



**ARLINGTON COUNTY, VIRGINIA**

**AGREEMENT NO. 24-DHS-RFPLW-190  
AMENDMENT NUMBER 1**

This Amendment Number 1 is made on the date of execution by the County and amends Agreement Number 24-DHS-RFPLW-190 ("Main Agreement") dated December 4, 2023 between ServiceSource, Inc. ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

**1. ADD THE FOLLOWING LANGUAGE TO SECTION 3. INVOICING IN EXHIBIT A- SCOPE OF SERVICES:**

C. The Contractor must submit invoices to the County Project Officer monthly. Vehicle and equipment cost shall be included in the cost reimbursement billing when purchased.

D. The cost reimbursement invoice will contain line items for:

- (a) personnel costs,
- (b) other direct costs, and
- (c) Administration and Management fee at a summary level.

E. Total expenses will be reduced by Medicaid waiver and locally funded day support service revenue ("Service Revenue") to determine the monthly billable amount. Detailed supporting documentation is not required to be submitted with the monthly invoice.

F. The County will pay the Contractor on a reimbursement basis for costs incurred during each monthly invoice period.

G. In the event that monthly Service Revenue exceeds total monthly expenses, there will be no billable amount and no invoice submission requirement for that month. In lieu of an invoice submission, the Contractor shall send an email notification that there is no billable amount for the month.

**2. REPLACE ATTACHMENT A WITH THE REVISED ATTACHMENT A – REPORTING REQUIREMENTS INCLUDED WITH THIS AMENDMENT.**

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

SERVICESTRONG, INC.

AUTHORIZED  
SIGNATURE: 

DocuSigned by:  
AF42432F0097449...

NAME: Sheri Butler

TITLE: Procurement Officer

DATE: 3/19/2024

AUTHORIZED  
SIGNATURE: 

NAME: BRENDA RICHARDSON

TITLE: EXECUTIVE DIRECTOR

DATE: 3/19/24

**REVISED ATTACHMENT A**  
**REPORTING REQUIREMENTS**

<b>Report or Designated Product</b>	<b>Date due or Frequency</b>
Participant Attendance Sheet (daily attendance including time rounding allowed to nearest 15 min.)	10 calendar days after end of month (except June – due by July 7)
Individual Support Plan (ISP)	Minimum of 10 days of the ISP effective date
Participants Incident Reports	Within 24 hours; finalized report with follow up within 10 business days
Individual Participant Progress Reports (Quarterlies)	Within 10 business days of end of participant quarter
Participant Discharge Reports	Within 5 business days of participant's discharge
Response to referrals	Within 10 business days of participant's assessment
Contractor's Operational Invoice	20 calendar days after end of month
Outcome Measures and Participants Wages Reports	Annually - third Friday in August
Contractor's organizational Annual Report	30 days following publication
Annual Audit report	November 15 of each year
DBHDS Licensure Reports & Corrective Action Plans	Within 5 business days following receipt
Human Rights, Adult Protective Services ("APS"), Reports sent to Licensure Office	Within 24 hours of APS report
Revisions to Policies & Procedures	Within 10 business days of completion
Projected Annual Budget	Upon contract renewal or County request
Certificates of Renewed Certifications (Licensure, DMAS (First Health), CARF, etc.	5 business days following receipt
Prior Notification of CARF Review Dates	When dates are known
CARF Written Report of Review	Within 5 business days of receipt
Other reports deemed necessary by Project Officer	Upon request
<b>Quarterly Update Report</b> Must include: Census, list of enrolled participants, special activities & community events during quarter (include list of participants), staff training during quarter (include list of participants), serious incidents, and maintenance issues	Last Friday of the month after the quarter