

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

NOTICE OF CONTRACT AMENDMENT

TO: DATE ISSUED: DECEMBER 7, 2012

PHOENIX HOUSES OF THE MID- ATLANTIC, INC. CURRENT REFERENCE NO: 501-13
521 NORTH QUINCY STREET CONTRACT TITLE: RESIDENTIAL SERVICES
ARLINGTON, VA 22203 SUBSTANCE ABUSE

AMENDMENT NO: 1

THIS IS AN AMENDED 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.

This Notice of award is amended as follows:

REFER TO AMENDMENT NUMBER 1 OF AGREEMENT NO. 501-13.

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: SUSAN HARGREAVES VENDOR TEL. NO.: 703-841-0703
VENDOR PAYMENT TERMS: NET 30 DAYS
TAX IDENTIFICATION NUMBER (EIN/SSN): 54-0805530
COUNTY CONTACT: MICHAEL PETERS COUNTY TEL. NO.: 703-228-1772

CONTRACT AUTHORIZATION

DISTRIBUTION


IVETTE GONZALEZ
Procurement Officer

12/7/12
DATE

BID FOLDER: 1

ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 501-13

AMENDMENT NUMBER 1
REFERENCE NUMBER ~~245-11~~ *edg*

This Amendment Number 1 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 501-13 dated July 12, 2012 ("Main Agreement") and made between Phoenix Houses of the Mid-Atlantic, 521 North Quincy Street, Arlington, VA 22203 ("Contractor") and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Work called for and the amounts to be paid under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

ADD ADDITIONAL WORK UNDER THE SCOPE OF WORK PARAGRAPH. REFER TO EXHIBIT A - SCOPE OF WORK.

CHANGE THE "CONTRACT AMOUNT" PARAGRAPH TO READ AS FOLLOWS:

For services rendered by the Contractor and accepted by the Project Officer, the County shall pay the Contractor to the maximum amount of \$78,800, with payment to be made in monthly installment(s) of approximately \$6,566.67 each. This \$78,800 is part of the total projected operating budget for year two of \$206,392, with the remaining portion raised through the efforts of the Partnerships for a Health Arlington.

Terms and Conditions

The work and payment called for under this Amendment shall be subject to all terms and conditions of the Main Agreement. All terms and conditions of the Main Agreement shall remain in full force and effect for the work covered by this Amendment unless specifically changed by the terms and conditions of this Amendment.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

BY: *Richard D. Warren, Jr.*
PRINT NAME RICHARD D. WARREN, JR.
AND TITLE: PURCHASING AGENT
DATE: 12/5/12

PHOENIX HOUSES OF THE MID-ATLANTIC, INC.

BY: *Deborah Taylor*
PRINT NAME Deborah Taylor
AND TITLE: Senior VP - Regional Director
DATE: //

AGREEMENT NO. 501-13
NEW REFERENCE NO. 245-11
AMENDMENT NO. 1

EXHIBIT A

SCOPE OF WORK

The Partnerships for a Healthier Arlington, a coalition of Arlington community public and private stakeholders including the READY Coalition, has developed a secondary prevention/early intervention program for youth in the early stages of alcohol and drug use. A nationally recognized evaluation tool will be used to evaluate outcomes.

This early intervention program will continue to be implemented by the Contractor with oversight provided by the County Project Officer and the Strategic Initiative Team (SIT) identified by the Partnerships.

PROGRAM BUDGET

The total second year budget to serve up to 200 children and parents per year would be:

Part-time instructor (20 hours)	\$43,430
Part-time counselor (20 hours)	43,430
Supplies, materials, equipment	9,000
Transportation/field trips	200
Admin and Program Support	34,790
Language Interpretation	7,800
Evaluation	<u>67,742</u>
Total annual costs	\$206,392

Arlington County is providing \$78,800 for the second year of this program. Of that amount, \$16,000 will be used for the part-time instructor, \$7,800 will be used for language interpretation and \$55,000 for the program evaluation costs.

Coalition members are responsible for securing private commitments totaling \$127,592 for the remaining program costs.

PROGRAM OVERVIEW

Potential participants will be identified by one of the following partners: Arlington County Public Schools, Arlington County Police Department, or the Arlington County Court System. In order to successfully complete this voluntary program, participants will be required to attend a three-day educational program that would include an introduction of scientific research on the topic, experiential exercises, field trips, dialogue with authorities

and professionals, exploration of alternative behavior, and other activities to make youth aware of the consequences related to alcohol and drug use.

Parents of the identified youth will also be required to attend a parental component that focuses on helping them identify signs of drug or alcohol use, identify resources in the community, and learn strategies to support their children. A booster session will be offered as a follow-up activity for parents and youth within 60 days of program completion.

PROGRAM PARTICIPANTS

Program participants will be youth referred by schools, police, and courts for disciplinary reasons. This program will be a diversion from the traditional school suspensions and juvenile-justice system. Non-attendance will result in the usual sanctions for such identification. Parents will also be able to refer their children to the program without involvement of the schools or the courts. This program will benefit approximately 200 youth and their families in the first year.

PROGRAM STAFFING

Two half-time (20 hours per week) positions will continue to be filled by the Contractor: a coordinator and an instructor. The scope of work for each of these positions is outlined below.

COORDINATOR DUTIES

The coordinator is the face of the program, and is responsible for management of all functions related to its implementation, including but not limited to:

1. Collaborating with the SIT to develop rollout plans;
2. Working with program instructor to become familiar with the curriculum and to determine facilitation assignments;
3. Coordinating with staff from Arlington Public Schools, the juvenile court, the Department of Human Services and other referral sources to identify appropriate students and gather required background information;
4. Ensuring availability of space with Arlington Fire Department or other community agencies who have agreed to host the program;
5. Working with program instructor to secure all materials, equipment, and guest speakers, and to complete any other necessary preparations to conduct the program;
6. Facilitating assigned segments of the program;
7. Ensuring completion of all entry paperwork and daily post-session surveys
8. Administering the substance Abuse Subtle Screening Inventory (SASSI) to program participants;
9. Sharing the outcomes of each three-day program with the SIT and other interested parties;
10. Working with the SIT to modify the curriculum as needed;
11. Working with program evaluator on data collection and analysis;
12. Planning and implementing booster sessions for parents and youth;

13. Monitoring spending of funds for materials and supplies, equipment and transportation; and
14. Submitting timely reports to DHS Project Office for review and approval as part of the monthly invoicing process.

INSTRUCTOR DUTIES

The instructor is the lead facilitator of the three (3) day sessions. The instructor's duties include, but are not limited to:

Working with program coordinator to become familiar with the curriculum and to determine facilitation assignments;

1. Working with program coordinator to secure all materials, equipment, and guest speakers, and to complete any other necessary preparations to conduct the program;
2. Facilitating assigned segments of the program;
3. Ensuring completion of all entry paperwork and daily post-session surveys;
4. Working with program evaluator as needed on data collection and analysis;
5. Planning and implementing booster sessions for parents and youth; and
6. Submitting timely reports to DHS Project Office for review and approval as part of the monthly invoicing process.

EXPECTED OUTCOMES

The expected outcomes for the implementation of the Second Chance program s result as follows:

1. A decrease in the number and percent of substance-abuse-related school suspensions for Arlington County students;
2. An increase in the number and percent of juveniles diverted from involvement in the legal system;
3. An increase in the number and percent of teens referred to private or County services as a result of Second Chance Program intervention; and
4. A decrease in the number and percent of substance-abuse related arrests or interactions with the Arlington County Justice system for Program participants.

PROGRAM EVALUATION

The program could become a model program for similar communities that are also experiencing high rates of binge drinking. An important element of this program will be a professional evaluation component to monitor the efficacy of the program. The Contractor will be responsible for appropriately evaluating program.