



## Travis County Commissioners Court Agenda Request

**Meeting Date:** December 3, 2013

**Prepared By/Phone Number:** Shannon Pleasant CTPM / 854-1181;  
Marvin Brice CPPB / 854-9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 11 to Interlocal Agreement 4400000370 with the University of Texas at Austin Ray Marshall Center, for Workforce Development Evaluation.

➤ **Purchasing Recommendation and Comments:**

Travis County Health and Human Services & Veterans Service is requesting the FY2014 Renewal of the University of Texas at Austin's Ray Marshall Center Interlocal Agreement. The Ray Marshall Center offers independent evaluation of the benefits Travis County creates through its investments in workforce development. This evaluation provides valuable insight into the effectiveness and impact of these investments. County staff continues to use the findings of this evaluation to inform both new investments and make improvements in existing investments.

Modification No. 11 will renew the agreement for an additional nine month term from January 1, 2014 through September 30, 2014. The agreement is only nine months so the 2015 renewal will correspond with the fiscal year. The contract funds for this period shall not exceed \$58,800.

Modification No. 10 renewed the contract an additional term from January 1, 2013 through December 31, 2013. The not to exceed amount for this contract is \$78,400. This renewal was previously approved on the December 28, 2012 Court Agenda, Item No. 8 to prevent contract expiration, as the agreement not ready for presentation due to HHS & VS working with the County Attorney's office on finalizing the Statement of Work and funding. The agreement is now finalized and is being presented to the Court for signature.

ID# 9874

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting

Modification No. 9 amended the Fiscal Year Limitations for the 2012 Renewal Term. There was no change to the not to exceed contract amount of \$43,400.

Modification No. 8 renewed the agreement for an additional twelve-month period from January 1, 2012 through December 31, 2012. Contract funds are not to exceed \$43,400 for this renewal period.

The Parties agree to amend the Agreement as to the 2012 Renewal Term by adding the 2012 Renewal Term Amended Work Statement, Performance Measures and Program Budget.

This Modification No. 7 renewed the agreement for an additional twelve-month period from January 1, 2011 through December 31, 2011. Contract funds are not to exceed \$28,400 for this renewal period.

Modification No. 6 renewed the agreement for an additional twelve-month period, from January 1, 2010 through December 31, 2010. Funds for this period were not to exceed \$28,400.

Modification No. 5 increased the contract amount by \$10,000, from \$18,400 to \$28,400.

Modification No. 4 renewed the agreement for an additional twelve-month period, from January 1, 2009 through December 31, 2009. Contract funds were not to exceed \$18,400 for this renewal period.

Modification No. 3 renewed the agreement for an additional twelve-month period, from January 1, 2008 through December 31, 2008. Contract funds were not to exceed \$18,400 for this renewal period.

Modification No. 2 increased the contract by \$10,000, from \$8,400 to \$18,400. The additional funding supported more in-depth analysis of the impact of REM services, using a quasi-experimental approach comparing outcomes for program participants to comparable individuals who did not receive services.

Modification No. 1 renewed the agreement for an additional twelve-month period, from January 1, 2007 through December 31, 2007. Contract funds were not to exceed \$8,400.

- **Contract Expenditures:** Within the last 12 months \$39,650 has been spent against this contract.
- **Contract-Related Information:**
  - Award Amount: \$45,999
  - Contract Type: Interlocal Agreement
  - Contract Period: June 1, 2006 through December 31, 2006
- **Contract Modification Information:**
  - Modification Amount: \$58,800
  - Modification Type: Bilateral
  - Modification Period: January 1, 2014 through September 30, 2014
- **Solicitation-Related Information:** Not Applicable
 

Solicitations Sent:	Responses Received:
HUB Information:	% HUB Subcontractor:
- **Special Contract Considerations:** Not Applicable
  - Award has been protested; interested parties have been notified.
  - Award is not to the lowest bidder; interested parties have been notified.
  - Comments:
- Funding Information:**
  - Shopping Cart/Funds Reservation in SAP: FR# 300000948
  - Funding Account(s):
  - Comments:

ID# 9874

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<b>ISSUED BY:</b> Travis County Purchasing Office P.O. Box 1748 Austin, Texas 78767	<b>PURCHASING AGENT ASST:</b> Shannon Pleasant <b>Telephone:</b> (512) 854-1181 <b>Fax:</b> (512) 854-9185	<b>DATE PREPARED:</b> October 18, 2013
<b>ISSUED TO:</b> The University of Texas at Austin Office of Sponsored Projects North Office Bldg. Suite 4.300 101 27 <sup>th</sup> Street Austin, Texas 78712	<b>MODIFICATION NO.:</b> 11	<b>EXECUTED DATE OF ORIGINAL CONTRACT:</b> June 1, 2006

ORIGINAL CONTRACT TERM DATES: June 1, 2006 - December 31, 2006      CURRENT CONTRACT TERM DATES: January 1, 2014 – September 30, 2014

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$45,999.00      Current Modified Amount: \$58,800

**DESCRIPTION OF CHANGES:** The Contract is amended according to the terms of the attachment to this Modification ("Attachment"), all of which is made a part of the Contract and constitutes promised performances by the Contractor in accordance with all terms and conditions of the Contract, as amended.

The above referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. The parties agree to renew the Interlocal Agreement for an additional nine month term from January 1, 2014 through September 30, 2014.
2. Contract funds for this renewal period shall not exceed \$58,800.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Note to Vendor/City:**

- Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
- DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>The University of Texas at Austin</u> BY: <u>[Signature]</u> SIGNATURE	<input type="checkbox"/> DBA <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER
BY: <u>DAVID HANNAKS</u> PRINT NAME TITLE: <u>ASSOCIATE DIRECTOR, OSP</u> ITS DULY AUTHORIZED AGENT	DATE: NOV 18 2013

TRAVIS COUNTY, TEXAS BY: <u>[Signature]</u> CYDIV. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE</u> SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:
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**2014 RENEWAL AND AMENDMENT #11 OF INTERLOCAL AGREEMENT (4400000370)**  
**BETWEEN TRAVIS COUNTY AND**  
**THE UNIVERSITY OF TEXAS AT AUSTIN -**  
**RAY MARSHALL CENTER FOR THE STUDY OF HUMAN RESOURCES**  
**(2014 Renewal Term)**

This Renewal and Amendment of Interlocal Agreement (#4400000370) ("2014 Renewal") is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County"), and the University of Texas at Austin - Ray Marshall Center for the Study of Human Resources ("Contractor").

**RECITALS**

County and Contractor entered into an agreement to provide services for the care of indigents, for public health education and information and/or for other authorized services ("Agreement") the Initial Term of which began June 1, 2006, and terminated December 31, 2006 ("Initial Agreement Term").

Under the Agreement, Contractor agreed to provide personal and professional services for the care of indigents and other qualified recipients and/or for public health education and information, in accordance with the terms of the Agreement, thus providing services which further a public purpose.

The Agreement provides for renewal and amendment of the agreement by the written agreement of the Parties.

By written agreement pursuant to the terms of the Agreement, the Parties have previously amended and renewed the Agreement for additional terms, with the current term continuing through December 31, 2013.

The Parties desire to renew the Agreement for an additional one-year term, and to make certain additional changes to the Agreement.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to renew and amend the Agreement as follows:

**1.0 2014 RENEWAL TERM**

1.1 **2014 Renewal Term.** Pursuant to Section 2.2, "Renewal Term," the Parties hereby agree to renew the Agreement for an additional nine-month term beginning January 1, 2014, and continuing through September 30, 2014 ("2014 Renewal Term").

1.2 **2014 Renewal Term Contractor Services.** In accordance with Section 11.1.1, "County's Satisfaction," during the 2014 Renewal Term, Contractor shall perform, in a satisfactory manner as determined by County, through County Department, services and activities in accordance with the terms and conditions stated in this Agreement as renewed and amended in this 2014 Renewal.

**2.0 2014 RENEWAL TERM AGREEMENT FUNDS**

2.1 **Maximum Funds.** The Parties agree to delete Section 13.1, "Maximum Funds," and all provisions amending that section (including all references therein to fiscal year limitations), and substitute the following:

13.1 **Maximum Funds.** In consideration of full and satisfactory performance of the research services and activities provided by Center under the terms of this Agreement, as determined by County, County shall provide Agreement Funds not to exceed the following amount during the Agreement Term:

**\$ 58,800.00**

**RECEIVED**

**NOV 20 2013**

**TRAVIS COUNTY  
PURCHASING OFFICE**

Center expressly acknowledges and agrees that the sum stated in this Section 13.1 is the maximum amount to be paid by County to Center during the Agreement Term period unless Section 13.1 is changed pursuant to Section 3.0, and that the total costs of this Agreement shall not exceed the amount included in the County budget and designated for this purpose for this agreement for the Agreement Term unless or until an increase in the County budget for this Agreement is approved by Commissioners Court. Contractor expressly acknowledges and agrees that County funding obligations can **ONLY** be incurred for the portion of any Contract Term corresponding to a time period included in the approved budget for any one Fiscal Year. Contractor understands and agrees that funds for any fiscal year following the fiscal year of the initial term of the agreement are contingent upon approval of such funding for the Contract by the Commissioners Court in the budget process related to that Fiscal Year.

2.2 **Other Maximum Amount Provisions.** All applicable provisions of the Agreement, as amended, shall be amended to reflect the amount shown in the above Section 2.1 as to the 2014 Renewal Term.

### 3.0 **ENTIRE AGREEMENT**

3.1 **Attachments.** The Parties agree to amend the Agreement as to the 2014 Renewal Term by adding the "2014 Renewal Term Amended Work Statement, Performance Measures and Program Budget," attached to this 2014 Renewal as Exhibit 1 and hereby made a part of the Agreement, as amended, constituting promised performance by Contractor in accordance with all terms of the Agreement, as amended.

### 4.0 **OTHER PROVISIONS**

4.1 **Insurance.** The Parties agree that the requirements for insurance for the 2014 Renewal Term will continue as set forth in the Agreement, as amended. Contractor agrees to provide current documentation of such insurance as required under the Agreement.

4.2 **Limitations.** Unless otherwise specifically stated herein, the performance required under this 2014 Renewal is performable only during the 2014 Renewal Term, and performance requirements and payment shall not carry over from one Agreement term to another.

4.3 **Update.** Within thirty (30) days of execution of this 2014 Renewal, Contractor agrees to provide Department, with a copy to the Purchasing Agent, current updates of all policies, materials and other information required under the Agreement, including , but not limited to, the following:

- 4.3.1 Update of any policies and procedures
- 4.3.2 Updated W-9 Taxpayer Identification Form
- 4.3.3 Change of Identity Information (Name, Address, Etc.), where applicable

4.4 **Debarment, Suspension and Other Responsibility Matters.** Contractor, by signing this 2014 Renewal, hereby certifies and represents that, to the best of its knowledge and belief, it and its principles:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

(b) have not within a three-year period preceding this Agreement 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;

(c) 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 (b); and

(d) have not within a three year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

Where Contractor is unable to certify to any of the statements in this Section 4.4, Contractor shall provide a written explanation of such inability prior to the effective date of this Agreement for County's consideration and evaluation with the understanding that such may result in termination of this Agreement by County.

**4.5 Certification and Representations.** By signing this 2014 Renewal, Contractor certifies and represents that all certifications and representations under the Agreement continue to be in full force and effect. Contractor also acknowledges and agrees that it has read all terms and provisions of the Agreement and understands and agrees that, to the extent not specifically changed by this 2014 Renewal, those terms and conditions remain in full force and effect for the 2014 Renewal Term.

**4.6 Conflict of Interest Questionnaire.** Required updating of the Conflict of Interest Questionnaire shall remain in force as applicable.

**5.0 INCORPORATION**

**5.1** County and Contractor hereby incorporate the Agreement into this 2014 Renewal. Except for the changes made in this 2014 Renewal, County and Contractor hereby ratify all the terms and conditions of the Agreement as amended herein. The Agreement, with the changes made in this 2014 Renewal, constitutes the entire agreement between the Parties and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

**6.0 EFFECTIVE DATE**

**6.1** This 2014 Renewal is effective January 1, 2014, when it is approved and signed by both Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

**2014 RENEWAL TERM  
WORK STATEMENT, PERFORMANCE MEASURES AND BUDGET  
Exhibit 1**

**Travis County ("County") and The University of Texas at Austin -  
Ray Marshall Center for the Study of Human Resources ("Center")**

**I. PURPOSE**

**A. General Purpose.** Center will provide consulting and evaluation services under the terms of this Agreement to evaluate local investments in workforce development and/or other social service programs, including emergency assistance efforts.

**B. Approach.** In order to accomplish the Purpose of this Agreement, Center will work with Travis County staff to conduct an outcomes and impact evaluation of selected workforce development services funded by the County and/or to conduct an exploratory evaluation of other County-funded social service programs (both options discussed in sections II and III below). Given the time and funding constraints detailed below, it may not be feasible to conduct both the workforce and social services evaluations. Details for each evaluation option are provided below. Center staff will meet with County administrators to establish evaluation priorities in the first month of the contract.

**II. WORKFORCE SERVICES EVALUATION.** Travis County contracts for a wide range of workforce development services for residents, including GED preparation, short-term job search and skill development, and longer-term occupational training. The following providers will be included in the evaluation:

1. Austin Academy/Ascend Center for Learning
2. Austin Area Urban League (AAUL)
3. American YouthWorks (AYW)
4. Capital IDEA
5. Goodwill Industries of Central Texas – Ready to Work
6. Skillpoint Alliance – Gateway
7. BiGAUSTIN – Prison Entrepreneurship Program.
8. Workforce Solutions-Capital Area Workforce Board – REM Project

Evaluation activities which will be conducted by Center include the following:

**A. Key Evaluation Questions.** Key evaluation questions include:

- How effective is the program as measured by:
  - increased earnings,
  - employment retention,
  - reduced Unemployment Insurance (UI) payments, and
  - increased monetary eligibility for UI benefits?
- How do key participant outcomes compare to those for similar, nonparticipating individuals?
- Which services appear to be the most effective and why?
- What changes can be made to services/treatments to improve outcomes for participants?

**B. Outcome Evaluation:** Center will document program results in terms of the number of clients completing training, number placed in employment, quarterly earnings, and other outputs/outcomes that can be determined largely through linked administrative data.

**C. Impact Evaluation.** As feasible, Center evaluators will use a quasi-experimental design to match program clients with similar individuals receiving other workforce services available in the region. By comparing the employment outcomes and receipt of UI and public benefits between participants and non-participants, evaluators will estimate the impacts of program participation.



**D. Information.** Information for this evaluation of Travis County workforce development services providers will come from:

- Administrative database maintained by each provider
- The Texas Workforce Information System of Texas (TWIST)
- UI wage records
- UI claim records
- Other sources, such as TANF and Food Stamp records and/or National Student Clearinghouse records

**III. SOCIAL SERVICES EVALUATION.** Travis County invests in a wide range of social services, including emergency rent/mortgage assistance, emergency utility payments, a food pantry, and family support services. While the County contracts-out for most workforce development services, the majority of these social services are provided directly by County staff in County Community Centers. The evaluation of these other social services programs would proceed along two phases:

**A. Evaluation Phase 2:** Initial outcomes evaluation based on Phase 1, data exploration and interviews with key program administrators and staff completed during the 2013 contract period. Key questions for this research include:

- Are services being provided as planned?
- Who is being served?
- What are the participants' outcomes?
- What is the impact of participation on key measures of interest?

**B. Contingency Plan:** Depending on the ultimate findings of Phase 1 (data exploration and interview), further data cleaning and other process steps may be required prior to start of outcomes evaluation.

**IV. TASKS AND TIMELINES.** Tasks and applicable timelines are as follows:

**A. Selection.** Center will work with County administrators and leadership to establish priorities between the evaluation options outlined above, based on the information needs of County planners and officials.

**B. Finalization.** Center will finalize the project work plan and timeline, which includes any changes to the following:

1. Report templates and the analysis plan with the approval of County.
2. Definitions of outcome measures with the approval of County.
3. Protocols for the collection and transmittal of data.

**C. Data.** For relevant data, Center will:

1. Establish and maintain data linkages with state and other administrative databases to track participants and create comparison group(s);
2. Collect data and prepare research files for analysis; and
3. Analyze data collected.

**D. Draft Report.** Center will:

1. Prepare the draft evaluation report; and
2. Submit the draft to County for review and comment.

**E. Briefing.** Center will brief County and service providers on evaluation findings and recommendations.

**F. Final Report.** Center will prepare and disseminate the final evaluation report incorporating comments as necessary and appropriate.

**IV. DELIVERABLES.** Center will provide the following deliverables by the due dates indicated below. (These dates are estimates and may be affected by delays in getting access to requisite data and other unforeseen events.)

<u>Deliverable</u>	<u>Date</u>
1. Work Session(s) with County Staff to Review and update Evaluation Priority	January 2014
2. Finalize Updated Work Plan	March 2014
3. Interim Report	September 2014

Proposed deliverable timelines are goals. It is understood by all parties that factors outside of the scope of this contract may influence the actual delivery dates. Deliverable will be considered timely if relevant County manager(s) accept the product.

**V. BUDGET**

<b>A. Direct Costs</b>	<b>Annual Amount</b>	<b>2014 Contract (9 months)</b>
Salaries	\$50,958	\$37,040
Fringe	\$12,230	\$10,741
Direct Research Expenses	\$3,246	\$2,349
Computer Expenses	\$1,740	\$1,000
<b>Total Direct Costs</b>	<b>\$68,174</b>	<b>\$51,130</b>

**\*Direct Research Expenses:** The Ray Marshall Center uses a formula based on historical averages to estimate telephone charges, postage and mailing, copying and printing for data analysis, reporting and dissemination, computer peripherals and equipment, and supplies directly related this project.

<b>B. Indirect Costs</b>	<b>Annual Amount</b>	<b>2014 Contract (9 months)</b>
Indirect costs @15%	\$10,226	\$7,670

**AGREEMENT TOTAL (9 month contract): \$58,800 (annual base = \$78,400)**

**C. Payment Schedule**

Payments will be made in 3 equal payments of \$19,600 corresponding to completion and acceptance of deliverables 1-3.

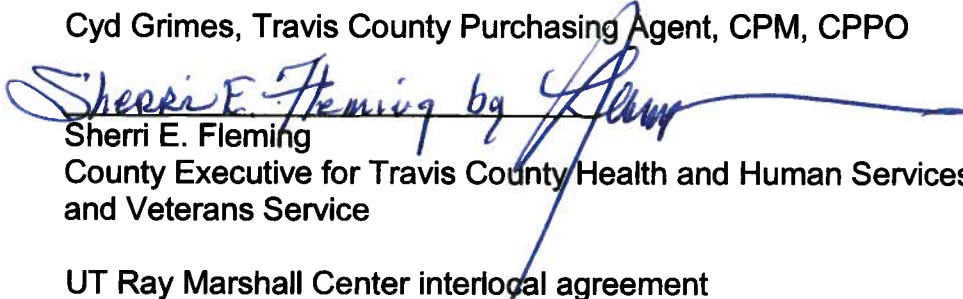


**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
502 E. Highland Mall Blvd.  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
County Executive  
for TCHHSVS  
(512) 854-4100  
Fax (512) 279-1608**

**Date:** October 30, 2013

**To:** Cyd Grimes, Travis County Purchasing Agent, CPM, CPPO

**From:**   
Sherri E. Fleming  
County Executive for Travis County Health and Human Services  
and Veterans Service

**Subject:** UT Ray Marshall Center interlocal agreement

**Proposed Motion:**

Consider and take appropriate action to approve a nine-month renewal of the interlocal agreement for workforce development evaluation services with the University of Texas Ray Marshall Center for the Study of Human Resources.

**Summary and Staff Recommendations:**

The new contract will continue the work the Ray Marshall Center (RMC) started in 2006. This work offers independent confirmation of the benefits Travis County creates through its investments in workforce development. RMC strives to evaluate the impact of the following county-funded efforts:

- The Rapid Employment Model project at Workforce Solutions;
- American Youthworks;
- Austin Academy;
- Austin Area Urban League;
- Capital IDEA;
- Gateway Programs at Skillpoint Alliance;
- Goodwill Industries; and

- BiGAUSTIN – Prison Entrepreneurship Program.

Across all of these services, RMC has utilized federal unemployment insurance (UI) data to track employment, earnings, qualification for UI benefits and filing of UI claims for all participants. RMC provides

- An outcome study that compares participant status across these four dimensions before and after services;
- An impact study that utilizes a quasi-experimental model to compare outcomes for county-funded participants to those of a comparison group of non-participants; and,
- A Return on Investment study to quantify the financial benefit our community gains from these investments.

RMC will also continue an evaluation of the Travis County investment in social services such as emergency rent/mortgage assistance, emergency utility payments, and family support services. Key questions for this research include

- Are services being provided as planned?
- Who is being served?
- What are the participant outcomes?
- What is the impact of participation on key measures of interest?

TCHHSVS staff recommends approving this renewal.

**Budgetary and Fiscal Impact:**

The contract is being renewed for nine-months in order to bring it in sync with Travis County's fiscal year. The nine-month contract amount is \$58,800. The funds reservation number is 300000948.

**Issues and Opportunities:**

This evaluation partnership provides valuable insight into the effectiveness and impact of our investments in workforce development and social services. County staff continues to use the findings of this evaluation to inform both new investments and continuous improvement of existing investments. Through our work with the RMC, we also gain access to a broader library of research and expertise to inform continued improvements to our community's workforce development and social services programs.

**Background:**

This evaluation is conducted with the cooperation of each of the above listed agencies in addition to Travis County and RMC staff.

Cc: Nicki Riley, Travis County Auditor  
 Kapp Schwebke, Financial Analyst, Travis County Auditor's Office  
 Mary Etta Gerhardt, Assistant County Attorney, Travis County Attorney's Office  
 Leslie Browder, County Executive, Planning and Budget Office

**Aerin Toussaint, Analyst, Planning and Budget Office**  
**Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing**  
**Office**