NOTICE OF AWARD OF CONTRACT

TO: JB ROLTER ASSOCIATES, LLC
2008 N BUCHANAN CT
ARLINGTON, VIRGINIA 22207

DATE ISSUED: APRIL 1, 2014

CONTRACT NUMBER: 547-13-10

CONTRACT TITLE: TRAINING AND ORGANIZATIONAL DEVELOPMENT

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 hereby awarded the above referenced contract. The contract term covered by this Notice of Award is effective APRIL 1, 2014 and expires on MARCH 31, 2021. The contract documents consist of the terms, conditions, specifications and pricing of Agreement No. 547-13-10 (attached).

NOTES:

1. NO WORK SHALL BE PERFORMED BY THE CONTRACTOR WITHOUT PRIOR ACCEPTANCE BY THE COUNTY OF AN INSURANCE CERTIFICATE INCORPORATING ALL COVERAGES AND ENDORSEMENTS REQUIRED BY THE ABOVE-REFERENCED AGREEMENT.

2. ALL PO’S COVERING WORK UNDER THIS CONTRACT MUST BE APPROVED IN ADVANCE BY A HUMAN RESOURCES REPRESENTATIVE.

ATTACHMENTS:
AGREEMENT NO. 547-13-10

CONTACT PRICING:
REFER TO ATTACHED AGREEMENT

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

VENDOR CONTACT: JB ROLTER
VENDOR E-MAIL: JBROLTER@GMAIL.COM
VENDOR TL NO.: 703-628-0340

VENDOR PAYMENT TERMS: NET 30 DAYS
COUNTY E-MAIL: SEMILLER@ARLINGTONVA.US
COUNTY TEL. NO.: 703-228-3595

CONTRACT AUTHORIZATION

Richard D. Warren, Jr. CPPB
County Purchasing Agent

[Signature]
Date: 4/1/14
3. CONTRACT TERM

The term of this Agreement will commence on the date identified by the County on a Notice of Award posted on the County's website and shall be completed no later than seven (7) years from that date.

2. SCOPE OF WORK

The Contractor agrees to perform the services described in the Contract Documents (hereinafter the "Agreement") and any other services mutually agreed to by the County and the Contractor.

The Contractor agrees to limit the Contractor's responsibility to manage the details and documents and to provide the specific services set forth in the Contract Documents and the Contract Documents set forth the minimum work estimated by the County and the Contractor to be necessary to complete the Work. The primary purpose of the Work is to provide Organizational Development Services, as defined in the Contract Documents. The Contractor shall be responsible for all costs to provide the specific services set forth in the Contract Documents (hereinafter the "Agreement") and any other services mutually agreed to by the County and the Contractor.

The contractor is under no obligation with respect to the parties to any agreement which is not contained in this Agreement or the Contract Documents. The Contract Documents shall be attached to this Agreement as Exhibits (A) and (B) and shall form part of this Agreement. The Contract Documents shall be referred to as the "Contract Documents."
7. ADJUSTMENTS FOR CHANGE IN SCOPE

Execution and performance of this Work pursuant to the Contract shall be at the sole discretion of the Project Officer. All changes to the contract documents, including the work scope and duration, will be subject to the approval of the Project Officer. The performance of the Contractor is subject to the review and approval of the County Project Officer.

6. PROJECT OFFICER

The Project Officer will be responsible for the supervision of the Contractor, ensuring the work is performed in accordance with the contract documents. The Project Officer may approve or deny changes to the contract documents, and their decisions are final.

5. PAYMENT

Payment will be made by the County to the Contractor in accordance with the contract documents. The County may withhold payment for any reason, including but not limited to non-compliance with the contract terms or failure to meet project requirements.

4. CONTRACT AMOUNT

The contract amount is subject to change based on the factors outlined above. Any adjustments to the contract amount will be made in accordance with the contract documents and approved by the County Project Officer.
beyond the date of termination specified in the County's written notice. The failure to give such notice shall be of no effect and the County shall not be obligated under this contract beyond the date of termination specified in the County's written notice. The failure to give such notice shall not give rise to any extension of the Contract. The Contractor shall continue to perform the services covered by this Contract if the Contractor is ordered to do so by the County or the State. The Contractor shall continue to perform the services covered by this Contract even if the Contractor is ordered to do so by the County or the State.

10. NON-APPROPRIATION

The Contractor shall not include any amount for reimbursement for such interest charge if reimbursement is earned or otherwise be subject to the same payment and interest requirements. The Contractor's obligation to pay an interest charge is subject to this section may not exceed 1% of the amount of the Contract.

11. SUBCONTRACTORS

The Contractor shall include in each of its Subcontracts, if any, a provision requiring each Subcontractor to indemnify and hold harmless the County, its agents, employees, and officials from and against any and all claims, damages, losses, or expenses which may arise out of the performance of the Subcontractor's obligations hereunder.

12. PAYMENT OF SUBCONTRACTORS

The County must make payment to the Contractor for the Subcontractor's proportionate share of the total payment received from the Subcontractor.

13. REIMBURSABLE EXPENSES

Provided pursuant to the amendment, the County and the Contractor agree to be reimbursed by the Contractor for all expenses reasonably incurred by the Contractor in connection with the performance of this Contract. The Contractor shall provide the County with a written report of all expenses incurred and the amount thereof. The report shall be submitted by the Contractor promptly after the end of the month in which the expenses were incurred. The report shall be submitted no later than the 10th day of the month following the month in which the expenses were incurred. The report shall include a statement of the amount of each expense incurred and the date of the expense. The County shall reimburse the Contractor for all expenses incurred in connection with the performance of this Contract. The Contractor shall provide the County with a written report of all expenses incurred and the amount thereof. The report shall be submitted by the Contractor promptly after the end of the month in which the expenses were incurred. The report shall be submitted no later than the 10th day of the month following the month in which the expenses were incurred. The report shall include a statement of the amount of each expense incurred and the date of the expense. The County shall reimburse the Contractor for all expenses incurred in connection with the performance of this Contract.

14. TERMINATION

The County may terminate this Contract at any time by giving written notice to the Contractor. The notice shall contain a statement of the reason for the termination and the date on which the termination will become effective. The Contractor shall immediately cease performance of the services covered by this Contract upon receipt of the notice. The Contractor shall nevertheless perform all services required by this Contract until the termination date.

15. DEFAULT

The Contractor shall be deemed to have defaulted under this Contract if it fails to perform any of its obligations hereunder.

16. REMEDIATION

In the event of any default, the County may take such action as it deems necessary to cure the default.

17. MISCELLANEOUS

This Contract contains the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements.

18. ATTORNEY'S FEES

In the event of any legal action or proceeding brought by either party to enforce this Contract, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

19. AMENDMENTS

This Contract may be amended only by written agreement of the parties.
section

Regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. A contractor shall not discriminate against any employee or applicant for employment on the basis of race, ethnicity, color, sex, national origin, age, disability, or any other basis prohibited by this section.

A. The contractor will not discriminate against any employee or applicant for employment on the basis of race, ethnicity, color, sex, national origin, age, disability, or any other basis prohibited by this section.

B. The contractor will not discriminate against suppliers, contractors, or subcontracts on the basis of race, ethnicity, color, sex, national origin, age, disability, or any other basis prohibited by this section.

C. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

12. REQUIREMENTS CONTRACT (ESTIMATED QUANTITIES)
within thirty (30) days after the expiration of the Cure Period. The County may accept or reject, in

TERMINATION COSTS, with all supporting documentation, must be submitted to the County Project Officer

otherwise barred by the Contractor’s (“Contractor”) Code(s). In order to be considered, such return for

of the Contractor. The Contractor has a right to inspect and receive any information prior to the time

By the County for its own use or for its own use, the Contractor may be

least fifteen (15) days before termination of the Contract or the effective (“Cure Period”), into the

affirmed that Contractor is eligible for termination for Cause and is notified of such findings; and the opportunity to correct such finding(s) within 30 days,

the Contractor, in writing, of such findings; and the opportunity to correct such finding(s) within 30 days,

TEN MINUTES, INCLUDING BREAKS AND DEAF/BLIND; CURE.

The right to terminate the Contractor in breach or default of any failure to

the Contractor. The Contractor’s breach or default of any failure to

and the items shall be utilized for the purposes of this section. “Duplication of work” means a site for the performance of work done

for the purposes of this section. “Duplication of work” means a site for the performance of work done

3B. CONTRACTOR’S EMPLOYEES.Possession of a contractor’s employees that is Duplication of work, provided a duplicate workplace for

embroidery, cafeteria, cafeteria employees. The Contractor’s employees that are reimbursed employees or warehouseman employees that the

Duplication of work for the purposes of this section. The Contractor’s agrees to (i) provide a duplicate workplace for

CONTRACTOR’S EMPLOYEES. Possession of a contractor’s employees that is Duplication of work, provided a duplicate workplace for

as defined in Section 92.4311 of the Code of Virginia, as amended, or the Contractor acknowledges that

in accordance with the Code of Virginia, as amended, the Contractor acknowledges that

employees. This provision of the work is Duplication of work, provided a duplicate workplace for

15. Employees of Unauthorized Aliens Prohibited

Subcontractor(s) of order of over $10,000, so that the provisions will be binding upon each

The Contractor will comply with the provisions of the Federal program in every

mandated their full participation in both publicly and privately provided services and activities.

1990 which prohibits discrimination against individuals with disabilities in employment and

16. Employment of Unauthorized Aliens Prohibited

Subcontractor(s) of order of over $10,000, so that the provisions will be binding upon each

The Contractor will comply with the provisions of the Federal program in every

64.2-38-10
The contractor will be entitled to receive compensation for all work performed by the contractor prior to the effective date of such termination or the date specified in the notice of termination of the work or the date specified in any subcontractor's written notice of termination. Any such compensation shall be determined by the administrator of the County, who shall determine the amount of such compensation. 

12. Termination for the Convenience of the County

Any court of competent jurisdiction may be terminated by the County's Purchasing Agent in the absence of any express contract provision or condition, the contractor shall be liable to the County for all costs incurred by the County in the termination of the contract. If the County terminates the contract, the contractor shall be entitled to recover all costs incurred by the County in the termination of the contract. 

13. Reasonable Time Thereafter

While or in part the application for Termination Costs, and notify the contractor of same within a
the County may request to effect such transfer or assessment.

The County undertakes to procure the transfer or assessment.

22. Confidentiality

The County agrees to keep confidential all information and materials received by it in connection with the Contract.

23. Intellectual Property

The Contractor undertakes to keep all proprietary rights in any intellectual property arising from the Contract.

24. Indemnification

The Contractor undertakes to indemnify the County against any claims or losses arising from the Contract.

25. Dispute Resolution

Any disputes arising from the Contract shall be resolved through arbitration.
This contract incorporates by reference Article 9 of the Affirmative Action County Purchase Orders Resolution, as well as any applicable federal law related to title IX, Civil Rights, or disability inclusion by way of P.L. 102-325.

24. FEES IN PUBLIC CONTRACTING

All of the employees, agents, and subcontractors are informed of, and agree by this requirement, to the pursuit of a person's information. The contractor shall keep reasonable records of all such fees and make any request for information. The contractor shall provide, upon request, a reasonable number of copies of any information that is requested. The contractor shall provide, upon request, a reasonable number of copies of any information that is requested.

The contractor agrees to include the provisions of this section as part of any contract or agreement with the county or its employees, agents, or subcontractors. Neither the county nor any subcontractor shall be held liable to the county or its employees, agents, or subcontractors. No termination of this contract shall have the effect of rescinding, terminating, or obviating any requirements in this section.

25. OWNERSHIP AND RETURN OF RECORDS

This contract contains no ownership rights to the contractor or any affiliates or interests to use or disclose.
31. REPORT STANDARDS

Seeks protection of property by the Contractor under this Contract.

By executing this Contract, the Contractor, the Contractor's employees, and any subcontractors will be subject to any laws of the Commonwealth of Virginia affecting the goods or services performed or furnished under this Contract. The Contractor, its employees, and any subcontractors will comply with all laws, rules, and regulations of the Commonwealth of Virginia affecting the goods or services performed or furnished under this Contract.

30. ANTITRUST

Contractor and any subcontractors, including workers, including subcontractors, will not be held responsible for any act or omission of the Contractor, its employees, or any subcontractor that makes the performance of the Contract impossible or illegal unless the act or omission is due to force, fires, floods, earthquakes, accidents, or any other event outside of the Contractor's control.

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract.

29. FORCE MAJEURE

No employee of any Contractor, Virginia, shall be deemed to be available to the public.

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

28. AUTHORITY TO TRANSACT BUSINESS

In the event of a Contract termination for breach of this Contract, the Contractor may perform or have performed at any cost or expense, at the sole discretion of the Contracting Authority, all or any part of the Contract.

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

27. FORCE MAJEURE

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

26. COUNTY EMPLOYEES

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

25. COUNTY AUDIT

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

24. REPORT STANDARDS

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23. ANTITRUST

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22. AUTHORITY TO TRANSACT BUSINESS

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21. FORCE MAJEURE

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20. ANTITRUST

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19. COUNTY AUDIT

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7. COUNTY AUDIT

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6. AUTHORITY TO TRANSACT BUSINESS

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5. FORCE MAJEURE

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

4. ANTITRUST

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

3. COUNTY AUDIT

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

2. AUTHORITY TO TRANSACT BUSINESS

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.

1. FORCE MAJEURE

The Contractor, its employees, and any subcontractors shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract.
32. AUDIT

The Auditor shall examine all books, records and other documents referred to in this Contract for at least thirty percent (30%) recycled materials used in all construction and at least thirty percent (30%) recycled content of any aluminum or metal used in construction.

When submitting documents to the County, the Contractor shall comply with the following guidelines:

- Use paper that meets or exceeds the Environmental Protection Agency's guidelines for recycled content.
- Use only recycled or post-consumer recycled paper.
- Use only natural, non-toxic inks and adhesives.
- Use only those materials that are recyclable and/or reusable.
- All covers shall be double-sided.
- All submissions and copies shall be printed on at least thirty percent (30%) recycled content paper.

33. ASSIGNMENT

The County or its assigns, transferees, or successors in interest, subject to or otherwise dispose of any or all of the records.

34. AMENDMENTS

This Contract shall not be amended except by written amendment executed by persons duly authorized by the County Manager.

35. ARMSTRONG COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES

All amendments and addendums to this Agreement shall be subject to the requirements of the Armstrong County Purchasing Resolution and County Policies.

36. DISPUTE RESOLUTION

Any dispute arising under this Agreement, or its interpretation, whether involving law or fact, or extra work, shall be submitted to the Armstrong County Purchasing Resolution and County Policies.
meaning and not strictly for or against any party.

In interpreting this Agreement, the language in this Agreement shall be interpreted as to its fair

interpretation to the effect that ambiguities are to be resolved against the drafting party. Shell not apply

of construction to the effect that ambiguities are to be resolved against the drafting party. Shell not apply

each party and its counsel have participated fully in the review and revision of this Agreement. All the

part of this Agreement is subject to the scope of the particular section to which the heading preceeds.

The section headings in this Agreement are inserted only for convenience and are not to be construed as

a part of the Agreement.

43. AMBIGUITIES

44. HEADINGS

45. RECORDS, AUDIT, COPYRIGHT, AND CONFIDENTIAL INFORMATION.

This contract also applies: INDENIFICATION RELATION TO COUNTRY; OWNERSHIP AND RETURN OF

paragraphs survive the expiration of the Agreement or termination of this Agreement. The following sections are included in

addition to any nonoptional section in this Agreement which specifically state that the term or

paragraphs to any nonoptional section in this Agreement which specifically state that the term or

possible the

Governmental immunity of the County. The parties intend for this provision be read as broadly as

Governmental immunity or any other provision of this Agreement. Nothing in this Agreement or any action taken by the

notwithstanding any waiver of sovereign immunity.

42. NO WAIVER OF SOVEREIGN IMMUNITY

paragraphs and sections of this contract.

Complaints and sections of this contract: such violations shall not affect any of the remaining phrases, clauses, sentences,

and phrases of this Agreement are severable and if any

44. SEVERABILITY

deemed to be a separate grant of the same right of any other right.
The ability of either party to exercise in any respect a right provided for in this Agreement shall not be

40. NO WAIVER

exclusive of any other remedy available to the County or law in equity.

All remedies available to the County under this Agreement are cumulative, and no such remedy shall be

39. NONEXCLUSIVITY OF REMEDIES

40. NO WAIVER

to arbitration are expressly denied from the Contractor.

It is expressly agreed that nothing under the Contract shall be subject to arbitration, and any references

43. ARBITRATION

Ordinances and regulations. Under this contract, the Contractor shall comply with applicable Federal, State, and Local laws.

under this contract, the Contractor shall comply with applicable ordinances, rules, and regulations, under this contract.

in performing the Work

This Agreement and the work performed hereunder shall be governed in all respects by the laws of the

37. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION

of Virginia and the jurisdiction, forum, and venue for any litigation with respect thereto

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The Contractor shall secure and maintain (and ensure that its subcontractors, if any, secure and maintain) all insurance required by law or by this Contract, including without limitation:

adequate to protect its interest.

The Contractor is responsible for determining whether the minimum coverages below are

sufficient to comply with the requirements of the Commonwealth of Virginia, and to provide evidence of the coverages and endorsements listed below in a form acceptable to the County.

All required insurance coverages must be acquired from insurers authorized to do business in the

Commonwealth of Virginia, with an A.M. Best Rating of "A-VII," and as acceptable to the County.

Prior to the execution of this contract and upon any contract extension thereafter, the Contractor shall

4. INSURANCE REQUIREMENTS

4.1. NON-DISCRIMINATION NOTICE

Albemarle County does not discriminate against faith-based organizations.

TO THE COUNTRY:

Emma Kneedler, Project Officer
Albemarle, Virginia 22920
2100 Commonwealth Boulevard, Suite 511
Albemarle County, Virginia

TO THE CONTRACTOR:

Sample Materials, Inc.
2008 N. Buchanan Court
Fayetteville, North Carolina 28305

NOTE: Postage prepaid, certified or registered, addressed as follows:

unless otherwise provided herein, all notices and other communications required or permitted by this Contract shall

be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to the

Address as shown in accordance with or similar delivery service, or (c) deposited in the United States mail.
Insurance Funding:

Provide a copy of the self-insurance resolution to determine the adequacy and security of the County's purchasing agent or risk manager. The Contractor must provide the most recent actuarial report and any additional endorsements required. No fees are included in the current coverage(s) and additional fees to be determined by the County. The Contractor must provide proof of self-insurance for all or any part of the insurance required to be provided by the Contractor. The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them as it is for acts and omissions of its employees or persons employed by them. The Contractor shall be responsible for the acts and omissions of its employees or persons employed by them.

Insurance Covered:

The Contractor shall be responsible for the work performed under the Contract and all work associated with the work performed under the Contract and all work performed prior to the Contract. The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them. The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them.

Contractual Documents:

The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them. The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them. The Contractor shall be responsible for any costs and commissions of its employees or persons employed by them.
Contractors shall identify the space and equipment needs in order to ensure their availability for the time anticipated, such as an ease with the others of the provider will also be provided by the County. The basic

substitutions must be submitted to the County and the County's review will determine if any are necessary.

The County may request to review the County's input and, if requested, revise the County's comments. The County is responsible for determining any necessary substitutions that will be received by the County.

The contract should include the exact workforce that will be submitted as part of their proposal. Any

The contract.

The contract is not binding. It will be determined by the needs of the workforce at times negotiated with the contractor.

scheduling is negotiated. It will be determined by the needs of the workforce at times negotiated with the contractor. Basic

Official County business hours are from 8:00 a.m. to 5:00 p.m. but to accommodate shift workers, some

courses offered by each contractor.

Annually, by the contractor under a new contract, contractors will submit new course offerings to the project.

Interchange and delivery.

Multilingual sensitivity must be exhibited in all communications (training design, OD

cross-cultural communications and goals/needs of the audience, cultural differences, diversity and inclusion focus, engagement strategies, meeting the needs of kinesthetic learners).

Leadership and hiring focus (leadership development, leadership programs, workforce planning, succession planning).

Process focus (effectiveness and efficiency, programs, initiatives and processes).

Workforce focus (learning and development).

Customer focus (customer service).

Accountability of County's programs through the following processes:

Training, Executive Coaching, and OD services shall focus on improving the leadership and managerial

leadership and individual development services.

The general training leadership and individual development programs include:

Government, including examples of cases which reflect current training in the organization.

contract(s) must include information supporting the County's components as part of the

courses from outside. Contractors may also be required to provide OD, Executive Coaching and

the course is not required to develop courses significantly different from those of the

contractor's professional development experience or department.

proposals and approved by the County to meet workforce needs, including those submitted by the contractor as part of its

and in-house training courses. These courses submitted by the contractor are not part of the

provide services on an as-needed basis for a seven-year period.

Attention County officials to award contracts to a variety of training, coaching and OD consultants to

SCOPE OF SERVICES

EXHIBIT A

AGREEMENT NO. 247.13
General Training

Service of courses development requirements when scheduling courses.

Following are the tasks and deliverables for each area. The County will identify specific training.

2. TASKS AND DELIVERABLES

Start date:
The right to cancel scheduled training with the contractor and ensure that one week in advance of course
Cancellation Policy

class will notify the contractor one week before the class is scheduled.

In the event of low enrollment, the management division shall reservoir
25 participants. If enrollment falls below 10, the County will decide whether to cancel or reschedule a
Normal training classes may range from 10 to 30 participants. However, most classes do not exceed
Work authorized under this contract may range from one-on-one to whole organization interventions.

Course Group Size

Fee:

Instructor name:

Course title:

date of service:

service which includes:

Once a training class or OD engagement has been completed, the contractor shall submit an invoice for

Course Close Out

level of performance will be notified so that appropriate modifications can be made as necessary.

Revises with contractors as appropriate. Any contractor will be evaluated on the following elements:

the Learning Management Division staff will manage the participant evaluation process and will share

Cancellations Attendance and Evaluations

Applicable course per work (e.g. writing samples).

Participant and any other aids, including audio/visual aids.

Scheduled. If the Contractor’s responsibility to provide sufficient copies of course materials for each

The contractees shall provide qualified instructors with applicable and current certification(s) capable of delivering instruction for selected courses to the County's audience. Instructors shall:

- Address concerns, issues and relevant ideas generated by participants in the classroom, and adjust the agenda as necessary.
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The contractees shall provide qualified instructors with applicable and current certification(s) capable of delivering instruction for selected courses to the County's audience. Instructors shall:

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Opposition:
- Team Coaching – Work with a team for a discrete period of time to address specific goals and objectives.
- Executive Coaching – Work with executives for discrete periods of time on specific goals and objectives.

Services could include but are not limited to:

- All coaches shall possess an International Coach Federation (ICF) Certification.
- Federation at the following website: https://www.coachfederation.org/g8715/f.
The contractor shall adhere to the Code of Ethics for Coaches as spelled out by the International Coach.

- Strategically vision and values.
- Achieve aligned goals.
- Support the clients' somatic (feel, sensation based) experience that increases the clients' awareness and understanding leading to the adoption of new behaviors.
- Examining patterns of behaviors, assumptions and perspectives and make conscious choices.
- Make desired changes.

To:

- Meaningful both to the individual and the organization. Specifically, coaching will help County leaders and culture.
- Progress a good understanding of All County, County中国的Competencies, Strategies, Business Environment.
- Maintain learning momentum and champion Disruptive behavior/productivity.
- Develop and retrain behaviors that align with and reinforce the County。
- Consistency with County's Competencies, Strategies, Environment, Culture, and Demonstrates Consistency with County's Competencies, Strategies, Environment, Culture.

Executive Coaching:

- Executive Coaching Assessment Model, and/or:
  - Executive Leadership Development Assessment Model;
  - Emotional and Social Competency Inventory (ESCI) (Hay Group);
- Executive Coaching Deliverables:

  - The contractor shall possess at a minimum an employee of sub-contractor.

When Executive Coaching is needed, a separate statement of work, including tasks and deliverables will be developed by the County Organization Refining the services the Contractor and the Tenant.

Executive Coaching:

- Executive Coaching Assessment Model, and/or:
  - Executive Leadership Development Assessment Model;
  - Emotional and Social Competency Inventory (ESCI) (Hay Group);

When Od Services are needed, a separate statement of work, including tasks and deliverables will be developed by the County Organization Refining the services the Contractor and the Tenant.

Organizational Development:

- Content and delivery:
  - Present information and tools in a straightforward and clear manner so that they are easy to remembers.
  - Facilitate learning momentum and champion disruptive behavior compatible with respect and professionalism that.
  - Consistency with County's Competencies, Strategies, Business Environment, Culture.

When Od Services are needed, a separate statement of work, including tasks and deliverables will be developed by the County Organization Refining the services the Contractor and the Tenant.
for a project that exceeds $10,000.

Project Exceeding $10,000:

Submitted in response to this RFP, based on the information provided in the Request for Proposal (RFP). Talent Management Division staff will determine best fit.

Project Less than $10,000:

- Each Executive Coaching or OD Engagement scheduled per fiscal year.
- Each Individual Development Program cohort scheduled per fiscal year.
- All General Training and Diversity Training courses scheduled to be taught by a contractor on a quarterly basis.

A project is defined as:

Project Work Assignment Process:

- Development or administration as the result of this contract.
- Attendance counted as training the sole right to use, distribute internally all programs, materials.
- Participation access the course, completion rates, completion scores.
- Additional County Cabinet five reports that contain names of participants, date and time.

Model (SCORN) Certified:

- The online learning content must be Section 508 compliant and shareable content.
- Object Reference.
- Consists of clear, well-designed modules which are conducive to online adult learning.
- Present in 5-20 minute sessions.
- Utilize audio and video to present engaging courses.
- The courses shall be accessible via an Internet browser with no additional downloads required.
- Application/technology to be used in Arlington County for the next seven years.
- Address the areas in Arlington County's Competency Model as well as computer.

Online Training for Areas in Competency Model and Technology.
<table>
<thead>
<tr>
<th>Category</th>
<th>Selection criteria</th>
<th>Typical Project Duration</th>
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</table>
| Coaching | • A binder of approved coach résumés will be maintained by the Talent Management Division.  
• The potential County client will review the résumés and select a minimum of 3 coaches for 30 minute sample sessions.  
• The County client will complete a short evaluation on how they chose their coach, which will be provided to and maintained by Talent Management Division staff. The evaluation will explain what they were looking for in terms of:  
  o Coach’s experience or particular focus in coaching  
  o Personal fit: someone I can work with?  
  o Outcome of sample session  
  o References  
  o Previous evaluation, if applicable  
  o Cost                                                                                                                                                                                                                   | Varies                   |
| OD Engagements | • The requesting staff member (from HR or other County Department) will send out a scope of work (SOW) to all firms listed under the OD category.  
• Firms will be required to submit a proposal containing sufficient information for the County staff to evaluate based on the criteria listed below.  
• If necessary, the County will request interviews with firms to explore the right fit with the scope of work.  
• The requesting County representative, and Talent Management Division staff as necessary, will then complete an evaluation based on:  
  o Evidence of skill set  
  o Fit  
  o References  
  o Previous evaluation (if applicable)  
  o Cost                                                                                                                                                                                                                   | Varies                   |
| General Training: Leadership and Individual Development and/or Computer and Technology | • A spreadsheet of firms and their offerings, as submitted in the original proposal in response to this RFP and as supplemented by the Contractor and approved by the County during the Contract Term, will be maintained by the Talent Management Division.  
• Proposed course materials will be reviewed by Talent Management Division staff, as submitted in the original proposal in response to the RFP and as supplemented by the Contractor and approved by the County during the Contract Term, to evaluate for best fit for courses being offered for a three month period.  
• If necessary, a sample session will be requested by Talent Management Division staff.  
• The proposed course materials and the sample session, if applicable, will be evaluated by Talent Management Division staff to determine best fit with audience including:  
  o Presenter’s style and ability  
  o Evidence of skill set  
  o References as submitted in response to this RFP  
  o Previous evaluations (if applicable)  
  o Cost                                                                                                                                                                                                                   | Scheduled in 3 month intervals |
<table>
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<th>Typical Project Duration</th>
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</table>
| General Training: Cohort Programs | - A spreadsheet of firms and their offerings, as submitted in the original proposal submitted in response to this RFP and as supplemented by the Contractor and approved by the County during the Contract Term, will be maintained by the Talent Management Division.  
  - Proposed course materials will be reviewed by Talent Management staff, as submitted in the original proposal in response to the RFP and as supplemented by the Contractor and approved by the County during the Contract Term, to evaluate for best fit for courses being offered for a three month period.  
  - If necessary a sample session will be requested by Talent Management Division staff.  
  - The proposed course materials and the sample session, if applicable will be evaluated to determine best fit with audience including:  
    o Presenter's style and ability.  
    o Evidence of skill set  
    o References as submitted in response to this RFP  
    o Previous evaluations (if applicable)  
    o Cost                                                                 | Scheduled in 3 month intervals                                                                                                                                         |
| Diversity                        | - A spreadsheet of firms and their offerings, as submitted in the original proposal submitted in response to this RFP from the successful firms, will be maintained by the Talent Management Division.  
  - Proposed course materials will be reviewed by Talent Management staff, as submitted in the original proposal in response to the RFP and as supplemented by the Contractor and approved by the County during the Contract Term, to evaluate for best fit for courses being offered for a three month period.  
  - If necessary a sample session will be requested by Talent Management Division staff.  
  - The proposed course materials and the sample session, if applicable wiSessions will be evaluated to determine best fit with audience including:  
    o Presenter's style and ability  
    o Evidence of skill set  
    o References as submitted in response to this RFP  
    o Previous evaluations (if applicable)  
    o Cost                                                                 | 5 weeks - 8 months                                                                                                                                                    |
| Offeror's Name: | J.B. Polder Associates, LLC |

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<tr>
<th>Service</th>
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<td>General Training</td>
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**List of Services Offered**

**Attachment A**

**Agreement No. 547-13**