



RSM US LLP

1861 International Drive
Suite 400
McLean, Virginia 22102

T +1 703 336 6400
F +1 703 336 6401

www.rsmus.com

August 15, 2022

Ms. Maria Meredith
Director & CFO, Department of Management and Finance
Arlington County, Virginia
2100 Clarendon Blvd, Suite 500
Arlington, VA 22201

Dear Meredith:

Thank you for considering RSM US LLP to assist with the consulting needs of Arlington County, Virginia. After your review, we ask that you please sign and return one copy of the enclosed Change Order to our Statement of Work dated February 1, 2022.

We appreciate the opportunity to be of service to you and look forward to working with you on this engagement.

Sincerely,

Clara Ewing
Sr. Director
RSM US LLP
321 751 6239

Attachments:

Change Order 1 – Contract Compliance – Interdepartmental Contracting Statement of Work dated February 1, 2022

CHANGE ORDER 1 - Contract Compliance – Interdepartmental Contracting

This Change Order dated August 15, 2022, amends the Statement of Work dated February 1, 2022, (“Engagement Agreement”) between RSM US LLP, an Iowa limited liability partnership (“RSM”) and Arlington County, Virginia (“Client”). This Change Order, including any appendices, schedules and attachments constitutes the entire understanding and agreement between RSM and Client with respect to such changes.

A. Engagement Objectives, Services, Approach and Scope of Work

At the County’s request, RSM incurred significant additional time during the planning phase of the project related to reviewing contract population line item data for County requisitions/purchase orders, invoice details related to potential contract sample selections, and various discussions and walkthroughs with the County to determine the final contract sample selection.

B. Engagement Team

No Change.

C. Engagement Assumptions, Client Acknowledgements, Responsibilities and Representations

No Change.

D. Fees and Expenses

This change order increases the number of hours, and associated fees, needed to complete the agreed upon scope of work. The additional time incurred outside the original scope of work is 29 hours, or \$5,887, as detailed below.

Arlington County, Virginia				
Hours and Contracted Rate by Level				
Internal Audit - Interdepartmental Contract				
Level	Name	Hours	Disc Rate	Fees
Partner	Jennifer Murtha		\$ 336	\$ -
Senior Director	Clara Ewing		302	-
Manager	Liz Watts	3	255	765
Supervisor/Senior	TBD	26	197	5,122
Staff	TBD		150	-
		<u>29</u>		<u>\$ 5,887</u>

The total estimated billings for Services described in the original Statement of Work and this Change Order are \$63,887 (\$58,000 + \$5,887).

E. Invoice Address

No Change.

F. Acknowledgement and Acceptance

Except as modified in this Change Order, the Engagement Agreement, including any associated Terms and Conditions, prior Change Orders, or amendments, remains unchanged and in full force and effect.

By the signatures of their duly authorized representatives below, RSM and Client, intending to be legally bound, acknowledge that they have read and agree to all of the provisions of this Change Order (including any Exhibits and Attachments hereto) as of the date set forth above. RSM and Client, and each signatory below, hereby represents that said signatory is a duly authorized representative of such party and has the requisite power and authority to bind such party to the terms set forth in this Change Order.

AGREED TO AND ACKNOWLEDGED BY:

RSM US LLP

Arlington County, Virginia

By: 

By: *Dr. Sharon T. Lewis*

Name: Clara Ewing

Name: Dr. Sharon T. Lewis

Title: Senior Director

Title: Purchasing Division Chief

Date: August 15, 2022

Date: 09/14/2022