



**Contractor Agreement between The Chicago Cook Workforce Partnership and the Denver Workforce Development Board
Modification No. 1**

EFFECTIVE DATE OF CONTRACT MODIFICATION NO.1: **April 1, 2017.**

The Chicago Cook Workforce Partnership (“The Partnership”) and the Denver Workforce Development Board (“Subgrantee”) (collectively, the “Parties”) agree to this Contract Modification to the April 1, 2016, Contract which articulates the joint responsibilities of the Parties.

WHEREAS, it is understood by the Parties that the services provided by Subgrantee under this Contract Modification began prior to the (signing) date of this modification, and all services under the Scope of Work are payable under this contract;

ASSIGNMENT. The benefits of this agreement and the rights, duties and responsibilities of the Subgrantee under this Agreement may not be assigned (in whole or in part).

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties hereto agree as follows:

I. The purpose of the modification is to:

- Extend the project time for a twelve (12) month period.
- Increase the Scope of Work to define additional services to be provided by Denver Workforce Development Board
- Increase the budget to accommodate additional work.

II. Term of the Agreement

- The term (the “Term”) of this agreement is April 1, 2017 and including March 31, 2018.

III. Scope of Work

- Subgrantee agrees to perform the activities described in Attachment A and hereby is amended and incorporate in this Modification.

IV. Budget & Deliverables

- Under this Modification, the budget, which is hereby incorporated as **Attachment B**, will be increased by **\$2,347.50** for a total budget of **\$425,000.00**.
- Payment Schedule & Deliverables has been modified as outlined in **Attachment A**.

V. Modification

- Scope of Work, Term, and Budget changes as stated above.

VI. Termination

- March 31, 2018

VII. Authority & Signatures

- No change.

VIII. Governing Law

- This Modification shall be construed, interpreted, and enforced according to the laws of the State of Colorado.

Entire Agreement

This Modification #1, to the April 1, 2016 Contract and all modification attachments is the complete agreement between The Partnership and the Denver Workforce Development Board. All references to the Agreement on the original are hereby incorporated and included in this Modification. The Parties acknowledge that the individual (s) signing below is authorized to execute this modification and that such signature constitutes the acceptance of this modification. Agreement together with the Exhibits identified as attachments, constitutes the entire agreement between Subgrantee and The Partnership. The Agreement, and its exhibits, may only be amended, supplemented, modified or cancelled by a written instrument duly executed by each party hereto.

Approved for The Chicago Cook Workforce Partnership

Approved for the Denver Workforce Development Board

 Karin M. Norington-Reaves Date
 CEO
 69 West Washington Street
 Suite 2860
 Chicago, IL 60602
 312.603.0228

 Denise Bryant Date
 Executive Director
 201 West Colfax Avenue
 Denver, CO 80202
 720.913.1548

Additional required City signatures are attached.

Scope of Services

The original contract shall be extended for all the activities listed in the original Scope of Work for an additional one year period, ending on March 31, 2018.

<u>Scope of Work</u>	<u>Metrics</u>
Universal Clients (Basic Services)	325
# Employers Served	250
WIOA Enrollments	150
Completed Training	175
Job Readiness Training (JRT)	50
On-the-Job Training (OJT)	33
Incumbent Worker Training (IWT)	23
Paid Work Experience (WEX)	34
NRF Certifications	80
# Placements	100
Retention	
30 days	79%
60 days	75%
90 days	71%
180 days	68%

<u>Deliverables</u>			
Monthly Activities Report	One page narrative of business activity for the month including metrics	Monthly	5th business day after the end of each month
Communications Activities	One page communications recap with supporting documentation	Monthly	5th business day after the end of each month
Media Listing Spreadsheet	Excel spreadsheet	Monthly	5th business day after the end of each month
Success Stories - Minimum 2 per month	One page narrative and supporting metrics of success stories for the month	Monthly	5th business day after the end of each month
Retail Advisory Board Roster	One page listing	Monthly	5th business day after the end of each month
Retail Advisory Board Meeting List	One page listing	Monthly	5th business day after the end of each month
Sub-grantee phone/contact list	One page listing	Monthly	5th business day after the end of each month
Hiring events/special events listing	One page listing - rolling list for PY 2017 - 2018	Monthly	5th business day after the end of each month
Hiring/recruitment event schedule	Schedule and confirm 4 hiring events for PY2	Ongoing	Ongoing
Customer Surveys	One page survey with clear and concise questions and room for comments	Monthly	5th business day after the end of each month
Employer Surveys	One page survey with clear and concise questions and room for comments	Monthly	5th business day after the end of each month
Universal Services Report	One page recap of universal services customers including Walmart customers	Monthly	5th business day after the end of each month
Career Pathways	One page overview of Career Pathways progress	Quarterly	TBD
Advancement Success	One page overview of Advancement Success within the retail sector	TBD	TBD
White Papers - Topic TBD	Professional white paper	Quarterly	TBD
Labor Market Information	TBD	Quarterly	TBD
Career Connect	Employer database	TBD	TBD
Average Wage Over Time	Calculation and Narrative	TBD	TBD
% Decrease in Turnover Rate	Calculation and Narrative	TBD	TBD
% Reduction to Interview to Hire Ratio	Calculation and Narrative	TBD	TBD
Active participation in regular conference calls, webinars and meetings	As required	TBD	As required
Retail opportunity public awareness campaigns	Table and narrative	TBD	TBD
Retail Advisory Committee	Meets quarterly - provide the 4 meeting dates for the program year	One time	Friday, April 28, 2017
Logo collection	Provide required logos to be kept on file if logos have changed from PY1	One time	Friday, April 28, 2017
Budget Forms and Budget Narrative PY 2017 - 2018	Meets The Partnership approval	One time	April 2017
Service Delivery Plan	5 pages maximum, double spaced, single-sided for PY 2017 - 2018	One time	Friday, April 28, 2017
Process Flow Chart	One page training program process flow chart	One time	Friday, April 28, 2017
FFE Inventory Listing PY 2017 - 2018	One page inventory recap sheet	Quarterly	10th business day after the end of each quarter
Invoices	Previous month's invoices due with invoice submission documents	Monthly	Due on the 15th of each calendar month
National Retail Federation Certification	Site certification, proctor certification, trainer certification	One time	Wednesday, May 31, 2017
Communications Library	Maintain communications library - electronic and hard copy for PY1 and PY2	Ongoing	As required
Sustainability Plan	Provide sustainability plan for sustainability of program post PY2	One time	Friday, June 30, 2017
Policy Submission - OJT and IWT	Submit your written OJT and IWT policy	One time	Friday, April 28, 2017

A. Respondent:	Denver Division of Workforce Development	E. Contract Number:	707-0202-1
B. Vendor Code#:	S-DENVEROED	F. Contract Period:	April 1, 2017- March 31, 2018
C. Program:	National WDB Retail Initiative	G. Requested Amount:	\$ 425,000
D. CFDA#:	N/A	H. FEIN:	84-6000580

Budget Summary for Walmart Foundation

(1) Item of Expenditure	(2) Total Program Cost (\$)	(3) Other Funding Share of Costs (\$)	(4) Walmart Foundation Share of Cost (\$)	(5) Walmart Foundation % of Total Cost
Other Program Costs	589,722	203,509	386,213	65%
Supportive Services	0	0	0	0%
Direct Training	38,787	0	38,787	100%
TOTAL	\$ 628,509	\$ 203,509	\$ 425,000	68%

Contract Control Number:

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By _____

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By _____

By _____

By _____



Contract Control Number:

By: _____

Name: _____
(please print)

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

