



COMMONWEALTH OF VIRGINIA
County of Henrico

**Non-Professional Services Contract
Contract No. 2528A**

This Non-Professional Services Contract (this “Contract”) entered into this 26th day of August 2023, by Franklin & Topher, LLC dba Quadrant Family Services LLC (the “Contractor”) and the County of Henrico, Virginia (the “County”).

WHEREAS the County has awarded the Contractor this Contract pursuant to Request for Proposals No. 23-2528-5JEC, (the “Request for Proposals”), for Parenting Groups.

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the County as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract shall be \$1,200 per group session. A “Group Session” consists of five (5) two-hour sessions. Additionally, hourly rates for all-inclusive one-on-one sessions, bilingual services and translation services shall be \$75 per hour.

CONTRACT TERM: The Contract term shall be for a period of one year beginning August 15, 2023 and ending August 14, 2024. The County may renew the Contract for up to four one-year terms giving 30 days’ written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the “Contract Documents”) which shall control in the following descending order:

1. This Non-Professional Services Contract between the County and Contractor.
2. The General Contract Terms and Conditions included in the Request for Proposals.
3. Contractor’s Best and Final Offer dated July 20, 2023 (Exhibit A).
4. Contractor’s Original Proposal dated June 1, 2023 (Exhibit B).
5. The Scope of Services included in the Request for Proposals.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

[Remainder of page intentionally left blank; signature page to follow]

Franklin & Topher, LLC dba Quadrant
Family Services LLC
8401 Mayland Drive, Suite B
Richmond, VA 23294

DocuSigned by:
Sean Young

Signature

Sean T. Young, President/COO

Printed Name and Title

8/18/2023

Date

County of Henrico, Virginia

P.O. Box 90775
Henrico, VA 23273-0775

Oscar Knott

Signature

Oscar Knott, CPP, CPPO, VCO

08/26/2023

Date

APPROVED AS TO FORM:

Ahmed Braw

Assistant County Attorney

8-24-23

Date