



Arlington Public Schools

Procurement Office
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

January 31, 2023

Via Email

Maxim Healthcare Services, Inc.
Attn: Jessica Nelson
7600 Leesburg Pike- West Building, Ste. 204
Falls Church, VA 22043
jefarah@maxhealth.com

Subject: Nursing Services (RN, LPN & CNA) - Contract 45FY20-2(A) Amendment No. 1

Dear Ms. Nelson:

On January 31, 2023, the above cited Contract between your firm and Arlington Public Schools will expire. Attached is Amendment No. 2 to renew the Contract for one (1) year and revise Attachment A – Scope of Work and Attachment B – Pricing Schedule with additions reflected in **red**. The amendment shall be effective from February 1, 2023 and shall remain valid through January 31, 2024. This Amendment constitutes the first of three (3) optional renewals, with two (2) renewal periods remaining. All other terms and conditions shall remain unchanged.

Sincerely,

Danielle Godfrey

Danielle Godfrey

Assistant Director of Procurement



Arlington Public Schools

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Amendment No. 1

Subject: Nursing Services (RN, LPN & CNA) - Contract 45FY20-2(A)

Contractor:

Maxim Healthcare Services, Inc.
Attn: Jessica Nelson
7600 Leesburg Pike- West Building, Ste. 204
Falls Church, VA 22043
jefarah@maxhealth.com

Contract:

45FY20-2 (A)

By mutual agreement, Contract No. 45FY20-2(A), is hereby renewed and amended to revise Attachment A – Scope of Work and Attachment B – Pricing Schedule with additions reflected in **red**. The amendment shall be effective from February 1, 2023 and shall remain valid through January 31, 2024. This Amendment constitutes the first of three (3) optional renewals, with two (2) renewal periods remaining. All other terms and conditions shall remain unchanged.

Arlington Public Schools

Authorized Signature: *David J. Webb*
David J. Webb, C.P.M.
Printed Name and Title: Procurement Director / Procurement Agent
Date: February 21, 2023

Maxim Healthcare Services

Authorized Signature: *Brian Brown*
DocuSigned by: DD096703703445C...
Printed Name and Title: Brian Brown, Assistant Controller
Date: 08-Feb-23

Attachment A

Scope of Work

E. Staffing Requirements

1. Any actions by a Nurse deemed to be inappropriate may be cause for not allowing a Nurse to provide services for APS assignments.
 - a. The Nurse agrees to work, normally, a 7 hour work day **if** required by APS. The Nurse's day cannot exceed a 7 hour work day unless written permission is obtained from APS. However, depending on the frequency that invoices are submitted, this can be an average, based on total number of days worked per invoice period.
 - b. **Hours worked in excess of forty (40) hours per week can be claimed as overtime.**
 - c. The Contractor agrees that APS shall not provide paid lunch or travel mileage.
 - i. Nurses that are is required to travel to multiple sites during the work day shall document travel time on their timesheets and shall note travel time on their schedules.
 - ii. Travel to and from work is not paid time. No portal-to-portal charges or fuel surcharges are permitted under any resulting Contract.
 - d. The Contractor agrees to provide a written two (2) week termination notice to APS in the event an assigned Nurse separates from the Contractor.
 - i. In these instances, the Contractor agrees to provide resumés of potential replacement candidates to APS for its consideration with its written two (2) week termination notice.

Attachment B**Pricing Schedule**

Category A – Registered Nurse (RN)		
Description of Service Fee	Hourly Rate Contract Award – January 31, 2023	Hourly Rate Date of Award -February 1, 2023
In-Person Registered Nurses	\$58.34	\$62.48
Description of Service Fee		Overtime Hourly Rate Date of Award -February 1, 2023
In-Person Registered Nurses Overtime		\$93.72

Category B – Licensed Practical Nurse (LPN)		
Description of Service Fee	Hourly Rate Contract Award – January 31, 2023	Hourly Rate Date of Award -February 1, 2023
In-Person Licensed Practical Nurses	\$55.80	\$59.76
Description of Service Fee		Overtime Hourly Rate Date of Award -February 1, 2023
In-Person Licensed Practical Nurses Overtime		\$89.64

Category C – Certified Nursing Assistant (CNA)		
Description of Service Fee	Hourly Rate	
In-Person Certified Nursing Assistants	\$30.75	
Description of Service Fee		Overtime Hourly Rate Date of Award -February 1, 2023
In-Person Certified Nursing Assistants Overtime		\$89.64