



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Date of Award: **MAR 19 2021**

Katzcy LLC
22814 Courtland Park Drive
Brambleton, VA 20148

Attention: Jessica Gulick, CEO

Reference: RFP 2000003061, Security Awareness Day

Acceptance Agreement

Contract Number: 4400010422

This Acceptance Agreement signifies a contract award as the primary award for virtual conference for planning and executing activities for the annual IT Security Awareness Day for the Fairfax County. The period of the contract shall be from Date of Award through November 30, 2024, with two (2) one-year renewal options available.

The contract documents consist of the following which are listed in the order of precedence with the highest priority being item (1):

- 1) This Acceptance Agreement; and
- 2) The Attached Memorandum of Negotiations.

Note that this is not an order to proceed. A Purchase Order will be issued to your firm and constitute your notice to proceed. Provide your Insurance Certificate according to Special Provisions, Section 16, within 10 days after receipt of this letter. All questions in regards to this contract shall be directed to the Contract Specialist, Yong Kim, CPPB, at 703-324-3217 or via e-mail at yong.kim@fairfaxcounty.gov.

DocuSigned by:

Cathy A. Muse

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Cathy A. Muse, CPPO
Director/County Purchasing Agent

Department of Procurement & Material Management

12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/procurement/
Phone 703-324-3201, **TTY:** 711, **Fax:** 703-324-3228



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MEMORANDUM OF NEGOTIATIONS RFP 2000003061

The County of Fairfax (hereinafter called the County) and Katzcy LLC (hereinafter called the Contractor) hereby agree to the following in the execution of Contract **4400010422**. The final contract contains the following documents listed in the order of precedence with the highest priority being item (a):

- a. This Memorandum of Negotiations;
- b. County's Request for Proposal RFP 2000003061 and all addenda;
- c. The County's written negotiations 2 e-mail dated December 17, 2020 and Contractor's response dated December 21, 2020;
- d. The County written negotiations letter dated December 7, 2020 and Contractor's response dated December 14, 2020; and
- e. Contractor's technical and cost Proposals dated October 18, 2020.

In addition, the County and the Contractor agree to the following:

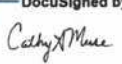
1. The Contractor will be awarded:
 - Primary award for Virtual Conference: planning and executing activities for annual IT security awareness day for Fairfax County.
2. Upon request of the County for each year's event the Contractor will provide an estimate of cost for each Task Order.
3. Additional costs for each year's event shall be negotiated on a Task Order basis and mutually agreed upon by the County and Contractor.
4. The Contractor's estimate will serve as a Not Too Exceed price for the event and the County will only be billed for actual hours and expenses.
5. For non-contractual matters Vicki McClanahan will be the County's Point of Contact for this contract.

ACCEPTED BY:



 Jessica Gulick
 CEO

Date 3/3/2021

DocuSigned by:


 Cathy Muse, CPPO
 Director/County Purchasing Agent

03/18/21

 Date