

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

CONTRACT AWARD COVERPAGE

TO: NATIONAL CAPITAL TREATMENT & RECOVERY (NCTR) 200 N GLEBE ROAD ARLINGTON, VIRGINIA 22203	DATE ISSUED: 2/26/2021 CONTRACT NO: 20-052-RFP-1-LW CONTRACT TITLE: INDEPENDENCE HOUSE
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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.

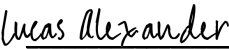
The contract documents consist of the terms and conditions of AGREEMENT No. 20-052-RFP-1-LW including any attachments or amendments thereto.

EFFECTIVE DATE: 3/1/2021
EXPIRES: 2/28/2022
RENEWALS: 4 RENEWALS REMAINING
COMMODITY CODE(S): 95262
LIVING WAGE: Y

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

<u>VENDOR CONTACT:</u> DEBORAH TAYLOR	<u>VENDOR TEL. NO.:</u>	<u>(703) 841-0703 x3000</u>
<u>EMAIL ADDRESS:</u> DTAYLOR@NATCAPTREATMENT.ORG		
<u>COUNTY CONTACT:</u> PENELOPE DONOVAN (DHS-BHD)	<u>COUNTY TEL. NO.:</u>	<u>(703) 228-5018</u>
<u>COUNTY CONTACT EMAIL:</u> PDONOVAN@ARLINGTONVA.US		

PURCHASING DIVISION AUTHORIZATION

DocuSigned by: 	Procurement Officer	2/26/2021
	Title	Date

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

AGREEMENT NO. 20-052-RFP-1-LW

THIS AGREEMENT is made, on the date of execution by the County, between National Capital Treatment & Recovery (NCTR), 200 North Glebe Road, Arlington, Virginia 22203 (“Contractor”) a Virginia corporation authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia. The County and the Contractor, for the consideration hereinafter specified, agree as follows:

1. CONTRACT DOCUMENTS

The “Contract Documents” consist of:

- This Agreement;
- Exhibit A - Scope of Work;
- Exhibit B - Contract Pricing;
- Exhibit C - Business Associate Agreement;
- Exhibit D – Nondisclosure and Data Security Agreement; and
- Exhibit E – Living Wage Compliance Form

Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement will prevail over the other Contract Documents, and the remaining Contract Documents will be complementary to each other. If there are any conflicts, the most stringent terms or provisions will prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either party has made any representation or promise with respect to the parties’ agreement that is not contained in the Contract Documents. The Contract Documents may be referred to below as the “Contract” or the “Agreement”.

2. SCOPE OF WORK

The Contractor agrees to perform the services described in the Contract Documents (the “Work”). As detailed in the “Scope of Work” (Exhibit A), the primary purpose of the Work is to provide Medium-Term Substance Use Residential Treatment Housing at the Arlington County Independence House. It will be the Contractor's responsibility, at its sole cost, to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents limits the Contractor's responsibility to manage the details and execution of the Work.

3. PROJECT OFFICER

The performance of the Contractor is subject to the review and approval of the County Project Officer, who will be appointed by the Director of the Arlington County department or agency requesting the Work under this Contract.

4. CONTRACT TERM

Time is of the essence. The Work will commence on March 1, 2021 and must be completed no later than February 28, 2022 ("Initial Contract Term"), subject to any modifications provided in the Contract Documents. Upon satisfactory performance by the Contractor the County may, through issuance of a unilateral Notice of Award, authorize continuation of the Agreement under the same contract prices for not more than four (4) additional 12-month periods, from March 1, 2022 until February 28, 2026 (each a "Subsequent Contract Term"). The Initial Contract Term and any Subsequent Contract Term(s) are together the "Contract Term".

5. CONTRACT AMOUNT

The County will pay the Contractor in accordance with the terms of the Payment section below and of Exhibit B, up to a maximum for the first year of \$544,698 for the Contractor's completion of the Work as required by the Contract Documents. This is a zero-cost contract where the County will only pay for costs incurred up to the maximum ("Contract Amount").

The County will not compensate the Contractor for any goods or services beyond those included in Exhibit A unless those additional goods or services are covered by a fully executed amendment to this Contract. Additional services will be billed at the rates set forth in Exhibit B unless otherwise agreed by the parties in writing.

6. CONTRACT PRICING WITH OPTIONAL PRICE ADJUSTMENTS

The Contract Amount/unit price(s) will remain firm until February 28, 2022 ("Price Adjustment Date"). To request a price adjustment, the Contractor or the County must submit a written request to the other party not less than 90 days before the Price Adjustment Date. Adjustments to the Contract Amount/unit price(s) will not exceed the percentage of change in the U.S. Department of Labor Consumer Price Index, All Items, Unadjusted, Urban Areas ("CPI-U") for the 12-month period ending in September of each year of the Contract.

Any Contract Amount/unit price(s) that result from this provision will become effective the day after the Price Adjustment Date and will be binding for 12 months. The new Price Adjustment Date will be 12 months after the price adjustment.

If the Contractor and the County have not agreed on a requested adjustment by 30 days before the Price Adjustment Date, the County may terminate the Contract, whether or not the County has previously elected to extend the Contract's term.

7. PAYMENT

The Contractor must submit invoices to the County's Project Officer, who will either approve the invoice or require corrections. The County will pay the Contractor within 30 days after receipt of an invoice for completed work that is reasonable and allocable to the Contract and that has been performed to the satisfaction of the Project Officer. The number of the County Purchase Order pursuant to which goods or services have been delivered or performed must appear on all invoices.

8. REIMBURSABLE EXPENSES

The County will not reimburse the Contractor for any expenses under this Contract. The amount in Exhibit B includes all costs and expenses of providing the services described in this Contract.

9. PAYMENT OF SUBCONTRACTORS

The Contractor is obligated to take one of the two following actions within seven days after receipt of payment by the County for work performed by any subcontractor under this Contract:

- 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 Contract; 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 the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of 1% per month.

The Contractor must include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this section 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.

10. NO WAIVER OF RIGHTS

The County's approval or acceptance of or payment for any goods or services under this Contract will not waive any rights or causes of action arising out of the Contract.

11. NON-APPROPRIATION

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.

12. ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR

This Contract does not obligate the County to purchase a specific quantity of items or services during the Contract Term. Any quantities that are included in the Contract Documents are the present expectations of the County for the period of the Contract; and the County is under no obligation to buy that or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The County may require more goods and/or services than the estimated annual quantities, and any such additional quantities will not give rise to any claim for compensation other than at the unit prices and/or rates in the Contract.

The County does not guarantee that the Contractor will be the exclusive provider of the goods or services covered by this Contract. The items or services covered by this Contract may be or become available under

other County contract(s), and the County may determine that it is in its best interest to procure the items or services through those contract(s).

13. COUNTY PURCHASE ORDER REQUIREMENT

County purchases are authorized only if the County issues a Purchase Order in advance of the transaction, indicating that the ordering County agency has sufficient funds available to pay for the purchase. If the Contractor provides goods or services without a signed County Purchase Order, it does so at its own risk and expense. The County will not be liable for payment for any purchases made by its employees that are not authorized by the County Purchasing Agent.

14. BACKGROUND CHECK

The Contractor is responsible for completing a criminal background check and a Virginia Central Registry check through the Virginia Department of Social Services for all employees or subcontractors whom the Contractor assigns to work on this Contract.

15. REPLACEMENT OF PERSONNEL AND SUBCONTRACTORS

The County has the right reasonably to reject staff or subcontractors whom the Contractor assigns to the project. The Contractor must then provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's and its subcontractors' employees is the sole responsibility of the Contractor.

The Contractor may not replace key personnel or subcontractors identified in its proposal, including the approved Project Manager, without the County's written approval. The Contractor will submit any request to remove or replace key personnel or subcontractors to the County Project Officer at least 15 calendar days in advance of the proposed action, if possible. The request must contain a detailed justification, including identification of the proposed replacement and his or her qualifications.

If the approved Project Manager must be absent for an extended period, the Contractor must provide an interim Project Manager, subject to the County's written approval.

If the approved Project Manager resigns or is terminated by the Contractor, the Contractor will replace the Project Manager with an individual with similar qualifications and experience, subject to the County's written approval.

16. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of its work pursuant to this Contract:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability or on any other basis prohibited by state law. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation will be deemed sufficient for meeting the requirements of this section.
- C. The Contractor will state in all solicitations or advertisements for employees that it places or causes to be placed that such Contractor is an Equal Opportunity Employer.

- D. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 ("ADA"), which prohibits discrimination against individuals with disabilities in employment and mandates that disabled individuals be provided access to publicly and privately provided services and activities.
- E. The Contractor must include the provisions of the foregoing paragraphs in every subcontract or purchase order of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

17. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

In accordance with §2.2-4311.1 of the Code of Virginia, as amended, the Contractor must not during the performance of this Contract knowingly employ an unauthorized alien, as that term is defined in the federal Immigration Reform and Control Act of 1986.

18. DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR

During the performance of this Contract, the Contractor must: (i) provide a drug-free workplace for its 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 a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violating 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 of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "workplace" means the site(s) for the performance of the work required by this Contract.

19. SAFETY

The Contractor must ensure that it and its employees and subcontractors comply with all applicable local, state and federal policies, regulations and standards relating to safety and health, including the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry and the applicable Federal Environmental Protection Agency and Virginia Department of Environmental Quality standards.

20. TERMINATION

The County may terminate this Contract at any time as follows: (1) for cause, if, as determined by the County, the Contractor is in breach or default or has failed to perform the Work satisfactorily; or (2) for the convenience of the County.

Upon receipt of a notice of termination, the Contractor must not place any further orders or subcontracts for materials, services or facilities; must terminate all vendors and subcontracts, except as are necessary for the completion of any portion of the Work that the County did not terminate; and must immediately deliver all documents related to the terminated Work to the County.

Any purchases that the Contractor makes after the notice of termination will be the sole responsibility of the Contractor, unless the County has approved the purchases in writing as necessary for completion of any portion of the Work that the County did not terminate.

If any court of competent jurisdiction finds a termination for cause by the County to be improper, then the termination will be deemed a termination for convenience.

A. TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE

1. Termination for Unsatisfactory Performance. If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure them within 15 days or any other period specified by the County ("Cure Period"). If the Contractor fails to cure within the Cure Period, the County may terminate the Contract for failure to provide satisfactory performance by providing written notice with a termination date. The Contractor must submit any request for termination costs, with all supporting documentation, to the County Project Officer within 30 days after the expiration of the Cure Period. The County may accept or reject the request for termination costs, in whole or in part, and may notify the Contractor of its decision within a reasonable time.

In the event of termination by the County for failure to perform satisfactorily, the Contractor must continue to provide its services as previously scheduled through the termination date, and the County must continue to pay all fees and charges incurred through the termination date.

2. Termination for Breach or Default. If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination will be immediate after notice of termination to the Contractor (unless the County provides for an opportunity to cure), and the Contractor will not be permitted to seek termination costs.

Upon any termination pursuant to this section, the Contractor will be liable to the County for costs that the County must expend to complete the Work, including costs resulting from any related delays and from unsatisfactory or non-compliant work performed by the Contractor or its subcontractors. The County will deduct such costs from any amount due to the Contractor; or if the County does not owe the Contractor, the Contractor must promptly pay the costs within 15 days of a demand by the County. This section does not limit the County's recovery of any other damages to which it is entitled by law.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt the notice of the termination.

B. TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The County may terminate this Contract in whole or in part whenever the Purchasing Agent determines that termination is in the County's best interest. The County will give the Contractor at least 15 days' notice in writing. The notice must specify the extent to which the Contract is terminated and the effective termination date. The Contractor will be entitled to termination costs, plus any other reasonable amounts that the parties might negotiate; but no amount will be allowed for anticipatory profits.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt of the notice of the termination.

21. INDEMNIFICATION

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.

22. INTELLECTUAL PROPERTY INDEMNIFICATION

The Contractor warrants and guarantees that in providing services under this Contract neither the Contractor nor any subcontractor is infringing on the intellectual property rights (including, but not limited to, copyright, patent, mask and trademark) of third parties.

If the Contractor or any of its employees or subcontractors uses any design, device, work or material that is covered by patent or copyright, it is understood that the Contract Amount includes all royalties, licensing fees, and any other costs arising from such use in connection with the Work under this Contract.

The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless, and indemnify the County Indemnitees, as defined above, from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability or exposure for infringement of or on account of any trademark, copyright, patented or unpatented invention, process or article manufactured or used in the performance of this 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.

23. COPYRIGHT

By this Contract, the Contractor irrevocably transfers, assigns, sets over and conveys to the County all rights, title and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to this Contract. The Contractor will execute any documents that the County requests to formalize such transfer or assignment.

The rights granted to the County by this section are irrevocable and may not be rescinded or modified, including in connection with or as a result of the termination of or a dispute concerning this Contract.

The Contractor may not use subcontractors or third parties to develop or provide input into any copyrightable materials produced pursuant to this Contract without the County's advance written approval and unless the Contractor includes this Copyright provision in any contract or agreement with such subcontractors or third parties related to this Contract.

24. DATA SECURITY AND PROTECTION

The Contractor will hold County Information, as defined below, in the strictest confidence and will comply with all applicable County security and network resources policies, as well as all local, state and federal laws and regulatory requirements concerning data privacy and security. The Contractor must develop, implement, maintain, continually monitor and use appropriate administrative, technical and physical security measures to control access to and to preserve the confidentiality, privacy, integrity and availability of all electronically maintained or transmitted information received from or created or maintained on behalf of the County. For purposes of this provision, and as more fully described in this Contract and in the County's Non-Disclosure and Data Security Agreement (NDA), "County Information" includes, but is not limited to, electronic information; documents; data; images; financial records; personally identifiable information; personal health information (PHI); personnel, educational, voting, registration, tax and assessment records; information related to public safety; County networked resources; and County databases, software and security measures that are created, maintained, transmitted or accessed to perform the Work under this Contract.

- (a) **County's Non-Disclosure and Data Security Agreement.** The Contractor and its Designees (Contractor Designees shall include, but shall not be limited to, all Contractor-controlled agents or subcontractors working on-site at County facilities or otherwise performing any work under this Contract) must sign the NDA (Exhibit B) before performing any work or obtaining or permitting access to County networked resources, application systems or databases. The Contractor will make copies of the signed NDAs available to the County Project Officer upon request.
- (b) **Use of Data.** The Contractor will ensure against any unauthorized use, distribution or disclosure of or access to County Information and County networked resources by itself or its Designees. Use of County Information other than as specifically outlined in the Contract Documents is strictly prohibited. The Contractor will be solely responsible for any unauthorized use, reuse, distribution, transmission, manipulation, copying, modification, access to or disclosure of County Information and for any non-compliance with this provision by itself or by its Designees.
- (c) **Data Protection.** The Contractor will protect the County's Information according to standards established by the National Institute of Standards and Technology, including 201 CMR 17.00, Standards for the Protection of Personal Information of Residents of the Commonwealth and the Payment Card Industry Data Security Standard (PCI DSS), as applicable, and no less rigorously than it protects its own data and proprietary or confidential information. The Contractor must provide to the County a copy of its data security policy and procedures for securing County Information and a copy of its disaster recovery plan(s). If requested by the County, the Contractor must also provide annually the results of an internal Information Security Risk Assessment provided by an outside firm.
- (d) **Security Requirements.** The Contractor must maintain the most up-to-date anti-virus programs, industry-accepted firewalls and other protections on its systems and networking equipment. The Contractor certifies that all systems and networking equipment that support, interact with or store County Information meet the above standards and industry best practices for physical, network and system security requirements. Printers, copiers or fax machines that store County Data into hard drives must provide data-at-rest encryption. The County's Chief Information Security Officer or designee must approve any deviation from

these standards. The downloading of County information onto laptops, other portable storage media or services such as personal e-mail, Dropbox etc. is prohibited without the written authorization of the County's Chief Information Security Officer or designee.

- (e) **Conclusion of Contract.** Within 30 days after the termination, cancellation, expiration or other conclusion of the Contract, the Contractor must, at no cost to the County, return all County Information to the County in a format defined by the County Project Officer. The County may request that the Information be destroyed. The Contractor is responsible for ensuring the return and/or destruction of all Information that is in the possession of its subcontractors or agents. The Contractor must certify completion of this task in writing to the County Project Officer. However, the Contractor shall be permitted to maintain work product to the extent required to comply with its legal recordkeeping obligations.
- (f) **Notification of Security Incidents.** The Contractor must notify the County Chief Information Officer and County Project Officer within 24 hours of the discovery of any unintended access to or use or disclosure of County Information.
- (g) **Subcontractors.** If subcontractors are permitted under this Contract, the requirements of this entire section must be incorporated into any agreement between the Contractor and the subcontractor. If the subcontractor will have access to County Information, each subcontractor must provide to the Contractor a copy of its data security policy and procedures for securing County Information and a copy of its disaster recovery plan(s).

25. ETHICS IN PUBLIC CONTRACTING

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.

26. COUNTY EMPLOYEES

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.

27. FORCE MAJEURE

Neither party will be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to a fire, riot, rebellion, natural disaster, war, act of terrorism or act of God that is beyond the control of the party and that makes performance impossible or illegal, unless otherwise specified in the Contract.

28. AUTHORITY TO TRANSACT BUSINESS

The Contractor must, pursuant to Code of Virginia § 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the entire term of this Contract. Otherwise, the Contract is voidable at the sole option of and with no expense to the County.

29. RELATION TO COUNTY

The Contractor is an independent contractor, and neither the Contractor nor its employees or subcontractors will be considered employees, servants or agents of the County. The County will not be responsible for any negligence or other wrongdoing by the Contractor or its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes or Social Security tax or for any other benefits. The County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation.

30. ANTITRUST

The Contractor conveys, sells, assigns and transfers to the County all rights, title and interest in and to all causes of action under state or federal antitrust laws that the Contractor may have relating to this Contract.

31. REPORT STANDARDS

The Contractor must submit all written reports required by this Contract for advance review in a format approved by the Project Officer. Reports must be accurate and grammatically correct and should not contain spelling errors. The Contractor will bear the cost of correcting grammatical or spelling errors and inaccurate report data and of other revisions that are required to bring the report(s) into compliance with this section.

Whenever possible, reports must comply with the following guidelines:

- printed double-sided on at least 30% recycled-content and/or tree-free paper
- recyclable and/or easily removable covers or binders made from recycled materials (proposals with glued bindings that meet all other requirements are acceptable)
- avoid use of plastic covers or dividers
- avoid unnecessary attachments or documents or superfluous use of paper (e.g. separate title sheets or chapter dividers)

32. AUDIT

The Contractor must provide to the County the complete findings and all components of an independent certified public accountant's audit of its finances and program operation within two months after the close of Contractor's fiscal year. If a management letter was not prepared with the audit, the Contractor must so certify in writing as part of the audit report to the County. The Contractor must allow the County to review its records as the County deems necessary for audit purposes within 15 calendar days of the County's receipt of the findings. All accounts of the Contractor are subject to audit.

33. ASSIGNMENT

The Contractor may not assign, transfer, convey or otherwise dispose of any award or any of its rights, obligations or interests under this Contract without the prior written consent of the County.

34. AMENDMENTS

This Contract may not be modified except by written amendment executed by persons duly authorized to bind the Contractor and the County.

35. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES

Nothing in this Contract waives any provision of the Arlington County Purchasing Resolution, which is incorporated herein by reference, or any applicable County policy.

36. DISPUTE RESOLUTION

All disputes arising under this Agreement or concerning its interpretation, whether involving law or fact and including but not limited to claims for additional work, compensation or time, and all claims for alleged breach of contract must be submitted in writing to the Project Officer as soon as the basis for the claim arises. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than 60 days after the final payment. The time limit for a final written decision by the County Manager is 30 days. Procedures concerning contractual claims, disputes, administrative appeals and protests are contained in the Arlington County Purchasing Resolution. The Contractor must continue to work as scheduled pending a decision of the Project Officer, County Manager, County Board or a court of law.

37. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION

This Contract is governed in all respects by the laws of the Commonwealth of Virginia; and the jurisdiction, forum and venue for any litigation concerning the Contract or the Work is in the Circuit Court for Arlington County, Virginia, and in no other court.

38. ARBITRATION

No claim arising under or related to this Contract may be subject to arbitration.

39. NONEXCLUSIVITY OF REMEDIES

All remedies available to the County under this Contract are cumulative, and no remedy will be exclusive of any other at law or in equity.

40. NO WAIVER

The failure to exercise a right provided for in this Contract will not be a subsequent waiver of the same right or of any other right.

41. SEVERABILITY

The sections, paragraphs, clauses, sentences, and phrases of this Contract are severable; and if any section, paragraph, clause, sentence or phrase of this Contract is declared invalid by a court of competent jurisdiction, the rest of the Contract will remain in effect.

42. ATTORNEY'S FEES

In the event that the County prevails in any legal action or proceeding brought by the County to enforce any provision of this Contract, the Contractor will pay the County's reasonable attorney's fees and expenses.

43. SURVIVAL OF TERMS

In addition to any statement that a specific term or paragraph survives the expiration or termination of this Contract, the following sections also survive: INDEMNIFICATION; INTELLECTUAL PROPERTY

INDEMNIFICATION; RELATION TO COUNTY; AUDIT; COPYRIGHT; DISPUTE RESOLUTION; APPLICABLE LAW AND JURISDICTION; ATTORNEY'S FEES, AND DATA SECURITY AND PROTECTION.

44. HEADINGS

The section headings in this Contract are inserted only for convenience and do not affect the substance of the Contract or limit the sections' scope.

45. AMBIGUITIES

The parties and their counsel have participated fully in the drafting of this Agreement; and any rule that ambiguities are to be resolved against the drafting party does not apply. The language in this Agreement is to be interpreted as to its plain meaning and not strictly for or against any party.

46. NOTICES

Unless otherwise provided in writing, all legal notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

Deborah S. Taylor, President/CEO
200 North Glebe Road,
Arlington Virginia 22203

TO THE COUNTY:

Penelope Donovan, Project Officer
2120 Washington Boulevard
Arlington, Virginia 22204

AND

Sharon T. Lewis, LL.M, MPS, VCO, CPPB
Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

47. ARLINGTON COUNTY BUSINESS LICENSES

The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

48. NON-DISCRIMINATION NOTICE

Arlington County does not discriminate against faith-based organizations.

49. LIMITED ENGLISH PROFICIENCY

The Contractor must comply with Executive Order 13166, Title VI of the Civil Rights Act of 1964 and make reasonable efforts to ensure that as part of the services that it provides, adequate communication services, including interpretation and translation, are available to persons who have limited English proficiency. If such services are not included in the Contract's scope of services and pricing, the Contractor will use a County-contracted service provider, and the County will pay the fees.

50. HIPAA COMPLIANCE

The Contractor must comply with the privacy, security and electronic transaction components of the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"). Pursuant to 45 C.F.R. §164.502(e) and §164.504(e), the Contractor is designated a Business Associate for purposes of this Contract and must execute the attached Arlington County Business Associate Agreement (Exhibit A). Pursuant to 45 C.F.R. § 164.308(b)(1) and the Health Information Technology for Economic and Clinic Health Act ("HITECH"), § 13401, the Contractor must also enter into an agreement with any subcontractors that, in a form approved by the County, requires the subcontractor to protect PHI to the same extent as the Arlington County Business Associate Agreement. The Contractor must ensure that its subcontractors notify the Contractor immediately of any breaches in security regarding PHI. Software and platforms used in performance of this Contract must be HIPAA compliant.

The Contractor takes full responsibility for HIPAA compliance, for any failure to execute the appropriate agreements with its subcontractors and for any failure of its subcontractors to comply with the existing or future regulations of HIPAA and/or HITECH. The Contractor will indemnify the County for any and all losses, fines, damages, liability, exposure or costs that arise from any failure to comply with this paragraph.

51. ADA COMPLIANCE

The Contractor is solely responsible for its compliance with the ADA and must defend and hold the County harmless from any expense or liability arising from the Contractor's non-compliance. The Contractor also must respond promptly to and cooperate fully with all inquiries from the U.S. Department of Labor.

The Contractor's responsibilities related to ADA compliance include, but are not limited to, the following:

- a. Access to Programs, and Services: The Contractor must ensure that its programs, and services are accessible to persons with disabilities. If a particular program is not accessible, the Contractor must provide equivalent services in an accessible alternate location or manner. The County will ensure that the program facility is accessible to persons with disabilities.
- b. Effective Communication: Upon request, the Contractor, must provide appropriate communication aids and services so that qualified persons with disabilities can participate equally in the Contractor's programs, services and activities. Communication aids and services can include, but are not limited to, qualified sign language interpreters, Braille documents and other means of facilitating communications with people who have speech, hearing or vision impairments.
- c. Modifications to Policies and Procedures: The Contractor must modify its policies and procedures as necessary to ensure that people with disabilities have an equal opportunity to enjoy the

Contractor's programs, services and activities. For example, individuals' service animals must be allowed in the Contractor's offices or facilities, even if pets are generally prohibited.

- d. No Extra Charges: The Contractor may not charge a person with a disability or any group of individuals with disabilities to cover the cost of providing aids or services or of reasonable modifications to policies and procedures.

52. SERVICE CONTRACT WAGE REQUIREMENTS

a. LIVING WAGE

The County has determined that the provisions of Section 4-103 of the Arlington County Purchasing Resolution (regarding "Service Contract Wage" or "Living Wage") apply to this Contract. All employees of the Contractor and any subcontractors working on County-owned or County-occupied property therefore must be paid no less than the hourly Living Wage rate that is published on the County's web site on the date of Contract execution.

b. COMPLAINTS BY AGGRIEVED EMPLOYEES

If the Contractor fails to pay the Living Wage rate, an aggrieved employee or subcontractor may file a complaint with the County Purchasing Agent within six months of the underpayment. If the Purchasing Agent determines that the Contractor has failed to comply with the Living Wage rate provisions of the Purchasing Resolution, the Contractor will be liable to the employee for the unpaid wages, plus interest at the current judgment rate set by Virginia law. The Contractor must not discharge, reduce the compensation of or otherwise retaliate against any employee who files a complaint with the County Purchasing Agent or takes any other action to enforce the requirements of this section.

c. ADDITIONAL COMPLIANCE REQUIREMENTS

At all times during the term of the Contract, the Contractor must:

1. Post the current Living Wage rate, in English and Spanish, in a prominent place at its offices and at each location where its employees perform services under this Contract (see sample notice in Exhibit C);
2. Within five days of an employee's request, provide a written statement of the applicable Living Wage rate, using the same form provided in Exhibit C;
3. Include the provisions of this section in all subcontracts for work performed under the Contract; and
4. Submit to the Purchasing Agent, within five working days of the end of each quarter, certified copies of quarterly payroll reports for each employee working under the Contract during the quarter and a completed Arlington County Contractor Living Wage Quarterly Compliance Report (Exhibit D).

d. CONTRACTOR RECORD KEEPING

The Contractor must preserve for five years after the expiration or termination of this Contract records of wages and benefits provided to each employee who worked under the Contract 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.

e. VIOLATIONS

Violation of this section, as determined by the Purchasing Agent, will be a ground for termination of this Contract and debarment of the Contractor from consideration for future County contracts.

53. INSURANCE REQUIREMENTS

Before beginning work under the Contract or any extension, the Contractor must provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force at a minimum the coverage below. The Contractor must maintain this coverage until the completion of the Contract or as otherwise stated in the Contract Documents. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.

- a. Workers Compensation - Virginia statutory workers compensation (W/C) coverage, including Virginia benefits and employer's liability with limits of \$100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.
- b. Commercial General Liability - \$1,000,000 per occurrence, with \$2,000,000 annual aggregate covering all premises and operations and including personal injury, completed operations, contractual liability, independent contractors, and products liability. The general aggregate limit must apply to this Contract. Evidence of contractual liability coverage must be typed on the certificate.
- c. Professional Liability - \$1,000,000 per occurrence/claim
- d. Business Automobile Liability - \$1,000,000 combined single-limit (owned, non-owned and hired).
- e. Umbrella/Excess Liability - \$1,000,000 per occurrence/claim
- f. Miscellaneous E&O - \$1,000,000 per occurrence/claim
- a. 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.
- b. Cancellation - If there is a material change or reduction in or cancellation of any of the above coverages during the Contract Term, the Contractor must notify the Purchasing Agent immediately and must, with no lapse in coverage, obtain replacement coverage that is consistent with the terms of this Contract. Not having the required insurance throughout the Contract Term is grounds for termination of the Contract.
- c. Claims-Made Coverage - Any "claims made" policy must remain in force, or the Contractor must obtain an extended reporting endorsement, until the applicable statute of limitations for any claims has expired.
- d. Contract Identification - All insurance certificates must state this Contract's number and title.

The Contractor must disclose to the County the amount of any deductible or self-insurance component of any of the required policies. With the County’s approval, the Contractor may satisfy its obligations under this section by self-insurance for all or any part of the insurance required, provided that the Contractor can demonstrate sufficient financial capacity. In order to do so, the Contractor must provide the County with its most recent actuarial report and a copy of its self-insurance resolution.

The County may request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible and may require a lower deductible; that funds equal to the deductible be placed in escrow; a certificate of self-insurance; collateral; or another mechanism to guarantee the amount of the deductible and ensure protection for the County.

The County’s acceptance or approval of any insurance will not relieve the Contractor from any liability or obligation imposed by the Contract Documents.

The Contractor is responsible for the Work and for all materials, tools, equipment, appliances and property used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property used or persons employed in connection with the Work and for of all damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under the Contract or in connection in any way whatsoever with the Work. The Contractor’s insurance shall be the primary non-contributory insurance for any work performed under this Contract.

The Contractor is as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons whom the Contractor employs directly.

54. COUNTERPARTS

This Agreement may be executed in one or more counterparts and all of such counterparts shall together constitute one and the same instrument. Original signatures transmitted and received via facsimile or other electronic transmission, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall be effective as delivery of a manually executed original counterpart.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

NCTR

AUTHORIZED DocuSigned by:
SIGNATURE Lucas Alexander
5D2342428F9D4B4...

AUTHORIZED DocuSigned by:
SIGNATURE Deborah Taylor
0DF8484267C545B...
Deborah Taylor

NAME: LUCAS ALEXANDER
TITLE: PROCUREMENT OFFICER

NAME AND
TITLE: President/CEO

DATE: 2/26/2021

DATE: 2/19/2021

EXHIBIT A - SCOPE OF WORK

Services rendered under this contract shall be provided in compliance with the Virginia Department of Behavioral Health and Developmental Services (DBHDS) definitions in the Core Services Taxonomy Version 7.3, specifically Intensive Residential Services (521). The core service taxonomy is found in the following links:

<http://www.dbhds.virginia.gov/assets/doc/BH/oss/2010coreservicestxonomy72vs.pdf>

Contractor/s must keep an active operational license throughout the contract period.

- I. MEDIUM-TERM SUBSTANCE USE RESIDENTIAL TREATMENT SERVICES – MAX STAY 2 YEARS (COUNTY OWNED FACILITY LOCATED AT 1723 FAIRFAX DRIVE, ARLINGTON, VA 22209)
 - A. Medium-Term Substance Use Residential Treatment Services Target Population
 1. Adults, age 18 and older, in early recovery from substance use disorders.
 2. Must be engaged with BHD outpatient services.
 3. In need of support to manage their recovery and transition to independent living in the community
 4. Able to perform Activities of Daily Living independently.
 - B. Medium-Term Substance Use Residential Treatment General Requirements
 1. Provide medium-term residential services that offer a supportive, structured, and co-occurring enhanced supervised transitional living environment for 14 to 22 adults who have completed primary treatment or are currently participating in BHD outpatient treatment and are in the early stages of recovery from substance use disorders. Some clients may have co-occurring mental health conditions that impact their recovery. Prior to increasing the census, the County will provide the Contractor with an opportunity to adjust staffing and budget to be able to provide adequate staff to patient ratio and coverage.
 2. Operate the program and County facility 24 hours a day, 7 days a week, 365 days a year, ensuring 24-hour on-site supervision and a minimum of five hours of clinically directed program services and activities per week, which may include:
 - a. Supportive counseling
 - b. Case management services
 - c. Substance use self-help groups
 - d. Urinalysis
 - e. Recreational enrichment activities
 - f. Monitoring of residents' compliance with outpatient substance abuse counseling
 - g. Client follow-up evaluation
 - h. Referrals to: adult education (remediation and GED preparation), vocational training and job development programs, health services, housing assistance; and other available social services
 3. Provide close coordination with off-site psychiatric, nursing, and therapy providers, as appropriate, to monitor the severity and urgency of each client's mental health condition.

4. Provide relapse prevention, interpersonal choice exploration, and development of social networks in support of recovery to promote personal responsibility and reintegration of the individual into the systems of work, education, family, and community life.
5. Ensure that an initial Individual Service Plan (ISP) is completed within 24-hours of admission and a comprehensive ISP is completed within 15 days of admission. All plans shall be reviewed on a regular basis. A plan shall include at a minimum.
 - a. Statement of client's presenting problem, corresponding needs and goals and a sequence of measurable objectives to meet identified needs
 - b. Statement of services to be rendered and frequency of services to accomplish client's goals and objectives
 - c. Statement of timeline for accomplishing client's goals and objectives
 - d. List of clients' work assignment/chores in support of day-to-day operation of the facility (such as light cleaning duties, trash pick-up)
 - e. Projected ancillary services needed by client and plan for accessing those services
 - f. Designation of staff member responsible for overall case management
6. Provide monthly documentation to the Project Officer on client's progress. Documentation shall include:
 - a. Written results of a face-to-face multidimensional assessment, performed upon admission, by a credentialed addiction treatment professional acting within the scope of his or her practice and determining and documenting an ICD-10 diagnosis
 - b. Notes from weekly face-to-face client meetings
 - c. Meeting notes from weekly interdisciplinary treatment team meetings, during which the treatment team will review, discuss, and document treatment progress and progress toward discharge
 - d. Updated ISPs if plan was modified.
 - e. Recommendations of and arrangements for higher and lower levels of care, vocational assessment and placement, adult education, and literacy training, when clinically indicated.
 - f. Recording of clients' medication adherence monitoring, including, when applicable, opioid replacement therapy (i.e., Methadone, Suboxone).
7. Monitor clients' participation in ongoing outpatient substance abuse treatment with Arlington County and coordination with clients' County primary counselor and/or case manager.
8. If needed, consult with clients' physicians and the BHD Mental Health Emergency Services; document those interactions in case file.
9. Coordinate discharge planning with Project Officer. Make appropriate arrangements and referrals to all service providers identified in the discharge plan prior to the client's scheduled discharge date.
10. Follow-up with clients within 30 days after discharge to ensure continuity of engagement.
11. Submit a discharge summary that outlines client progress while in the program and recommended follow-up services.
12. Deal expeditiously with any community complaints or problems related to the Transitional Living program and keep the county informed of complaints/problems and efforts to address them.
13. Submit reports as required by the Project Officer.
14. For the provision of co-occurring enhanced services, the Contractor is offering the following two options:
 - a. Option One (offered at no additional cost to the County). With this option, the

Contractor would:

- i. Provide a more formal and thorough check in with each patient on a daily basis to monitor for new or escalating mental health symptoms
 - ii. Incorporate a didactic co-occurring disorders group into the weekly schedule (offered twice/week, to fit patients' schedules)
 - iii. Ensure that treatment plans for all IH residents include sections for mental health goals and objectives;
 - iv. Facilitate enhanced collaboration with the County, including inviting County mental health staff to attend IH staffing when appropriate, and requesting that IH staff attend County staffing for IH patients receiving County mental health services; and
 - v. Request copies of co-occurring disorder treatment plans from the County for each patient receiving co-occurring disorder services.
- b. Option Two (would incur some additional costs beyond our budget submitted with proposal). With this option, the Contractor would provide the services outlined in Option One and the following:
- i. Engage a part-time (20 hour/week) licensed mental health professional (with a knowledge of SUD). The annual salary for this position (.05 FTE) would be \$43,000. This person would:
 - a. provide more thorough daily check-ins with patients,
 - b. participate in Independence House staffing, liaise directly with County mental health providers and coordinate treatment plans.
 - ii. Provide a cost for "as needed" hours so NCTR's staff psychiatrist or psychiatric nurse practitioner could be available for consultations. Cost for these psychiatric services would be \$100.22/ hour. This time would be used for situations (not necessarily emergencies) when IH staff need psychiatric consultation – especially during night and weekend hours. This staff time could also be used for psychiatric evaluations if requested by the County. NCTR estimates roughly 20 hours per year would be needed.

C. Medium-Term Substance Use Residential Treatment Housing Management

1. Manage the facility 24 hours per day, seven days per week, 365 days per year
2. Collect monthly fees from the clients; fees are income-based.
3. Ensure that the facility can receive clients and be adequate for the provision of residential care, including:
 - a. Habitable and sanitary living quarters, with male and female clients housed separately in different wings of the house.
 - b. Purchasing and stocking groceries for use by clients. Groceries must be stored appropriately in either the kitchen, a storage room or refrigerator.
 - c. Meal preparation in the common kitchen area
 - d. Recreational activities
 - e. Laundry services
4. Develop a plan that ensures client involvement in the day to day operations of the facility, including contributing to the clean-up and maintenance of the building and grounds.

D. Medium-Term Substance Use Residential Treatment Housing Maintenance

1. Perform daily cleaning activities to clean/sanitize countertops, common areas, telephones, and staff offices.
2. Perform light building maintenance. Light maintenance is limited to: changing light bulbs, batteries, unclogging toilets and sinks, greasing doors or joints, changing filters and tightening screws.
3. Report maintenance, repair and replacement needs to the county's Department of Human Services' Facilities Operations Bureau and Project Office. Contact information will be provided upon contract start.
4. Role and responsibilities of Arlington County include:
 - a. Maintain and repair the building systems.
 - b. Pay housing-related expenses, including utilities, property tax, insurance, maintenance contracts.
 - c. Furnish the units with appropriate furniture; at a minimum a twin bed, nightstand, dresser, table, chair and lamps. Replace furniture as needed.
 - d. Furnish common areas and equip kitchen with appliances, dishes and other necessary items. Replace items as needed.
 - e. Ensure that the routine maintenance and preventive maintenance are performed in a timely and efficient manner; and emergency building maintenance situations will be addressed immediately.
 - f. Engage and pay for professional cleaning services as needed, as determined by the County

E. Medium-Term Substance Use Residential Treatment Staffing

1. All staff must have a minimum credential of a Certified Substance Abuse Counselor-Assistant, CSAC-A, or other clinical licensure in the Commonwealth of Virginia, which may include Certified Peer Recovery Specialists (CPRS). The Program Manager must be licensed as an LPC, LCSW or licensed clinical psychologist. Clinical staff who do not yet have the minimum credential of a CSAC-A will meet this requirement within six months following the date that the contract is signed. New hires during the life of the contract will need six months following the date of hire to meet this minimum requirement.
2. Preferred bi-lingual capacity (English/Spanish).
3. Staff the facility 24 hours/day 7 days a week
4. Provide appropriate shift coverage to ensure that services are available to clients 365 days per year.
5. Ensure that all staff complete the following training:
 - a. American Society of Addiction Medicine (ASAM) assessment and patient placement criteria training
 - b. CPR, first aid, naloxone administration and crisis intervention training.

II. GENERAL REQUIREMENTS

A. Referrals

1. All clients will be referred by the County. The County Project Officer will coordinate the referral efforts with the Contractor to promote efficient client transitions. Any reservations by the Contractor to accept a County referral who otherwise meets admission criteria will be forwarded to the Project Officer who will review the Contractor's justification. The Residential and Specialized Services Bureau Chief will make the final determination.
2. The Project Officer will schedule and facilitate periodic admissions meetings to evaluate and prioritize all potential referrals and monitor new client admissions. The Contractor shall provide a representative for this meeting.

B. Discharges

1. The Contractor will collaborate with the BHD treatment team regarding any potential discharges. Any reservations by both the Contractor's and BHD's treatment team regarding discharge will be addressed by the Project Officer, who will review the justifications and facilitate consensus.
2. Discharge documentation will include a description of the reasons for the discharge, a final evaluation summary of the client's progress toward goals in the service plan, and a plan developed with the client and BHD Case Manager regarding the client's continuing or future service needs.

C. Risk Management

1. Have a plan in place for the identification and evaluation, regular monitoring, and reduction or elimination of risks which may contribute to an unsafe environment.
2. Have an emergency plan that includes policies regarding the handling of natural disasters such as floods, storms, fire and other weather-related closings.
3. Establish an internal 24-hour emergency response system to address emergency situations as quickly as possible. Ensure clients are trained and know what to do. System is subject to the review and approval by the County.
4. Develop written emergency procedures that include, at a minimum:
 - a. Initial assessment of immediacy and severity of the emergency.
 - b. Management of after-hours psychiatric emergencies, including cooperation between Contractor staff and BHD Emergency Services.
 - c. Notification of and cooperation with appropriate County agencies (e.g., DHS, Fire Department, Police).
 - d. Plan for natural disasters and other emergencies that may require evacuation
5. Establish written procedures to ensure the safety of clients transported in staff-owned or company-owned vehicles. Procedures shall at a minimum have guidelines and standards for the drivers, insurance expectations, background checks, driver's license checks and company car maintenance requirements.

D. Personnel

1. Provide staffing levels for each program to meet licensure requirements and fulfill the requirements of this contract. Staff must be qualified for the work.
2. Make administrative managerial staff available for consultation with the County during county business hours (Monday through Friday, 8 am to 5 pm).
3. Must have a staff training plan to meet license and contract requirements. Contractor should also have a staff retention plan.
4. The Contractor's personnel management system shall include, at a minimum, the following:
 - a. Personnel files and records.
 - b. Written job descriptions: All positions shall have updated job descriptions in the employee files. The job description shall list required qualifications for the position as well as responsibilities and essential functions.
 - c. Training and Education: Documentation of education and training shall be kept in the employees' files. The Contractor shall provide annual training in standards of conduct, employee ethics, conflicts of interest, employee performance evaluations, and equal employment opportunity. The Contractor will also provide appropriate initial employee orientation.
 - d. Performance Evaluation: Conduct periodic evaluations and assessments of employees' performance and include documentation in the employees' files. Provide an opportunity for clients served under this Contract to provide feedback for the staff performance evaluations.
 - e. Human Resource Policies: Document established personnel policies and procedures, including: standards of conduct, employee ethics, conflicts of interest, employee performance evaluations, equal employment opportunity, appropriate initial employee orientation, benefits.
5. Ensure that staff are trained and/or certified in the following areas prior to their initial assignments:
 - a. Mission of Residential Services and the goals of DHS permanent supportive housing strategy
 - b. Rights of clients including the protection of confidentiality and prevention of any types of abuse
 - c. Principles of normalization, respect for the individual, enhancement of informed choice, and least restrictive alternatives among services
 - d. Service documentation procedures
 - e. Medication administration policies and procedures that satisfy state requirements for medication administration technicians
 - f. Health maintenance, to include control of infectious disease, proper nutrition, and safety-related monitoring
 - g. All other applicable training required by state licensure regulations
 - h. Crisis prevention and intervention. Crisis prevention and First Aid/CPR training must be completed within the first 30 days after an employee begins work. Staff members who have not yet had this training will only work on shifts that have at least one other staff person who has already received this training.
 - i. First aid, CPR, and naloxone administration
 - j. Reporting requirements and other issues related to the service of this contract

- k. Knowledge and applicability of a person-centered approach to delivery of services under this contract
 - l. Principle of community inclusion accompanied by information about community resources
 - m. The interdisciplinary approach as it relates to service delivery to include the role of employees in IDTs, the development and implementation of ISPs, and the appropriate interaction of employees with other service providers
 - n. Behavior management principles and the appropriate implementation of client behavior management programs
 - o. Therapeutic techniques appropriate to the clients served
 - p. Aftercare and follow-up procedures
 - q. All applicable aspects of program operation necessary to the fulfillment of service objectives under terms of this contract
6. Ensure that all staff who work with substance use clients receive training prior to their work with clients regarding:
- a. The mission of residential or transitional services
 - b. Contractor policy on client confidentiality
 - c. Policy that assures client rights, including orientation to Virginia human rights regulations
 - d. Service documentation procedures
 - e. State certification as medication administration technicians (as appropriate)
 - f. Health maintenance, to include infectious disease control and proper nutrition, and safety-related monitoring
 - g. Evidence-based clinical practices in the treatment of substance use disorder and co-occurring mental health disorders
 - h. The role of medication assisted treatment as it relates to recovery from Opioid Use Disorders
 - i. The safe administration of opioid antagonist medications, such as naloxone
 - j. American Society of Addiction Medicine (ASAM) assessment and patient placement criteria training
 - k. All applicable training required by state licensure regulations
 - l. Provide ongoing training including up-to-date information about mental illness and trends in treatment.

E. Accommodation for Clients with Special Needs

1. Behavioral Needs: Clients receiving therapeutic services shall remain integrated into their home environment unless crisis conditions warrant interventions off-site (e.g., hospitalization). Close information-sharing and coordination is expected with the County Project Officer and assigned BHD Case Managers in situations that may warrant crisis interventions. When behavior management strategies are employed, the least restrictive treatment strategies should be implemented, with an emphasis on positive, proactive strategies. All therapeutic strategies must be used in strict conformance with the authorized human rights protocols, located at the following link:

<http://www.dbhds.virginia.gov/quality-management/human-rights>

2. Language and Cultural Needs: The Contractor shall have the capacity to accommodate the needs of clients of diverse languages and cultural backgrounds reflective of the population found in the County. A plan will be developed with the Project Officer for clients with special cultural needs who may need further accommodations.

F. Budget and Finances

1. Maintain a financial system that at a minimum includes:
 - a. Operation of financial management, procurement, and contracting systems that are consistent with industry standards.
 - b. An accounting system that operates in such a way as to provide financial reporting in accordance with Generally Accepted Accounting Principles (GAAP). It will include necessary personnel and financial records and a fixed assets system. It will provide for the practice of fund accounting and will be adaptable to the needs of cost accounting.
2. Develop and implement a plan for collection of resident rental fees in accordance with industry regulations. Additionally, the Contractor must document efforts to collect the fees and reasons for unsuccessful collection.
3. Maximize third party revenue. The initial contract contains a revenue assumption of 10 Medicaid eligible clients. Both parties will review Medicaid projections at contract renewal and agree on the cost directly offset by reimbursements.
4. The Contractor shall be paid an administrative fee of 20.8% for general administration and management of the program and billing third-party insurance. If the Contractor is not able to bill within the first three months of the contract term, the administrative fee shall be 10% for every month thereafter until billing commences.
5. The Contractor will bill COVID-19 supplies costs and other COVID-related expenses to the County separately; these expenses are not covered in the operating budget for this program.

G. Role of the Arlington County Behavioral Healthcare Division (BHD)

1. For all BHD clients served by the Contractor, the County will provide access to behavioral health crisis intervention, assessment, case management, employment/vocational supports, psychosocial day program, counseling, psycho-education, and psychiatric and medication services, where appropriate and under eligibility guidelines of the relevant programs and in accordance with DHS intake procedures.
2. Refer clients to the program and provide the Contractor with any relevant documentation to support the referral, as needed.
3. Designate a Project Officer for each program to serve as the primary contact and to work directly with the Contractor to monitor the administration of services, Contractor performance, and address issues as they may arise. The Project Officer will:
 - a. Determine acceptability of all reports, materials and work products called for in this agreement
 - b. Distribute all relevant communications such as announcements from DHS, BHD, and DBHDS and other documents

- c. Coordinate the referral process, including the maintenance of a waiting list for the residential services provided by the Contractor
- d. Ensure the Contractor has access to the County's electronic health records system to coordinate treatment
- e. Convene operations meetings with BHD and Contractor staff for reviewing current and future client placements;
- f. Conduct random site visits to monitor and assess the operations of the program, interview program participants, and address and resolve any program performance issues; review medication documentation and administration.
- g. Conduct periodic reviews of Contractor inventories of client property
- h. Convene contract reviews with the Contractor
- i. Review program budgets, including any available Medicaid revenue reports detailing the amount of Medicaid revenue reimbursed to the Contractor during that period
- j. Review changes to licensure and regulations relevant to the Contractor's and County staff
- k. Discuss and help resolve client issues
- l. Conduct a comprehensive performance appraisal at least once annually based on agreed upon performance indicators
- m. Coordinate and assist the Contractor in resolving programmatic, familial, Arlington County CSB, and other County concerns and issues with the performance of this contract.
- n. Conduct a semi-annual service utilization review based on Contractor's reports
- o. Coordinate regular monitoring visits to review clinical programming and organizational systems and processes.
- p. Review all invoices and authorize payment for services rendered

4. Assign a BHD Case Manager for each program participant. The BHD Case Manager will:

- a. Work closely with the Contractor to determine an individual's level of functioning via standard of care and functional assessments at the onset of services and periodically, as determined by state/County regulations thereafter, or as an individual's needs change
- b. Initiate referrals actively monitor progress, and facilitate the provision of any needed mental health, substance use, and human services.
- c. Actively monitor the Contractor's delivery of services and client outcomes
- d. Document and inform other appropriate staff and the Project Officer of significant changes in the clients' level of functioning.

a. REQUIRED REPORTS

A. Annual Quantitative Data Report: Prepare a Client Quantitative Data Report in a format approved by the County by July 15 following the end of the County's fiscal year (July 1 through June 30); report must include an unduplicated count of:

- 1. Demographic information reports: Submit a demographic report for each client served. The report shall include the client's age, gender, race, and level of disability
- 2. Number of admissions and discharge
- 3. Number of service beds available
- 4. Number of service beds utilized
- 5. Reasons for vacancies and the number of vacant service day

6. Other client and program data as may be required to comply with the Virginia DBHDS's Individual Client Data Elements report.
- B. Quarterly Outcome Measures Progress Reports: Prepare and submit outcome reports. Reports will be due to the Project Officer; due dates will be negotiated after contract start.
 - C. Qualitative Outcome Data Reports: Submit agreed upon Qualitative Outcome data reports no later than 1st day of August for the previous fiscal year (July 1 through June 30); the details of the reports shall include the following:
 1. Analysis of the general types of client problems that staff is addressing
 2. Satisfaction survey results
 3. Other agreed upon outcome measures
 - D. Virginia DBHDS Licensure Reports and Virginia DSS Licensure Inspections (if applicable): Submit the Virginia DBHDS Licensure Reports and Virginia DSS Licensure Inspections including annual evaluations, or any other reports associated with on-site inspections by Licensing Specialists. These reports shall be forwarded to the Project Officer within five (5) workdays of their receipt.
 - E. Reports of actual or suspected violations of client human rights (e.g., investigations by the Regional Human Rights Advocate; all contacts made to Adult Protective Services) to the corresponding agency, in the timeframe specified in state regulation.
 - F. Program and/or Policies and Procedures Revisions: Submit all Program Policies and Procedures, or changes in staffing patterns to the Project Officer within ten (10) workdays of approval.
 - G. Submit a Disparity Impact Statement for all programs to Arlington County on an annual basis by July 31st for the fiscal year just completed (The County fiscal year is from July 1 – June 30). The statement reflects the number of clients served during the specified period of time (fiscal year), and all identified subpopulations. This report must indicate the clients' ethnicity/race as defined by the US census bureau. A sample report template will be provided upon contract start.
 - H. Submit reports of significant incidents involving clients served under this contract. The report shall be forwarded to the Project Officer and BHD Case Manager within 24 hours of the incident occurrence and shall include all known incidents occurring on the Contractor(s) premises and all known incidences occurring while the client is off site, e.g., day program, employment, recreational event, etc. Examples of such incidents, by way of illustration and not limitation, may include:
 1. Illegal Acts: Any illegal act by staff or clients including threats of violence, theft, possession of illegal substance, etc.
 2. Wellbeing of Clients: All incidents related to the client's wellbeing, including, illnesses; hospitalizations; accidents; medication errors; incidents involving police, fire department, EMS; elopement and injuries and deaths
 3. All incidents must be reported to the project officer regardless of whether or not incident meets the state reporting requirement threshold.

4. Human Rights reports: All actual or suspected violations of client human rights (e.g., all contacts made to Adult Protective Services) must be reported within 24 hours of the event.
 5. Immediately notify the County of any outbreak of disease as defined by the Board of Health. Notification; notification must go to both the Project Officer and the Arlington County Public Health Division (ACPHD). ACPHD can be reached at 703-228 – 5200 (option #1) during business hours or 703-558-2222 (ask for the Public Health Duty Officer) during non-business hours. The Contractor may also voluntarily report additional information, including individual cases of communicable diseases, as well as request special surveillance or other epidemiological studies by the Department of Health.
- I. Evaluations or any other reports associated with on-site inspections by Licensing Specialists: These reports shall be forwarded to the Project Officer within five (5) workdays of their receipt.
 - J. Submit an annual financial audit report within 30 days of publishing date.
 - K. Provide quarterly report of staff turnover and vacancies by the last day of the month after the quarter.
 - L. Provide annual reports of staff training to the County Project Officer by July 31st.
 - M. Other Reports: Submit upon request any other reports deemed necessary by the Project Officer.

EXHIBIT B - CONTRACT PRICING

Arlington County, Virginia Department of Human Services

National Capital Treatment and Recovery Cost Proposal Spreadsheet

Request for Proposal No. 20-052-RFP-LW

Medium- Term Substance Abuse Residential Treatment Services for substance use and dual diagnosis

Independence House

Revised 10/26/2020

Personnel Expenditures

	Salary	Retirement	FICA	Health	Life	Other	Total Cost	FTE
Director of Clinical Operations 2726	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	0
Nurse 2726	\$ 16,523	\$ 568	\$ 1,264	1,841	\$ 106	\$ 491	\$ 20,793	0.25
Program Manager 2726	\$ 91,790	\$ 3,158	\$ 7,022	7,364	\$ 587	\$ 1,673	\$ 111,594	1
Residential Coordinator 2726	\$ 44,985	\$ 1,547	\$ 3,441	7,364	\$ 288	\$ 938	\$ 58,564	1
Residential Specialist 2726 1	\$ 12,889	\$ 443	\$ 986	2,209	\$ 82	\$ 434	\$ 17,044	0.3
Residential Specialist 2726 3	\$ 43,173	\$ 1,485	\$ 3,303	7,364	\$ 276	\$ 910	\$ 56,511	1
Residential Specialist 2726 5	\$ 13,751	\$ 473	\$ 1,052	2,209	\$ 88	\$ 448	\$ 18,021	0.3
Residential Specialist 2726 prn	\$ 26,579	\$ 914	\$ 2,033	4,418	\$ 170	\$ 649	\$ 34,764	0.6
Residential Specialist 2726 2	\$ 48,396	\$ 1,665	\$ 3,702	7,364	\$ 310	\$ 992	\$ 62,428	1
Overtime Expenses	\$ 8,180		\$ 626			\$ -	\$ 8,806	
Total Personnel Expenditures	\$ 306,266	\$ 10,254	\$ 23,429	\$ 40,132	\$ 1,908	\$ 6,536	\$ 388,525	5.45

Operating Expenditures

Communications	\$ 1,447
Postage	\$ 100
Travel- Staff	
Utilities	
Printing	\$ 50
Rent - Bldg	
Rent - Equipment- Copiers and IT	\$ 5,338
Rent - Auto	
Staff Training	
Operating Equipment including Maintenance and usage	942
Operating Supplies	\$ 150
Office Supplies	\$ 727
Household supplies	\$ 1,200
Food Cost - Based on 90% Occupancy- \$6.40/day per patient	\$ 30,000
Payroll Service	\$ -
IT Software Expenses	\$ 4,755
IT licenses	\$ 300
Medical & Dental Supplies	\$ 100
Medical - Toxicology Supplies	\$ 2,800
Non- IT equipment Maintenance	\$ 200
Insurance	\$ 10,413
Meals and Meeting expenses	\$ 60
Ground Maintenance	\$ 100
Administrative Costs- Contracts 1)	\$ 97,491
Total Operating Expenditures	\$ 156,174

Total Yearly Expenses	\$ 544,698
Estimated Annual Medicaid Revenue- Year 1	\$ (55,519)
Estimated Client Contribution	\$ (17,160)
Net Total	\$ 472,020
Months of the year	\$ 12
Charge per month	\$ 39,335

1.) Based on Federal Indirect Cost Rates

EXHIBIT C - BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement is hereby entered into between National Capital Treatment & Recovery. (hereafter referred to as "Business Associate") and the County Board of Arlington County, Virginia (hereafter referred to as "Covered Entity" or "County") (collectively "the parties") and is hereby made a part of any Underlying Agreement for goods or services entered into between the parties.

Recitals

The County provides services to its residents and employees which may cause it or others under its direction or control to serve as covered entities for purposes of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The County, in its capacity as a covered entity, may provide Business Associate with certain information that may include Protected Health Information (PHI), so that Business Associate may perform its responsibilities pursuant to its Underlying Agreement(s) with and on behalf of County.

Covered Entity and Business Associate intend to protect the privacy of PHI and provide for the security of any electronic PHI received by Business Associate from Covered Entity, or created or received by Business Associate on behalf of Covered Entity in compliance with HIPAA; in compliance with regulations promulgated pursuant to HIPAA, at 45 CFR Parts 160 and Part 164; and in compliance with applicable provisions of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the "HITECH Act") and any applicable regulations and/or guidance issued by the U.S. Department of Health and Human Services ("DHHS") with respect to the HITECH Act (collectively "federal law").

WHEREAS, federal law and the specific regulations promulgated pursuant to HIPAA at 45 CFR § 164.314, 45 CFR § 164-502(e) and 45 CFR § 164.504(e) require a Covered Entity to enter into written agreements with all Business Associates (hereinafter "Business Associate Agreement");

WHEREAS, the parties desire to comply with HIPAA and desire to secure and protect such PHI from unauthorized disclosure;

THEREFORE, **Business Associate** and **Covered Entity**, intending to be legally bound, agree as follows. The obligations, responsibilities and definitions may be changed from time to time as determined by federal law and such changes are incorporated herein as if set forth in full text:

1) Definitions

The capitalized terms used in this Business Associate Agreement shall have the meaning set out below:

- a) **Accounting.** "Accounting" means a record of disclosures of protected health information made by the Business Associate.
- b) **Breach.** "Breach" means the acquisition, access, use, or disclosure of protected health information in a manner not permitted by this Business Associate Agreement and/or by HIPAA,

which compromises the security or privacy of the protected health information. For purposes of this Business Associate Agreement, any unauthorized acquisition, access, use, or disclosure of protected health information shall be presumed to be a breach.

- c) **Business Associate.** "Business Associate" means a person who creates, receives, maintains, or transmits protected health information on behalf of a Covered Entity to accomplish a task regulated by HIPAA and not as a member of the Covered Entity's workforce. A Business Associate shall include, but is not limited to, a non-workforce person/entity who performs data processing/analysis/transmission, billing, benefit management, quality assurance, legal, actuarial, accounting, administrative and/or financial services on behalf of the Covered Entity involving protected health information. A Business Associate also includes a subcontractor.
- d) **Covered Entity.** "Covered Entity" means a health plan, a health care clearinghouse, and/or a health care provider who transmits any health information in electronic form in connection with an activity regulated by HIPAA.
- e) **Data Aggregation.** "Data Aggregation" means, with respect to PHI created or received by Business Associate in its capacity as the Business Associate of Covered Entity, the combining of such PHI by the Business Associate with the PHI received by the Business Associate in its capacity as a Business Associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- f) **Designated Record Set.** "Designated Record Set" means all records, including medical, enrollment, billing, payment, claims, and/or case management maintained by and/or for a Covered Entity.
- g) **Discovery.** "Discovery" shall mean the first day an unauthorized use or disclosure is known or reasonably should have been known by Business Associate, including when it is or should have been known by any person other than the person who engaged in the unauthorized use/disclosure who is an employee, officer, or agent of Business Associate.
- h) **Electronic Protected Health Information.** "Electronic Protected Health Information" means individually identifiable health information that is transmitted by or maintained in electronic media.
- i) **HIPAA.** "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 as in effect and/or as amended.
- j) **HITECH Act.** "HITECH Act" means the portions of the Health Information Technology for Economic and Clinical Health Act which serve as amendments to HIPAA. HITECH is included within the definition of HIPAA unless stated separately.
- k) **Individual.** "Individual" means the person who is the subject of protected health information and/or a person who would qualify as a personal representative of the person who is the subject of protected health information.
- l) **Protected Health Information.** "Protected Health Information" or "PHI" means individually identifiable health information transmitted and/or maintained in any form.

- m) **Remuneration.** "Remuneration" means direct or indirect payment from or on behalf of a third party.
- n) **Required By Law.** "Required By Law" means an activity which Business Associate is required to do or perform based on the provisions of state and/or federal law.
- o) **Secretary.** "Secretary" means the Secretary of the Department of Health and Human Services or the Secretary's designee.
- p) **Security Incident.** "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with the system operations in an information system.
- q) **Underlying Agreement.** "Underlying Agreement" means the County contract for goods or services made through the County's procurement office which the parties have entered into and which the County has determined requires the execution of this Business Associate Agreement.
- r) **Unsecured Protected Health Information.** "Unsecured Protected Health Information" means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology approved by the Secretary.

2) **Obligations and Activities of Business Associate**

- a) Business Associate acknowledges and agrees that it is obligated by law (or upon the effective date of any portion thereof shall be obligated) to meet the applicable provisions of HIPAA and such provisions are incorporated herein and made a part of this Business Associate Agreement. Covered Entity and Business Associate agree that any regulations and/or guidance issued by DHHS with respect to HIPAA that relate to the obligations of business associates shall be deemed incorporated into and made a part of this Business Associate Agreement.
- b) In accordance with 45 CFR §164.502(a)(3), Business Associate agrees not to use or disclose PHI other than as permitted or required by this Business Associate Agreement or as Required by Law.
- c) Business Associate agrees to develop, implement, maintain and use appropriate administrative, technical, and physical safeguards that reasonably prevent the use or disclosure of PHI other than as provided for by this Business Associate Agreement, in accordance with 45 CFR §§164.306, 310 and 312. Business Associate agrees to develop, implement, maintain and use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic PHI, in accordance with 45 CFR §§164.306, 308, 310, and 312. In accordance with 45 CFR §164.316, Business Associate shall also develop and implement policies and procedures and meet the documentation requirements as and at such time as may be required by HIPAA.
- d) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate, of a use or disclosure of PHI by Business Associate in violation of the requirements of this Business Associate Agreement.

- e) In accordance with 45 CFR §§164.308, 314 and 502, Business Associate will ensure that any workforce member or agent, including a vendor or subcontractor, whom Business Associate engages to create, receive, maintain, or transmit PHI on Business Associate's behalf, agrees to the same restrictions and conditions that apply through this Business Associate Agreement to Business Associate with respect to such information, including minimum necessary limitations. Business Associate will ensure that any workforce member or agent, including a vendor or subcontractor, whom Business Associate engages to create, receive, maintain, or transmit PHI on Business Associate's behalf, agrees to implement reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability of the PHI.
- f) At the request of Covered Entity, Business Associate will provide Covered Entity, or as directed by Covered Entity, an Individual, access to PHI maintained in a Designated Record Set in a time and manner that is sufficient to meet the requirements of 45 CFR § 164.524, and, where required by HIPAA, shall make such information available in an electronic format where directed by the Covered Entity.
- g) At the written request of Covered Entity, (or if so directed by Covered Entity, at the written request of an Individual), Business Associate agrees to make any amendment to PHI in a Designated Record Set, in a time and manner that is sufficient to meet the requirements of 45 CFR § 164.526.
- h) In accordance with 45 CFR §164.504(e)(2), Business Associate agrees to make its internal practices, books, and records, including policies and procedures, and any PHI, relating to the use and disclosure of PHI, available to Covered Entity or to the Secretary for purposes of determining compliance with applicable law. To the extent permitted by law, said disclosures shall be held in strictest confidence by the Covered Entity. Business Associate will provide such access in a time and manner that is sufficient to meet any applicable requirements of applicable law.
- i) Business Associate agrees to document and maintain a record of disclosures of PHI and information related to such disclosures, including the date, recipient and purpose of such disclosures, in a manner that is sufficient for Covered Entity or Business Associate to respond to a request by Covered Entity or an Individual for an Accounting of disclosures of PHI and in accordance with 45 CFR § 164.528. Business Associate further shall provide any additional information where required by HIPAA and any implementing regulations. Unless otherwise provided under HIPAA, Business Associate will maintain the Accounting with respect to each disclosure for at least six years following the date of the disclosure.
- j) Business Associate agrees to provide to Covered Entity upon written request, or, as directed by Covered Entity, to an Individual, an Accounting of disclosures in a time and manner that is sufficient to meet the requirements of HIPAA, in accordance with 45 CFR §164.528. In addition, where Business Associate is contacted directly by an Individual based upon information provided to the Individual by Covered Entity and where so required by HIPAA and/or any implementing regulations, Business Associate shall make such Accounting available directly to the Individual.
- k) In accordance with 45 CFR §164.502(b), Business Associate agrees to make reasonable efforts to limit use, disclosure, and/or requests for PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Where required by HIPAA, Business Associate

shall determine (in its reasonable judgment) what constitutes the minimum necessary to accomplish the intended purpose of a disclosure.

- l) In accordance with 45 CFR §502(a)(5), Business Associate shall not directly or indirectly receive remuneration in exchange for any PHI of an Individual, except with the express written pre-approval of Covered Entity.
- m) To the extent Business Associate is to carry out one or more obligation(s) of the Covered Entity's under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s).
- n) In accordance with 45 CFR §164.314(a)(1)(i)(C), Business Associate agrees to promptly report to Covered Entity any Security Incident of which Business Associate becomes aware.
- o) In accordance with 45 CFR §164.410 and the provisions of this Business Associate Agreement, Business Associate will report to Covered Entity, following Discovery and without unreasonable delay, but in no event later than five business days following Discovery, any Breach of Unsecured Protected Health Information. Business Associate shall cooperate with Covered Entity in investigating the Breach and in meeting Covered Entity's obligations under HIPAA and any other applicable security breach notification laws, including, but not limited to, providing Covered Entity with such information in addition to Business Associate's report as Covered Entity may reasonably request, e.g., for purposes of Covered Entity making an assessment as to whether/what Breach Notification is required.

Business Associate's report under this subsection shall, to the extent available at the time the initial report is required, or as promptly thereafter as such information becomes available but no later than 30 days from discovery, include:

1. The identification (if known) of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach;
2. A description of the nature of the unauthorized acquisition, access, use, or disclosure, including the date of the Breach and the date of discovery of the Breach;
3. A description of the type of Unsecured PHI acquired, accessed, used or disclosed in the Breach (e.g., full name, Social Security number, date of birth, etc.);
4. The identity of the individual(s) who made and who received the unauthorized acquisition, access, use or disclosure;
5. A description of what Business Associate is doing to investigate the Breach, to mitigate losses, and to protect against any further breaches; and
6. Contact information for Business Associate's representatives knowledgeable about the Breach.

- p) Business Associate shall maintain for a period of six years all information required to be reported under paragraph "o". This records retention requirement does not in any manner change the obligation to timely disclose all required information relating to a non-permitted acquisition, access, use or disclosure of Protected Health Information to the County Privacy Officer and the County Project Officer or designee five business days following Discovery.

3) Permitted Uses and Disclosures by Business Associate

Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose PHI, consistent with HIPAA, as follows:

- a) Business Associate may use or disclose PHI as necessary to perform functions, activities, or services to or on behalf of Covered Entity under any service agreement(s) with Covered Entity, including Data Aggregation services related to the health care operations of Covered Entity, if called for in the Underlying Agreement, if Business Associate's use or disclosure of PHI would not violate HIPAA if done by Covered Entity.
- b) Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
- c) Business Associate may disclose PHI for the proper management and administration of Business Associate if:
 - 1. Disclosure is Required by Law;
 - 2. Business Associate obtains reasonable assurances from the person to whom the PHI is disclosed that the PHI will remain confidential, and will be used or further disclosed only as Required By Law or for the purpose for which it was disclosed, and the person agrees to promptly notify Business Associate of any known breaches of the PHI's confidentiality; or
 - 3. Disclosure is pursuant to an order of a Court or Agency having jurisdiction over said information.
- d) Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR § 164.502(j)(1).

4) Obligations of Covered Entity

- a) Covered Entity will notify Business Associate of any limitations on uses or disclosures described in its Notice of Privacy Practices (NOPP).
- b) Covered Entity will notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose PHI, to the extent that such changes or revocation may affect Business Associate's use or disclosure of PHI.

- c) Covered Entity will notify Business Associate of any restriction of the use or disclosure of PHI, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
- d) Covered Entity will notify Business Associate of any alternative means or locations for receipt of communications by an Individual which must be accommodated or permitted by Covered Entity, to the extent that such alternative means or locations may affect Business Associate's use or disclosure of PHI.
- e) Except as otherwise provided in this Business Associate Agreement, Covered Entity will not ask Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA if such use and/or disclosure was made by Covered Entity.

5) Term, Termination and Breach

- a) This Business Associate Agreement is effective when fully executed and will terminate when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, including any material provided to subcontractors. If it is infeasible to return or destroy all PHI, protections are extended to such information, in accordance with the Section 5(d) and 5(e) below.
- b) Upon Covered Entity's determination that Business Associate has committed a violation or material breach of this Business Associate Agreement, and in Covered Entity's sole discretion, Covered Entity may take any one or more of the following steps:
 - 1. Provide an opportunity for Business Associate to cure the breach or end the violation, and if Business Associate does not cure the Breach or end the violation within a reasonable time specified by Covered Entity, terminate this Business Associate Agreement;
 - 2. Immediately terminate this Business Associate Agreement if Business Associate has committed a material breach of this Business Associate Agreement and cure of the material breach is not feasible; or,
 - 3. If neither termination nor cure is feasible, elect to continue this Business Associate Agreement and report the violation or material breach to the Secretary.
- c) If Business Associate believes Covered Entity has failed to fulfill any of its duties under this Business Associate Agreement, Business Associate will promptly notify Covered Entity as to same and Covered Entity shall promptly address the matter with Business Associate.
- d) Except as provided in Section 5(e) upon termination of this Business Associate Agreement for any reason, Business Associate will return or destroy, at the discretion of Covered Entity, all PHI received from Covered Entity or created or received by Business Associate on behalf of Covered Entity. This provision will also apply to PHI that is in the possession of workforce members, subcontractors, or agents of Business Associate. Neither Business Associate, nor any workforce member, subcontractor, or agent of Business Associate, will retain copies of the PHI.

- e) If Business Associate determines that returning or destroying all or part of the PHI received or created by and/or on behalf of Covered Entity is not feasible, Business Associate will notify Covered Entity of the circumstances making return or destruction infeasible. If Covered Entity agrees that return or destruction is infeasible, then Business Associate will extend the protections of this Business Associate Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI. Business Associate further agrees to retain the minimum necessary PHI to accomplish those tasks/responsibilities which make return and/or destruction infeasible.

6) Miscellaneous

- a) Covered Entity and Business Associate agree to take any action necessary to amend this Business Associate Agreement from time to time as may be necessary for Covered Entity or Business Associate to comply with the requirements of HIPAA, and/or any other implementing regulations or guidance.
- b) Notwithstanding the expiration or termination of this Business Associate Agreement or any Underlying Agreement, it is acknowledged and agreed that those rights and obligations of Business Associate which by their nature are intended to survive such expiration or termination shall survive, including, but not limited to, Sections 5(d) and 5(e) herein.
- c) In the event the terms of this Business Associate Agreement conflict with the terms of any other agreement between Covered Entity and Business Associate or the Underlying Agreement, then the terms of this Business Associate Agreement shall control.
- d) Notices and requests provided for under this Business Associate Agreement will be made in writing to Covered Entity, delivered by hand-delivery, overnight mail or first-class mail, postage prepaid at:

(1) Marcy Foster,
Arlington County Privacy Officer
2100 Clarendon Blvd., Suite 511
Arlington, Virginia 22201

(2) Stephen Maclsaac
County Attorney
2100 Clarendon Blvd., Suite 511
Arlington, Virginia 22201

(3) County Project Officer
Penelope Donovan
2120 Washington Boulevard
Arlington, Virginia 22204

Notice and requests provided for under this Business Associate Agreement will be made in writing in the manner described above to Business Associate at:

National Capital Treatment & Recovery.

Attn: Deborah Taylor
200 North Glebe Road
Arlington, Virginia 22203

- e) Covered Entity will have the right to inspect any records of Business Associate or to audit Business Associate to determine whether Business Associate is in compliance with the terms of this Business Associate Agreement. However, this provision does not create any obligation on the part of Covered Entity to conduct any inspection or audit.
- f) Nothing in this Business Associate Agreement shall be construed to create a partnership, joint venture, or other joint business relationship between the parties or any of their affiliates, or a relationship of employer and employee between the parties. Rather, it is the intention of the parties that Business Associate shall be an independent contractor.
- g) Nothing in this Business Associate Agreement provides or is intended to provide any benefit to any third party.
- h) The Business Associate will indemnify and hold harmless Arlington County, its elected officials, officers, directors, employees and/or agents from and against any employee, federal administrative action or third party claim or liability, including attorneys' fees and costs, arising out of or in connection with the Business Associate's violation (or alleged violation) and/or any violation and/or alleged violation by Business Associate's workforce, agent/s, or subcontractor/s of the terms of this Business Associate Agreement, federal law, HIPAA, the HITECH Act, and/or other implementing regulations or guidance or any associated audit or investigation.

The obligation to provide indemnification under this Business Associate Agreement shall be contingent upon the party seeking indemnification providing the indemnifying party with written notice of any claim for which indemnification is sought. Any limitation of liability provisions contained in the Underlying Agreement do not supersede, pre-empt, or nullify this provision or the Business Associate Agreement generally.

This indemnification shall survive the expiration or termination of this Business Associate Agreement or the Underlying Agreement.

- i) Any ambiguity in this Business Associate Agreement shall be resolved to permit the parties to comply with HIPAA, its implementing regulations, and associated guidance. The sections, paragraphs, sentences, clauses and phrases of this Business Associate agreement are severable. If any phrase, clause, sentence, paragraph or section of this Business Associate Agreement is declared invalid by a court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences and sections of this Business Associate Agreement.
- j) If any dispute or claim arises between the parties with respect to this Business Associate Agreement, the parties will make a good faith effort to resolve such matters informally, it being the intention of the parties to reasonably cooperate with each other in the performance of the obligations set forth in this Business Associate Agreement. The Dispute Resolution clause of the Underlying Agreement ultimately governs if good faith efforts are unsuccessful.

- k) A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any other right or remedy as to any subsequent events.
- l) Neither party may assign any of its rights or obligations under this Business Associate Agreement without the prior written consent of the other party.
- m) This Business Associate Agreement and the rights and obligations of the parties hereunder shall be construed, interpreted, and enforced with, and shall be governed by, the laws of the Commonwealth of Virginia and the United States of America.
- n) This Business Associate Agreement shall remain in effect for the duration of the Underlying Agreement between the parties, any renewals, extension or continuations thereof, and until such time as all PHI in the possession or control of the Business Associate has been returned to the Covered Entity and/or destroyed. If such return or destruction is not feasible, the Business Associate shall use such PHI only for such limited purposes that make such return or destruction not feasible and the provision of this Business Associate Agreement shall survive with respect to such PHI.
- o) The Business Associate shall be deemed to be in violation of this Business Associate Agreement if it knew of, or with the exercise of reasonable diligence or oversight should have known of, a pattern of activity or practice of any subcontractor, subsidiary, affiliate, agent or workforce member that constitutes a material violation of that entity's obligations in regard to PHI unless the Business Associate took prompt and reasonable steps to cure the breach or end the violation, as applicable, and if such steps were unsuccessful, terminated the contract or arrangement with such entity, if feasible.
- p) Upon the enactment of any law or regulation affecting the use or disclosure of PHI, or any change in applicable federal law including revisions to HIPAA; upon publication of any decision of a court of the United States or of the Commonwealth of Virginia, relating to PHI or applicable federal law; upon the publication of any interpretive policy or opinion of any governmental agency charged with the enforcement of PHI disclosures or applicable federal law, the County reserves the right, upon written notice to the Business Associate, to amend this Business Associate Agreement as the County determines is necessary to comply with such change, law or regulation. If the Business Associate disagrees with any such amendment, it shall so notify the County in writing within thirty (30) days of the County's notice. In case of disagreement, the parties agree to negotiate in good faith the appropriate amendment(s) to give effect to such revised obligation. In the County's discretion, the failure to enter into an amendment shall be deemed to be a default and good cause for termination of the Underlying Agreement.
- q) The County makes no warranty or representation that compliance by the Business Associate with this Business Associate Agreement, HIPAA, the HITECH Act, federal law or the regulations promulgated thereunder will be adequate or satisfactory for the Business Associate's own purposes or to ensure its compliance with the above. The Business Associate is solely responsible for all decisions made by it, its workforce members, agents, employees, subsidiaries and subcontractors regarding the safeguarding of PHI and compliance with federal law.
- r) The Business Associate agrees that its workforce members, agents, employees, subsidiaries and subcontractors shall be bound by the confidentiality requirements herein and the provisions of

this Business Associate Agreement shall be incorporated into any training or contracts with the same.

- s) This Business Associate Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
- t) This Business Associate Agreement shall replace and supersede any prior Business Associate Agreement entered between the parties.

IN WITNESS WHEREOF, each party hereto has executed this Business Associate Agreement in duplicate originals on the date below written:

Arlington County, Virginia

By: Marcy Foster
DocuSigned by: P30C22511FD84C5...
 (Signature)

Name: Marcy Foster

Title: County Privacy Officer

Date: 2/22/2021

Business Associate

By: Deborah Taylor
DocuSigned by: 0DF8484267C545B...
 (Signature)

Name: Deborah Taylor

Title: President/CEO

Date: 2/19/2021

EXHIBIT D

NONDISCLOSURE AND DATA SECURITY AGREEMENT
(CONTRACTOR)

The undersigned, an authorized agent of the Contractor and on behalf of National Capital Treatment & Recovery, ("Contractor"), hereby agrees that the Contractor will hold County-provided information, documents, data, images, records and the like confidential and secure and protect them against loss, misuse, alteration, destruction or disclosure. This includes, but is not limited to, the information of the County, its employees, contractors, residents, clients, patients, taxpayers and property as well as information that the County shares with the Contractor for testing, support, conversion or other services provided under Arlington County Agreement No. 20-052-RFP-1-LW (the "Project" or "Main Agreement") or that may be accessed through other County-owned or -controlled databases (all of the above collectively referred to as "County Information" or "Information").

In addition to the DATA SECURITY obligations set in the County Agreement, the Contractor agrees that it will maintain the privacy and security of County Information, control and limit internal access and authorization for access to such Information and not divulge or allow or facilitate access to County Information for any purpose or by anyone unless expressly authorized. This includes, but is not limited to, any County Information that in any manner describes, locates or indexes anything about an individual, including, but not limited to, his/her ("his") Personal Health Information, treatment, disability, services eligibility, services provided, investigations, real or personal property holdings and his education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment record, social security number, tax status or payments, date of birth, address, phone number or anything that affords a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual, or the record of his presence, registration, or membership in an organization or activity, or admission to an institution.

Contractor also agrees that it will not directly or indirectly use or facilitate the use or dissemination of County information (whether intentionally or by inadvertence, negligence or omission and whether verbally, electronically, through paper transmission or otherwise) for any purpose other than that directly associated with its work under the Project. The Contractor acknowledges that any unauthorized use, dissemination or disclosure of County Information is prohibited and may also constitute a violation of Virginia or federal laws, subjecting it or its employees to civil and/or criminal penalties.

Contractor agrees that it will not divulge or otherwise facilitate the disclosure, dissemination or access to or by any unauthorized person, for any purpose, of any Information obtained directly, or indirectly, as a result of its work on the Project. The Contractor shall coordinate closely with the County Project Officer to ensure that its authorization to its employees or approved subcontractors is appropriate and tightly controlled and that such person/s also maintain the security and privacy of County Information and the integrity of County-networked resources.

Contractor agrees to take strict security measures to ensure that County Information is kept secure; is properly stored in accordance with industry best practices, and if stored is encrypted as appropriate; and is otherwise protected from retrieval or access by unauthorized persons or for unauthorized purposes. Any device or media on which County Information is stored, even temporarily, will have strict security and access control. Any County Information that is accessible will not leave Contractor's work site or the County's physical facility, if the Contractor is working onsite, without written authorization of the County

Project Officer. If remote access or other media storage is authorized, the Contractor is responsible for the security of such storage device or paper files.

Contractor will ensure that any laptops, PDAs, netbooks, tablets, thumb drives or other media storage devices, as approved by the County and connected to the County network, are secure and free of all computer viruses, or running the latest version of an industry-standard virus protection program. The Contractor will ensure that all passwords used by its employees or subcontractors are robust, protected and not shared. The Contractor will not download any County Information except as agreed to by the parties and then only onto a County-approved device. The Contractor understands that downloading onto a personally owned device or service, such as personal e-mail, Dropbox, etc., is prohibited.

Contractor agrees that it will notify the County Project Officer immediately upon discovery or becoming aware or suspicious of any unauthorized disclosure of County Information, security breach, hacking or other breach of this agreement, the County's or Contractor's security policies, or any other breach of Project protocols concerning data security or County Information. The Contractor will fully cooperate with the County to regain possession of any Information and to prevent its further disclosure, use or dissemination. The Contractor also agrees to promptly notify others of a suspected or actual breach if requested.

The Contractor agrees that all duties and obligations enumerated in this Agreement also extend to its employees, agents or subcontractors who are given access to County information. Breach of any of the above conditions by Contractor's employees, agents or subcontractors shall be treated as a breach by the Contractor. The Contractor agrees that it shall take all reasonable measures to ensure that its employees, agents and subcontractors are aware of and abide by the terms and conditions of this agreement and related data security provisions in the Main Agreement.

It is the intent of this *Non-Disclosure and Data Security Agreement* to ensure that the Contractor has the highest level of administrative safeguards, disaster recovery and best practices in place to ensure confidentiality, protection, privacy and security of County information and County-networked resources and to ensure compliance with all applicable local, state and federal laws or regulatory requirements. Therefore, to the extent that this *Non-Disclosure and Data Security Agreement* conflicts with the Main Agreement or with any applicable local, state, or federal law, regulation or provision, the more stringent requirement, law, regulation or provision controls.

At the conclusion of the Project, the Contractor agrees to return all County Information to the County Project Officer. These obligations remain in full force and effect throughout the Project and shall survive any termination of the Main Agreement.

Authorized Signature:  _____
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Printed Name and Title: Deborah Taylor President/CEO

Date: 2/19/2021

