

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF RENEWAL

TO: OFFICEPRO, INC. 8 GRANITE PLACE #26 GAITHERSBURG, MD 20878	DATE ISSUED: JANUARY 1, 2022 <hr/> CONTRACT NO: 21-HRD-RFP-479-13 CONTRACT TITLE: COMPUTER TRAINING, AND VIRTUAL LEARNING SESSIONS <hr/>
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THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 21-HRD-RFP-479-13 including any attachments or amendments thereto.

EFFECTIVE DATE: JANUARY 1, 2023
EXPIRES: DECEMBER 31, 2023
RENEWALS: THREE (3) ONE-YEAR RENEWALS REMAINING.

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<u>VENDOR CONTACT:</u> BETH CHERNOFF	<u>VENDOR TEL. NO.:</u> (301) 468-3312
<u>EMAIL ADDRESS:</u> BETH.CHERNOFF@OFFICEPROINC.COM	
<u>COUNTY CONTACT:</u> SHARON MILLER (HRD)	<u>COUNTY TEL. NO.:</u> (703) 228-3595
<u>COUNTY CONTACT EMAIL:</u> SEMILLER@ARLINGTONVA.US	

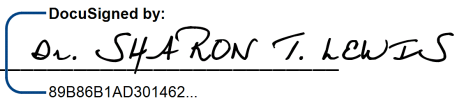
CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

OFFICEPRO, INC.

PRINT: DR. SHARON T. LEWIS

PRINT: BETH CHERNOFF

SIGNATURE:  89B86B1AD301462...

SIGNATURE:  03F38F160CF7455...

TITLE: PURCHASING AGENT

TITLE: VP of Client Engagement

DATE: 11/4/2022

DATE: 11/3/2022

- Surface the thoughts that drive behavior and recognize and take advantage of coachable moments.
- Present models and techniques in a straightforward and clear manner so that they are easy to remember and utilize.
- Possess a good understanding of Arlington County’s strategy, business environment, and culture.
- Reflect the diversity of the County workforce and design training and use tools that reflect the diversity of our workforce.

EXHIBIT B

COURSE DELIVERY PRICING

GENERAL INSTITUTE & DIVERSITY AND INCLUSION IN PERSON TRAINING COURSE	
DAILY RATES	N/A
HALF DAY RATES	N/A
COMPUTER AND TECHNOLOGY APPLICATIONS IN PERSON COURSE	
DAILY RATES	\$850.00 (MS Office Training)
HALF DAY RATES	\$650.00 (MS Office Training)
90-MINUTE SESSIONS	\$450.00 (MS Office Training)
VIRTUAL LEARNING SESSIONS	
1-HOUR SESSION	\$295.00 (MS Office Training)
2-HOUR SESSION	\$495.00 (MS Office Training)
4-HOUR SESSION	\$595.00 (MS Office Training)

SERVICES DELIVERY PRICING TABLE

EXECUTIVE COACHING SERVICES	
HOURLY	N/A
ORGANIZATION DEVELOPMENT SERVICES	

DAILY RATE	N/A
HOURLY RATE	N/A
DIVERSITY & INCLUSION ORGANIZATION DEVELOPMENT SERVICES	
DAILY RATE	N/A
HOURLY RATE	N/A
MULTI-RATER ASSESSMENT	
COST PER INDIVIDUAL ASSESSMENT/REPORT	N/A
CUSTOMIZATION	N/A
INSTRUCTOR-LED NEW COURSE DEVELOPMENT	
HOURLY RATE	N/A

E-Learning Custom Development

Simple Asynchronous	Static HTML pages with text and graphics	N/A
Average Asynchronous	Above plus - flash, animation, GIF's	N/A
Complex Asynchronous	Above plus - audio, video, interactive simulations	N/A