



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

CONTRACT AWARD COVERPAGE

TO: ACHARA CONSULTING, INC.
200 E RANDOLPH, STE 5100
CHICAGO, ILLINOIS 60601

DATE ISSUED: 4/4/2022
CONTRACT NO: 22-DHS-SFA-668
CONTRACT TITLE: VIRGINIA RECOVERY INITIATIVE SYSTEMS
TRANSFORMATION

**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. 22-DHS-SFA-668 including any attachments or amendments thereto.

EFFECTIVE DATE: 3/15/2023
EXPIRES: 3/14/2024
RENEWALS: 2 RENEWALS REMAINING
LIVING WAGE: N

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

VENDOR CONTACT: IJEOMA ACHARA-ABRAHAMS **VENDOR TEL. NO.:** (914) 522-2705
EMAIL ADDRESS: IJEOMA@ACHARACONSULTING.COM
COUNTY CONTACT: LIZABETH SCHUCH (DHS-BHD) **COUNTY TEL. NO.:** (703) 228-5238
COUNTY CONTACT EMAIL: EMAIL@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Lucas Alexander Procurement Officer 3/16/2023

Title Date

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-SFA-668
AMENDMENT NUMBER 3**

This Amendment Number 3 is made on 3/16/2023 and amends Agreement Number 22-DHS-SFA-668 ("Main Agreement") dated 4/4/2022 between Achara Consulting, Inc. ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the main contract called for under the Main Agreement as follows:

1. **PURSUANT TO CLAUSE 4, THE CONTRACT IS HEREBY RENEWED FROM MARCH 15, 2023, TO MARCH 14, 2024 (A 'SUBSEQUENT CONTRACT TERM), WITH TWO (2) 12—MONTH 'SUBSEQUENT CONTRACT TERMS' REMAINING.**
2. **REPLACE CLAUSE 5, CONTRACT AMOUNT, WITH THE FOLLOWING: THE COUNTY WILL PAY THE CONTRACTOR FOR SERVICES OR GOODS THAT THE PROJECT OFFICER ACCEPTS, UP TO THE MAXIMUM AMOUNT OF \$76,000 FOR THE CURRENT CONTRACT TERM. THE CONTRACTOR MUST SUBMIT QUARTERLY INVOICES BASED ON ACTUAL EXPENSES INCURRED DURING THE BILLING PERIOD BY THE 10TH OF THE MONTH FOLLOWING THE END OF THE QUARTER (JULY 10, OCT 10, JAN 10, APRIL 10. THE COUNTY WILL PAY THE CONTRACTOR NET 45 DAYS FROM RECEIPT OF AN INVOICE THAT THE PROJECT OFFICER APPROVES FOR PAYMENTS.**
3. **REPLACE EXHIBIT A, SCOPE OF WORK, WITH THE REVISED EXHIBIT A FOR THE SECOND YEAR OF PROJECT IMPLEMENTATION 3/15/2023-3/14/2024, AS ATTACHED.**
4. **ADD EXHIBIT C, PRICING.**

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA
DocuSigned by:
 AUTHORIZED SIGNATURE: Lucas Alexander
5D2342428F9D4B4...
 NAME: Lucas Alexander
 TITLE: Procurement Officer
 DATE: 3/16/2023

ACHARA CONSULTING, INC.
DocuSigned by:
 AUTHORIZED SIGNATURE: IJEOMA ACHARA-ABRAHAMS
8117247C24AE459...
 NAME: IJEOMA ACHARA-ABRAHAMS
 TITLE: President
 DATE: 3/15/2023

EXHIBIT A

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

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

Background:

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

Goals for year two

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

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

The Contractor must provide the following services during year two:

A. Conduct 2 keynote presentations

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

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

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

The Contractor will provide:

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

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

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

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

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

E. Reporting:

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

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

Quarterly Timeline and Activities:

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

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

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

EXHIBIT C
Pricing for year 2

Tasks	Price
A. Conduct 2 keynote presentations	\$11,000
B. Facilitate a Leadership Institute for up to 20 individuals, includes: One 2-day in-person system transformation leadership training travel 12 hours of follow up leadership coaching (preparation for coaching and coaching: 114 hours at \$200 per hour Preparation, Editing/Revise to the Virginia System, Design of Materials and Printing, 90 hours at \$200 per hour Four 1-hour planning meetings with Arlington County and DBHDS with 2 contractor staff, \$200 per hour for remote consultation	\$58,600 \$14,000 \$3,000 \$22,800 \$18,000 \$800
C. Virtual consulting services to DBHDS/ORS staff (up to 28 hours shared among Achara Consulting staff at \$200 per hour each	\$5600
D. 4 hours of General consulting fees @ \$200 per hour each	\$800
Total	\$76,000