NOTICE OF CONTRACT AMENDMENT

TO: PRS
1761 OLD MEADOW ROAD
SUITE 100
MCLEAN, VIRGINIA 22102

DATE ISSUED: May 4, 2015
CURRENT CONTRACT NO: 203-11
CONTRACT TITLE: EMERGENCY TELEPHONE SERVICE
AMENDMENT NO: 9

THIS IS A NOTICE OF CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

REFER TO ATTACHED AMENDMENT NO. 9 FOR DETAILS.

THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED. REFER TO AMENDMENT 9 TO AGREEMENT NO 203-11 FOR CHANGES TO THE SCOPE OF WORK.

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

VENDOR CONTACT: WENDY GRADISON
EMAIL: WGRADISON@PRSIHC.ORG
COUNTY CONTACT: NANCY HART

VENDOR TEL. NO. 703-531-6300
VENDOR FAX NO. 703-516-6767
TELEPHONE NO. 703-228-1327

CONTRACT AUTHORIZATION
Guinevere Bruney, CPPB
Procurement Officer

DISTRIBUTION
BID FOLDER: 1

Date 5/4/15
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 236-07

AMENDMENT NUMBER 9

REFERENCE NUMBER 203-11

This Amendment Number 9 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 236-07 as amended by Amendment Number 1 thru 8 (Main Agreement) and made between Psychiatric Rehabilitation Services, 1761 Old Meadow Road Suite 100 McLean, VA 22102 (Contractor) and the County Board of Arlington County, Virginia (County).

Whereas the County and the Contractor desire to amend the term of 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:

Changes to Exhibit A “Scope of Work” under the main agreement with the following

1. Change Section E

   These reports shall be submitted to the:

   Contract Manager
   DHS - Economic Independence Division
   2100 Washington Blvd., 3rd Floor
   Arlington, VA 22204

2. Add Section F

   F. Budget, Payment and Finance

   Budget

   A. If the Contractor is requesting funding for the next fiscal year, the Contractor shall submit a line item budget request as instructed by the County Project Officer, generally by September 30th.

   Payment

   A. The Contractor shall submit a monthly invoice, on a form provided by the County, to request reimbursement for the prior month. Included in the request will be a spreadsheet which indicates by line item the expenses approved in the budget. Additional columns will be created for each month with the month’s submission, the expenses charged to that item will be listed in the corresponding column.
   B. The County will make payment within 10 days.
   C. The County will request documentation of the expenditures periodically. Any expense found to be non-reimbursable will be deducted from the next payment.
   D. By July 10th, the Contractor shall submit a final reconciliation of the total expenses compared to the total funding approved by the County.
Finance

A. The Contractor shall use generally accepted accounting principles to document and report all expenditures, revenues, and contributions to the contract.
B. The Contractor shall secure an independent certified public accountant's audit of its finances and program operations at least bi-annually. This shall be forwarded on request to the County in whole, including the management letter or other audit components and permit the County to make such review of the records of the Contractor as may be deemed necessary to satisfy audit purposes. In instances where a management letter was not prepared as an audit function, the Contractor must so certify in writing when the audit is submitted to the County. All accounts of the Contractor are subject to such audit regardless of whether the funds are under exclusively for specific program activities or mingled with funds for other Contractor activities.
C. The auditor shall operate under a budget approved by its own Board of Directors and the County, for County activities

Contract Term

The Contract Term shall be from the date the Agreement is executed by the County through June 30, 2016 (Fiscal Contract Year) and will continue thereafter until the County board of Arlington County no longer authorizes funds for the services covered by this Contract. Each successive Contract Year in which the County Board authorizes funds shall cover the period from July 1 through June 30.

Terms and Conditions

The work and payment called for under this Amendment shall be subject to all terms and conditions of the Agreement. All terms and conditions of the 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

AUTHORIZED SIGNATURE: ____________________________________________

NAME AND TITLE: MARIA MEREDITH ACTING PURCHASING AGENT

DATE: 5/4/15

PSYCHIATRIC REHABILITATION SERVICES

AUTHORIZED SIGNATURE: ____________________________________________

NAME AND TITLE: WENDY GRADY, CEO

DATE: 7/27/15

AGREEMENT NO. 301-09
NEW REFERENCE NUMBER 203-12
AMENDMENT NO. 9