



SANTA CRUZ COUNTY RENEWAL OF CONTRACT


Pursuant to Section 1(A) of the Contract between Santa Cruz County and One Stop Operator, attached as **Exhibit A**, the parties hereby renew the agreement for a period of two (2) additional years beginning August 31, 2022 until August 30, 2024 subject to the terms and conditions of the agreement signed September 1, 2020.

Additionally, the parties agree to amend the original agreement to ADD the following statutorily required provision pursuant to A.R.S. § 35-394:

NO FORCED LABOR OF UYGHURS CERTIFICATION: Contractor certifies that it does not currently, and agrees that for the duration of this Agreement that it will not, use:

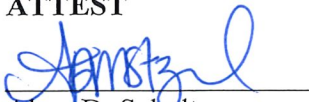
1. The forced labor of ethnic Uyghurs in the People's Republic of China;
2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China, or
3. Any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

SANTA CRUZ COUNTY


Bruce Bracker, Chairman
Board of Supervisors

Date: 3/21/2023

ATTEST


Alma D. Schultz
Clerk of the Board


Date: 03/21/2023

CONTRACTOR


James E. Mize
One Stop Operator

Date: 3/21/2023

APPROVED AS TO FORM:


Kimberly J. Hunley
Deputy County Attorney

Date: 3/21/2023

EXHIBIT A



Santa Cruz County

ARIZONA@WORK™

SANTA CRUZ COUNTY

A proud partner of the americanjobcenter network

Santa Cruz County Contract:

Contractor: James E. Mize (Contractor)

DUNS: 168315294

SAM Registration Date: 12/10/2019

Contract Term: September 1, 2020, or upon execution by the
Santa Cruz County Board of Supervisors
whichever is later.

Contract Amount: \$10,000.00

Prior to the award of any contract including Federal grant money, vendors must be registered with the Federal System for Award Management (SAM) at www.SAM.gov, and remain active during the life of the Project. Vendors must not be debarred at any time during the life of the contract. If vendors become debarred at any point during the life of the contract, the County reserves the right to cancel the contract for cause, upon issuance of a modification for termination.

RECITALS

A. County, as Grantee, received federal Workforce Innovation and Opportunity Act, Pub.L.113-128 ("WIOA") grant funds for the operation of the Santa Cruz County ARIZONA@WORK Career Center System Workforce Program. The WIOA grant

ends June 30, 2021.

- B. Pursuant to A.R.S. § 11-254.04, County may appropriate and spend public monies for and in connection with activities that the County Board of Supervisors finds and determines will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the County inhabitants.
- C. County finds that obtaining the One Stop Operator will help the Workforce Development Board ("WDB") and ARIZONA@WORK Center System implement the WIOA regulations in the provision of workforce development services to residents.
- D. County's "WDB", issued Request for Proposals No. RFP B-04-20-C005 ("the RFP") for such technical assistance.
- E. Contractor has submitted a response to the RFP that is beneficial to the residents of the County.
- F. The Santa Cruz County Board of Supervisors finds that Contractor has specialized training and expertise in providing workforce development One Stop Operator services.
- G. The Santa Cruz County Board of Supervisors finds that entering into this Agreement with Contractor is in the best interests of the residents of Santa Cruz County.

NOW THEREFORE, County and Contractor, pursuant to the above, and in consideration of the matters and things set forth herein, agree as follows:

1. TERM, EXTENSIONS AND AMENDMENTS

- A. Original Term. This Agreement will commence on September 1, 2020, or upon execution by the Santa Cruz County Board of Supervisors, whichever is later, and will terminate on August 30, 2022 (the "Initial Term"). "Term," when used in this Agreement, means the Initial Term plus any exercised Extension Option.
- B. Contract funding. Contract funding depends on WIOA funding.
- C. Extension Option. County may renew this Agreement for one (1) additional periods of up to two (2) years (the "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.
- D. This Agreement may be modified, amended, altered or extended only by a written amendment signed by the parties. County must approve any amendment to the Agreement before Contractor commences services under the amendment.

2. SCOPE OF WORK

A. Provide Onsite Partner Leadership

The One Stop Operator shall:

- 1. Convene monthly meetings with ARIZONA@WORK Job Center partners to foster partnerships to improve customer service flow and promote a seamless service delivery system.

2. Conduct quarterly analysis in the development of a needs assessment that identifies gaps and or challenges in service delivery.
3. Coordinate services across ARIZONA@WORK Job Center partners implementing continuous improvement efforts.
4. Monitor all system partner Memorandums of Understanding (MOUs) to ensure maximum availability of services to customers.
5. In coordination with partner senior leadership, assure ARIZONA@WORK Job Center staff receives sufficient training by identifying training needs, scheduling trainings with facilitators, and tracking partner staff participation.

B. Reporting

The One Stop Operator shall:

1. Gather data as required by the local board and disseminate, as necessary.
2. Present quarterly verbal and/or written reports to Santa Cruz County Workforce Development Board including overall customers who visited ARIZONA@WORK Job Center with total number of clients served, workshops/classes offered, employer events, referral for services, customers obtaining employment with retention rate for 6 months, and average wage.
3. Act as a point of contact to facilitate communication among partner agencies to provide updates on operations and address potential issues.

C. Act as Equal Opportunity Officer

The One Stop Operator shall:

1. Ensure equal opportunity to all individuals. No individuals shall be excluded from participation in, denied the benefit of, or subject to discrimination under, any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief.
2. Demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves the OSO ensuring its staff receive accessibility training and may involve developing accessibility plans.
3. Comply and adhere to all Federal and Arizona State regulatory guidance and practices in regards to equal opportunity and ADA compliance.

D. Ensure Compliance

The One Stop Operator shall:

1. Comply with the uniform administrative requirements, cost principles and audit requirements for federal awards.
2. Comply with Federal and State WIOA requirements and the County's record retention policies, retain program files and records and maintain confidentiality.
3. Contact partners regarding challenges to providing One-stop delivery resources as depicted and agreed upon in the MOU.

4. Ensure Americans with Disabilities Act and WIOA section 188 compliance for the ARIZONA@WORK Santa Cruz County.
5. Ensure ARIZONA@WORK Santa Cruz County Job Center has and maintains adequate, up-to-date signage related to accessibility of space and programs in compliance with ADA and WIOA section 188.

E. Continuous Improvement Activities

The One Stop Operator shall:

1. Administer customer satisfaction surveys at the center, as well as event participation surveys.
2. Implement continuous quality improvement processes to determine efficiency of data tracking, collection, and analysis methods and integrating lessons learned to update best practices.
3. Coordinate and adjust delivery practices in collaboration with partner programs based on the data collected.
4. Determine agenda and provide minutes to partners for each meeting.

CONTRACT REQUIREMENTS

- A. **Representation of the County:** In the performance of the contract, Contractor, its agents and employees shall act in an independent capacity and not as officers, employees or agents of the County.
- B. **Non-Appropriation Clause:** Contractor acknowledges that Customer is a governmental entity and the Agreement validity is based upon the availability of public funding under its authority. In the event that public funds are unavailable and not appropriated for the County's obligations under this Agreement, then this Agreement shall automatically expire without penalty to the County after written notice to Contractor of the unavailability and non-- appropriation of public funds. It is expressly agreed that County shall not activate the non-- appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure.
- C. **Contractor Primary Contact:** The Contractor will designate an individual to serve as the primary point of contact for the contract. Contractor or its designee must respond to County inquiries regarding the contract within two (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County.
- D. **Change of Address:** Contractor shall notify the County, in writing, of any change in mailing address within ten (10) business days of the change.
- E. **Non-Transferable or Assignability:** The contractor shall not assign any of its rights or obligations under this Contract without the prior written consent of the County. Any attempt to assign without such prior written consent shall be void.
- F. **Agreement Amendments:** Contractor agrees that any alterations, variations, modifications or waivers of the provisions of the Agreement shall be valid only when reduced to writing, executed and attached to the original Agreement and approved by the required persons.
- G. **Termination for Convenience:** The County, for its convenience, may terminate this Agreement, in whole or in part, upon ninety (90) calendar day's written notice. If such termination is effected, an equitable adjustment in the price provided for, in this Agreement, shall be made. Such adjustment shall provide for payment to the Contractor for services rendered and expenses incurred, prior to the effective date of termination. Upon receipt of termination notice, the Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver and transfer title (if necessary), all completed work and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports promptly to the County.
- H. **Attorneys' Fees and Costs:** If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of

who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto.

- I. **Licenses and Permits:** Contractor shall ensure that it has all necessary licenses and permits required by Federal, State, County and municipal laws, ordinances, rules and regulations. The Contractor shall maintain said licenses and permits in effect for the durations of this Agreement. Contractor will notify the County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this Agreement.
- J. **Notification Regarding Performance:** In the event of a potential problem that could impact the quality or quantity of work, services or the level of performance under this Agreement, the Contractor shall notify the County within one (1) working day, in writing and by telephone.
- K. **Conflict of Interest:** Contractor shall make all reasonable efforts to ensure that no Santa Cruz County officer or employee, whose position enable him/her to influence any award of this contract or any competing offer shall have any direct or indirect financial interest resulting from the award of this contract nor have any relationship to Contractor or officer, agent or employee of the Contractor.
- L. **Improper Consideration:** Contractor shall not offer, either directly or through an intermediary, any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment or any items of value to any officer, employee or agent of Santa Cruz County, in an attempt to secure favorable treatment regarding this Agreement.

The County, by written notice, may immediately terminate any Agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of Santa Cruz County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once an Agreement has been awarded.

Contractor shall immediately report any attempt by a Santa Cruz County officer, employee or agent to solicit, directly or through an intermediary, improper consideration from the Contractor. The report shall be made to the WIOA Director or his/her designee. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

M. Inaccuracies or Misrepresentations:

The Contractor may be terminated from the RFP process, or in the event an Agreement has been awarded, the Agreement may be immediately terminated, if the County determines that the Contractor has made a material misstatement or misrepresentation, or that materially inaccurate information has been provided to the County.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

- N. **Employment of Former Santa Cruz County Officials:** The Contractor must provide information on former Santa Cruz County administrative officials who are employed by or represent the Contractor. The information provided must include a list of former Santa Cruz County administrative officials who terminated Santa Cruz County employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information should also include the employment and/or representative capacity and the dates the individuals began employment with or representation of your business. For the purpose of this section, a "Santa Cruz County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Manager or member of such officer's staff, a department head or an assistant department head.
- O. **Invoices:** At the first of each month, Contractor shall provide the County with invoices for expenditures in the previous month.
- P. **Ownership of Documents:** All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to this Agreement shall be considered property of the County upon payment for services. All such items shall be delivered to the County at the completion of work under this Agreement. Unless otherwise directed by the County, the Contractor may retain copies of such items.
- Q. **Release of Information:** No news releases, advertisements, public announcements or photographs arising out of this Agreement or Contractor's relationship with County may be made or used without prior written approval of the County except where required by law.
- R. **Cancellation Pursuant to Arizona Revised Statute (A.R.S.) § 38-511:** All parties hereto acknowledge that this agreement is subject to cancellation by the County pursuant to the provisions of Section 38-511, Arizona Revised Statutes. The County may cancel the contract after execution without penalty or further obligation if any person significantly involved in initiating, negotiating, security, drafting or creating the contract on behalf of the County is or becomes at any time, while the contract or an extension of the contract is in effect, an employee of or a consultant to any other party to this contract with respect to the subject matter of the contract.
- S. **Governing Law:** The validity, construction, effect, and enforcement of the Contract and the obligations, rights and remedies of the parties there under shall be governed by the laws of the State of Arizona. The venue shall be solely the appropriate state court in Santa Cruz County.
- T. **Confidentiality:** Any other provision of this Agreement notwithstanding, the parties

acknowledge that County is a public institution, and as such is subject to Arizona Public Records Act, A.R.S. § 39-121, et seq. Any provision regarding confidentiality is limited to the extent necessary to comply with the provisions of state law. In the event a public records request is made for information and/or documents designated as confidential or proprietary, the County will notify the other party as soon as possible.

- U. **Nondiscrimination:** The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
- V. **Legal Arizona Workers Act Compliance:** To the extent applicable under A.R.S. § 41-4401, the Contractor and its subcontracts warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Contractor shall further ensure that each subcontractor who performs any work for the County under this contract likewise complies with State and Federal Immigration Laws.
- W. The Contractor and its subcontractors, warrant to keep the papers and records open for inspection, during normal business hours by the County, and to cooperate with the County's inspections.
- X. The Contractor or subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement, and may result in the termination of the Agreement by the County. The County retains the legal right to randomly inspect the papers and records, of the Contractor and its subcontractors, who work on the Agreement to ensure that the Contractor and its subcontractors are complying with the above-mentioned warranty.
- Y. **Insurance:** The Successful Bidder must have General Liability Insurance naming Santa Cruz County as an additional insured and holding the County harmless from loss, injury or destruction. The Successful Bidder is also required to have Workers' Compensation insurance and Automobile Liability insurance coverage.
- Z. **Independent Contractor Status:** It is expressly agreed and understood by and between the parties that the Contractor is being retained by the County as an independent contractor, and, as such, the Contractor shall not become a County employee, and is not entitled to payment or compensation from the County or to any fringe benefits to which County employees are entitled. As an independent contractor, the Contractor further acknowledges sole responsibility for payment of any and all income taxes, FICA, withholding, unemployment insurance, or other taxes due and owing any governmental entity whatsoever as a result of this Contract. As an independent contractor, the Contractor further agrees to conduct itself in a manner consistent with such status, and to neither hold out nor claim to be an officer or employee of the County by reason thereof. The Contractor

will not make any claim, demand or application to or for any right or privilege applicable to any officer or employee of the County, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage, or retirement membership or credit.

INDEMNIFICATION AND INSURANCE

- A. Liabilities Against Procuring Agency:** The Contractor shall indemnify, keep and save harmless the County, all County agents, officials and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which are made against the County (a) by any Third Party for death, personal injury and /or property damage and which arise out of or result from the Contractor's acts or omissions, or those of its employees, servants and agents, or (b) on account of any act, claim, or amount arising or recovered under workers' compensations law or (c) arising out of the failure of the Contractor to conform to any statutes, ordinances, regulation, code, law or court decree. It is agreed that the Contractor will be responsible for primary loss investigation, defense and judgment costs where this contract of indemnity applies. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the County, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the County.
- B. Insurance Requirements:** Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain, throughout the Agreement, the following types of insurance with limits as shown:
- a. The Contractor shall secure and maintain, during the life of the Contract, Public Liability insurance for injuries, including accidental death. The policy shall be subject to limits of not less than \$1,000,000 per person and \$1,000,000 per accident. Santa Cruz County shall be named as an "additional insured."
 - b. The Contractor shall secure and maintain, during the life of the Contract, Motor Vehicle Public Liability and Property Damage insurance to cover each automobile, used in the performance of the Contract in an amount of not less than \$1,000,000 for one person, and \$1,000,000 for more than one person, and property damage in the sum of \$1,000,000 resulting from any one accident which may arise from the operations of the Contractor in performing the work provided herein. Santa Cruz County shall be named as an "additional insured."

- C. Additional Named Insured:** All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insurers with respect to liabilities arising out of the performance of services hereunder.
- D. Certificate of Insurance:** Any policy endorsements that restrict or limit coverage shall be clearly noted on the Certificate of Insurance. Prior to commencing services under this contract, Contractor shall furnish the County with a Certificate of Insurance, or formal endorsements as required by the contract as issued by contractor's insurer(s) as evidenced that policies providing the required coverage's, conditions, and limits required by this contract are in full force and effect. Such certificates shall identify this project by name, RFP number and shall provide for not less than (30) days advanced notice of Cancellation, Termination, or Material Alteration. Such certificates shall be sent directly to:

Maritza Cervantes
Santa Cruz County
ARIZONA@WORK Job Center
610 North Morley Ave.
Nogales, AZ 85621

Mcervantes@santacruzcountyaz.gov

- E. Insurance Review:** The above insurance requirements are subject to periodic review by the County. The WIOA Director or his/her designee is authorized, but not required, to reduce or waive any of the above insurance requirements when a determination is made that any of the above insurance is not available, is unreasonably priced or is not needed to protect the interests of the County.

F. Right to Monitor and Audit:

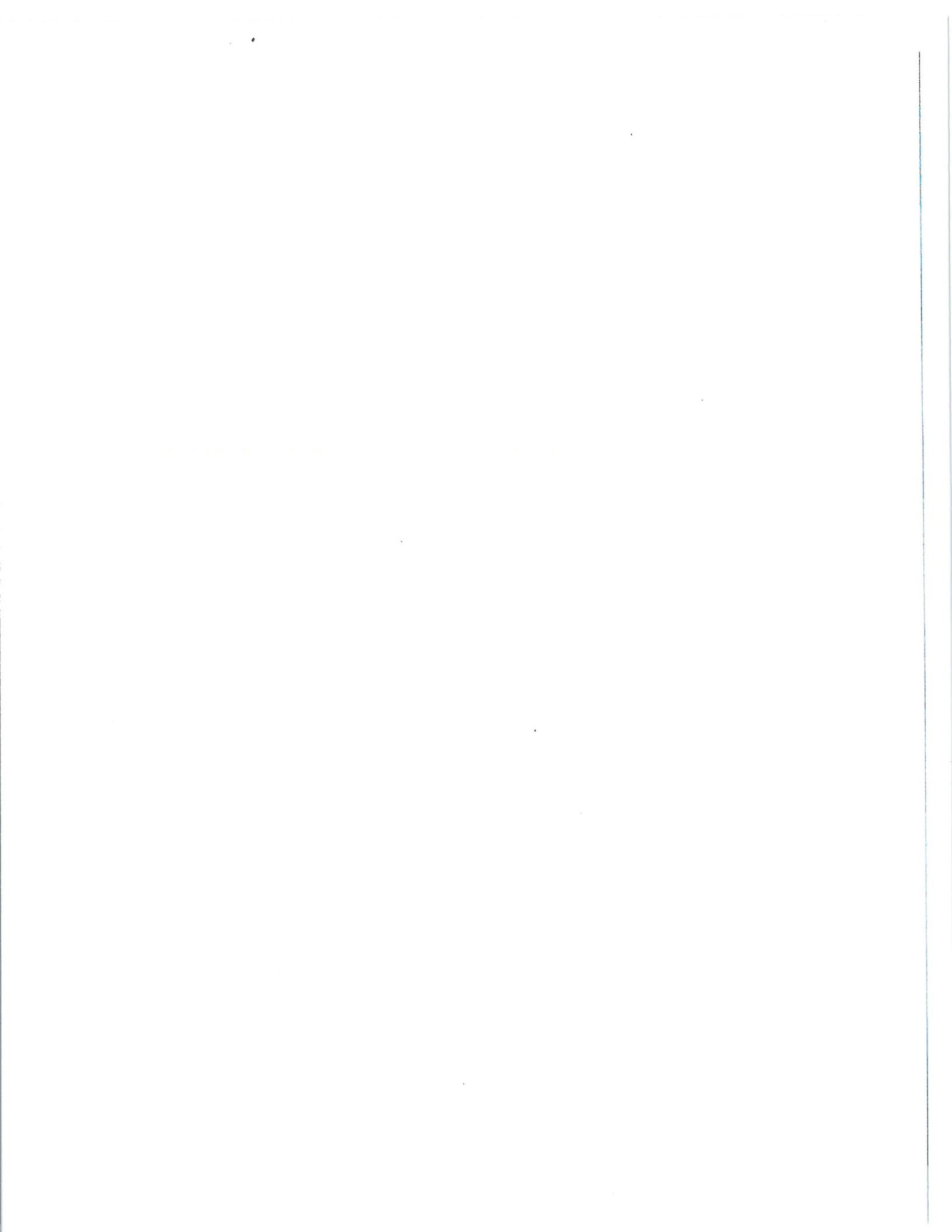
- 1. Right to Monitor:** The County shall have the right to review and audit all records, books, papers, documents, corporate minutes and other pertinent items as required and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Agreement. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring and evaluation of this Agreement and comply with any and all reporting requirements established by the County.

In the event the County determines that Contractor's performance of its duties or other terms of this Agreement are deficient in any matter, the County will notify Contractor of such deficiency in writing or orally, provided written confirmation is given five (5) days thereafter. Contractor shall remedy any deficiency within forty-

eight (48) hours of such notification or County, at its option, may terminate this Agreement immediately upon written notice or remedy deficiency and offset the cost thereof from any amounts due Contractor under this Agreement or otherwise.

2. Availability of Records: All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three (3) years after final payment under the Agreement or until all pending County and State audits are completed, whichever is later.

End



Authorized Signatures

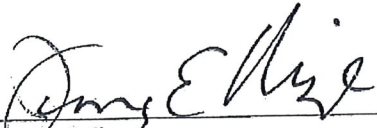
IN WITNESS WHEREOF, the parties hereto have executed this Agreement

This 1st day of September, 2020.



Bruce Bracker, Chair, Santa Cruz County Board of Supervisors

Date: 9/1/2020



James E. Mize

Date: 9/8/2020

The following is in response to Santa Cruz County, Arizona request for Proposals (RFP)

Bid Number: B-04-20-C005

Request for Proposals

One Stop Comprehensive Center Operator

Program Years 2020-2024 (Under COVID Circumstances)

Past performance - Historical

As a member of the private sector, I worked as a Human resource professional at Raytheon Missile Systems (aka Hughes Aircraft Company) from 1978 to 1999. My primary managerial assignments over the twenty years were staffing, contract negotiations with labor union, and community liaison for Raytheon (Hughes).

Proposed contractor was Chair of the Private Industry Council (now known as the Local Workforce Investment Board) for 16 years under the Job Training Partnership Act. During this time, proposed One Stop Operator (OSO) conducted monthly Board meeting with both private sector and public sector entities. In addition to the monthly meeting, the proposed OSO worked with Pima County staff on a regular basis to assure workforce programs, and agency goals were being monitored. As the Private Industry Council Chair I was appointed a Board position on the State Workforce Council under Governor Symington.

Since 2000, proposed OSO has continued to work in the One Stop System both as a representative of the private sector, a consultant and five years as a Pima County employee. I am currently the One Stop Operator for Pima County and Cochise County AZ@Works system. During my tenure as a consultant, I worked with both Pima County and One Stop staff to do organizational development, staff training, and my last seven years, served as the Manager of the Business Services Outreach team. The primary function of the Business Services Team was to develop private sector partnerships, that would enhance the type of training best suited to meet the needs of industry. I am currently on the Board of Directors of the Southern Arizona Manufacturing Partners (SAMP). This program was developed to train high school students in precision machining.

Past Performance: Last five years

Proposed One-Stop Operator for Santa Cruz County has been the One Stop Operator for Pima County since June of 2017, and the One Stop Operator for Cochise AZ@Works system since

April of 2020. Proposed One Stop Operator (OSO) has been actively involved in the Pima County One Stop system since 1984 and the Cochise AZ@Work system since April of 2020.

At both Pima and Cochise County, my OSO duties include convening on a monthly basis, the 16 mandated partners in Pima County, and the five mandated Partners in Cochise County; maintaining contact with the agencies and providing updates as they might occur. I would meet that same requirement for Santa Cruz County.

In Cochise County the requirement to meet with the Cochise Workforce Investment board, and report out on activities of Partners, as well as current projects, is on a quarterly basis. I meet with the partners monthly or on an as needed basis. In addition to current agency activities, I will also report out on any gaps in services or challenges in the service delivery area. I would meet that same requirement in Santa Cruz. I report out to the Pima County WIB Board and the Executive Committee on a monthly basis.

The first task after receiving my OSO contract at both Pima and Cochise County, was to introduce myself to each of the agency directors. In Pima County I conducted one-on-one meetings for the first two months. My goal was to find out if there was a common need within the group, where we could focus our collective attention. Clearly the need for a "Client Referral System" was number one on everyone's list. The second step was to introduce the 16 partners to each other, and to assure the services of each were known to each other. Each partner put together presentations on their individual agencies, and over a 4-month period made presentations to the group. As a side note the most telling outcome of these presentations was the number of times the agencies would say to each other "I didn't know you did that". In Cochise due to the COVID outbreak my contact has been by telephone or Zoom meetings.

In addition to the Client Referral System, the Partners worked together to put in place a Client Services spreadsheet that identifies the services of the agencies. This "service grid" is a tool that helps the front staff initially identify agencies that provide services to the clients. Many times, a client will come to the front desk indicating they have a specific need. It is impossible for front staff, or any other staff, to know all the services. The grid is set up to direct clients to specific agencies based on a question ranging from "where can I get some help with my utilities bills", to "are there any homeless shelters where I can take my dog?"

The Client Referral System is still being worked on however, the "client service grid" is readily available for use in Santa Cruz; should the Partners want to use.

In Pima County, with input from agency Directors, as to the training subject matter, I coordinated quarterly One Stop system staff training to be presented to, One Stop staff and agency staff. We plan on doing similar training in Cochise. I would propose similar training in Santa Cruz as soon as it is safe to meet with staff.

The first training effort was front staff training on Customer Satisfaction, conducted by Gabe Loyola and Associates, Inc. The second session, targeting supervisors and managers, was on "Conflict Management, conducted by Frank Brewster from DES, and the last session held in December, targeting case managers, was on "Compassion Fatigue – Self Care" conducted by Cathy Shiroda, CEO of Generations Home Care.

At all of the staff training sessions we had over 95 % attendance from staff. We will continue the training on a quarterly basis. We had planned on holding a training session on Mental Health First Aid in the first quarter of 2020; but COVID had other plans. One Stop management in both Pima and Cochise has totally supported this consistent effort.

My goal in Pima, Cochise and Santa Cruz (should I get the contract) would be to insure all agencies are in alignment with SDA goals. Additionally, working as the OSO for Santa Cruz, Pima and Cochise, the idea would be to strengthen the Southern Arizona service delivery area for agencies, private sector partners and clients. By working together, the individual agencies are better able to address the needs of their specific populations and strengthen and increase the capacity of the overall workforce system.

Technical Evaluation:

The Proposed OSO shall, with assistance from Partners and One Stop staff, as required:

- Coordinate training for System Partner staff. Coordinating training includes, but is not limited to: identifying training needs, scheduling trainers and facilities for training sessions. .Cost of training has historically been borne by the One Stop Centers.
- Schedule and staff monthly as well as quarterly System Partner meetings. Staffing duties include preparing meeting agendas, distributing meeting agendas to System Partners in advance of the meetings, facilitating the meetings, taking meeting minutes, and distributing meeting minutes to System Partners and Contractor staff.
- Ensure Contractor logos and branding is used exclusively and consistently.
- Administer customer satisfaction surveys for first time customers via email or in-person;
- Administer event participant survey for recruitments and other events in-person or via email within three business days of the event;
- Conduct at least one customer focus group twice a year to improve customer and participant satisfaction; and
- Research best practices and provide continuous improvement recommendations on an annual basis.

ACCESSIBILITY AND EQUAL OPPORTUNITY

The Proposed OSO shall ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefit of, or subject to discrimination under, any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. The Proposed OSO will demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves the Proposed OSO ensuring its staff receive accessibility training and may involve developing accessibility plans. The Proposed OSO shall ensure all written material and communications include the statement: "Equal Opportunity Employer/Program; Auxiliary Aids and Services are available upon request" along with a contact number to coordinate needed arrangements. The Proposed OSO shall comply and adhere to all Federal and Arizona State regulatory guidance and practices in regard to equal opportunity and ADA compliance.

ADMINISTRATIVE ISSUES:

The Proposed OSO shall adhere to the following requirements:

General:

- Comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards;
- Comply with WIOA's funding requirements and for any disallowed costs or illegal expenditures in accordance with Uniform Guidelines 2 CFR 200; and
- Utilize the branding of "Proud Partner of ARIZONA@WORK" name and logo on any printed material that will promote association with the program. (Or whatever branding is applicable at the time).

Records:

- Maintain confidentiality when accessing or utilizing Arizona Job Center (AJC) and maintain computer equipment with compatible software;
- Invoice in accordance with the payment information listed in this RFP;
- Maintain an accounting system that tracks funding for these services separately from other funding sources;
- Use an accrual method of accounting;

- Retain program files and records, in compliance with Federal and State WIOA requirements and the County's record retention policies; and
- All records must be filed and maintained in accordance with all Federal and Arizona State Statutes, and the Contractor shall, upon the County's request, make all associated financial data available to the County for audit.

DOL Training and Employment Guidance Letter:

WIOA No. 15-11, dated January 17, 2017 (or most recent version)

- Disclose to the County any potential conflicts of interest arising from any relationships it has with particular training service providers or other service providers, including but not limited to career services providers;
- Refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- Comply with Federal and State regulations and procurement policies relating to the calculation and use of profits.

REPORTING REQUIREMENTS:

The Proposed OSO shall comply with the following reporting requirements:

Monthly:

- Communicate with System Partners to provide updates on operations and address potential issues via email or telephone or meet on an as needed basis.

Quarterly: (As COVID restrictions allow)

- Attend in person or by Zoom, either the Local Workforce Development Board (LWDB) or the Board's Executive Leadership Committee meeting;
- Submit written reports to the County to include:
 - The number of customized recruitments and job fairs hosted at the Centers and the number of job seekers in attendance;
 - Number of customers welcomed at each Center;
 - Success stories;

- System updates;
- Results of customer satisfaction surveys and any event participant survey results, including a list of recommended system improvements to address any concerns identified by customers or participants; and
- Other information requested by the County, in a form to be approved by the County.

Annually:

- Submit annual reports to the County to include:
- Program year statistics tallied from quarterly reports, and
- Other information requested by the County, in a form to be approved by the County;
- Prepare written Board and Board committee reports for LWDB review; and
- Prepare and present requested information to the Board and Board committee, as directed by LWDB.

End of RFP.

Attachment
2 -
PY 2020-2024 Workforce Innovation and
Opportunity Act
One Stop Center
Operator
Proposal Cover
Page

Type or Print information requested below:

Business Information

Legal name of the entity submitting this proposal:

James E. Mize

Address:

10500 N. Camino De Oeste

Tucson, Arizona 85742

Telephone Number: 520-440-5388

Fax Number: None

Email Address: jmize44066@aol.com

Contact Person Information

Name and Title of Contact

Person:

James E Mize

Address: Camino De Oeste

Tucson, Arizona 85742

Telephone Number: 520-440-5388

Fax Number: None

Email Address: jmize44066@aol.com

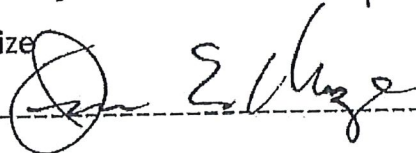
To the best of my knowledge and belief, all the information in this proposal is true and correct. The document has been authorized by the governing body of the proposer and the proposer will comply with the attached assurances if funding is awarded.

Name of Sole Proprietor, President or Chief Executive Officer:

James E Mize

Title: Sole Proprietor

Signature: _____



Date: August 4, 2020

AT1

A-24- 1336-FADB

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000516.0001...

MIZE, JAMES E & KAREN L & THE
MIZE FAMILY LIVING TRUST
10500 N CAMINO DE OESTE
TUCSON AZ 85742-1400



0101-1001

DATE DUE	SEE BALANCE DUE NOTICE
OCT 06 2020	\$265.00
COVERAGES AND LIMITS	
L Personal Liability	\$1,000,000
Self-Insured Retention	None
UNDERLYING EXPOSURES	
Our records show the following underlying information. This information was used in determining the rate of the policy.	
AUTOMOBILE EXPOSURES	
Automobile(s)	6
Automobile Operator(s)	2
OTHER LIABILITY EXPOSURES	
Personal Residential	
Annual Premium	\$265.00
Amount Due	\$265.00

Forms and Endorsements

Personal Liability Umbrella	FP-7950.2
Fuel Oil Exclusion	FE-5837
Amendatory Endorsement	FE-5897

***Notify your agent immediately if the above listed Coverages and/or Underlying Exposures are incorrect. Your Coverages and/or bill can be affected if this information is not correct.**

The Class 50 Discount has reduced the premium on your policy by \$30.00

Required Underlying Insurance on reverse side

130-0070 10 10-11-2010 10-11-2010

Thanks for letting us serve you...

0675 201 1

Agent CROPP INSURANCE AGENCY INC
Telephone (520) 886-5313 or (520) 546-5123

REB

*Moving? See your State Farm agent.
See reverse for important information.
Prepared AUG 24 2020*

(Terms in Bold in this section are defined in the policy)
 Minimum Underlying Limits

Type of Policy	Combined Limits (Bodily Injury and Property Damage)	or	Split Limits
Automobile Liability	\$ 500,000	Bodily Injury-	\$ 250,000 Per Person \$ 500,000 Per Accident
		Property Damage-	\$ 100,000 Per Accident
Recreational Motor Vehicle Liability Including Passenger Bodily Injury	\$ 500,000	Bodily Injury-	\$ 250,000 Per Person \$ 500,000 Per Accident
		Property Damage-	\$ 100,000 Per Accident
Personal Residential Liability	\$ 100,000		
Watercraft Liability	\$ 100,000		

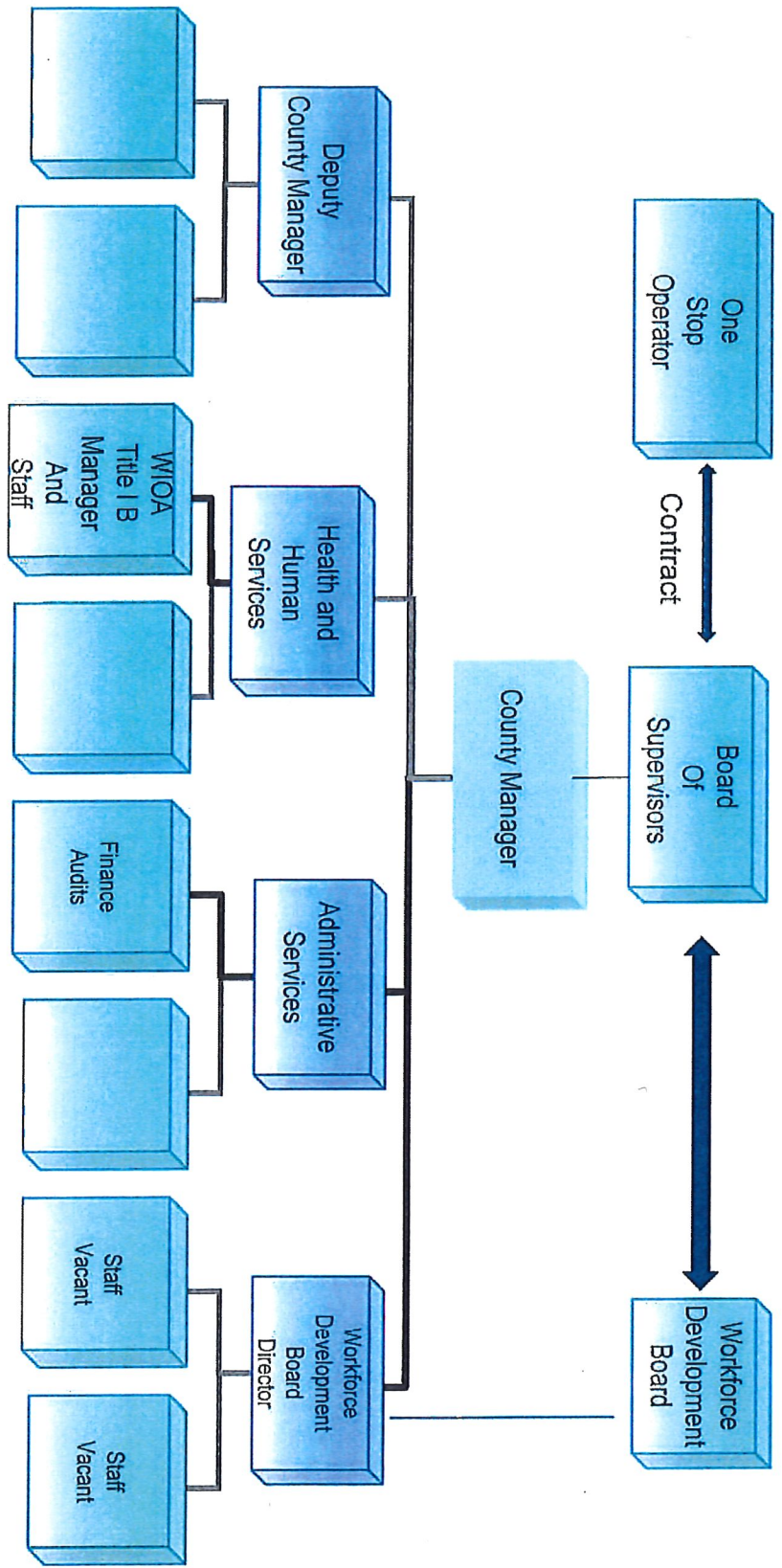
NOTICE TO POLICYHOLDER:

Policy changes requested before the "Date Prepared", which appear on this notice, are effective on the Effective Date of this policy unless otherwise indicated by a separate endorsement, binder, or amended declarations. Any coverage forms attached to this notice are also effective on the Effective Date of this policy.

Policy changes requested after the "Date Prepared" will be sent to you as an amended declarations or as an endorsement to your policy. Billing for any additional premium for such changes will be mailed at a later date.

Please keep this with your policy.

Santa Cruz County Organization Chart With WIOA Required Firewalls



Proposed July 2020