



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply
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NOTICE OF CONTRACT CHANGE

DATE: October 16, 2009

CONTRACT NO.: 94864-01-09VP

COMMODITY: Temporary Employee Services - Medical

AUTHORIZED USERS: State Agencies, Institutions of Higher Education, Public Bodies, Community Service Boards and other entities authorized by the Code of Virginia

CHANGE NUMBER: 3

EFFECTIVE DATE: October 16, 2009

CONTRACTOR: See original Contract

This Contract is hereby modified to include travel reimbursement provisions in support of the H1N1 vaccination program and applies only to those individuals who are hired under the contract as temporary employees to administer H1N1 vaccinations. The Agency Purchase Order must clearly indicate the authorization for these reimbursement expenses.

Temporary employees eligible for the reimbursement of travel expenses under this modification must be outside of a 25-mile radius of their designated "base point", which for this purpose is defined as their place of residence.

For eligible temporary employees, the authorized mileage rate for the use of a personally owned vehicle is \$.246 per mile. Mileage shall be calculated using the temporary employee's home address as the start point and the address of the designated Health

District as the end point. Mileage shall be validated and approved for reimbursement based on the usage of Google, Map Quest or equivalent monitoring methods by the applicable Contract User.

Meals and Incidental Travel Expenses and Lodging rates (for the various locations within the Commonwealth of Virginia) are detailed in Attachment 1, an abridged version of the Commonwealth Accounting Policies and Procedures (CAPP) Manual – Topic No. 20335, State Travel Regulations dated October 1, 2009, which can be accessed in its entirety via the Internet at

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf.

Attachment 2 (extracted from the CAPP Manual) is the Travel Expense Reimbursement Voucher (Form DA-02-041, which can also be accessed on the above referenced website) shall be submitted as applicable on a weekly basis to the agency issuing the purchase order for eligible temporary employee vaccinators. This Travel Expense Reimbursement Voucher must be accompanied by all original expense receipts.

The travel reimbursement expenses submitted under this Contract shall not be subject to Vaap and eVA fees, and shall not be subject to any markup or increase of the actual dollar amounts submitted for reimbursement.

Except as modified herein, all other terms, conditions and amendments of this Contract remain in full force and effect.

By: Wayne T. Nordin
Statewide Contracting Officer
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