



Amendment #1
20180082
 Contract

City of Springfield Contract Tracer Document

The purpose of this document is to provide continuous responsibility for the custody of **CONTRACTS** during the processing period.

INSTRUCTIONS: Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Community Development			M.L.	11-1-17
Office of Procurement	11/1/17	PN	11/1/17	PN
City Comptroller	11/2/17	11/2/17	11/2/17	11/2/17
Law	11/2/17	11/2/17	11/2/17	11/2/17
CAFO	11/2/17	11/2/17	11/2/17	11/2/17
Mayor	11/13/17	11/13/17	11/13/17	11/13/17
Office of Procurement	11/14/17	11/14/17	11/14/17	11/14/17

Vendor No.: 74891 Contract No.: 20180082 Contract Date: 08/25/2017

Contract Amt.: \$2,961.00 Issue Date: 10/17/2017 Renewal Date:

Appropriation Code1: 26451817-530105-64516
 Appropriation Code2:
 Appropriation Code3:
 Appropriation Code4:

Description of Funding Source: CDBG-NDR

Bid No.: Requisition No.: 18002015 PO No.:

Vendor Name: Regional Employment Board of Hampden County

Contract Type: CDBG-NDR Workforce Training

Contract Purpose: Construction Skills Training Program

Originating Dept.: Office of Disaster Recovery & Compliance

Expiration Date: 10/01/2018 Amendment Date: Extension Date:

TYPE OF DOCUMENT (Please select at least one):
 New Renewal Amendment #1 Extension

AMENDMENT #1 to CITY CONTRACT #20180082

**SUBRECIPIENT PARTNERSHIP AGREEMENT
WITH REGIONAL EMPLOYMENT BOARD OF HAMPDEN COUNTY, INC.
FOR CONSTRUCTION SKILLS TRAINING PROGRAM**

WHEREAS, on or about August 1, 2017, the City of Springfield, Massachusetts, acting by and through its Office of Community Development and Disaster Recovery & Compliance, with the approval of its Mayor (hereinafter referred to as the "City"), entered into an Agreement referred to as City Contract No. 20180082 ("Agreement") with the **Regional Employment Board of Hampden County, Inc.**, with an address of **1391 Main Street, 2nd, Springfield, Massachusetts** (hereinafter referred to as the "REB" or "Sub recipient"), to offer a Construction Skills Training Program ("Program"); and

WHEREAS, a component of the Program, the REB will offer two (2) construction skills training programs at the Roger L. Putnam Vocational Technical Academy ("Putnam") over a 14-week period from October, 2017, to February, 2018; and

WHEREAS, the REB has requested to add \$2,961.00 to the Program budget to compensate a Springfield Public Schools ("SPS") security guard to provide security services for the Program for each day that the program is offered at Putnam;

WHEREAS, the City and the REB agree to amend the Program budget to include increased hours for on-site security personnel to cover the total hours of operation of the program;

NOW, THEREFORE, the parties hereto agree to amend the Agreement on the following terms and conditions:

- 1) The Scope of Services in Appendix B is hereby amended to include the provision of 14 weeks of on-site security services by an SPS security guard on days when two (2) Construction Skills Training Programs are offered at Putnam, as described in the REB's proposal dated October 11, 2017, attached hereto as Exhibit #1, and incorporated herein by reference. The cost breakdown for these additional services is described in Exhibit #1.
- 2) The Program Budget referenced in Article III(D), and attached to the Agreement as Exhibit B, is hereby amended by increasing the total from \$130,203.00 to \$133,164.00. This represents an increase of \$2,961.00 for an SPS Security Guard to provide security services for the Program on days when it is offered at Putnam, as further described in Exhibit #1, and in the Revised Budget attached hereto as Exhibit B-1 and incorporated herein by reference.
- 3) All other terms and conditions of the Agreement, not amended herein, shall remain the same.

IN WITNESS WHEREOF, the Borrower and the City have executed this Amendment on this 10th day of October, 2017

SUBRECIPIENT

By: [Signature]
Its: Asset of CEO
Date: October 12, 2017

CITY OF SPRINGFIELD

By: [Signature]
Kevin E. Kennedy
Chief Development Officer

[Signature]
Tina Quagliato
Office of Disaster Recovery

26451817-530105-64516 \$2,961.00 Increase

APPROVED AS TO APPROPRIATION:

[Signature] 11/2/17
City Comptroller

APPROVED AS TO FORM:

[Signature]
City Solicitor
Law Department

Reviewed:

[Signature]
Chief Administrative and Financial Officer

APPROVED:

[Signature]
Domenic J. Sarno
Mayor
Date Signed 11/13/17

EXHIBIT B-1

REVISED BUDGET:

Applicant: Regional Employment Board of Hampden County, Inc.(REB)	
Project Title: Construction Skills Training Program (CSTP)	
I. a. Direct Labor	
<i>Title</i>	Grant Amount Requested
Program Manager (.4FTE) for 12 Months	\$30,278
Senior Accounts Payable Specialist (.05 FTE) for 12 Months	\$2,624
Part Time Teachers- 672 hours @ \$53/hour	\$35,616
Total Direct Labor	\$68,518
I. b. Direct Benefits/Fringe Costs	
Program Manager @ 16% Fringe Costs	\$4,845
Senior Accounts Payable Specialist @ 36% Fringe Costs	\$945
Part Time Teachers @ 10% Fringe Costs	\$3,562
Total Direct Benefits/Fringe Costs	\$9,352
II. REB General & Administrative Overhead	\$3,333
III. Subcontractors	
<i>Consulting /Contractor firm name(if known)/type of consultant</i>	
FutureWorks Career Center	\$2,800
ATC Group Services, Inc.- Subcontract for Deleading and Mold Abatement Training	\$34,585
Total Subcontractors	\$37,385
IV. Direct Materials	
Instructional Supplies for Twenty-Eight (28) Participants (2 Cohorts)	\$2,800
Total Direct Materials	\$2,800
V. Other Direct Costs	
Program Manager Travel	\$400
Participant Recruitment/Advertising	\$3,000
MA Licensing/Certifications for 28 unemployed City of Springfield Residents	\$1,400
Security	\$2,961.00
Total Direct Benefits/Fringe Costs	\$7,401.00
VI. Indirect Costs	
REB 10% Indirect Costs	\$4,015
Total Indirect Costs	\$4,015
Total Cost of Project	\$133,164.00

11/01/2017 15:02 | CITY OF SPRINGFIELD
112649 | CONTRACT CHANGE ORDER REPORT

| P 1
| cmentpst

CONTRACT # 20180082 74891 REGIONAL EMPLOYMENT BOARD OF ENTRY DT 11/01/17 JOURNAL
Enforcement Method: Not to Exceed

YEAR	AMOUNT
2018	2,961.00
TOTAL	2,961.00

** END OF REPORT - Generated by Erin Hand **



ER

11/1/12

**City of Springfield – Office of Procurement
PO Change Request Form**

Date	11/1/2017	Requestor(s)	Michael Lynch
Department	Community Development-DR	Phone / Email	413-784-4882
Vendor Name	Regional Employment Board	Vendor #	74891
Contract #	20180082	Amendment #	1
PO #	18003054	Requisition #	18002015

Justification Required: Please increase PO by \$2, 691 to cover cost of SPS security guard on site during trainings.

Change Unit Prices, Extensions, and/or Accounts to:

Identify Line # to be Changed _____ New Quantity _____ New Unit Price _____

Changes to Org, Obj & Proj Codes:

Specify Original Account: ORG _____ OBJ _____ PROJ _____

Specify New Account: ORG _____ OBJ _____ PROJ _____

Adding a new line item to the Purchase Order:

Specify New Account: ORG _____ OBJ _____ PROJ _____

Check here to Close/Cancel Purchase Order _____

Please fill out this section for processing:


Original Amount of Purchase Order: \$130,203.00

Increase \$2,961.00

Decrease \$ _____

New Purchase Order Total: \$133,164.00

 11/1/17

Department Head's Signature: 

PLEASE NOTE: NO modification will be **ALLOWED** to the Vendor Field. The Purchase Order will need to be canceled and a new requisition generated.

FOR CITY CHANGE ORDERS: EMAIL FORM TO:

"PO Change Order" Group found in Outlook.

Bill To COMMUNITY DEVELOPMENT 1600 EAST COLUMBUS AVE SPRINGFIELD, MA 01103	Requisition 18002015-00 FY 2018 PO 18003054 Acct No: 26451817-530105-64516 Review: Buyer: lpl Status: Converted
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Vendor REGIONAL EMPLOYMENT BOARD OF 1441 MAIN ST 1ST FLOOR SPRINGFIELD, MA 01103 USA Tel#413-755-1363 Fax 9-1-413-755-1364	Ship To DISASTER RECOVERY 4TH FLOOR 36 COURT STREET ROOM 405/411 SPRINGFIELD, MA MLYNCH@SPRINGFIELDCITYHALL.COM
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Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
08/14/17	074891				COMMUNITY DEVELOPMENT

LN	Description / Account	Qty	Unit Price	Net Price
	General Notes			
	CONTRACT# PENDING CIRCULATION			
	08/21/17 ASSIGNED C#20180082			
001	CDBG-NDR CONSTRUCTION WORKFORCE TRAINING.	1.00	130203.00000	130203.00
		EACH		
1	26451817-530105-64516		130203.00	

Ship To
 DISASTER RECOVERY 4TH FLOOR
 36 COURT STREET
 ROOM 405/411
 SPRINGFIELD, MA

[Requisition Link](#)

Requisition Total 130203.00

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
26451817-530105-64516	130203.00	61513.00
CDBG-NDR-BUSINESS&JOB OPPORTUN PROFESSIONAL SERVICES		

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Approved	08/14/17	Amanda Pham	Auto approved by: cak
Approved	08/14/17	Cathy Buono	
Approved	08/14/17	Melanie Acobe	Auto approved by: 108745
Approved	08/14/17	Christopher Fraser	

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	08/21/17 ASSIGNED C#20180082			
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		EACH		
	1 26451817-530105-64516		130203.00	
	Ship To			
	DISASTER RECOVERY 4TH FLOOR			
	36 COURT STREET			
	ROOM 405/411			
	SPRINGFIELD, MA			

[Requisition Link](#)

Requisition Total 130203.00

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Approved	08/14/17	Cathy Buono	
Approved	08/14/17	Melanie Acobe	Auto approved by: 108745
Approved	08/14/17	Christopher Fraser	