

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

CONTRACT AWARD COVERPAGE

TO: Race Forward, Inc. 145 E 57 th Street, 4 th floor New York, NY 10022	DATE ISSUED: CONTRACT NO: CONTRACT TITLE:	<u>July 15, 2020</u> <u>21-CMO-SFA-202</u> <u>Racial Equity Key Concepts</u>
---	--	--

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-CMO-SFA-202 including any attachments or amendments thereto.

EFFECTIVE DATE: July 15, 2020

EXPIRES: July 14, 2021

RENEWALS: THIS IS THE 1st YEAR AWARD NOTICE OF A POSSIBLE 2 YEAR CONTRACT.

COMMODITY CODE(S): 95258

LIVING WAGE: N

ATTACHMENTS:

AGREEMENT No. 21-CMO-SFA-202

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: Randall Oakley

VENDOR TEL. NO.:

(646) 747-3288

EMAIL ADDRESS: roakley@raceforward.org

COUNTY CONTACT: Lynne Porfiri CMO, Chief of Staff

COUNTY TEL. NO.:

(703) 228-0599

COUNTY CONTACT EMAIL: LPorfiri@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Sharon T. Lewis

Title Purchasing Agent

Date July 15, 2020

ARLINGTON COUNTY, VIRGINIA

AGREEMENT # 21-CMO-SFA-202

THIS AGREEMENT ("Agreement") is made on July 15, 2020 by the County between the COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA ("County") and, RACE FORWARD, INC., a New York Corporation authorized to do business in the Commonwealth of Virginia, with a principal place of business located at 145 E 57th Street, 4th Floor, New York, NY 10022 ("Contractor").

1. The Contractor agrees to Partner with Arlington County senior leadership to build and expand understanding of racial equity key concepts and applying GARE's theory of change according to the activities and the timeline in Exhibit A.
2. The Contractor agrees to provide training on the role of leadership in operationalizing racial equity according to the activities and the timeline in Exhibit A.
3. The Contractor agrees to support and facilitate a briefing from Arlington County's racial equity core team according to the activities and timeline in Exhibit A.
4. The Contractor agrees to assist senior leadership with developing next steps for integrating racial equity into county operations according to the activities and timeline in Exhibit A.
5. The County will have no obligation to the Contractor if no goods or services are required.
6. The Contractor's provision of these goods or services is subject to review and approval by the County's Project Officer.
7. The Contractor shall provide the goods or services covered by the Contract beginning on July 15, 2020 through July 14, 2021. The Agreement may renew for one additional one-year period at the agreement of the parties.
8. The County will pay the Contractor, for services or goods that the Project Officer accepts, up to the maximum amount of \$16,000.00. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The County will pay the Contractor net 45 days from receipt of an invoice that the Project Officer approves for payment.
9. The Contractor is an independent contractor, and the County will not withhold from the Contractor's compensation any federal or Virginia unemployment taxes, federal or Virginia income taxes, Social Security tax or any other amounts for benefits to the Contractor or its agents or employees.

10. The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Agreement:

- a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Agreement; or
- b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment, with the reason for nonpayment.

The Contractor is obligated to pay interest to any subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Agreement, except for amounts withheld as allowed in section b., above. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as those contained in this Agreement with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

11. The County may terminate this Agreement by 30 days' written notice whenever the Purchasing Agent determines that termination is in the County's best interest. The Contractor will be entitled to receive compensation for all goods or services that the County accepted before the termination notice.

12. The County may terminate this Agreement by 48 hours' written notice if the Contractor fails to provide satisfactory goods or services, in the determination of the Project Officer. The notice will be effective upon receipt by the Contractor or three days after the County mails the notice, whichever is sooner. The Contractor will be entitled to receive compensation only for goods or services that the County accepted before the County mailed the notice. The Contractor will be liable to the County for all costs that the County incurs after the termination takes effect to complete the Work covered by the Contract, including delay costs and costs to repair or replace any unsatisfactory work. The County may deduct these costs from any amount that it owes the Contractor or require that the Contractor pay the costs on demand.

13. Time is of the essence and the Contractor agrees that failure to provide timely service will render this Agreement null and void.

14. The Contractor must provide a certificate of proof of the insurance coverages before the start of work:

- Workers Compensation-Standard Virginia Workers Compensation Policy.
- Commercial General Liability (CGL)- \$500,000 combined single limit with \$1,000,000 aggregate coverage to include Personal Injury, Completed Operations, Contractual Liability and, where applicable to the services, Products and Independent Contractors. "The County Board of Arlington County, Virginia, and its officers, employees and agents" must be additional named insureds on the CGL policy.
- Automobile Bodily Injury and Property Damage Liability - \$500,000 Combined Single Limit (Owned, non-owned, or hired, as applicable).
- Additional Insured – The county and its officers, elected and appointed officials, employees and agents must be named as additional insureds on all policies except workers compensation and automotive and professional liability; and the additional insured endorsement must be typed on the certificate.

15. The Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability or on any other basis prohibited by Virginia or federal law and must post in this nondiscrimination clause in conspicuous places, available to employees and applicants for employment.
- b. The Contractor must state that it is an Equal Opportunity Employer in all solicitations or advertisements for employees that it places or causes to be placed.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall meet the requirements of this section.
- d. The Contractor must include the provisions of the foregoing paragraphs a), b), and c) in every subcontract or Purchase Order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor and/or supplier.

16. The Contractor must comply with the provisions of the Americans with Disabilities Act

of 1990, which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in publicly- and privately-provided services and activities.

17. The Contractor must (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of marijuana or any other controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor or supplier. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement.
18. The Contractor acknowledges that it does not, and will not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
19. This Agreement is governed by the Arlington County Purchasing Resolution, which is incorporated by reference. The time limit for decision by the County Manager in Contractual Disputes, as that term is used in the Purchasing Resolution, is thirty (30) days.
20. This Agreement is not effective until the County issues a valid County Purchase Order covering the amount of the Agreement.
21. All payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia ("Board"). In the event that the Board does not appropriate funds for the goods or services provided under this Contract, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the fiscal year or when the previous appropriation has been spent, whichever event occurs first.
22. This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as all state and federal laws related to ethics, conflicts of interest or bribery, including the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its proposal was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor; and that it has not conferred on any public employee having official responsibility for this

procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

23. No Arlington County employee may share in any part of this Contract or receive any benefit from the Contract that is not available to the general public.
24. The County does not discriminate against faith-based organizations.
25. The Contractor must comply with the provisions of Chapter 11 of the Arlington County Code covering business licenses as applicable.
26. The Contractor must remain authorized to transact business in the Commonwealth of Virginia during the term of this Agreement.
27. This Agreement is governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction and venue for any litigation is in the Circuit Court for Arlington County, Virginia, and in no other court.
28. The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.
29. Notices will be effective when made in writing and either (a) delivered in person, (b) delivered to an overnight delivery service or (c) deposited in the United States mail, certified or registered. Notices should be addressed as follows:

TO THE CONTRACTOR:

Randall Oakley
145 E 57th Street, 4th Floor
New York, NY 10022

TO THE COUNTY:

Lynne Porfiri, Chief of Staff

Arlington County Manager's Office
2100 Clarendon Blvd, Suite 302
Arlington, VA 22201

AND

Sharon T. Lewis, Purchasing Division Chief
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500A
Arlington, Virginia 22201

30. The Contractor must retain all books, records and other documents related to this Contract for at least five years after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.
31. The Contractor shall not assign or transfer this Agreement, or any of its rights or interests, without the County's prior written consent.
32. This Agreement may be modified only by written amendment.
33. All remedies available to the County under this Agreement are cumulative, and no remedy is exclusive of any other that is available to the County at law or in equity.
34. The sections, paragraphs, sentences, clauses and phrases of this Agreement are severable; and if any part is held to be invalid, the rest of the Agreement will remain in effect.

Signature page to follow

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR SIGNATURES.

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

RACE FORWARD, INC.

SIGNED: DocuSigned by:
Sharon Lewis
89B86B1AD301462...

SIGNED: DocuSigned by:
R. L. Oakley
BCA9EBB11355493...

SHARON T. LEWIS
PURCHASING DIVISION CHIEF
DATE: 7/15/2020

PRINTED NAME: Randa11 oakley
PRINTED TITLE: V.P. of Finance and Admin.
DATE: 7/14/2020

EXHIBIT A

GARE Capacity Building Activities Arlington County, Virginia

This proposed scope of services is designed to build on the work that Arlington County has begun through participation in a GARE Learning Community and to leverage the power of governmental collective action for the purposes of applying institutional culture change practices to achieve racial equity results.

We have identified the following deliverables for proposed work with Arlington County;

- Partner with Arlington County senior leadership to build and expand understanding of racial equity key concepts and applying GARE's theory of change
- Provide training on the role of leadership in operationalizing racial equity
- Support and facilitate a briefing from Arlington County's racial equity core team
- Assist senior leadership with developing next steps for integrating racial equity into county operations

GARE Proposed Activities and Timeline

Schedule	Activity	Total Cost
August 3, 2020 10 am - 1 pm EST	Senior leadership training via Zoom <ul style="list-style-type: none"> ● Review core concepts from "Advancing Racial Equity" workshop ● Leading Racial Equity and preparation for briefing from core team 	\$6,000
August 4, 2020 1-5 pm EST	Briefing & senior leadership training via Zoom <ul style="list-style-type: none"> ● GARE facilitates briefing of senior leadership team by racial equity core team ● Leadership strategy session focused on embedding the work of normalizing, organizing and operationalizing to achieve institutional culture change across county departments 	\$6,000
Consultation / Preparation	Planning meetings with Samia Bird and Lynne Porfiri Meeting with racial equity team leadership - July 15, 2020 Consultation meeting with County Manager - July 21, 2020	\$4,000
TOTAL COST		\$16,000

Work to be conducted July -August, 2020. All sessions to be conducted virtually.

This scope of work will expire 45 days after preparation.

Prepared on June 30, 2020
Sarah Lawton, Midwest Regional Manager
Government Alliance on Race & Equity
slawton@raceforward.org