

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

NOTICE OF CONTRACT AMENDMENT

TO: Dr. Ana San Martin, MD 10241 Farnham Dr. Bethesda, MD 20814	DATE ISSUED:	<u>October 30, 2020</u>
	CONTRACT NO:	<u>21-DHS-EP-404</u>
	CONTRACT TITLE:	<u>Psychiatric Services</u>
	AMENDMENT NO:	<u>1</u>

THIS IS A NOTICE OF A CONTRACT AMENDMENT 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. 21-DHS-EP-404 including any attachments or amendments thereto.

EFFECTIVE DATE: October 1, 2021

EXPIRES: September 30, 2022

RENEWALS: Three (3) Renewals Remaining

COMMODITY CODE(S): 94876

LIVING WAGE: N

ATTACHMENTS:

AMENDMENT No. 1

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: Dr. Ana San Martin **VENDOR TEL. NO.:** (703) 598-9068

EMAIL ADDRESS: sanmartinana@gmail.com

COUNTY CONTACT: Ela Bledowska, DHS-BHC Admin **COUNTY TEL. NO.:** (703) 228-1410

COUNTY CONTACT EMAIL: Ebledowski@arlingtonva.us

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 21-DHS-EP-404
AMENDMENT NUMBER 1**

This Amendment Number 1 is made on September 1, 2021, and amends Agreement Number 21-DHS-EP-404 (“Main Agreement”) dated October 30, 2020, between Ana San Martin, MD (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the Contract Terms and Conditions called for under the Main Agreement as follows:

1. **CONTRACT RENEWAL:** Pursuant to Section 4. Contract Term, the contract is hereby renewed for its first subsequent contract term for an additional 12-month period from October 1, 2021 to September 30, 2022.
2. **CONTRACT PRICE ADJUSTMENTS is hereby deleted in its entirety and replaced with:**

CONTRACT PRICE ADJUSTMENTS

The Contract Amount/unit price(s) will remain firm until September 30, 2021 (“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 months of statistics available at the time of the Contract’s renewal.

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 not renew the Contract, whether or not the County has previously elected to renew the Contract’s term.

3. **PAYMENT is hereby deleted in its entirety and replaced with:**

PAYMENT

The County will pay the Contractor monthly according to the provisions of this section. By the first and fifteenth day of each month, the Contractor will submit to the Project Officer an invoice describing the total work done during the preceding month, to include a timesheet for the time invoiced and a separate list of clients seen per each workday during the billing period. The list must have the client’s initials, client’s ID, services rendered, documentation completed. The Project Officer will either approve the invoice or require corrections. The County will pay the Contractor within 45 days after receipt of an approved invoice. The number of the County Purchase Order pursuant to which services have been performed must appear on all invoices.

4. **AUDIT is hereby deleted in its entirety and replaced with:**

AUDIT

The Contractor must retain all books, records and other documents related to this Contract for at least five years, or such period of time required by the County’s funding partner(s), if any, whichever is greater, after the final payment 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. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, or such period of time required by the County's funding partner(s), if any, whichever is greater, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

The Purchasing Agent may require the Contractor to demonstrate that it has the necessary facilities, ability, and financial resources to comply with the Contract and furnish the service, material or goods specified herein in a satisfactory manner at any time during the term of this Contract

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ANA SAN MARTIN MD

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

AUTHORIZED DocuSigned by:
SIGNATURE: Asun
9E1B6C48BCF24D5...

NAME: TOMEKA D. PRICE
TITLE: PROCUREMENT OFFICER

NAME: Dr. Ana San Martin
TITLE: Psyhiatrist

DATE: 7/20/2021

DATE: 7/19/2021

EXHIBIT B**CONTRACTOR'S PRICING****Contractor Price Quote**

NAME: Dr. Ana San Martin, MD
 10241 Farnham Drive
 Bethesda, MD 20814
 703-598-9068

Date: 10/14/2020

Services	Rate \$
Psychiatric Evaluation Adult: 60 minutes	\$300.00
Follow-up psychiatric visit face to face or virtual Adult: 30 minutes	\$170.00
Transfer appointment Adult: 45 minutes	\$225.00
Administrative tasks – per hour (includes documentation, mandatory County training, team consultation, attendance at team meetings, attendance psychiatry service bureau meetings, and meetings with the supervisor.	\$100

Signature: 

Print Name: Ana San Martin

Units of Service will be considered complete once the service has been provided and documented and visits resolved in the County's Electronic Health Record system. Evaluations, psychiatric follow-up visits, and staff consultations must be documented in the County's Electronic Health Record System according to BHD requirements within 24 hours of providing the services.

The County will not pay for sick time, holidays, vacation, weather-related closure, cancellations, and no-shows. Additional hours, beyond the ones authorized, must be approved by the County Project Officer.