

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

CONTRACT EXTENSION COVERAGE

TO: ICF Incorporated, L.L.C. 9300 Lee Highway Fairfax, Virginia 22031	ORIGINAL DATE ISSUED: CONTRACT NO: CONTRACT TITLE: EXTENSION NO:	<u>October 31, 2019</u> <u>19-229-RFP</u> <u>A Traditional Barrier Analysis</u> <u>1</u>
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THIS IS A NOTICE OF CONTRACT EXTENSION AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

This is your notice that the above referenced contract has been extended. The "Contract Term" covered by this Notice of Contract Extension is effective **January 11, 2021**, and expires **February 28, 2021**, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 19-229-RFP, including any exhibits, attachments or amendments thereto.

EFFECTIVE DATE: January 11, 2021
EXPIRES: February 28, 2021
COMMODITY CODE(S): 95200
LIVING WAGE: N

CONTRACT PRICING:
1. **REFER TO ARLINGTON COUNTY AGREEMENT NO. 19-229-RFP, including 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.

<u>VENDOR CONTACT:</u> Kristy Leavitt	<u>VENDOR TEL. NO.:</u>	<u>(703) 272-0404</u>
<u>EMAIL ADDRESS:</u> Kristy.Leavitt@icf.com		
<u>COUNTY CONTACT:</u> Gurjit Chima, CMO, Human Rights	<u>COUNTY TEL. NO.:</u>	<u>(703) 228-7045</u>
<u>COUNTY CONTACT EMAIL:</u> gchima@arlingtonva.us		

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ICF INCORPORATED, L. L. C.

AUTHORIZED DocuSigned by:
SIGNATURE: *Tomeka Price*
5950D4E0ACC0472...
NAME: TOMEKA D. PRICE
TITLE: PROCUREMENT OFFICER
DATE: 12/7/2020

AUTHORIZED DocuSigned by:
SIGNATURE: *Jasmine Ennsour*
1C98F07791164A9...
NAME: Jasmine Ennsour
TITLE: Sr. Contracts Administrator
DATE: 12/7/2020

**EXHIBIT B
CONTRACT PRICING**

Total																						
	Task 1: Kick off meeting		Task 2: Management Plan		Task 3: First Monthly Report		Task 4: Monthly Reports 2 to 12 (11 reports)		Task 5: First Bi-weekly call		Task 6: Remaining Bi-weekly calls (20 calls)		Task 7: Trigger Analysis Type I- Workforce Profile		Task 8: Trigger Analysis Type II- Promotions, Performance Mgmt, Separations		Task 9: Trigger Analysis Type III- Applicant & Hiring		Task 10: Trigger Analysis Report		Task 11: Document Matrix & Review	
Project Role	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Project Manager	4		2		1		6		2		20		10		14		16		12		4	
Subject Matter Expert I	4		2		1		2		1		10		15		25		30		8		8	
Subject Matter Expert II	4		2		1				1		10		15		25		30		8		8	
Analysis Lead	4		6		1				1		10		16		34		40		12		10	
Research Support	1				1		4		1				20		45		45		15		15	
Total - Labor (Fully-Loaded)	17	\$3,100	12	\$1,936	5	\$749	12	\$2,321	6	\$1,107	50	\$10,160	78	\$12,105	143	\$20,963	161	\$24,040	55	\$8,867	45	\$6,541
Total Proposed Firm Fixed Price	17	\$3,100	12	\$1,936	5	\$749	12	\$2,321	6	\$1,107	50	\$10,160	78	\$12,105	143	\$20,963	161	\$24,040	55	\$8,867	45	\$6,541

Total																				
	Task 12: First Interview/Focus Group		Task 13: Remaining 14 Interview/Focus Groups		Task 14: Barrier Analysis Report		Task 15: Action/Implementation Plan		Task 16: Final Briefing		Task 17: Survey Development, Administration, & Analysis		Optional Task 1: Spanish Translation of Survey		Optional Task 2: Each Department Briefing		Optional Task 3: Each In-person Team Meeting		Total	
Project Role	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Project Manager	4		6		20		14		6		20		4		4		4		176	
Subject Matter Expert I	8		28		20		10		12		24				6		4		218	
Subject Matter Expert II	8		28		20		10		12		24		1		6		4		217	
Analysis Lead	8		8		40		10		8		32				8		1		251	
Research Support	6		56		40		20		16		40		2		16		1		344	
Total - Labor (Fully-Loaded)	34	\$5,508	126	\$18,192	140	\$26,834	64	\$10,395	66	\$8,994	140	\$21,495	7	\$1,430	40	\$5,655	14	\$2,777	1,205	\$187,169
Total Proposed Firm Fixed Price	34	\$5,508	126	\$18,192	140	\$26,834	64	\$10,395	66	\$8,994	140	\$21,495	7	\$1,430	40	\$5,655	14	\$2,777	1,205	\$187,169

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 19-229-RFP
AMENDMENT NUMBER 1**

This Amendment Number 1 is made on July 24, 2020 and amends Agreement Number 19-229-RFP (“Main Agreement”) dated November 20, 2019 between ICF Incorporated, L.L.C. (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the main contract called for under the Main Agreement by hereby exercising the optional tasks as described in the Contract. Below is a description of those tasks. **The County reserves the right to execute Optional Tasks 2 and 3 below more than once based on how many additional briefings are desired by the County:**

Task Description	Price per unit
<p>2. Optional Task 2: Each Department (or specific group) Briefing ICF’s core tasks include one final briefing at the conclusion of the project that briefs County leaders on the overall Barrier Analysis findings. ICF may provide additional briefings for specific departments or divisions or other groups at the request of the County. These meetings will focus on results specific to the group or department in question (e.g., providing trigger analysis results for the CPHD). Meeting may be completed in-person or virtually based on client request. <i>Timeline – Completed by December 2020</i></p>	\$5,655
<p>3. Optional Task 3: Each Additional Team Meeting ICF’s core tasks includes status meetings. If desired Arlington County can exercise additional meetings whereby ICF can present overall study findings to additional groups to highlight results and respond to questions. The difference between optional task 2 and optional task 3 is that the former provides detailed analysis for specific groups or departments while the latter can be used for general results briefings (not drilled down to the dept level). Meeting may be completed in-person or virtually based on client request. <i>Timeline – Completed by December 2020</i></p>	\$2,777
<p>Total for Exercising 2 and 3 Option Tasks</p>	\$ 8,432.00

In addition, the above referenced contract will be extended for thirty (30) days at no additional charge to address initial delays ICF experienced in receiving necessary data from Arlington County. **The extension is effective December 11, 2020 and expires January 10, 2021, subject to any modifications as provided for in the Contract Documents.**

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