



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

NOTICE OF RENEWAL

TO: LEADERSHIP CENTER FOR EXCELLENCE, INC. ORIGINAL DATE ISSUED: 06/17/2016
4420 N FAIRFAX DRIVE SUITE 102 CONTRACT NO: 16-020-RFP
ARLINGTON, VA 22203 CONTRACT TITLE: DHS - VOLUNTEER ARLINGTON PROGRAM MANAGEMENT

THIS IS A NOTICE OF RENEWAL 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. 16-020-RFP including any attachments or amendments thereto.

EFFECTIVE DATE: 06/1/2022

EXPIRES: 05/31/2023

RENEWALS: THIS IS THE 4TH YEAR RENEWAL OF A POSSIBLE 6 YEAR CONTRACT.

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: LISA FIKES

VENDOR TEL. NO.: (703) 528-2522

EMAIL ADDRESS: LFIKES@LEADERCENTER.ORG

COUNTY CONTACT: KURT LARRICK

COUNTY TEL. NO.: (703) 228-1775

COUNTY CONTACT EMAIL: KLARRICK@ARLINGTONVA.US

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

LEADERSHIP CENTER FOR EXCELLENCE, INC.

PRINT: Cynthia Davis

PRINT: Lisa Fikes

SIGNATURE: Cynthia Davis (DocuSigned by: 02CC7A8A62DB466...)

SIGNATURE: Lisa Fikes (DocuSigned by: 011E6A4CC5B649C...)

TITLE:

TITLE:

DATE: 4/5/2022

DATE: 4/1/2022

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

NOTICE OF AWARD OF CONTRACT

TO:	DATE ISSUED:	June 17, 2016
Leadership Arlington, Inc.	CURRENT CONTRACT NO:	16-020-RFP
4420 N Fairfax Drive, Suite 102	CONTRACT TITLE:	DHS – Volunteer Arlington Program Management
Arlington, VA 22203	PRIOR CONTRACT NO:	

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.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on May 31, 2019.

This is the FIRST term award notice. Possible FIVE additional 1-year renewal periods.

The contract documents consist of the terms and conditions of Agreement No. 16-020-RFP including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

1) REFER TO ATTACHMENT B TO AGREEMENT No. 16-020-RFP

ATTACHMENTS:

1) AGREEMENT No. 16-020-RFP

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: <u>Betsy Frantz</u>	TELEPHONE NO.:	<u>703 528 2522</u>
	EMAIL ADDRESS:	<u>bfrantz@leadershiparlington.org</u>
COUNTY CONTACT: <u>Anita Friedman</u>	TELEPHONE NO.:	<u>703-228-1322</u>
	EMAIL ADDRESS:	<u>afriedman@arlingtonva.us</u>

CONTRACT AUTHORIZATION

DISTRIBUTION



Krystyna Hepler, CPPB
Assistant Purchasing Agent

6/17/2016
Date

VENDOR: 1
BID FOLDER: 2

Attachment B

Volunteer Arlington Program Budget

The Contractor will provide the services described in Attachment A for the fixed price specified below, which includes all profit and overhead costs:

One-Time Start-Up Costs

New Web Design and Volunteer Management System	\$63,000	
Computers + wiring+ buildout of office space	\$10,000	Two computers and their integration to Contractor's network
Furniture	\$2,000	
	\$75,000	

Volunteer Arlington Program Budget – Year 1

	Contract	In Kind	TOTAL BUDGET	
Personnel (incl. health benefits, taxes, etc.)	\$175,000	\$15,600	\$190,600	
Marketing and Promotion	\$10,000	\$2,000	\$12,000	(a)
Training and Events	\$8,500		\$8,500	(b)
Telecommunications/IT	\$9,000		\$9,000	(c)
Travel	\$2,650		\$2,650	
Supplies	\$7,000	\$800	\$7,800	(d)
Office space Lease	\$29,350	\$700	\$30,050	(e)
Total	\$241,500	\$19,100	\$260,600	

- (a) Budgeted funds will be spent on brochures, posters, social media fees, and other marketing tools. The Contractor will cover costs of ads and tables at events/newsletters sponsored by the Contractor.
- (b) Budgeted funds will be used for training and for promotional, recognition and Advisory Board events throughout the County.
- (c) Budgeted funds will cover Website hosting, telephones (landline and cell) and database maintenance.
- (d) The Contractor will cover the cost to lease a copier and a postage machine.
- (e) The office will comprise two small offices plus small meeting room.

The Year 1 budget will serve as a basis for budgets for the remaining Contract Years, which the parties will negotiate based on the County's available funds for that year.

Attachment C

Volunteer Management System Implementation Timeline

The new volunteer management system shall be launched to the community no later than November 30, 2016. Below is the detailed timeline of system implementation activities:

Week	Task
1	Finalize feature specification, incorporating feedback from stakeholder focus groups
2	Roll out requirements tracking and project management tools
3 - 5	Analyze existing volunteer database and identify data to be transferred/discarded Begin development of new volunteer database <ul style="list-style-type: none"> • Site framework, theming and branding • User registration and profile, volunteer interest profile • Organization registration and profile • Post volunteer opportunities • Search volunteer opportunities by date/location/role
6	“Minimum Viable Product” launch to the Contractor Continued development of new volunteer database <ul style="list-style-type: none"> • Search by skills • Search by interests • Search by dates • Event calendar • Online event registration • Tag volunteer opportunities • Search volunteer opportunities by tag • Access control
7	Continued development of new volunteer database <ul style="list-style-type: none"> • Volunteer availability widget • Add availability to user profile • Search by availability • Search by day of week
8 - 9	Data migration from the legacy volunteer system Continued development of new volunteer database <ul style="list-style-type: none"> • Automatically email volunteers when opportunities match their profile • Scheduled reminders • Links to predefined searches
10	Provisioning of hosting Continued development of new volunteer database <ul style="list-style-type: none"> • Reports

	<ul style="list-style-type: none"> • Email communications Additional web site content <ul style="list-style-type: none"> • Static content • Blog • Landing pages and links to/from Leadership Arlington
11	Development of system documentation <ul style="list-style-type: none"> • User's guide • Volunteer Manager guide
12 - 13	Training for Volunteer Managers Testing and soft launch
14 - 15	Revisions based on soft launch feedback
16 - 17	Launch for Organizations
18	Launch to community Retiring the County's legacy volunteer management system
Ongoing	<ul style="list-style-type: none"> • Management of hosting • Software updates • Second-tier technical and application support