

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 22-DHS-SFA-668
AMENDMENT NUMBER 4**

This Amendment Number 4 is made on 8/31/2023 and amends Agreement Number 22-DHS-SFA-668 ("Main Agreement") dated April 4, 2022 between Achara Consulting, Inc. ("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:

1. **Paragraph 10. COVID-19 Vaccination Policy For Contractors** is hereby removed in its entirety.
2. **Revised Exhibit A, Scope of Work** is hereby replaced in its entirety with the attached Revised Exhibit A Scope of Work, dated 8/31/2023.
3. **Exhibit C, Pricing for Year 2** is hereby replaced in its entirety with the attached Revised Exhibit C, Pricing for Year 2 to adjust the Budget Plan. No change to the contract amount.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ACHARA CONSULTING, INC.

AUTHORIZED DocuSigned by:
SIGNATURE: *Tomeka D. Price*
5950D4E0ACC0472...
NAME: Tomeka D. Price

AUTHORIZED DocuSigned by:
SIGNATURE: *Ijeoma Achara-Abrahams*
8117247C24AE459...
NAME: Ijeoma Achara-Abrahams

TITLE: Procurement Officer

TITLE: President

DATE: 8/31/2023

DATE: 8/28/2023

REVISED EXHIBIT A
SCOPE OF WORK

FOR THE SECOND YEAR OF PROJECT IMPLEMENTATION 3/15/2023-3/14/2024

Implementing a Recovery-Oriented System of Care (ROSC) in Virginia

Background:

Arlington County received grant funding from the Virginia Department of Behavioral Health and Developmental Services (DBHDS) to lead - in coordination with DBHDS - the statewide effort of implementing a recovery-oriented system of care in Virginia. The state has established a Virginia Recovery Initiative Team (VRI) that consist of 30 representatives from across the state including Community Services Boards (CSBs), State recovery organizations (e.g., Mental Health America Virginia), Managed Care Organizations and others. During the first year, the contractor assessed the current system to determine the status quo. Based on the assessment and resulting analysis the scope of work has been amended for year 2 to lay the groundwork for developing and implementing changes.

Goals for year two

1. Support The Office of Recovery Services (ORS)/The Department of Behavioral Health and Developmental Services (DBHDS) in establishing a Change Management Team.
2. Promote increased understanding among a broader cross-section of DBHDS stakeholders beyond the VRI.
3. Increase the Change Management Team's understanding of how to effectively engage stakeholders beyond the VRI and how to lead a complex transformative systems change initiative Support, and advise the Change Management Team by facilitating the process and in developing a strategy for advancing the development of a system that promotes recovery and wellness in Virginia.

Although the vendor is not individually responsible for the outcome of the initiative, their work will make a valuable contribution. The ability to accomplish these goals depends in large part on the engagement and leadership capacity of the Change Management Team. Further steps and requirements for this contract will be based on findings and experiences during the year and will be agreed upon between the Achara Consulting team, Arlington County and DBHDS in writing and documented in a written amendment to this contract.

The Contractor must provide the following services during year two:

A. Conduct 2 keynote presentations

- a. **Virginia Community Services Board (VACSB) conference.** The keynote presentation has two goals. The first is to increase the understanding of CSB leadership and staff of the implications that developing a system of care that promotes recovery and wellness has for treatment services, peer support services, community engagement. The second goal is to develop increased interest among the CSB executive staff about focusing on the development of systems that promote recovery and wellness.
- b. **Year of the Peer Conference.** The goals for the presentation will be to first, increase the understanding of peer support staff of Virginia's Recovery and Wellness Systems Transformation Effort and second, to increase peer staff's understanding of how to provide

more transformative peer support services that are consistent with a recovery and wellness orientation.

B. Facilitate a System Transformation Leadership Institute for up to 20 individuals.

The Contractor will provide:

- One 2-day in-person system transformation leadership training for up to 20 individuals. Selected individuals will be identified and referred by the ORS/DBHDS. Date, time, and location of the institute will be determined by ORS/DBHDS in coordination with the Contractor.
- Prepare, design, edit, and print all training and coaching materials.
- Four 1- hour planning meetings with Arlington County and/or DBHDS. These planning meetings will be focused on supporting the ORS/DBHDS with the coordination of the Leadership Institute.
- 12 hours of follow up leadership coaching provided over several months to the Leadership Institute participants provided by 3 members of the Achara consulting team.

The objective of the Leadership Institute is to equip participants with tools to envision, plan for, and lead recovery and resilience-focused system change. Specific strategies include:

- Increasing participants understanding of the key steps involved as well as the requirements for leading a complex system change initiative.
- Guiding participants through the steps of identifying priorities.
- Helping participants identify communication and feedback loops that promote stakeholder inclusion.
- Coaching participants to assess policies and practices that support or hinder the delivery of recovery-oriented services
- Ensuring participants have concrete, actionable next steps for Virginia’s recovery and wellness system transformation effort.

C. Provide 1 virtual consulting services to ORS partners. Two senior members of the Achara Consulting team will consult with DBHDS for 1 hour per month for the contract term. This includes planning and strategy support to DBHDS/ORS staff members.

D. Complete the tasks as listed in Section F within the timelines listed. Timelines may be adjusted by DBHDS based on need.

E. Reporting:

- 1) Submit quarterly activity reports together with quarterly invoices by the 10th of the month following the month at the end of the quarter during which the services were provided. The activity report must include short descriptions and dates of meetings attended, technical assistance provided, outreach, and others as completed.
- 2) Along with the final quarterly activity report, submit a brief description of recommended next steps.

F. The Contractor must meet the following timelines and tasks:

Quarterly Timeline and Activities:

Timeline may be adjusted based on need and in collaboration with and with approval of Project Officer and DBHDS/ORS.

TASKS	ACTIVITY	CONTRACT QUARTER
<p>Provide 2 keynote presentations</p>	<p>Provide the Keynote Presentation at the Virginia Community Services Board (VACSB) conference.</p> <p>Provide the Keynote Presentation at the Year of the Peer Conference</p> <p>2 one-hour planning meetings with Arlington County and DBHDS with 2 Achara Staff to support ORS coordination of the leadership institute</p> <p>Begin preparation, editing and design of materials for the Leadership Institute</p> <p>Provide virtual consulting services to ORS staff.</p>	<p>Quarter 1 (March/Apr/May)</p>
<p>Facilitate a Leadership Institute for up to 20 individuals.</p>	<p>2 one-hour planning meetings with Arlington County and/or DBHDS with 2 Achara Staff to support ORS coordination of the leadership institute</p> <p>Complete preparation, editing and design of materials for the Leadership Institute</p> <p>One 2-day in-person system transformation leadership training. Date and location will be determined by ORS.</p> <p>2 hours of follow up leadership coaching to the Leadership Institute members by 3 members of the Achara Consulting team</p> <p>Provide virtual consulting services to ORS partners.</p>	<p>Quarter 2 (June/Jul/Aug)</p>

	<p>6 hours of follow up leadership coaching provided to the Leadership Institute members by 3 members of the Achara Consulting team</p> <p>Provide virtual consulting services to ORS staff.</p>	<p>Quarter 3 (Sept/Oct/Nov)</p>
	<p>4 hours of follow up leadership coaching provided to the Leadership Institute members by 3 members of the Achara Consulting team</p> <p>Provide virtual consulting services to ORS staff to support them in solidifying a plan to move forward. Total hours are not to exceed the maximum of 28 hours over the span of the contract.</p>	<p>Quarter 4 (Dec/Jan/Feb)</p>

REVISED EXHIBIT C
Pricing for year 2

Tasks	Price
A. Conduct 1 keynote presentation	\$5,500
B. Facilitate a Leadership Institute for up to 20 individuals, includes:	\$58,600
One 2-day in-person system transformation leadership training	\$14,000
travel	\$3,000
12 hours of follow up leadership coaching (preparation for coaching and coaching: 114 hours at \$200 per hour	\$22,800
Preparation, Editing/Revise to the Virginia System, Design of Materials and Printing, 90 hours at \$200 per hour	\$18,000
Four 1-hour planning meetings with Arlington County and DBHDS with 2 contractor staff, \$200 per hour for remote consultation	\$800
C. Virtual consulting services to DBHDS/ORS staff (up to 28 hours shared among Achara Consulting staff at \$200 per hour each	\$5,600
D. 4 hours of General consulting fees @ \$200 per hour each	\$800
E. 3 Sessions with the VRI and 1 Community Engagement Participant Manual	\$5,500
Total	\$76,000