



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

NOTICE OF RENEWAL

TO: APPLEBY & ASSOCIATES LLC
10201 OLD HUNT ROAD
VIENNA, VIRGINIA 22181

ORIGINAL DATE ISSUED: JANUARY 1, 2022
CONTRACT NO: 21-HRD-RFP-479-1
CONTRACT TITLE: COACHING, ORGANIZATIONAL
DEVELOPMENT SERVICES, DIVERSITY
AND INCLUSION ORGANIZATIONAL
DEVELOPMENT

THIS IS A NOTICE OF RENEWAL 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-479-1 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.

VENDOR CONTACT: SHERI APPLEBY VENDOR TEL. NO.: (703) 915-0292
EMAIL ADDRESS: SHERI@APPLEBYANDASSOCIATES.COM
COUNTY CONTACT: SHARON MILLER (HRD) COUNTY TEL. NO.: (703) 228-3595
COUNTY CONTACT EMAIL: SEMILLER@ARLINGTONVA.US

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

APPLEBY & ASSOCIATES LLC

PRINT: DR. SHARON T. LEWIS

PRINT: SHERI APPLEBY

SIGNATURE: Dr. SHARON T. LEWIS
DocuSigned by:
89B86B1AD301462...

SIGNATURE: SHERI APPLEBY
DocuSigned by:
0524C0A55F55421...

TITLE: PURCHASING AGENT

TITLE: Business Operations Manager

DATE: 11/8/2022

DATE: 11/7/2022

EXHIBIT B
RATES

COURSE DELIVERY PRICING

GENERAL INSTITUTE & DIVERSITY AND INCLUSION IN PERSON TRAINING COURSE	
DAILY RATES	N/A
HALF DAY RATES	N/A

VIRTUAL LEARNING SESSIONS	
1-HOUR SESSION	N/A
2-HOUR SESSION	N/A
4-HOUR SESSION	N/A

SERVICES DELIVERY PRICING TABLE

EXECUTIVE COACHING SERVICES	
HOURLY	\$325.00
ORGANIZATION DEVELOPMENT SERVICES	
DAILY RATE	\$2,600.00
HOURLY RATE	\$325.00

DIVERSITY & INCLUSION ORGANIZATION DEVELOPMENT SERVICES	
DAILY RATE	\$2,600.00
HOURLY RATE	\$325.00

MULTI-RATER ASSESSMENT	
COST PER INDIVIDUAL ASSESSMENT/REPORT	N/A
CUSTOMIZATION	N/A

INSTRUCTOR-LED NEW COURSE DEVELOPMENT	
HOURLY RATE	N/A

E-Online Course 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