data entry is required and must be entered within 15 calendar days from the date an activity or service is provided. City staff will conduct ongoing monitoring to evaluate the timely use of AJC. Failure to comply with the required use will result in corrective action and may result in Contract termination.

2. File Maintenance and Documentation: Contractor must use electronic signatures and maintain electronic case files for each participant that includes all required documentation, including but not limited to documentation of program eligibility, assessments, printed forms and case notes, training paperwork, and attendance records, as appropriate. Mandatory technical assistance and staff training on WIOA program eligibility, priority of service, documentation, file maintenance, and performance and financial reporting will be provided. Contractor is responsible for ensuring ongoing staff expertise and cooperation.
3. EO Requirements and Accessibility: Pursuant to [WIOA CFR 678.800 \(e\)](#), all comprehensive and affiliate one-stop center locations must comply with applicable physical and programmatic accessibility requirements as set forth in [29 CFR part 38](#) and the implementing regulations of [WIOA \(Section 188\)](#). Contractor is prohibited from providing services to participants until the City has issued written authorization that Contractor's third-party documentation verifying its locations comply with these regulations has been received by the City and is sufficient.
4. Job Center Certification: Pursuant to [WIOA CFR 678.800 \(d\)](#), Contractor's facilities that will be used to provide these services are considered affiliate one-stop centers. Contractor will comply with the PBWD Board one-stop center certification process, which will evaluate a facility once every three years for its effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. This certification process must be completed for any new facility prior to services being provided at that location.
5. Program Monitoring: Contractor will comply with [PBWD Board Policy 700.702](#).

## **M. Performance Measures**

1. Contract Goals:
  - a. Contractor will meet or exceed the Contract Goals listed in **Exhibit G**, which will be updated annually following negotiations between the PBWD Board and the State of Arizona. Definitions of the Contract Goals are available in Section 5 of [PBWD Board Policy 400.407](#).
  - b. Contractor will bring a completed **Exhibit G** to its monthly meeting with City staff to ensure the Contractor is meeting or on track to meet each Contract Goal. Upon request by City staff, Contractor will provide documentation that demonstrates how performance was measured.
  - c. Contractor will comply with [PBWD Board Policy 300.312](#) regarding any required corrective action. Contractor's failure to address all elements of required action within the agreed upon timeframes may result in further action, up to and including termination of the Contract.

## **EXHIBIT C INSURANCE REQUIREMENTS**

### **1. DEFENSE AND INDEMNIFICATION CLAUSE:**

Consultant (“Indemnitor”) must defend, indemnify, and hold harmless the City of Phoenix and its officers, officials (elected or appointed), agents, and employees (“Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including but not limited to court costs, attorney fees, expert fees, and costs of claim processing, investigation and litigation) of any nature or kind whatsoever (“Losses”) caused, or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of Indemnitor or any of its owners, officers, directors, members, managers, agents, employees or subcontractors (“Indemnitor’s Agents”) arising out of or in connection with this Contract. This defense and indemnity obligation includes holding Indemnitee harmless for any Losses or other amount arising out of or recovered under any state’s Workers’ Compensation Law or arising out of the failure of Indemnitor or Indemnitor’s Agents to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Indemnitor’s duty to defend Indemnitee accrues immediately at the time a claim is threatened or a claim is made against Indemnitee, whichever is first. Indemnitor’s duty to defend exists regardless of whether Indemnitor is ultimately found liable. Indemnitor must indemnify Indemnitee from and against any and all Losses, except where it is proven that those Losses are solely as a result of Indemnitee’s own negligent or willful acts or omissions. Indemnitor will be responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Contract, Indemnitor agrees to waive all rights of subrogation against Indemnitee for losses arising from or related to any work performed by Indemnitor or Indemnitor’s Agents for the City of Phoenix. The obligations of Indemnitor under this provision survive the termination or expiration of this Contract.

### **2. CONTRACTOR’S INSURANCE:**

Contractor and subcontractors must procure insurance against claims that may arise from or relate to performance of the work hereunder by Contractor and its agents, representatives, employees and subcontractors. Contractor and subcontractors must maintain that insurance until all their obligations have been discharged, including any warranty periods under this Contract.

The City in no way warrants that the limits stated in this section are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors and Contractor may purchase additional insurance as they determine necessary.

#### **2.1. SCOPE AND LIMITS OF INSURANCE:** Contractor must provide coverage with limits of liability not less than those stated below. An excess liability policy or

umbrella liability policy may be used to meet the liability limits provided that (1) the coverage is written on a “following form” basis, and (2) all terms under each line of coverage below are met.

**2.1.1. Commercial General Liability – Occurrence Form**

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

- The policy must be endorsed to include coverage for sexual abuse and molestation.
- The policy must name the City of Phoenix and the State of Arizona as additional insureds with respect to liability for bodily injury, property damage and personal and advertising injury with respect to premises, ongoing operations, products and completed operations and liability assumed under an insured contract arising out of the activities performed by, or on behalf of the Contractor related to this Contract.
- There shall be no endorsement or modification which limits the scope of coverage or the policy limits available to the City of Phoenix and the State of Arizona as additional insureds.
- City of Phoenix and the State of Arizona are additional insureds to the full limits of liability purchased by the Contractor.
- The Contractor’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City or the State of Arizona.

**2.1.2. Automobile Liability**

Bodily Injury and Property Damage coverage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- The policy must be endorsed to include the City of Phoenix and the State of Arizona as additional insureds with respect to liability arising out of the activities performed by, or on behalf of the Contractor, relating to this Contract.
- City of Phoenix and the State of Arizona are additional insureds to the full limits of liability purchased by the Contractor.

- The Contractor’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City and the State of Arizona.

**2.1.3. Worker’s Compensation and Employers’ Liability**

Workers’ Compensation	Statutory
Employers’ Liability:	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- Policy must contain a waiver of subrogation against the City of Phoenix and the State of Arizona.
- This requirement does not apply when a contractor or subcontractor is exempt under A.R.S. §23-902(E), **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

**2.1.4. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000

- The policy must cover liability arising from the failure to meet the professional standards required or expected in the delivery of those services as defined in the Scope of Services of this Contract.
- Contractor warrants that any retroactive date under the policy must precede the effective date of this Contract; and that either continuous coverage will be maintained, or an extended reporting period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

**2.2. NOTICE OF CANCELLATION:** For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to the City, within 5 business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice must be emailed to the City staff listed in **Section 18**.

**2.3. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an “A.M. Best” rating of not less than B+ VI. The City in no way warrants that the required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

**2.4. VERIFICATION OF COVERAGE:** Contractor must furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract must be emailed directly to the City staff listed in **Section 18**. The City project/contract number and project description must be noted on the certificate of insurance. The City reserves the right to review complete copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

**2.5. SUBCONTRACTORS:** Contractor's certificates shall include all subcontractors as additional insureds under its policies **OR** Contractor shall be responsible for ensuring and verifying that all subcontractors have valid and collectable insurance. At any time throughout the life of the contract, the City of Phoenix reserves the right to require proof from the Contractor that its subcontractors have insurance coverage. All subcontractors providing services included under this Contract's Scope of Services are subject to the insurance coverages identified above and must include the City of Phoenix as an additional insured. In certain circumstances, the Contractor may, on behalf of its subcontractors, waive a specific type of coverage or limit of liability where appropriate to the type of work being performed under the subcontract. Contractor assumes liability for all subcontractors with respect to this Contract.

**2.6. APPROVAL:** Any modification or variation from the insurance coverages and conditions in this Contract must be documented by an executed contract amendment.

Exhibit G - JFCS  
 CONTRACT RISK ASSESSMENT MONITORING TOOL  
 Contract Goals effective 7/1/2024

Performance Measures	Performance Goals PY 24-25	Risk Level			Points Range 0=No Risk 1=Low/Medium Risk 2=High Risk
		Low Risk (0pts)	Medium Risk (1pt)	High Risk (2pts)	
Employed, in education, or in Occupation Skills Training 2 <sup>nd</sup> quarter after exit	72%	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	0
Employed, in education, or in Occupation Skills Training 4 <sup>th</sup> quarter after exit	70%	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	0
Median Earnings	\$5,044	≥ 100.00% of Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	0
Credential Attainment	52%	Q1: ≥ 25% to Goal	99.99% ≤ 90.00% to Goal	< 90.00% of Goal	0
Measurable Skill Gains	55%	Q2: ≥ 50% to Goal	Q1: 24.99% ≤ 22.50% to Goal	Q1: < 22.50% to Goal	0
		Q3: ≥ 75% to Goal	Q2: 49.99% ≤ 45.00% to Goal	Q2: < 45.00% to Goal	
		Q4: ≥ 100% of Goal	Q3: 74.99% ≤ 67.50% to Goal	Q3: < 67.50% to Goal	
			Q4: 99.99% ≤ 90.00% to Goal	Q4: < 90.00% of Goal	
Total Youth Served (Negotiated in Contract)	49	Q1: ≥ 25% to Goal	Q1: 24.99% ≤ 22.50% to Goal	Q1: < 22.50% to Goal	0
		Q2: ≥ 50% to Goal	Q2: 49.99% ≤ 45.00% to Goal	Q2: < 45.00% to Goal	
		Q3: ≥ 75% to Goal	Q3: 74.99% ≤ 67.50% to Goal	Q3: < 67.50% to Goal	
		Q4: ≥ 100% of Goal	Q4: 99.99% ≤ 90.00% to Goal	Q4: < 90.00% of Goal	
New Youth Served (Fraction of Total Youth Served)	PY 2024-25 60% of enrollments	PY 2024-25 60% of enrollments	PY 2024-25 50% of enrollments	PY 2024-25 40% of enrollments	0
		Q1: ≥ 25% to Goal	Q1: 24.99% ≤ 22.50% to Goal	Q1: < 22.50% to Goal	
		Q2: ≥ 50% to Goal	Q2: 49.99% ≤ 45.00% to Goal	Q2: < 45.00% to Goal	
		Q3: ≥ 75% to Goal	Q3: 74.99% ≤ 67.50% to Goal	Q3: < 67.50% to Goal	
Work Experience Expenditure Requirements	\$73,744	Q4: ≥ 100% of Goal	Q4: 99.99% ≤ 90.00% to Goal	Q4: < 90.00% of Goal	0
Responsiveness to program deadlines and reporting	≥90% of Monthly reports/ invoicing submitted on time and free of errors/programmatic and fiscal monitoring request	≥90% of Monthly reports/ invoicing submitted on time and free of errors/programmatic and fiscal monitoring request	≥89-71% of Monthly reports/ invoicing submitted on time and free of errors/programmatic and fiscal monitoring request	≥70% of Monthly reports/ invoicing submitted on time and free of errors/programmatic and fiscal monitoring request	0
Staff Support and development	≥90% attending required One Stop Operator meetings/trainings	≥90% attending required One Stop Operator meetings/trainings	≥89-71% attending required One Stop Operator meetings/trainings	≥70% attending required One Stop Operator meetings/trainings	0
<b>TOTAL POINTS</b>					<b>0</b>

\*Contractor can carry over additional youth from the previous program year, however this is in addition to the Contracted Total Youth Served Number.

**AMENDMENT NO. 6  
TO  
CITY OF PHOENIX CONTRACT NO. 154076**

This Amendment No. 6 to Contract No. 154076 (“**Contract**”) is entered into by the City of Phoenix, a municipal corporation of the State of Arizona (“**City**”), and Jewish Family & Children’s Service, Inc., a domestic nonprofit corporation of the State of Arizona, (“**Contractor**”) and is made effective September 3, 2024, or upon signature of the City Clerk as listed below, whichever is later. The City and Contractor are collectively hereinafter referred to as the Parties.

**Recitals**

- A.** On March 17, 2021, the Phoenix City Council approved Ordinance S-47403 authorizing the original Contract. On September 21, 2022, the Phoenix City Council approved Ordinance S-48996 to provide additional federal Workforce Innovation and Opportunity Act funds for the Contract.
- B.** The Parties entered into the Contract on April 1, 2021, for Youth Workforce Development Services. The Contract was previously amended on or about June 30, 2022, October 17, 2022, July 3, 2023, September 11, 2023, and July 1, 2024, to update the scopes of work and budget, and to exercise the first, second, and third contract extension.
- C.** The initial term of the Contract is for 15 months, with four options to extend the Contract for one year each at the sole discretion of the City.
- D.** The parties mutually desire to amend the Contract to modify the budget, and replace **Exhibit G**.

**Amendment**

The parties agree to amend the Contract, including any prior amendments, as follows:

- 1. Section 2 (A) (Payment)** is deleted in its entirety and replaced with the following:

The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract will not exceed the amounts listed below, with no additional charges for overhead, benefits, local travel, or administrative support.

<b>PY2021-22</b>	<b>\$420,000.00</b>
<b>PY2022-23</b>	<b>\$420,000.00</b>
<b>PY2023-24</b>	<b>\$243,783.00</b>
<b>PY2024-25</b>	<b>\$608,634.00</b>

Contractor will only invoice the City for the maximum dollar amount(s) indicated on a current purchase order.

2. **Exhibit G** (Contract Risk Assessment Monitoring Tool effective 7/1/2024) is replaced with the new version of **Exhibit G** (Contract Risk Assessment Monitoring Tool effective 9/3/2024), affixed hereto.
3. Except as otherwise amended, all other terms and conditions of the Contract and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Contract, the most recent amendment will only prevail and control if clear and unambiguous; and if not, the original Contract will govern to the extent necessary to support the intent of the Contract.

**CONTRACTOR**

**Jewish Family & Children’s Service, Inc.**, an Arizona domestic nonprofit

Lorrie Henderson  
Lorrie Henderson (Aug 26, 2024 10:37 PDT)

Lorrie Henderson

President and CEO

Title

Aug 26, 2024

Date

**CITY**

**City of Phoenix, a municipal corporation**  
 JEFFREY BARTON, City Manager

*Cy*

Christine Mackay  
 Community and Economic Development  
 Department Director

**ATTEST:**

Debbie Aschold

City Clerk

Aug 30, 2024

Date



**APPROVED AS TO FORM:**

Julie M. Kriegh, CITY ATTORNEY

D. Benton

Assistant Chief Counsel

*JL*

Exhibit G-Jewish Family & Children's Service, Inc.  
**CONTRACT RISK ASSESSMENT MONITORING TOOL**  
 Contract Goals effective 9/3/2024

Performance Measures	Performance Goals PY 24-25	Risk Level			Points Range
		Low Risk (0pts)	Medium Risk (1pt)	High Risk (5pts)	
Employed, in education, or in Occupation Skills Training 2 <sup>nd</sup> quarter after exit	72%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal	0
Employed, in education, or in Occupation Skills Training 4 <sup>th</sup> quarter after exit	72%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal	0
Median Earnings	\$6,000	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal	0
Credential Attainment	56%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal	0
Measurable Skill Gains	62%	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.00% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.00% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 21.99% to Goal Q2: < 44.99% to Goal Q3: < 66.99% to Goal Q4: < 89.99% of Goal	0
Total Youth Served	37	Q1: ≥ 25% to Goal Q2: ≥ 50% to Goal Q3: ≥ 75% to Goal Q4: ≥ 100% of Goal	Q1: 24.99% ≤ 22.00% to Goal Q2: 49.99% ≤ 45.00% to Goal Q3: 74.99% ≤ 67.00% to Goal Q4: 99.99% ≤ 90.00% to Goal	Q1: < 21.99% to Goal Q2: < 44.99% to Goal Q3: < 66.99% to Goal Q4: < 89.99% of Goal	0
New Youth Served (60%)	22	PY 2024-25 90% of enrollments	PY 2024-25 80% of enrollments	PY 2024-25 70% of enrollments	0
Work Experience Expenditure Requirements	100% goal each quarter	Q1: ≥ 90-100% to Goal Q2: ≥ 90-100% to Goal Q3: ≥ 90-100% to Goal Q4: ≥ 90-100% to Goal	Q1: 89.99% ≤ 75.00% to Goal Q1: 89.99% ≤ 75.00% to Goal Q1: 89.99% ≤ 75.00% to Goal Q1: 89.99% ≤ 75.00% to Goal	Q1: < 74.99% to Goal Q1: < 74.99% to Goal Q1: < 74.99% to Goal Q1: < 74.99% to Goal	0
Responsiveness to program deadlines and reporting	≥90% of Monthly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥90% of Monthly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥89-71% of Monthly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥70% of Monthly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	0
Staff Support and development	≥90% attendance required at All Youth & One Stop Operator meetings/trainings	≥90% attendance required at All Youth & One Stop Operator meetings/trainings	≥89-71% attendance required at All Youth & One Stop Operator meetings/trainings	≥70% attendance required at All Youth & One Stop Operator meetings/trainings	0
<b>TOTAL POINTS</b>					<b>0</b>

\*Contractor can carry over additional youth from the previous program year, however this is in addition to the Contracted Total Youth Served

**154076--007**  
**AMENDMENT NO. 7**  
**TO**  
**CITY OF PHOENIX CONTRACT NO. 154076**

This Amendment No. 7 to Contract No. 154076 (“**Contract**”) is entered into by the City of Phoenix, a municipal corporation of the State of Arizona (“**City**”), and Jewish Family & Children’s Service, Inc., a domestic nonprofit corporation of the State of Arizona, (“**Contractor**”). The City and Contractor are collectively hereinafter referred to as the Parties.

**Recitals**

**A.** On March 17, 2021, the Phoenix City Council approved Ordinance S-47403 authorizing the original Contract. On September 21, 2022, the Phoenix City Council approved Ordinance S-48996 to provide additional federal Workforce Innovation and Opportunity Act funds for the Contract.

**B.** The Parties entered into the Contract on April 1, 2021, for youth workforce development services. The Contract was previously amended on or about July 1, 2022, July 1, 2023, September 18, 2023, July 1, 2024, and September 3, 2024, to update the scopes of work and budget, and to exercise the first, second, and third contract extension.

**C.** The initial term of the Contract is for 15 months, with four options to extend the Contract for one year each at the sole discretion of the City. The Contract will presently expire on June 30, 2025.

**D.** The original Contract, Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Amendment No. 6, and this Amendment No. 7, are hereinafter collectively referred to as the “Contract.”

**Amendment**

The Parties mutually desire to amend the Contract as follows:

- 1.** In accordance with **Section 1** (Term of Contract), the contract is extended for the period of July 1, 2025, through June 30, 2026.
- 2. Section 2** (Payment) is deleted in its entirety and replaced with the following:
  - A.** The total amount to be remitted by the City to Contractor for all Services satisfactorily performed under this Contract will not exceed the amounts listed below, with no additional charges for overhead, benefits, local travel, or administrative support.

<b>PY2021-22</b>	<b>\$420,000.00</b>
<b>PY2022-23</b>	<b>\$420,000.00</b>

<b>PY2023-24</b>	<b>\$243,783.00</b>
<b>PY2024-25</b>	<b>\$608,634.00</b>
<b>PY2025-26</b>	<b>\$250,000.00</b>

Contractor will only invoice the City for the maximum dollar amount(s) indicated on a current purchase order.

- B. Contractor will email monthly invoices to [workforce@phoenix.gov](mailto:workforce@phoenix.gov) on or before the 21<sup>st</sup> of every month in compliance with ARIZONA@WORK City of Phoenix Guidance Letter 18-006 (Guidelines for Subcontract Invoicing and Backup Documentation), as amended. Each monthly invoice will be accompanied by itemized receipts. The monthly invoice will be submitted free of mathematical errors and/or missing supporting documentation Failure of City to identify an error does not waive any of the City's rights.
3. **Exhibit G** (Contract Risk Assessment Monitoring Tool effective 9/3/2024) is replaced with the new version of **Exhibit G** (Contract Risk Assessment Monitoring Tool effective 7/1/2025), affixed hereto.
4. Except as otherwise amended, all other terms and conditions of the Contract and any prior amendments not in conflict will remain in full force and effect. If there is a conflict or ambiguity among amendments and the Contract, the most recent amendment will only prevail and control if clear and unambiguous; and if not, the original Contract will govern to the extent necessary to support the intent of the Contract.

[SEE SIGNATURES ON NEXT PAGE]

**CONTRACTOR**

**Jewish Family & Children's Service, Inc.**, an Arizona domestic nonprofit

*Lorrie Henderson*

Lorrie Henderson (Jun 10, 2025 15:07 PDT)

Lorrie Henderson  
President and CEO

**06/10/2025**

Date

**CITY**

**City of Phoenix, a municipal corporation**  
JEFFREY BARTON, City Manager

*Cm*

Christine Mackay  
Community and Economic Development  
Director

**ATTEST:**

*Debbie Aschold*

City Clerk

**06/25/2025**

Date



**APPROVED AS TO FORM:**

Julie M. Kriegh, CITY ATTORNEY

*Micah Ray Alexander*

Assistant Chief Counsel

*JZ*

CONTRACT RISK ASSESSMENT MONITORING TOOL (effective 7/1/2025)

Contract Goals

Performance Measures	Performance Goals PY 25-26	Risk Level		Points Range
		Low Risk (Opts)	Medium Risk (2pts)	
Employed, in education, or in Occupation Skills Training 2 <sup>nd</sup> quarter after exit	72%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	High Risk (5pts) < 89.99% of Goal 0
Employed, in education, or in Occupation Skills Training 4 <sup>th</sup> quarter after exit	72%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal 0
Median Earnings	\$6,000	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal 0
Credential Attainment	56%	98.00% ≥ 100% of Goal	97.99% ≤ 90.00% to Goal	< 89.99% of Goal 0
Total Youth Served	34	PY 2025-26 > 90% of operating plan enrollments	PY 2025-26 > 80% of operating plan enrollments	PY 2025-26 > 70% of operating plan enrollments 0
New Youth Served (60%)	20	PY 2025-26 ≥ 90% of operating plan enrollments	PY 2025-26 ≥ 80% of operating plan enrollments	PY 2025-26 ≥ 70% of operating plan enrollments 0
Work Experience Expenditure Requirements	100% goal each quarter	Q1: ≥ 90-100% to Goal Q2: ≥ 90-100% to Goal Q3: ≥ 90-100% to Goal Q4: ≥ 90-100% to Goal	Q1: 89.99% ≤ 75.00% to Goal Q2: 89.99% ≤ 75.00% to Goal Q3: 89.99% ≤ 75.00% to Goal Q4: 89.99% ≤ 75.00% to Goal	Q1: < 74.99% to Goal Q2: < 74.99% to Goal Q3: < 74.99% to Goal Q4: < 74.99% to Goal 0
Responsiveness to program deadlines and reporting	≥90% of Quarterly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥90% of Quarterly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥89-71% of Quarterly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests	≥70% of Quarterly reports/invoicing submitted on time and free of errors/programmatic and fiscal monitoring requests 0
Staff Support and development	≥90% attendance required at All Youth & One Stop Operator meetings/trainings	≥90% attendance required at All Youth & One Stop Operator meetings/trainings	≥89-71% attendance required at All Youth & One Stop Operator meetings/trainings	≥70% attendance required at All Youth & One Stop Operator meetings/trainings 0
<b>TOTAL POINTS</b>				<b>0</b>

\*Contractor can carry over additional youth from the previous program year, however this is in addition to the Contracted Total Youth Served