

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

NOTICE OF CONTRACT AMENDMENT

Arlington Public Schools	DATE ISSUED:	<u>September 15, 2018</u>
Arlington Education and Employment Program 1601 Wilson Boulevard Arlington, VA 22209	CURRENT REFERENCE NO:	<u>227-11-EP</u>
	CONTRACT TITLE:	<u>DHS Training - ESL</u>
	AMENDMENT NO:	<u>8</u>

THIS IS A NOTICE OF AMENDMENT 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. 227-11-EP including any attachments or amendments thereto.

EFFECTIVE DATE: July 1, 2020
EXPIRES: June 30, 2021
RENEWALS: No Renewal Options
COMMODITY CODE(S): 95290
LIVING WAGE: N
PROFESSIONAL SERVICES: N

ATTACHMENTS:
AMENDMENT NO. 8

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> Eileen Conoboy	<u>VENDOR TEL. NO.:</u>	<u>(703) 228-4204</u>
<u>EMAIL ADDRESS:</u> eileen.conoboy@apsva.us		

<u>COUNTY CONTACT:</u> Arogya Singh, DHS, EID	<u>COUNTY TEL. NO.:</u>	<u>(703) 228-1603</u>
<u>COUNTY CONTACT EMAIL:</u> asingh1@arlingtonva.us		

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 227-11
AMENDMENT NUMBER 8**

This Amendment Number 8 ("Amendment") is made on June 12, 2020, and amends Agreement Number 227-11-EP ("Main Agreement") dated June 23, 2011, ("Main Agreement"), as amended by Amendments 1 through 7, made between the Arlington County School Board, operating as Arlington Public Schools, on behalf of the Arlington Education and Employment Program ("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, and, as amended by Amendments 1 through 7, as follows:

1. CONTRACT TERM

The Contract is hereby renewed for renewal period beginning **July 1, 2020, through June 30, 2021.**

2. CONTRACT AMOUNT is hereby revised for services rendered by the Contractor and accepted by the Project Officer as follows:

The County will pay the Contractor, for services that the Project Officer accepts, \$161,420.50 per quarter, up to the maximum amount of \$645,682.00. The Contractor shall submit a quarterly invoice in the amount of \$161,420.50 due by the first month of the quarter beginning July 1, 2020. At the end of each quarter, the Contractor shall submit documentation to reconcile quarterly expenses no later than the 15th of the month after each quarter ends (October 15, January 15, April 15 and July 15). Failure to submit the required back-up documentation within the specified due date may result in delayed payments from the County.

The County will reimburse the Contractor on a quarterly basis up to a maximum annual amount of \$5,000.00 for language interpretation and translation services for FY21. The Contractor must submit a separate invoice and it must include a copy of the original invoice from the interpretation service provider as back-up documentation. The invoice must include the client's initials, date and units of service and total cost.

Attachment A, Budget, is hereby deleted in its entirety and replaced with the Revised Attachment A, Budget.

**3. INCORPORATION OF LIMITED ENGLISH PROFICIENCY
LIMITED ENGLISH PROFICIENCY**

The Contractor must comply with Executive Order 13166, Title VI of the Civil Rights Act of 1964 and make reasonable efforts to ensure that as part of the services that it provides, adequate communication services, including interpretation and translation, are available to persons who have limited English proficiency. If such services are not included in the Contract's scope of services and pricing, the Contractor will use a County-contracted service provider, and the County will make arrangements with a County-contracted service provider and pay the fees.

4. REFERENCE EXHIBIT B, SCOPE OF WORK: Item Number II. Performance Goals and Objectives, Item F. Programmatic Reports is hereby revised as follows:

At the end of each quarter, the Contractor shall submit a quarterly Programmatic Report (Revised Attachment B) no later than the 15th of the month after each quarter ends (October 15, January 15, April 15 and July 15). Failure to submit these forms and supporting documentation within the specified due date may result in delayed payments from the County.

Attachment B, Quarterly Programmatic Report, is hereby deleted in its entirety and replaced with the Revised Attachment B, Quarterly Programmatic Report.

5. REFERENCE EXHIBIT B, SCOPE OF WORK: Item Number II. Performance Goals and Objectives, Item H. Limited English Proficiency is hereby added:

In accordance with the Limited English Proficiency Clause, the Contractor must make reasonable efforts to provide adequate communication services, including interpretation and translation, for Arlington County clients with limited English proficiency. The Contractor must have policies and procedures in place to implement the services including staff training. Policies must be made available upon request.

Due to unforeseen challenges related to COVID-19 and limitations on building access, students' technology, digital literacy, and online learning, REEP class delivery and fee schedules will be adjusted during the period covered by this amendment to serve language learners and meet enrollment needs. REEP tuition/registration fees under this contract period will not exceed the established FY19 rates.

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

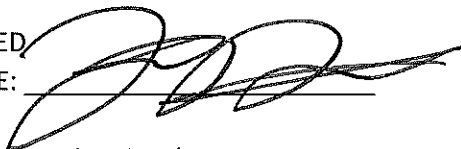
WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
ARLINGTON COUNTY, VIRGINIA

ARLINGTON COUNTY SCHOOL BOARD, OPERATING
AS ARLINGTON PUBLIC SCHOOLS, ON BEHALF OF ITS
EDUCATION AND EMPLOYMENT PROGRAM

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

NAME: TOMEKA D. PRICE

AUTHORIZED
SIGNATURE: 

NAME: Dr. Francisco Durán

TITLE: PROCUREMENT OFFICER

TITLE: Superintendent

DATE: 6/25/2020

DATE: 6-25-2020

REVISED ATTACHMENT A - BUDGET

Arlington Education and Employment Program (REEP)		
FY 2021 Budget		
	FTE	Total
Personnel:		
Salaried Arlington Mill Center coordinator		\$12,982
Salaried Syphax Ed. Center coordinator		\$17,739
Hourly Teachers - 21 intensive morning classes	9.5	\$175,830
Hourly Teachers - 50 intensive evening classes	15.0	\$239,350
Hourly Teachers - 12 intensive afternoon classes	3.6	\$60,560
Hourly Instructional Assistants (3)	0.5	\$23,957
Hourly Teachers - 4 non-intensive conversation classes	0.5	\$7,999
Hourly Volunteer Program coordinator	0.7	\$42,697
Total Personnel		\$ 581,114
Non-Personnel:		
Total Non-Personnel		\$0
Admin Cap Rate		10%
Admin Cap		\$64,568
Grand Total		\$ 645,682
Grant Amount		\$645,682
Admin Cap		
Salaried REEP Treasurer	0.3	\$26,598
Salaried REEP Supervisor	0.3	\$37,970
Total	0.6	\$64,568

The Contractor will be notified verbally or via email by the Project Officer of the approved budget amount, not less than thirty (30) days prior to the start of the new Contract year.

REVISED ATTACHMENT A – BUDGET, continued

Arlington Public Schools		
FY 2021 Budget - Language Assistance		
	FTE	Total
Non-Personnel		
Language Assistance		\$5,000
Total Non-Personnel		\$5,000
Grand Total		\$5,000

REVISED ATTACHMENT B – QUARTERLY PROGRAMMATIC REPORT AND DEMOGRAPHICS

Organization Name: REEP

FY21 - Quarterly Programmatic Report	Contracted Targeted Goal	Q1	Q2	Q3	Q4	Total (Actual Year-End)
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Clients Served						
Unduplicated clients served in ESOL classes	1900					0
Unduplicated clients served in workforce classes (specify below):	60					0
Microsoft Office Specialist	20					0
English for Childcare	40					0
# of clients referred to AEC workforce development classes (MOS, ITF+, A+, CDA)	40					0
# of clients given a scholarship to enroll in classes	820					0
Total unduplicated clients served	1960	0	0	0	0	0

Outcomes Measures	Year-End Total
% of clients who successfully complete an ESOL level, as measured by ESOL level descriptors*	45%
% of clients who earned an industry recognized credential in IET workforce classes (specify below):	75%
Microsoft Office Specialist	
English for Childcare	

*% does not include AMC assessments because they are submitted at the end of January. Outreach Center students do not get assessed.

REVISED ATTACHMENT B – QUARTERLY PROGRAMMATIC REPORT AND DEMOGRAPHICS, continued

Unduplicated Demographics of Clients Served	Q1	Q2	Q3	Q4	Total (Actual Year-End)
<u>Race</u>					
American Indian or Alaskan Native					0
Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White					0
Hispanic or Latino					0
Other					0
Don't Know/Declined to Answer					0
<u>Age</u>					
Under 18					0
18-24 years old					0
25-39 years old					0
40-60 years old					0
60+ years old					0
Don't Know/Declined to Answer					0
<u>Residency</u>					
Arlington residents served					0
Other residents served					0
<u>Gender</u>					
Male					0
Female					0
Transgender					0
Non-Binary					0
Other					0
Don't Know/Declined to Answer					0
<u>Country of Origin</u>					
Add a row for every country of origin served					0