

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Kali Ladd	2. Telephone No. 503-823-1123	3. Bureau/Office/Dept. Mayor's Office Education Program
4a. To be filed (date): 1/2/2013	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: 12/26/2012
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

1) Legislation Title:

*Amend contract with Worksystems, Inc for additional work and compensation for the Summer Youth Connect Program. (Ordinance; amend Contract No. 30002551)

2) Purpose of the Proposed Legislation:

To provide funds to Worksystems, Inc. to implement and manage the SummerWorks youth employment program within City Bureaus. This program provides work-readiness training, approximately 180-hour paid work experience, and ongoing support through a job coach for qualified youths who will be placed in temporary summer positions with the City.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

This legislation does not generate or reduce current or future revenue.

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense?

This legislation will result in an expenditure of \$195,000 in order to award WorkSystems Inc. its grant. These funds will be appropriated with the passage of the ordinance through General Fund Contingency. The contingency funds will be appropriated into the Mayor's Office Education Program.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?**

No City positions are being created, eliminated, or re-classified.

- **Will positions be created or eliminated in *future years* as a result of this legislation?**

No City positions are anticipated to be created or eliminated in future years as a result of this legislation.

7) Change in Appropriations

No change in appropriations.

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

- ☐ **YES:** Please proceed to Question #9.
☒ **NO:** Please, explain why below; and proceed to Question #10.

This is a continuation in funding, and similar grants have been approved and allocated in the past.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

c) How did public involvement shape the outcome of this Council item?

d) Who designed and implemented the public involvement related to this Council item?

e) Primary contact for more information on this public involvement process (name, title, phone, email):

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No.

Mayor Sam Adams

BUREAU DIRECTOR (Typed name and signature)

Amendment # 1

Contract # 30002551

This Contract was made and entered by and between Worksystems, Inc, hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

1. The City's project manager is Samir Raad.
2. Additional work is necessary as described in the Statement of Work and Compensation, attached to this amendment as Exhibit A.
3. Additional compensation for this work is \$200,000.00 bringing the contract total to a not exceed amount of \$278,178.00.

All other terms and conditions shall remain unchanged and in full force and effect.

CONTRACTOR SIGNATURE:

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Worksystems, Inc._____

By: _____ Date: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Contract No. 30002551 Amendment/Change Order No. 1

Contract Title: Summer Youth Connect Project Management

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By: _____ Date: _____
Office of City Attorney

Exhibit A Statement of Work and Compensation

Worksystems, Inc. (Contractor) shall coordinate activities for various aspects of the Summer Youth Connect Program, including portions of Ninth Grade Counts (NGC) and Career + College Connections (C3)

Contractor will be responsible for putting into place any subcontracts needed in order to support the NGC or C3 programs, including any necessary transportation services.

Contractor will perform the following tasks:

- Act as City Project Manager for Ninth Grade Counts and C3 programs.
- Establish a C3 program goals and a curriculum plan identifying the scope, sequence and projected time students will spend in various activities/learning objectives, a brief description of each learning objective and activity, including a proposed calendar/schedule, and a general overview of how the project will unfold over the summer.
- Develop C3 recruitment materials.
- Recruit 200 career and college site visits for the Ninth Grade Counts program.
- Responsible for developing a master schedule of career and college site visits for all participating Ninth Grade Counts programs.
- Coordinate with All Hands Raised and contracted transportation providers to get students to and from career and college site visits and Ninth Grade Counts site visits, including orientation preparing students for NGC site visits.
- Responsible for developing partnerships with key stakeholders to support the continuation of the C3 program in the form of project-based learning or work crew opportunities for youth.
- Incorporate financial literacy training through Financial Beginnings into Work Readiness Training. Ensure that all Summer Youth Connect participants receive this training prior to placement in summer jobs.
- Provide copies of documents, forms, communication materials and subcontracts for delivery of NGC and C3 related services as requested by the City.

City staff will:

- Provide list of 2012 NGC participant list, including contact information for C3 recruitment.
- City Bureau Supervisors will complete any internal City forms necessary for interns to work
- City Bureau Supervisors will provide interns with computer logins, requested background checks and driver license checks and training.

Deliverables

- Provide a monthly progress report, identifying organizations that have been contacted regarding hosting site visits and the number of site visits secured, meetings held with NGC and/or C3 service providers, and deliverables achieved by NGC and/or C3 service providers by the 15th of each month.

- Provide a report to the City that includes a master schedule of activities, curriculum plans, recruitment materials and student orientation organized by program area (NGC and C3) by service provider by June 1, 2013.
- Provide a report listing C3 program applicants by September 15, 2013.
- Forward final narrative report from each C3 service provider by October 31, 2013.

CONTRACTOR PERSONNEL

The Contractor shall assign the following personnel to do the work in the capacities designated:

Comment [CMM1]: WSI needs to fill this in, I'm not sure if everyone will be in the same role as last year. CM

NAME	ROLE ON PROJECT
Reese Lord	Ninth Grade Counts Coordination
Barbara Timper	C3 Coordination
Americorps Vista Volunteers	NGC Logistics Support and program documentation through various media

COMPENSATION

The maximum that the Contractor can be paid for this amendment is \$200,000.00 (hereafter the "not to exceed" amount.). The "not to exceed" amount includes all payments to be made pursuant to this contract, including reimbursable expenses, if any. Nothing in this contract requires the City to pay for work that does not meet the Standard of Care or other requirements of the Contract. The actual amount to be paid Contractor may be less than that amount. The City is to be billed monthly for services.

PAYMENT TERMS: Net 10 Days

The billing rates shall not exceed those set forth below:

NAME	BILLING RATE/HR

ORDINANCE No.

REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION

*Amend contract with Worksystems, Inc. for \$200,000 for additional work and compensation for the Summer Youth Connect Program (Ordinance; amend Contract No. 30002551)

The City of Portland ordains:

Section 1. The Council finds:

1. The City of Portland's future economic and social well-being are dependent upon more students graduating from high school, pursuing further education, and securing career-ladder employment; and
2. The City of Portland has a history of investing in young people through funding of youth employment programs, and creating seasonal job training, work experience, internship and job shadow opportunities; and
3. The Mayor's office is interested in continuing the Ninth Grade Counts and Career + College Connections programs.
4. Worksystems, Inc. has provided project management and coordination services under Contract No. 30002551 effective March 12, 2012.
5. The estimated cost of this contract amendment is \$200,000. Funds are available in the 2012 fiscal year. The level of confidence in the negotiated cost for the proposed amendment is high.
6. Worksystems, Inc has developed and executed pieces of the Summer Youth Connect contract over the last 4 years.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer is authorized to execute amendment 1 to contract 30002551 with Worksystems, Inc. for the purpose described in Section 1.
- b. The Mayor and Auditor are hereby authorized to draw and deliver checks payable to the Worksystems, Inc. chargeable to the Office of the Mayor.

Section 2. The Council declares that an emergency exists because a delay in the execution of the amendment would cause a forfeit of the summer jobs and work experiences offered by the city and existing CBOs for the last 4 years; therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council:

LaVonne Griffin-Valade
Auditor of the City of Portland
By

Mayor Sam Adams

Prepared by: Christine Moody

Date Prepared: December 24, 2012

Deputy

Agenda No.
ORDINANCE NO.

for \$200,000 Title

*Amend contract with Worksystems, Inc. for additional work and compensation for the Summer Youth Connect Program. (Ordinance; amend Contract No. 30002551)

<p>INTRODUCED BY Commissioner/Auditor: Mayor Sam Adams</p>	<p>CLERK USE: DATE FILED <u>DEC 27 2012</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Office of the Mayor Bureau Head:</p>	<p>ACTION TAKEN:</p> <p>JAN 02 2013 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION</p>
<p>Prepared by: Kali Ladd Date Prepared: 12/26/2012</p>	
<p>Financial Impact & Public Involvement Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Council Meeting Date January 2, 2013</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter</p> <p></p>	

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/> <i>Pulled</i></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		
2. Fish	2. Fish		
3. Saltzman	3. Saltzman		
4. Leonard	4. Novick		
Adams	Hales		