

**AMENDMENT 02
TO
AGREEMENT TO PROVIDE
PROFESSIONAL CONSULTING SERVICES**

This AMENDMENT 02 (“Amendment”) to the Agreement to Provide Professional Consulting Services (“Agreement”) by and between Maximus Consulting Services, Inc. (“Consultant”) Dinwiddie County, Virginia (“Client”), individually a “Party” and jointly the “Parties,” is hereby entered into as follows:

WHEREAS, the Parties entered into the Agreement dated September 1, 2020, for the provision of cost allocation plan services; and

WHEREAS, the Parties desire to modify certain provisions of the Agreement.

NOW, THEREFORE for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree to amend the Agreement as follows:

1. Exhibit A, Scope of Services. Parties agree the Client shall exercise option year FY 2022 for cost allocation plan services.
2. Exhibit B, Compensation, attached and incorporated by reference as if fully set forth herein, shall replace in its entirety any prior “Exhibit B” to the Agreement.

All other terms and conditions of the Agreement remain unchanged and in full force and effect in accordance with the Agreement.

This Amendment shall be effective as of the date of last signature below.

IN WITNESS WHEREOF, the Parties have executed this Amendment through their duly authorized representatives intending to be legally bound thereby.

Maximus Consulting Services, Inc.
1600 Tysons Blvd, Suite 1400
McLean, VA 22102

Dinwiddie County, Virginia
14010 Boydton Plank Road
Dinwiddie, VA 23841

By: jaida Williams

By: W. Kevin Massengill

Name: jaida Williams

Name: W. Kevin Massengill

Title: Contract Specialist/ Paralegal

Title: County Administrator

Date: 10/17/2022 | 3:44 PM EDT

Date: 10/14/2022 | 1:42 PM EDT

EXHIBIT B
Compensation
VA CO Dinwiddie CAP 20 Ops 21-22

For Services provided as set forth in Exhibit A, Client agrees to pay Consultant compensation in the amount of Five Thousand Dollars (\$5,000). Consultant will render to Client one or more invoices for the fees specified herein, with payment due thirty (30) days after the invoice date.

The fee breakdown is as follows:

Fiscal Year 2020	\$2,500
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Option Years:

Fiscal Year 2021	\$2,500
Fiscal Year 2022	\$2,500

Certificate Of Completion

Envelope Id: C4475F891A7445D78CB2B4113178CB9D	Status: Completed
Subject: Maximus Amendment 2	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Hollie Casey hcasey@dinwiddieva.us
Envelopeld Stamping: Enabled	IP Address: 139.60.228.178
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 10/14/2022 09:55 AM	Holder: Hollie Casey hcasey@dinwiddieva.us	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
W. Kevin Massengill kmassengill@dinwiddieva.us County Administrator Dinwiddie County Security Level: Email, Account Authentication (None)	<i>W. Kevin Massengill</i> Signature Adoption: Pre-selected Style Using IP Address: 139.60.228.178	Sent: 10/14/2022 10:06 AM Viewed: 10/14/2022 01:42 PM Signed: 10/14/2022 01:42 PM

Electronic Record and Signature Disclosure:
Accepted: 4/17/2020 | 03:04 PM
ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4
Company Name: Dinwiddie County

jaida Williams jaidawilliams@maximus.com Contract Specialist/ Paralegal Maximus US Services, Inc. Security Level: Email, Account Authentication (None)	<i>jaida Williams</i> Signature Adoption: Pre-selected Style Using IP Address: 208.87.237.201	Sent: 10/14/2022 01:43 PM Viewed: 10/17/2022 03:38 PM Signed: 10/17/2022 03:44 PM
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Electronic Record and Signature Disclosure:
Accepted: 10/17/2022 | 03:38 PM
ID: 2246582e-b1e5-4c69-8fbf-da41efffb406
Company Name: Dinwiddie County

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Elisa Medrano ElisaMedrano@maximus.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 10/14/2022 01:42 PM Viewed: 10/14/2022 01:43 PM

Electronic Record and Signature Disclosure:
Accepted: 9/5/2020 | 10:29 AM
ID: 00eb6215-17e9-4e60-98ef-c3e9e82158b1
Company Name: Dinwiddie County

Carbon Copy Events**Status****Timestamp**

Anne Howerton
ahowerton@dinwiddieva.us
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 10/17/2022 | 03:45 PM

Electronic Record and Signature Disclosure:

Accepted: 9/22/2022 | 10:30 AM
ID: 9fabe4e2-da04-4e53-810f-a86e337ed267
Company Name: Dinwiddie County

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	10/14/2022 10:06 AM
Certified Delivered	Security Checked	10/17/2022 03:38 PM
Signing Complete	Security Checked	10/17/2022 03:44 PM
Completed	Security Checked	10/17/2022 03:45 PM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Dinwiddie County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Dinwiddie County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hcasey@dinwiddieva.us

To advise Dinwiddie County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hcasey@dinwiddieva.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Dinwiddie County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dinwiddie County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to hcasey@dinwiddieva.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.