



ARLINGTON COUNTY, VIRGINIA

AGREEMENT NO. 23-DMF-RFP-275
AMENDMENT NUMBER 1

This Amendment Number 1 is made on 2/13/2024 and amends Agreement Number 23-DMF-RFP-275 ("Main Agreement") dated April 24, 2023, between MGT of America Consulting, LLC ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the Main Agreement to extend the "Contract Term" due to the length of the project.

- 1. Contract Term is changed to read as follows:

4. CONTRACT TERM

Time is of the essence. Work under this Agreement will commence on May 5, 2023. All work defined in Exhibit A must be completed no later than August 31, 2024. Any amendment to this Contract shall not be valid unless agreed to by the parties and executed by the County's Purchasing Agent. No work will be deemed complete until the County's Project Office accepts it.

- 2. Exhibit B, Contract Pricing And Timeline is replaced with the attached Revised Exhibit B, Contract Pricing and Timeline to change the project length from 12 months to 16 months. There is no financial impact.

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

MGT OF AMERICA CONSULTING, LLC

AUTHORIZED SIGNATURE: [Signature of Dr. Sharon J. Lewis]
NAME: Dr. Sharon T. Lewis

AUTHORIZED SIGNATURE: [Signature of Patrick J. Dyer]
NAME: Patrick J. Dyer

TITLE: Purchasing Agent

TITLE: Vice President

DATE: 2/13/2024

DATE: 2/12/2024

REVISED

EXHIBIT B
CONTRACT PRICING AND TIMELINE

The total fixed cost for this project is **\$380,830.01**. The cost includes professional fees, hours, travel expenses, technology expenses, and other costs (printing, surveys, etc.). The table below illustrates the cost associated with each task in the Contractor’s work plan.

STUDY COMPONENTS / TASKS	MONTH															
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Project Management	■															
2. Project Initiation	■															
3. Legal Review		■	■													
4. Procurement and Program Policy Review		■	■	■					■	■	■					
5. Data Assessment, Collection, and Preparation	■	■	■	■	■	■	■	■	■	■	■	■				
6. Utilization Analysis										■	■	■	■			
7. Relevant Geographic & Product Market Area											■	■	■			
8. Availability Analysis												■	■	■	■	
9. Public Sector Disparity Analysis												■	■	■	■	
10. Private Market and Non-Goals Disparity Analyses									■	■	■	■	■	■	■	
11. Qualitative Research & Analysis						■	■	■	■	■	■	■	■	■	■	
12. Best Practices and Recommendations													■	■	■	
13. Goal Setting															■	
14. Prepare and Present Final Report																■

Milestones and Tasks		MGT	Sub/Partner	Travel	Other	GRAND TOTAL
		Fees	Fees	Expenses	Expenses	Project Budget
Task 1	Project Management	\$ 22,232.00	\$ -	\$ -	\$ -	\$ 22,232.00
	1.1 Project Workplan and Schedule	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
	1.2 File Share	\$ -	\$ -	\$ -	\$ -	\$ 500.00
	1.3 Progress reports	\$ -	\$ -	\$ -	\$ -	\$ 16,732.00
Task 2	Project Initiation	\$ 9,385.75	\$ -	\$ 3,686.66	\$ -	\$ 13,072.41
	2.1 Project Initiation meeting completed	\$ -	\$ -	\$ -	\$ -	\$ 8,350.00
	2.2 Final project workplan and schedule	\$ -	\$ -	\$ -	\$ -	\$ 4,722.41
Task 3	Legal Analysis	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00
	3.1 Submit Draft legal analysis for review	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Task 4	Procurement and Policy Review	\$ 20,360.00	\$ -	\$ -	\$ -	\$ 20,360.00
	4.1 Conduct procurement discussions with staff	\$ -	\$ -	\$ -	\$ -	\$ 8,250.00
	4.2 Submit draft procurement policy chapter for review	\$ -	\$ -	\$ -	\$ -	\$ 6,330.00
	4.3 Finalize procurement policy chapter	\$ -	\$ -	\$ -	\$ -	\$ 5,780.00
Task 5	Data Assessment, Collection, and Preparation	\$ 52,568.00	\$ -	\$ -	\$ -	\$ 52,568.00
	5.1 Collect all requested data	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00

Milestones and Tasks			MGT	Sub/Partner	Travel	Other	GRAND TOTAL
			Fees	Fees	Expenses	Expenses	Project Budget
	5.2	Phase I data preparation - MFE, NAICS, MWBE	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00
	5.3	Phase II sub data collection	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
	5.4	Final preparation of total utilization database	\$ -	\$ -	\$ -	\$ -	\$ 7,568.00
Task 6	Utilization Analysis		\$ 13,298.00	\$ -	\$ -	\$ -	\$ 13,298.00
	6.1	Preliminary analysis of prime spending	\$ -	\$ -	\$ -	\$ -	\$ 3,050.00
	6.2	Draft analysis of prime and sub spending	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00
	6.3	Finalize and prepare for the report	\$ -	\$ -	\$ -	\$ -	\$ 1,748.00
Task 7	Relevant Geographic and Market Area		\$ 9,542.00	\$ -	\$ -	\$ -	\$ 9,542.00
	7.1	Preliminary analysis based on prime spending	\$ -	\$ -	\$ -	\$ -	\$ 5,150.00
	7.2	Draft analysis with prime and sub spending	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00
	7.3	Finalize and prepare for the report	\$ -	\$ -	\$ -	\$ -	\$ 2,192.00
Task 8	Availability Analysis		\$ 35,898.00	\$ 42,500.00	\$ -	\$ 5,000.00	\$ 83,398.00
	8.1	Prepare D&B sample data	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
	8.2	Complete custom census survey	\$ -	\$ 42,500.00	\$ -	\$ -	\$ 52,500.00
	8.3	Calculate availability estimates	\$ -	\$ -	\$ -	\$ -	\$ 5,898.00

Milestones and Tasks		MGT	Sub/Partner	Travel	Other	GRAND TOTAL
		Fees	Fees	Expenses	Expenses	Project Budget
Task 9	Disparity Analysis	\$ 7,764.00	\$ -	\$ -	\$ -	\$ 7,764.00
	9.1 Calculate disparity ratios	\$ -	\$ -	\$ -	\$ -	\$ 7,764.00
Task 10	Private Sector and Nongoal Analysis	\$ 11,162.00	\$ -	\$ -	\$ -	\$ 11,162.00
	10.1 Draft private sector chapter	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
	10.2 Finalize private sector with client edits	\$ -	\$ -	\$ -	\$ -	\$ 3,162.00
Task 11	Anecdotal Data Collection and Analysis	\$ 23,460.00	\$ 77,750.00	\$ -	\$ -	\$ 101,210.00
	11.1 Communication, Outreach, Engagement Plan	\$ -	\$ -	\$ -	\$ -	\$ 5,200.00
	11.2 Host Business Engagement Meetings	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00
	11.3 Complete up to 20 professional organizations IDIs	\$ -	\$ 18,250.00	\$ -	\$ -	\$ 30,000.00
	11.4 Complete business owner surveys	\$ -	\$ 34,000.00	\$ -	\$ -	\$ 30,000.00
	11.5 Complete up to 50 business IDIs	\$ -	\$ 25,500.00	\$ -	\$ -	\$ 28,510.00
Task 12	Best Practices and Recommendations	\$ 17,920.00	\$ -	\$ -	\$ -	\$ 17,920.00
	12.1 Research relevant program elements	\$ -	\$ -	\$ -	\$ -	\$ 17,920.00
Task 13	Goal Setting	\$ 4,416.00	\$ -	\$ -	\$ -	\$ 4,416.00
	13.1 Calculate aspirational program goals	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00

Milestones and Tasks			MGT	Sub/Partner	Travel	Other	GRAND TOTAL
			Fees	Fees	Expenses	Expenses	Project Budget
	13.2	Submit goals setting calculation	\$ -	\$ -	\$ -	\$ -	\$ 1,916.00
Task 14	Develop Draft and Final Report		\$ 19,882.00	\$ -	\$ 3,705.60	\$ -	\$ 23,587.60
	14.1	Consolidate chapters into a comprehensive document	\$ -	\$ -	\$ -	\$ -	\$ 6,250.00
	14.2	Develop appendices	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00
	14.3	Edit the report with County's edits	\$ -	\$ -	\$ -	\$ -	\$ 6,700.00
	14.4	Finalize report with ES & appendices	\$ -	\$ -	\$ -	\$ -	\$ 3,550.00
	14.5	Present final report to County elected officials	\$ -	\$ -	\$ -	\$ -	\$ 5,487.60
	GRAND TOTAL, Hours and Fees		\$ 248,187.75	\$ 120,250.00	\$ 7,392.26	\$ 5,000.00	\$ 380,830.01