



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

NOTICE OF RENEWAL

TO: NATIONAL COUNSELING GROUP
5540 FALMOUTH STREET – SUITE 200
RICHMOND, VIRGINIA 23230

ORIGINAL DATE ISSUED: September 11, 2019
CONTRACT NO: 19-128-RFP-LW
CONTRACT TITLE: AMBULATORY CRISIS
STABILIZATION SERVICES

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. 19-128-RFP-LW including any attachments or amendments thereto.

EFFECTIVE DATE: SEPTEMBER 10, 2022
EXPIRES: SEPTEMBER 9, 2023
RENEWALS: ONE (1) ONE-YEAR RENEWAL REMAINING

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

VENDOR CONTACT: Frank Valentine
EMAIL ADDRESS: frank.valentine@ncgcommunity.com
COUNTY CONTACT: Yagmur Oz
COUNTY CONTACT EMAIL: yoz@arlingtonva.us

VENDOR TEL. NO.: (703) 930-8754
COUNTY TEL. NO.: (703) 228-1176

CONTRACT AUTHORIZATION

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

NATIONAL COUNSELING GROUP

PRINT: DR. SHARON T. LEWIS

PRINT: Frank valentine

SIGNATURE: Dr. Sharon Lewis
89B86B1AD301462...

SIGNATURE: Frank Valentine
2D857A73A62E426...

TITLE: PURCHASING AGENT

TITLE: Vice President Operations

DATE: 9/15/2022

DATE: 9/14/2022

Ambulatory Crisis Stabilization Services - Budget					
Period: 12 month period					
	Notes		Costs	Overhead Rate (N)	Total
Section 1: Personnel					
Salaries					
		FTE			
Program Director	A	1	\$95,000	0%	\$100,700
Program Supervisor (1 Admin Supervisor and 4 Clinical Supervisor)	A	5	\$377,500	0%	\$400,150
Mobile Crisis Counselor (include a mix of FT/PT and Q MHP/LEMHP/LMHP)	A	28	\$1,806,000	0%	\$1,914,360
Peer Support Specialists (include a mix of FT and PT)	A	2	\$104,000	0%	\$110,240
Dedicated Business Operations Specialist	A	1	\$61,800	0%	\$65,508
Licensure Supervisor (1 hour per week per LMHPE)	B(1)		\$18,720	0%	\$19,843
Total Headcount & Salaries		37	\$2,463,020		\$2,610,801
Benefits, Taxes & Insurance					
Total Benefits & Taxes (RATE OF 16.5%)	C		\$406,398	0%	\$430,782
Total Professional Liability and Insurance (\$878 PER FTE)	D		\$32,486	0%	\$34,435
Total Benefits, Taxes & Insurance			\$438,884		\$465,217
Other Personnel Expenses					
Employee Phone Stipend (\$300 PER FTE)	D		\$11,100	0%	\$11,766
Training (\$420 PER FTE)	D		\$15,540	0%	\$16,472
Auto stipend/mileage reimbursement (\$75 per FTE per Week)	D		\$144,300	0%	\$152,958
Total Other Personnel Expenses			\$170,940		\$181,196
Total Personnel			\$3,072,844		\$3,257,215
% of Program Costs			86%		86%
Section 2 - Non-personnel					
General					
Advertising	E		\$4,308	0%	\$4,566
Supplies	F		\$2,300	0%	\$2,438
Equipment Cost	G		\$12,315	0%	\$13,054
Rental Space	H		\$28,197	0%	\$29,889
Utilities	I		\$3,384	0%	\$3,587
Corporate General & Administrative Cost (\$7,317 PER FTE)	J		\$270,729	0%	\$286,973
Total General Non-personnel Expenses			\$321,233		\$340,507
Contracted Services					
Professional fees	K		\$12,675	0%	\$13,436
Contracted Psychiatry Services	L		\$157,500	0%	\$166,950
Clinical Resources	M		\$5,150	0%	\$5,459
Total Contracted Services			\$175,325		\$185,845
Total Non-Personnel			\$ 496,558		\$ 526,351
% of Program Costs			14%		14%
Total Personnel and Non-Personnel			\$ 3,569,402		\$ 3,783,566
Section 3 - Revenue					
Medicaid	O				\$103,596
Total Reimbursement					\$ 103,596
Net Total Budget					\$ 3,680,000

Notes # of employees multiplied by average annual salary
 B(1) A number of staff will require licensure supervision of 1 hr per week estimated at \$45 / hour
 C % rate multiplied by salary expenses
 D # of employees x stipend amount
 E Brochures, flyers, business cards, community marketing
 F Office Supplies and products
 G Computers, phones, printers, copiers, toner.
 H Utilizes space in 2 locations. In Manassas, use 1220 Sq Ft @ \$19.08 per Sq Ft annually. In Annandale, use 345 Sq Ft @ \$25.32 per Sq Ft annually
 I Estimated as 12% of the Rental Space
 J The cost of Corporate shared services such as HR, Billing, Accounting, Payroll, IT, QA, Compliance, calculated at a per employee rate as of 06/30/2021 for the allocated FTE of the program
 K Sign language & translation services/language line
 L This cost is estimated at 25 sessions a week at \$126 per session for 50 weeks
 M Use of electronic resources (including Relias Training)
 N Overhead rate based on the organization expected margin
 O Estimated hours available to bill per month at the Medicaid rate for Crisis Stabilization