

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

CONTRACT AMENDMENT COVERPAGE

TO: ARLINGTON FREE CLINIC 2921 11 TH STREET S ARLINGTON, VIRGINIA 22204	DATE ISSUED: CONTRACT NO: CONTRACT TITLE:	<u>5/22/2020</u> <u>20-777-EP</u> <u>PATIENT CENTERED MEDICAL HOME</u>
---	--	--

THIS IS A NOTICE OF AMENDMENT 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. 20-777-EP including any attachments or amendments thereto.

EFFECTIVE DATE: IMMEDIATELY

EXPIRES: 6/30/2021

RENEWALS: THIS IS THE FIRST YEAR OF A POSSIBLE 5 YEAR CONTRACT

COMMODITY CODE(S): 95278

LIVING WAGE: N

ATTACHMENTS:

AGREEMENT No. 20-777-EP

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: CORALIE MILLER **VENDOR TEL. NO.:** (703) 979-1425

EMAIL ADDRESS: CMILLER@ARLINGTONFREECLINIC.ORG

COUNTY CONTACT: ERROL CHIN-LOY (PHD) **COUNTY TEL. NO.:** (703) 228-1275

COUNTY CONTACT EMAIL: ECHINLOY@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Lucas Alexander

Title PROCUREMENT OFFICER

Date 6/19/2020

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 20-777-EP
AMENDMENT NUMBER 2**

This Amendment Number 2 is made on the date of execution by the County and amends Agreement Number 20-777-EP (“Main Agreement”) dated May 22, 2020 between Arlington Free Clinic (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the main contract called for under the Main Agreement as follows:

ADD THE FOLLOWING REQUIREMENTS TO EXHIBIT A – SCOPE OF WORK

The Contractor must provide operational and logistical support to the Arlington Mill coronavirus testing center. Operational and logistical support to be provided includes:

1. 2.0 bilingual administrative full-time equivalents (FTEs) to operate a telephone bank between 9:00 am – 5:00 pm, Monday – Friday
2. 1.0 on-call, off-site, registered nurse to be utilized as needed to provide clinical counseling to clients experiencing acute coronavirus-related symptoms during the intake call. At the client’s request, the nurse will speak with the client to assist in determining whether the client should seek immediate medical attention.
3. Return all voicemails left outside of normal operating hours within the first two (2) hours of opening on the next date of operation.
4. Verify that all clients receiving testing are Arlington residents by obtaining an Arlington mailing address. The County will mail testing results to the address provided by the client.
5. Prioritize appointment scheduling for clients who self-report household income at or below 60% Area Median Income.
6. Collect personal and medical history information from clients via phone to complete the Application Information and Screening Form (AISF) (Attachment A) and Division of Consolidated Services (DCLS) (Attachment B) Forms. Clients experiencing acute coronavirus-related symptoms will be referred to the nurse.
7. Obtain verbal consent for testing from each client and document consent on the AISF (Attachment B).
8. Schedule each client for a ten-minute slot on the appointment log. All clients will be encouraged to be on time for their appointment, wear a face covering to the testing site, maintain social distancing, and come well-hydrated.
9. Provide oversight and management of a OneDrive account that will house all AISF Forms, DCLS Forms, the appointment log, and any other testing site related document deemed essential to the operation of the testing site. Access to the OneDrive account will be provided to County personnel involved with the project.
10. Submit monthly invoices using the AFC Invoice Template (see Attachment C).
11. Meet with County staff as requested to provide updates, recommend changes, and discuss Arlington Mill testing center-related issues that may arise.

ADD THE FOLLOWING TO PARAGRAPH 5. CONTRACT AMOUNT

The County will pay up to \$25,000 through June 30, 2021 to reimburse the Contractor for operational and logistical support provided at the Arlington Mill corona virus testing site. Invoices must be submitted to the Project Officer by the 15th of each month and must include documentation for all expenses invoiced. Invoices must be submitted in the format of the attached Exhibit C – Invoice Template.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED:

SIGNATURE: Lucas Alexander

NAME: LUCAS ALEXANDER

TITLE: PROCUREMENT OFFICER

DATE: 6/19/2020

ARLINGTON FREE CLINIC

AUTHORIZED:

SIGNATURE: Nancy T White

NAME: Nancy T White

TITLE: President

DATE: 6-17-20