

NOTICE OF CONTRACT EXTENSION

1. DATESeptember 1, 2009
2. COMMODITY NAME Temporary Employment Services - Medical
3. CONTRACT NUMBER 94864-01-09VP
4. CONTRACT PERIODSeptember 1, 2009 through December 31, 2009
5. SUPERSEDES 94864-01-08VP
6. AUTHORIZED USERS State Agencies, Institution of Higher Educations, Public Bodies, Community Service Boards and other entities authorized by the Code of Virginia.
7. CONTRACTORS' FEIN NUMBER..... See Page 32
8. CONTRACTOR See Page 32
9. CONTRACTORS' PHONE NUMBER See Page 32
10. TERMSNet 30
11. DELIVERY See Page 32
12. MINIMUM ORDER.....NONE
13. FOR FURTHER CONTRACT INFORMATION CONTACT: Linda Portell, Phone (804) 786- 0078
Fax (804) 786-5413
14. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED AND PRINTED AT THE DPS WEBSITE: www.dgs.state.va.us/dps.
15. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is OPTIONAL for all State Agencies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein.
16. **Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

By:
Linda Portell
Statewide Commodity Contract Officer

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**UP CHARGE SCHEDULE (See Individual Zones Schedules for Up charges)

I. GENERAL INSTRUCTIONS

- A. Purchase orders shall be submitted to the Contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor. If this contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions may use this contract only if the orders are placed through eVA or approved for non eVA ordering when approved by Contract Officer.

Written Purchase Orders Required by the Contractor. **When required by the contractor**, state agencies and public bodies will supply written purchase order forms for orders under \$5,000.

Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place verbal and/or facsimile orders for requirements valued at less than \$5,000.

Express Payment – It is desirable that the contractor accept payment through a Small Purchase Charge Card for payments not exceeding \$5000.00. Check Page 31 for the cards accept by the specific vendors.

- B. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.
- C. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.
- D. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia City, county, town or political subdivision.
- E. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-8873).
- F. Renewals. One (1), one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
- G. Price Adjustments. During the current term of the contract, price escalation may be allowed every 365 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

II. SCOPE OF WORK:

- A. Job Description – the Contractor(s) shall furnish temporary personnel as required for the job classifications shown beginning on page 9 (Position Groups) at the Pay Rate Per Hour as specified by each Participating Agency that elects to order from any resulting contract.
- B. Taxes and Compensation – The temporary workers provided shall be employed by the Contractor. The Contractor shall be responsible for all payroll taxes, workers' compensation,

payroll reports, applicable insurances, and other employer Federal and State requirements for temporary personnel.

- C. Completion of Assignment – Each worker supplied by the Contractor(s) should be available for the entire length of the assignment. If a temporary is unable to complete an assignment, a one-week notice is preferred.
- D. Agency Selection – The participating agency/facility reserves the right to identify and select specific individuals to be provided by the Contractor for assignment to that agency/facility. The participating agency/facility also reserves the right to specify the hourly pay for temporary personnel supplied under this contract. The Contractor shall charge an amount equal to the specified hourly rate of pay plus the Contractor’s hourly up charge as shown beginning on page 36.
- E. Agency Refusal – The Agency shall have the right at any time to refuse any temporary personnel supplied by the contractors for any job-related deficiency. Refusal of any temporary employee shall not be based on race, color, religion, sex, age, national origin, disability or political affiliation in accordance with Equal Opportunity Employment Guidelines. The rejected temporary shall be immediately removed and prompt arrangements made for a suitable replacement.
- F. Dress and Equipment – The Contractors shall send temporary personnel to job assignments dressed appropriately and with the equipment specified by the using agency/facility as being required to perform work in the labor categories covered under this contract. This equipment may include nursing uniforms or appropriate civilian clothing.
- G. Hours of Work – **Temporary personnel are to be available for 8 or 12 hour day shifts between the hours of 12:00 Midnight to 12:00 Midnight Sunday through Saturday, excluding holidays, although this may vary.** Also, there may be requirements for evening, weekend, holiday and overtime work. These requirements will be determined by the agency/facility/institution. Weekend work shall be defined as Saturday and Sunday (12:01 Midnight to 12:00 Midnight). Overtime shall be defined as hours worked during the period of one week (Sunday through Saturday) in excess of 40 hours per week. A week begins at 12:01 A.M. on Sunday. Overtime rates may be charged for the following major holidays: New Year’s Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day. Meal periods will range from 30-60 minutes and will be determined by the using Agency. No payments will be made for meal periods unless agency requires contractor to remain on assignment without a break.
- H. Billed Hours – Contractor shall invoice agency by the hour or tenths of an hour per the following:

TENTHS OF AN HOUR CONVERSION CHART

MINUTES WORKED		REPORTING INCREMENT
FROM	TO	
0 minutes	Less than 3 minutes	Disregard
3 minutes	Less than 9 minutes	1 Tenth of Hour
9 minutes	Less than 15 minutes	2 Tenth of Hour
15 minutes	Less than 21 minutes	3 Tenth of Hour
21 minutes	Less than 27 minutes	4 Tenth of Hour
27 minutes	Less than 33 minutes	5 Tenth of Hour
33 minutes	Less than 39 minutes	6 Tenth of Hour
39 minutes	Less than 45 minutes	7 Tenth of Hour
45 minutes	Less than 51 minutes	8 Tenth of Hour
51 minutes	Less than 57 minutes	9 Tenth of Hour
57 minutes	Less than 60 minutes	One Hour

- I. Contractor's Single Point of Contact – Each Contractor should assign a coordinator as a single point of contact (SPOC) to handle and assist in any and all scheduling, billing and problem solving. The Contractor's SPOC shall meet periodically with the Participating Agencies or Contracting Agency at their location, when requested, to discuss all services.
- J. Agency's Point of Contact – Each Agency will notify the Contractor of their Point of Contact (APOC), The APOC is any person(s) who is authorized to request temporary personnel. A telephone call from the APOC(s) shall constitute a job request for service under this contract.
- K. Response Time – The Contractor should given a time frame (i.e., 24 hours) to confirm availability of a temporary to fill the request. In the event the Contractor is unable to fill the job request, the Participating Agency may cancel the request and place the request with one of the other Contractors. For hard to fill positions, the Participating Agency may simultaneously give all contractors an opportunity to fill the position on a "first come" basis. In the event that all Contractors are unable to fill the request, the Participating Agency shall fill the requirement by soliciting from other qualified sources.
- L. Emergency Requirement – In the event of an emergency requirement by the agency/institution, the Contractor shall respond to the request in the time frame established.
- M. Transportation – It will be the responsibility of the Contractors or their temporary employees to provide transportation to and from the required locations. Parking may or may not be provided and, if not, will be the responsibility of the temporary employees.
- N. Additional Positions – If, during the period of the contract, positions are required that are not listed in this contract award, the Contracting Agency may specify the pay band of the required position, following the State Classification and compensation rules, and add that (those) position(s) to the contract.
- O. Time Cards – The Contractors shall supply all temporary personnel with time cards. Hours worked will be signed on a weekly basis by the Participating Agency area supervisor or APOC.
- P. Placement Fees – The **Contractor shall not charge state agencies, institutions and or other authorized contract users any placement fees or agency fees for a temporary employee** if a temporary employee submits an application for employment with any state agency and or other authorized contract users and is selected for employment through a competitive selection process. The **temporary employee shall give the Contractor a two week notice** prior to being employed by the state agency/institution for a WE-14 Wage position or full-time classified position.
- Q. Background Checks – Temporary personnel may be required to undergo a criminal history/fingerprint background check and drug test; the Contractor shall ensure that any contractor employee and/or subcontractor providing services at a facility has cleared a FBI finger print criminal history background check. The Contractor shall be responsible for all cost associated with the criminal history and drug test for their employees and it is the responsibility of the contractor that their employees meet all security and drug test requirements.

In additional, a credit background investigation, security clearance, tuberculosis test and site-specific training or orientation may be required before employment may begin. Agencies and institutions may obtain this information directly at no cost to the contractor.

However, if a contractor sends temporary personnel to an agency/institution who persistently fail the above tests, the Commonwealth reserves the right to charge the contractor the cost of

performing this screening process until an acceptable temporary employee can be obtained. If the temporary employee fails to appear for the job assignment or works less than two weeks after completion of the site specific training or orientation, the Commonwealth reserves the right to refuse to pay for hours accumulated during the initial site-specific training or orientation.

- R. Credentials and Licensure – All personnel, supplied under this contract, who are required by the Commonwealth of Virginia law, regulation, or standard to possess a qualification of licensure, registration, credentials or other academic, vocational, or technical certification shall possess the appropriate credentials, licensure and/or certifications prior to temporary placement. The Contractor is required to keep the temporary employee's credential file current. When the contractor is requested by the Commonwealth they shall provide a copy of the employee's credentials and or license.
- S. Transition – The Contractor may be required to coordinate the transition of existing temporary personnel from the previous contractor to the new contract in order to provide a seamless transition with no loss of time or any administrative burden to the State agency/facility. The contractual agreement for some or all temporary employees obtained from the previous contractor may be extended by the Commonwealth for up to thirty (60) days in order to ensure a seamless transition.
- T. The hourly up charge quoted shall include but is not limited to contractor's overhead, profit, taxes, employee compensation, training, insurances, workers' compensation, other State and Federal requirement for temporary personnel, eVA fees, surcharge adjustments, employee criminal background and drug checks, preparation and production of required reports.

III. TERMS AND CONDITIONS

A. INSURANCE

The contractor shall have the following insurance coverage at the time the contract is awarded. The contractor further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
5. Profession/Service (as applicable)

Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,925,000 per occurrence, \$3,000,000 aggregate.

Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - 1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia.

- B. DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- C. CONFIDENTIALITY:** The Contractor acknowledges and understands that its employees may have access to confidential information, including Protected Health Information (PHI) regarding employees, clients/patients, or the public. In addition, the Contractor acknowledges and understands that its employees may have access to proprietary or other confidential information or business information belonging to the Commonwealth or to other agencies, institution, public bodies, that may use this contract. Therefore, except as required by law, the Contractor agrees that its employees will not:

- Access or attempt to access data that is unrelated to their job duties or authorization.
- Access or attempt to access Protected Health Information (PHI) beyond their stated authorized HIPAA access level.
- Disclose to any other person or allow any other person access to any information related to the Commonwealth or any of its facilities or any other user of this contract that is proprietary or confidential and/or pertains to employees, students, patients, or the public. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or another transmission or sharing of data.
- Disclose Protected Health Information (PHI) in violation of HIPAA regulations.

The Contractor understands that Commonwealth and other using agencies and their employees, clients/patients, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that the Commonwealth of Virginia may seek legal remedies available to it should such disclosure occur. Damages at law may be inadequate, therefore the contractor agrees that the Commonwealth has the right to petition for injunctive or other equitable relief from a court of competent jurisdiction to prevent such unauthorized use of disclosure. The Contractor shall not assert in any such proceeding that damages at law would be adequate. Further, the Contractor understands that violations of this agreement may result in default.

The Contractor further assures that information and data obtained during the performance of this agreement shall be considered confidential, during and following the term of this agreement, and will not be divulged without the Purchasing Agency's written consent and then only in strict accordance with prevailing laws. The Contractor shall hold all information provided by the Purchasing Agency as proprietary and confidential, and shall make no unauthorized reproduction or distribution of such material.

The Contractors staff placed through this contract may also be required to sign a confidential statement prior to commencing an assignment.

- D. **CRIMINAL HISTORY:** The Purchasing Agency reserves the right to restrict activities required to provide these services herein to only persons who are without criminal convictions. This restriction shall not relieve the Contractor or Subcontractors of any requirements herein. Upon request of the Purchasing Agency, the contractor shall obtain and provide a criminal history background check on any persons assigned to this contract. The Purchasing Agency, at its sole decision, may determine that an individual possessing a criminal conviction poses no risk or threat to the agency, its employees, and clients, and may waive the restriction on a case-by-case basis. Section 37.1-20.3 of the *Code of Virginia* lists certain criminal convictions for which no waiver can be granted.
- E. **CONTRACT ADMINISTRATION:** The Contractor shall attempt to resolve any contract problems with the Participating Agency with which the problems have been experienced. If the problems are unable to be satisfactorily resolved with the Participating Agency, the Contractor shall refer the matter to the Contracting Agency for resolution. Interpretation of contract requirements can be made only by the Contracting Agency.
- F. **DEFAULT:** The contractor is expected to provide reasonable fulfillment of requests for temporary workers. Consistent or repeated failure to comply with these requests or failure to comply with other requirements, terms and/or conditions of the contract shall constitute default. (A contractor's inability to provide a 100 percent fill rate does not constitute default). In case of default, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Commonwealth may have.
- G. **SECURITY RULES AND REGULATIONS:** The contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the Agency. The Contractor shall maintain proper security and control over all personnel, equipment, tools and materials at all times. The Contractor's equipment and personnel shall be subject to security checks and associated delays therefore.
- H. **ADDITIONAL SECURITY REQUIREMENTS – DEPARTMENT OF CORRECTIONS**
1. There shall be no verbal discussion or physical contact between a Contractor's employees and inmates.
 2. Anyone bringing any inmate any item such as weapons, tools, food, drink, clothing, cigarette, matches, correspondence, printed or electronic media or assisting inmates to escape, is in violation of State Law and will result in prosecution.
 3. No weapon, alcohol, drugs or medications of any type are allowed on State property.
 4. Keys shall be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors and tool compartments shall be locked at all times when not in use. Ladders left on vehicles shall be chained and locked at all times.
 5. No tools shall be left about the job site unattended. When not in use, all tools and ladders shall be securely locked.
 6. Any tools, especially any type of cutting tool, if left unattended will be confiscated.

7. All tools and ladders shall be removed daily from inside of the Institution. If storage is desired on Institution property, arrangements shall be made with the Secretary Chief of Director of Buildings and Grounds.
8. All security regulations shall be observed at all times. These will be made known to the contractor and his representatives by the Institutional Security Chief or his designee, at the point of entrance to the Institution.
9. All persons entering the prison complex are subject to being searched.
10. Contractors and their representatives are limited to movement to and from and within the immediate area of their work.
11. An institutional employee will be designated as liaison person between the Contractor and Institution. Unless otherwise stated, this person will be the Department Superintendent for whom the Contractor is performing the service.
12. Agency will provide an escort guard with truck.
13. No vehicle will be permitted to leave the facility until after the daily or routine security check.
14. Each day, Contractor shall provide a tool and equipment list for inventory check at the sally point.
15. Contractor shall remove all tools from facility at the conclusion of each workday.
16. All Contractors employees shall have a valid identification with photograph at all times for identification that is acceptable to the institution. A valid DMV driver's license is acceptable. No persons will be permitted to enter the institution without valid identification.
17. The Agency reserves the right to refuse entrance to anyone who appears, in the Agency's sole judgment, to be under the influence of drugs or alcohol or otherwise impaired.
18. Other additional security rules and regulations may also be required by the Agency.

IV. LOTS/GROUPS/POSITIONS

Lot 1 through Lot 9 comprise Nursing/Physician Assistant Services # 49110

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- | | |
|---------|---|
| 11-9111 | Medical & Health Service Managers |
| 29-1111 | Registered Nurses |
| 29-2061 | Licensed Practical & Licensed vocational Nurses |
| 29-1071 | Physician Assistants |

LOT 1	Licensed Practical Nurse	State Roll Code 49111	Pay Band 3
Complexity	The scope of services involves assisting in direct patient care. Applies knowledge of principles and practices of practical nursing and pharmacology acquired through formal education and training. Contacts are made with patients in the provision of practical nursing care.		
Results	Work impacts the quality of practical nursing care and patient comfort. Successful application of skills results in positive patient outcomes.		
Accountability	Receives guidance, direction and supervision from an R.N., nursing supervisor, manager, medical professional, or administrator. May take venipuncture specimens Work requires some discretion and judgment and is clearly defined by the licensure regulations. May supervise or provide work direction to nursing aides or direct service staff.		

LOT 2	Registered Nurse I	State Roll Code 49112	Pay Band 4
Complexity	<p>Scope of services involves all aspects of professional nursing care. Applies knowledge of principles and practices of professional registered nursing care acquired through formal education and training. Contacts are made with patients, medical support staff, supervisory nurses and physicians in the provision of professional nursing care.</p>		
Results	<p>Work impacts the quality of patient care. Successful application of skills enhances positive medical outcomes.</p>		
Accountability	<p>Receives guidance and direction from a nursing supervisor, manager or medical professional or administrator. Develops total patient assessment, which requires considerable judgment and decision-making. Provides leadership to LPNs and other medical direct service support staff. Work requires frequent use of discretion and judgment in patient assessment and case management.</p>		

LOT 3	Registered Nurse II (Charge, Supervisory, Specialty Area)	State Roll Code 49113	Pay Band 5
Complexity	<p>Scope of work ranges from responsibility for a nursing specialty area, working supervisor to charge nurse. Contacts are made with patients, staff nurses, supervisory, manager level nurses, physicians and other program or management staff. Assignments range from increased clinical or administrative responsibility to supervision of registered nurses, LPNs or other medical support staff. May perform clinical research and study activities, develop research protocol, gather and analyze data and prepare abstracts for publication.</p>		
Results	<p>Work impacts the quality and effectiveness of patient care. Oversight of nursing services is significant. May serve as point of contact for a medical specialty area within a nursing program.</p>		
Accountability	<p>Responsible for mentoring and developing others. Responsible for guidance and/or supervision of nursing, medical and direct support staff. May assign staff, evaluate clinical and administrative issues, and evaluate performance. Judgment is exercised over issues of patient care and performance of staff.</p>		

LOT 4	Nurse Practitioner	State Role Code 49113	Pay Band 5
Complexity	<p>Applies knowledge acquired through formal education in an accredited program. May be designated according to field of specialization. Scope of work includes performing comprehensive physical examinations and preventive health measures, ordering and performing therapeutic and diagnostic procedures, and prescribing controlled substances and devices in accordance with current regulations. Contacts are made with patients in the provision of care and physicians for their consultation.</p>		
Results	<p>The availability and oversight of a physician may limit the severity of complications. Patients receive general health care services and treatment.</p>		

Accountability	<p>Interprets and evaluates diagnostic test results. Records physical findings. Develops and implements patient management plans; instructs and counsels patients regarding plans. Performs work with ready access to supervision and guidance from a physician. Refers complex cases beyond the scope of practice to a physician or specialist.</p>
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LOT 5	Physician Assistant	State Roll Code 49113	Pay Band 5
Complexity	<p>Applies knowledge acquired through formal education in an accredited program. Scope of work includes performing comprehensive physical examinations, performing therapeutic procedures, administering and ordering diagnostic procedures, and prescribing controlled substances and devices in accordance with current regulations. Contacts are made with patients in the provision of care and physicians for their consultation.</p>		
Results	<p>The availability and oversight of a physician may limit the severity of complications. Patients receive general health care services and treatment.</p>		
Accountability	<p>Practice requires that the Board of Medicine be apprised of the supervising physician(s) and the way in which the Physician Assistant will be utilized. Develops and implements patient management plans; instructs and counsels patients regarding plans. Records physical findings. Interprets and evaluated diagnostic test results.</p>		

LOT 6	Registered Nurse Manager I	State Roll Code 49115	Pay Band 5
Complexity	<p>Applies knowledge of the principles of supervision, management, leadership, and administrative functions. Contacts are made with patients, staff nurses, supervisory nurses, physicians, and other clinical, program, or management staff concerning management of a nursing program.</p>		
Results	<p>Work impacts the quality and effectiveness of patient care. Impact on services is significant. Develops nursing unit objectives, policies and standards. Develops standards for patient care, delivery of services and training and development of staff.</p>		
Accountability	<p>Leads, supervises, and manages RNs and medical support staff. May assign staff, evaluate clinical and administrative issues, evaluate performance of patient care by staff, assist with budget preparation and management, and direct all nursing programs for a unit or program. Exercises judgment over issues of patient care, performance of staff, and utilization of resources.</p>		

LOT 7	Registered Nurse III (Nursing Consultation/ Clinical Specialist)	State Roll Code 49114	Pay Band 6
Complexity	<p>Provides comprehensive services according to the specialized training received from an accredited program. Provides expert consultation on complex nursing issues. Contacts are made with patients, staff nurses, supervisory, manager level nurses, physicians and other program staff.</p>		
Results	<p>Work impacts the quality and effectiveness of patient care. Impact on services in significant.</p>		

Accountability	Responsible for mentoring and developing others. Judgment is exercised over issues of nursing program consultation.
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LOT 8	Nurse Practitioner II (Certified Nurse Practitioner)	State Roll Code 49114	Pay Band 6
Complexity	Scope of work includes performing physical examinations and preventive health measures, ordering and performing diagnostic procedures, and prescribing controlled substances and devices in accordance with current regulations. Contacts are made with patients in the provision of care and more limited contact with physicians for their consultation.		
Results	The limited availability of physician oversight increases the consequence of error. Work significantly affects the health of patients due to higher level of independence.		
Accountability	Performs work under limited access to a physician or works in an environment where physician availability is typically limited. Works independently with minimal supervision providing diagnosis and treatment according to protocol.		

LOT 9	Registered Nurse Manager II	State Roll Code 49116	Pay Band 6
Complexity	Scope of work involves providing direction to an agency nursing program. Work requires extensive knowledge of nursing management. Contacts are made with field practitioners, physicians, and other clinical, program, and management staff.		
Results	Work impacts the level and quality of nursing services, standards of nursing practice, and allocation of resources.		
Accountability	Ensures quality of nursing care. Develops goals, objectives, and standards of nursing. Directs subordinate nurse managers and supervisors. Determines overall direction of comprehensive nursing and health care programs and budgets.		

Lot 10 through Lot 013 Comprise Counseling Services #49010

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9151 Social & Community Services Managers
- 21-1000 Counselors, Social Workers, Other Community & Social Service Specialists
- 21-1014 Mental Health Counselors
- 21-1015 Rehabilitation Counselors
- 21-1019 Counselors, All Others
- 21-1021 Social Workers

LOT 10	COUNSELOR I	STATE ROLE CODE 49011	PAY BAND 3
COMPLEXITY	Work requires discretion and judgment in counseling Interventions. The scope of services involves case management, counseling, resource referral, and obtaining support services. Applies knowledge of principles and techniques of social and vocational case management, counseling techniques and practices, behavior modification, conflict management, mediation, and available community resources. May require a degree in social work or related field. Frequent contacts with clients, families, direct service staff, employers,		

	community agencies, and other service providers to discuss the needs of clients and available resources.
RESULTS	Work impacts the quality and success of individualized service plans for clients. Effective performance improves the social, emotional, physical, vocational, and/or situational issues of clients.
ACCOUNTABILITY	Exercises independent judgment in coordination and delivery of services. Collaborates with supervisor to develop individualized plans for clients. Receives guidance and direction in areas of policy application and priorities. Responsible for providing case management services to clients with social, emotional, physical, and/or situational problems.

LOT 11	COUNSELOR II	STATE ROLL CODE 49012	PAY BAND 4
COMPLEXITY	<p>Tasks are varied and progress in difficulty based on the type of client and the services required.</p> <p>A graduate degree or certification may be required.</p> <p>Frequent contact with: clients and their families or friends; state, federal, or local human service agencies; court and law enforcement officials; medical or other clinical professionals; employers and the business community; and other service providers.</p> <p>Applies knowledge of the theory, techniques, and practices of counseling, social work, case management, conflict management, and mediation.</p> <p>Applies knowledge of human service legislation and laws and assistive technology.</p>		
RESULTS	<p>Provision of services directly affects the ability of clients to become independent, achieve gainful employment, or become participating members of society.</p> <p>Successful partnerships with clients and service providers impact the cost efficiency and effectiveness and the quality of services provided</p>		
ACCOUNTABILITY	<p>Decisions regarding daily interaction with clients are made independently. Guidance is received regarding policy interpretation, development of new programs, and expenditure of funds.</p> <p>Experienced workers handle the most complex assignments or provide guidance to others on the more complex issues.</p> <p>Independently manages and authorizes expenditures for client services within authorized amounts.</p>		

LOT 12	COUNSELOR II LEAD/SUPERVISORY	STATE ROLE CODE 49013	PAY BAND 4
COMPLEXITY	<p>Applies knowledge of supervisory principles and practices.</p> <p>Applies knowledge of counseling methods and techniques.</p> <p>Assignments range from counseling clients, to leading or supervising staff, to recommending improvements in service delivery.</p>		
RESULTS	<p>Supervision of staff directly affects the ability of clients to become independent, achieve gainful employment, or become participating members of society.</p> <p>Influences the professional development and skill acquisition of direct service providers to ensure competent service delivery.</p>		
ACCOUNTABILITY	<p>Supervises, trains, or acts as a mentor to staff.</p> <p>Consults with higher level manager to resolve staff issues and to ensure the provision of quality services.</p> <p>Plans and schedules unit's activities independently</p>		

LOT 13	COUNSELOR MANAGER	STATE ROLE CODE 49013	PAY GRADE 5
COMPLEXITY	Applies knowledge of the management of various social work and rehabilitation services, case management development, therapeutic assessment, counseling, treatment, and human service delivery systems. Applies knowledge of management practices and principles. A graduate degree or certification may be required.		
RESULTS	Ensures quality of services and coordination of community resources. Effective management of services meets the diverse needs of clients and has a long-term effect on overall program success. Effective budget administration ensures the continued provision of cost effective services for clients.		
ACCOUNTABILITY	Receives minimal guidance in the administration of program activities.		

Lot 14 through Lot 18 comprise Direct Service #49050

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 29-2041 Emergency Medical Technicians
- 29-2050 Health Diagnosing & Treating Practitioner Support Technicians
- 29-2051 Dietetic Technicians
- 29-2052 Pharmacy Technicians
- 29-2053 Psychiatric Technicians
- 29-2054 Respiratory Therapy Technicians
- 29-2055 Surgical Technologists
- 29-2090 Miscellaneous Health Technologists & Technicians
- 31-1000 Nursing, Psychiatric, and Home Health Aides
- 31-2000 Occupational & Physical Therapists Assistants & Aides
- 31-9091 Dental Assistants
- 51-9081 Dental Laboratory Technicians

LOT 14	DIRECT SERVICE ASSOCIATE I	STATE ROLL CODE 49051	PAY BAND 1
COMPLEXITY	Work is well defined and is performed within prescribed policies and procedures. Tasks are repetitive and are influenced by the population served. Applies basic knowledge of processes, methods and/or procedures for a variety of services or a detailed knowledge of a specific program or service. Responsibilities include: cleaning and setting up instruments, equipment, and facilities; collecting specimens; preparing and providing routine information about services; providing routine/general guidance to clients, patients, customers. May have responsibility for: transporting patients and clients; basic housekeeping; changing dressings; measuring vital signs; supervising/observing children, client or patient activities and some routine administrative tasks.		
RESULTS	Actions affect the health, safety, and well being of clients. Clients are treated with respect and dignity.		
ACCOUNTABILITY	Limited discretion is required to carry out responsibilities. Supervision is received by detailed instructions and/or employee actions are subject to close review.		

LOT 15	DIRECT SERVICE ASSOCIATE II	STATE ROLL CODE 49052	PAY BAND 2
COMPLEXITY	Applies knowledge of related program, regulations, practices, procedures, methods, instruments, and/or equipment. Responsibilities include: providing information which conveys service availability		

	to clients; assisting in the development of client service plans; implementing service plans; planning and implementing activities; and performing physical, dental, medical, laboratory, clinical, nutritional, administrative, environmental, eligibility, outreach and pharmaceutical tasks in support of clients or service delivery. Work is complicated by nature of assigned caseload.
RESULTS	Understanding of a client's diagnosis and treatment or program plan. Services are broad in scope.
ACCOUNTABILITY	Exercises situational judgment and discretion to assure appropriate action is or has been taken. Collects, records, and reports client data. Actions are subject to review. May lead or supervise other staff.

LOT 16	DIRECT SERVICE ASSOCIATE III	STATE ROLL CODE 49053	PAY BAND 3
COMPLEXITY	Applies knowledge related to either: a variety of service programs, practices, methods, procedures, regulations, instruments and equipment; or a specific service area. Supports interdisciplinary treatment or professional services, Client assessment, or program development and coordination. Plans, provides, and documents services. May advise clients of their rights, investigate and respond to complaints, and maintain associated documentation.		
RESULTS	Services appropriate to client needs. Promotion of client social, recreation, personal care, independent living, or vocational skills, and self-esteem and motivation. Treatment/program plans meet goals. Services have long-term impact on client safety, security, physical and mental well being, as well as the ability of clients to obtain gainful employment and becoming participating member of society.		
ACCOUNTABILITY	Develops components of Treatment/program plans. Applies discretion and judgment to independently resolve service delivery problems. Direct accountability for service due to occasional supervisory review. Decisions affect the efficiency and quality of service delivery. May have lead responsibilities. May be responsible for specialized laboratory techniques, such as repairing or manufacturing dental prosthetics.		

LOT 17	DIRECT SERVICE ASSOCIATE III (SUPERVISOR)	STATE ROLL CODE 49053	PAY BAND 3
COMPLEXITY	Applies knowledge related to either: a variety of service programs, practices, methods, procedures, regulations, instruments and equipment; or a specific service area. Applies knowledge of the principles of supervision. May serve on, and/or coordinate activities of, an interdisciplinary team.		
RESULTS	Services are delivered as prescribed. Long-term impact on client safety, security, and physical and mental well being. Writes components of treatment/program plans. Evaluates program effectiveness in conjunction with professional Staff. Responsibilities may control service delivery or have the potential for significant liability to the Commonwealth.		
ACCOUNTABILITY	Ensures delivery of services.		

	<p>Applies discretion and judgment to independently resolve daily service administrative operations.</p> <p>Compliance with state and federal regulations.</p> <p>Decisions affect the efficiency and quality of service delivery.</p> <p>Client records contain appropriate documentation.</p> <p>Supervises staff providing direct services, sometimes on multiple shifts and in multiple living areas.</p>
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LOT 18	DIRECT SERVICE ASSOCIATE IV	STATE ROLL CODE 49054	PAY BAND 4
COMPLEXITY	<p>Applies knowledge of face and mouth anatomy; the characteristics of the surrounding tissue, muscles and bones.</p> <p>Applies knowledge of the materials used in dental appliance and the characteristics, properties, and proper use of those materials.</p> <p>Ability to use laboratory techniques and methods and the use of laboratory instruments and equipment.</p> <p>May require knowledge of supervisory principles and practices.</p> <p>Consults with dentists on design, use of materials, shading and staining.</p> <p>Certification as a Certified Dental Technician is required.</p>		
RESULT	Fabrication and repair of dental appliance meets the needs of the client.		
ACCOUNTABILITY	<p>Appliances are constructed in conformance with guidelines and specifications prescribed by a licensed dentist.</p> <p>Independently performs duties under the general guidance of a dentist or dental laboratory supervisor or manager.</p> <p>May supervise and evaluate laboratory personnel.</p>		

Lot 19 through Lot 21 comprise Health Care Compliance #49170

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9111 Medical & Health Services Managers
- 11-9199 Managers, All Others
- 13-1041 Compliance Officers, Except Agriculture, Construction

LOT 19	HEALTH CARE COMPLIANCE SPECIALIST I	STATE ROLE CODE 49171	PAY GRADE 4
COMPLEXITY	<p>Applies program rules and regulations in the resolution of human services programs.</p> <p>Applies in-depth knowledge of one or more programs.</p> <p>Frequent contact with service providers, recipients and their families, and representatives of other state and federal agencies on benefits and claims issues.</p> <p>Employees conduct audits, inspections, or investigations of quality and utilization of services and may assist in promulgation review and revision of state licensure regulations operational guidelines.</p> <p>May provide guidance to staff, clients, or others in private and public organizations.</p> <p>May require knowledge of supervisory principles and practices.</p>		
RESULTS	<p>Case, billing, pricing and redemption, and payment records are audited in accordance with applicable regulations and guidelines.</p> <p>Discrepancies are identified and a report-of-findings or other communication is initiated.</p> <p>Findings result in recommendations for, or provision of, corrective actions</p>		
ACCOUNTABILITY	Directly accountable for the determination or detection of fraud, proper operation, and third party liability.		

	<p>May lead or supervise staff. Recommends licensure and certification of facilities. Accountable for program policy interpretation.</p>
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LOT 20	HEALTH CARE COMPLIANCE SPECIALIST II	STATE ROLE CODE 49172	PAY GRADE 5
COMPLEXITY	<p>Applies rules, regulations, and laws in administration of programs. Renders decisions on unusual problems involving policy interpretation. Frequent contact with health care providers, program administrators, and representatives from state and federal agencies, and other direct and indirect human service providers to confer on policy problems and request legal opinions. May require knowledge of supervisory principles and practices. Implements and oversees corrective actions. May testify at administrative appeals and hearings. Inspectors may be required to have licensure.</p>		
RESULTS	<p>Approves and/or recommends corrective actions/plans that affect programmatic operations (e.g., changes to policies, or procedures) Decisions may affect accreditation, licensure, and funding.</p>		
ACCOUNTABILITY	<p>May lead or supervise staff. Evaluates program effectiveness and compliance. Develops administrative procedures. Some positions approve and issue licenses and certifications.</p>		

LOT 21	HEALTH CARE COMPLIANCE MANAGER	STATE ROLE CODE 49173	PAY GRADE 6
COMPLEXITY	<p>Directs a major organizational component of an agency, requiring management of staff, programs, and administrative functions. Applies knowledge of general managerial and financial management principles and practices for purposes of conducting and assessing short and long-range planning. Collaborates with state and federal officials on program compliance. May require knowledge of forecasting and statistical methods and procedures. May provide expert testimony for administrative, criminal and civil cases. May require licensure in a health services occupation.</p>		
RESULTS	<p>Decisions made affect program outcomes, service quality, accreditation, licensure, and funding. Develops and implements business strategies and follows through with implementation. Decisions affect public perception of the regulatory programs' effectiveness and expenditure of taxpayer dollars.</p>		
ACCOUNTABILITY	<p>Leadership and supervision of staff. Responsible for evaluating program effectiveness and ensuring compliance with State and Federal statutes. Provides the highest level of consultation in the function. Relies on expertise and judgment to determine, plan and accomplish goals. May approve and issue licenses and certifications.</p>		

Lot 22 through Lot 26 comprise Health Care Technology #49090

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9111 Medical & Health Services Manager
- 29-2000 Health Technologists & Technicians

29-2011 Medical & Clinical Laboratory Technologists
 29-2021 Dental Hygienists
 29-2034 Radiological Technologists & Technicians

LOT 22	HEALTH CARE TECHNICIAN	STATE ROLE CODE 49091	PAY GRADE 2
COMPLEXITY	<p>Tasks are usually repetitive in the mounting of films, posting information to files and records, and scheduling patients.</p> <p>Tasks may involve collection of laboratory specimens and performing clinical laboratory tests such as hemoglobin, hematocrit, glucose, urine pregnancy, and urine dipsticks.</p> <p>Clinical testing may also include limited microscopic chemistry or microbiological tests.</p>		
RESULTS	<p>Work facilitates the effective operation of a clinic through the scheduling and monitoring of patient flow.</p> <p>Results may be used by others in the diagnosis, treatment, and prevention of disease.</p> <p>Proper laboratory procedures impact outcomes of clinical tests.</p> <p>Work impacts the quality of patient care and level of customer service.</p>		
ACCOUNTABILITY	Responsible for narrow scope of routine well-defined duties and processes.		

LOT 23	HEALTH CARE TECHNOLOGIST I	STATE ROLE CODE 49092	PAY GRADE 3
COMPLEXITY	<p>Procedures support clinical laboratory programs.</p> <p>Tasks are varied and require application of a variety of diagnostic and therapeutic radiological procedures including those requiring special patient positioning and/or the use of contrast media, catheters, or special equipment.</p> <p>Applies knowledge of scientific or technical principles, practices, and regulatory requirements of functional areas.</p> <p>Responsibilities may include explaining procedures to the patient, preparation of the patient and preparing radiopaque contrast media such as barium enemas, barium swallows, intravenous pyelograms, cystograms, and gastro-intestinal series in a clinic or hospital setting.</p> <p>May teach radiographic techniques to students.</p> <p>May serve as lead or single on-duty technologist.</p>		
RESULTS	<p>Products are used by others in the diagnosis, treatment, and prevention of disease.</p> <p>Work impacts quality of patient care and level of customer Service.</p>		
ACCOUNTABILITY	<p>Responsible for clear production of radiographs.</p> <p>May review films and decide if procedures need to be repeated.</p> <p>Independently performs standardized or specialized procedures and seeks advice on more complex or non-routine issues.</p> <p>May work without on-site supervision in small lab settings.</p>		

LOT 24	HEALTH CARE TECHNOLOGIST II	STATE ROLE CODE	PAY GRADE 4
COMPLEXITY	<p>Work requires the application of knowledge in a physical science normally attained through higher levels of learning (e.g., medical technology, chemistry, microbiology, or biological science) and documented training in order to perform advanced clinical or anatomical laboratory testing, or training in CT scan, MRI and invasive radiological procedures.</p> <p>May apply knowledge of leadership or supervisory principles and practices.</p> <p>May specialize in computed tomography, magnetic resonance or complex radiological procedures.</p>		

	<p>May perform clinical treatment and oral health education. Typical assignments support the diagnosis of diseases and the identification of disease agents.</p>
RESULTS	<p>Others use results in the diagnosis, treatment, and prevention of disease. Work impacts the efficiency, operation, and creditability of a clinical laboratory as well as the program's continued accreditation. May impact the client's health and the prevention of tooth decay and disease.</p>
ACCOUNTABILITY	<p>May have leadership, supervisory or teaching responsibilities. Responsible for clear production of radiographs requiring the use of contrast media, catheters, or special equipment or for performing other complex medical laboratory tests. May coordinate employee assignments. Responsible for performing dental hygienist's clinical treatment and education of the client.</p>

LOT 25	HEALTH CARE TECHNOLOGIST III	STATE ROLE CODE 49094	PAY GRADE 5
COMPLEXITY	<p>Applies fundamental concepts, practices, and procedures of supervision and leadership. Plans and implements the delivery and improvement of services, staffing, and resources (e.g., testing new procedures before implementation in a laboratory) in accordance with quality standards and/or accreditation requirements. Provides training and consultation to laboratory users on sampling techniques, testing procedures, and interpretation of results.</p>		
RESULTS	<p>Work impacts the laboratory evidence for diagnosis of diseases or identification of disease agents. Responsible for all laboratory services and the impact on patient care as well as the efficiency, operation, and credibility and accreditation of a clinical laboratory.</p>		
ACCOUNTABILITY	<p>Responsible for the leadership and/or supervision of staff. Operation of a full service laboratory or subspecialty laboratory. Incorporates productivity improvements to enhance customer service and laboratory credibility.</p>		

LOT 26	HEALTH CARE MANAGER	STATE ROLE CODE 49095	PAY GRADE 5
COMPLEXITY	<p>Applies knowledge of management principles and practices. Establishes work schedules and consults with subordinate Supervisors. Develops operational goals and objectives. Prepares operational budget. Responsible for laboratory quality assurance including quality control, training, and safety in the clinical laboratory. May require certification, documented training, and advanced education to meet regulatory and/or accreditation requirements.</p>		
RESULTS	<p>Work impacts the efficiency, operation, and credibility of a clinical laboratory as well as continued program Accreditation. May design in-service programs for laboratory professionals</p>		
ACCOUNTABILITY	<p>Leadership and development of staff. Management of a full service medical laboratory. Provides guidance to subordinate supervisors. Provides input into short- and long-range planning of facilities, equipment, staffing, and policies.</p>		

Lot 27 through Lot 32 comprise Laboratory and Research Services #59070

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9199 Managers, All Others
- 19-4000 Life, Physical, and Social Technicians
- 19-4011 Agricultural Food Science Technicians
- 19-4021 Biological Technicians
- 19-4031 Chemical Technicians
- 19-4041 Geological & Petroleum Technicians
- 19-4090 Miscellaneous Life, Physical, and Social Science Technicians
- 31-3096 Veterinarian Assistants and Laboratory Animal Caretakers

LOT 27	LABORATORY AND RESEARCH AIDE	STATE ROLE CODE 59071	PAY GRADE 1
COMPLEXITY	Applies knowledge of basic sanitation techniques, laboratory safety procedures, research procedures, animal handling/care and hygiene, and use of laboratory equipment. Performs routine work with limited variation. Follows established directions and procedures. Limited contacts outside of co-workers and supervision. May perform a variety of tasks related to animal care such as feeding and caring for animals.		
RESULTS	Proper sanitation procedures ensure appropriate laboratory testing and research conditions. Provides responsible care of animals. Responsible for equipment in support of research, laboratory, or clinical programs or teaching services. May be required to adhere to established standards and guidelines as set forth by accredited programs.		
ACCOUNTABILITY	Decision-making and judgment is limited to assigned functional area and based on clearly defined procedures and guidelines or under direct supervision		

LOT 28	LABORATORY AND RESEARCH TECHNICIAN	STATE ROLE CODE 59072	PAY GRADE 2
COMPLEXITY	Applies knowledge of sanitation techniques and laboratory safety. Applies knowledge of research and testing procedures and techniques, and of animal handling, care and welfare. Performs a variety of procedures supporting laboratory, research, clinical or autopsy and necropsy services, or geological services. May provide limited surgical assistance. Follows established directions and procedures. Frequent contacts with co-workers, supervisors, students, faculty, and research staff to discuss study techniques or results or handling and care of animals.		
RESULTS	Proper laboratory, autopsy and necropsy procedures impact outcomes of tests and research, and impact the safety, health, and well-being of laboratory animals, staff and the general public through the identification of scientific and legal findings or contagious disease sources. Proper sanitation procedures ensure appropriate laboratory testing and research conditions. Provides responsible care of animals. Responsible for equipment in support of research, laboratory, or clinical programs or teaching services. May be required to adhere to established standards and guidelines as set forth by		

	accredited programs.
ACCOUNTABILITY	Responsible for generally well defined procedures supporting laboratory, testing, research or clinical programs. Decision-making and judgment is typically based on clearly defined procedures, although skilled positions may exercise independent judgment. Refers non-routine issues to supervision. May lead other staff, activities, or provide guidance and leadership to students and interns. Development of competencies may lead to broader, more responsible assignments.

LOT 29	LABORATORY AND RESEARCH SPECIALIST I	STATE ROLE CODE 59073	PAY GRADE 3
COMPLEXITY	Applies knowledge of scientific/technical principles, practices, and regulatory requirements of functional areas. Performs a variety of procedures supporting clinical, research, field research, service or regulatory and/or diagnostic laboratory programs. Duties may include performing standardized or specialized scientific or clinical procedures, performing preliminary procedures to prepare, expedite, and facilitate further scientific examination and training, assisting in veterinary surgical procedures, analysis and compilation of data, communicating findings/research results, animal care, repairing and maintaining equipment and ordering supplies. May have contact with, private business, other state agencies or government entities, faculty, students and researchers, and/or the general public to communicate results and explain laboratory procedures or regulatory requirements.		
RESULTS	Proper application of procedures impacts outcomes of tests and research, legal evidence, and the safety, health, and economic well being of the general public, research staff, environment and/or animals through identification of scientific and legal findings, contagious and benign disease sources. Performance of duties may impact the level of public confidence and consumer satisfaction. May be required to adhere to established standards and guidelines as set forth by accredited programs.		
ACCOUNTABILITY	Independently performs standardized or specialized procedures and seeks advice on more complex or non-routine issues. Decision-making has moderate to significant impact on program's success. Exercises judgment and decision making to determine appropriate procedures; compiles data, documents and communicates findings. May lead, train or supervise students, staff or coordinate program activities.		

LOT 30	LABORATORY AND RESEARCH SPECIALIST II (ADVANCE-EXPERT)	STATE ROLE CODE 59074	PAY GRADE 4
COMPLEXITY	Applies knowledge of assigned technical or research area. Participates or leads in the design, modification and performance of laboratory or research projects. Frequent contact with private business, other state agencies or government entities, principal investigators, faculty, laboratory staff, students and researchers, and/or the general public to report and interpret results, provide consultation and technical assistance, and discuss research projects. Responsibilities include: participating in or leading work in the design, modification, evaluation and performance of laboratory, field surveys or research procedures; writing or modifying computer programs to analyze data and generate reports; researching literature related to project/procedures; conducting experiments;		

	writing segments of reports and manuscripts; coordinating grants and budgets; assisting lower level staff; troubleshooting instrument problems and performing preventive maintenance on equipment.
RESULTS	Accurate scientific testing, research, and consultation minimizes errors in laboratory findings, scientific research and fieldwork. Proper application of procedures impacts outcomes of tests and research, and the safety, health, and well being of the general public, research staff, and laboratory animals through identification of scientific findings, and contagious and benign disease sources.
ACCOUNTABILITY	Independently performs and provides consultation on specialized laboratory/research procedures and projects. Independent decision-making on appropriate methods, design and data interpretation. Some positions ensure compliance with established standards and guidelines as set forth by accredited programs. Independently monitors, evaluates and analyzes quality control results and determines corrective action as needed.

LOT 31	LABORATORY AND RESEARCH SPECIALIST II (Supervisor)	STATE ROLE CODE 49074	PAY GRADE 4
COMPLEXITY	Applies knowledge of supervisory principles and practices. Applies knowledge of assigned technical or research area. Participates or leads in the design, modification and performance of laboratory or research projects. Frequent contact with principal investigators, research faculty, laboratory personnel and students to discuss policies, procedures and methodology; coordinate research projects; report and interpret results; and provide consultation, and technical assistance. Responsibilities include: writing grant proposals and identifying funding sources; designing and directing complex research projects in consultation with a principal investigator; modifying and developing laboratory and field procedures, quality control processes and determining work methods; reviewing the scientific work results; directing animal care according to applicable federal laws and regulations; hiring and training personnel or students; approving procurement, budgeting, other administrative duties; and teaching a laboratory section of college level students.		
RESULTS	Accurate scientific testing, quality control, research, or consultation and supervision minimizes errors in laboratory findings or research, and impacts the success of grant proposals and scientific findings. Work impacts the health, safety and well being of the general public, the environment, industry, research, and animal health and welfare.		
ACCOUNTABILITY	Independently supervises laboratory research operation or animal care facility to include business functions and accountability for services provided to administrators, faculty, and other users. Responsible for program and staff supervision. Leads teams or special projects. May be required to ensure compliance with established standards and guidelines as set forth by accredited programs.		

LOT 32	Laboratory and Research Manager	STATE ROLE CODE 59075	PAY GRADE 5
COMPLEXITY	Applies knowledge of the principles and methods of laboratory administration and management. Applies knowledge of the theory and application of lab methods and instrumentation for the assigned discipline(s).		

	<p>Ability to plan, lead and evaluate the work of professional staff.</p> <p>Frequent contacts, with regulatory boards or governmental entities regarding standards, quality assurance, and lab procedures.</p> <p>Frequent contact with internal departments regarding administrative matters and with vendors concerning equipment and supplies.</p> <p>Frequent contacts with researchers, staff and students to provide information, consultation or direction concerning laboratory operations.</p> <p>Plans, manages and evaluates the work of professional staff; develop goals, objectives and timetables; develop and monitor budgets; determine and implement technical methodologies, ensure that quality control standards and safety procedures are in compliance with government regulations and laws.</p> <p>May teach and/or serve as technical experts.</p>
RESULTS	<p>Proper management of laboratory operations ensures the scientific accuracy, timeliness and quality of services and impacts public health, safety, and the environment.</p>
ACCOUNTABILITY	<p>Responsible for the provision of quality and timely laboratory services laboratory services.</p> <p>Manages work of subordinate supervisors and professional and technical staff engaged in laboratory operations and research.</p> <p>Establishes and monitors quality control procedures.</p> <p>May ensure compliance with established standards and guidelines as set forth by accredited programs.</p>

Lot 33 through Lot 36 comprise Psychological Services #49210

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9111 Medical & Health Services Managers
- 19-3031 Clinical, Counseling, & School Psychologists
- 21-1014 Mental Health Counselors

LOT 33	PSYCHOLOGIST I/ PSYCHOLOGY ASSOCIATE I	STATE PAY CODE 49211	PAY BAND 4
COMPLEXITY	<p>Requires the ability to conduct psychological assessments and diagnose using current DSM-IV-TR and ICD-10 classification systems and determine the need for more specialized care.</p> <p>Skill in using various treatment modalities with minimal direct Clinical supervision in the treatment of mental disorders and/or developmental disabilities.</p> <p>Crisis intervention skills and ability to assess and manage risk of harm to self or others.</p> <p>Skill in maintaining therapeutic relationships and services while complying with ethical and professional standards.</p> <p>Ability to document services consistent with expectations of third parties.</p> <p>The Psychologist I requires an advanced degree and licensure as a clinical, applied, or school psychologist, depending upon the assigned program.</p> <p>Licensure must demonstrate the training and educational background sufficient to fulfill this role.</p> <p>The Psychology Associate I may require advanced coursework and requires supervision by a licensed psychologist.</p> <p>May require the ability to develop training programs for professional and paraprofessional staff members.</p> <p>May require some expertise in a specific clinical area such as behavioral psychology, clinical psychology, substance use disorders, traumatic brain injury, or forensic psychology.</p>		

RESULTS	Accurate diagnosis with appropriate recommendations for accommodations and interventions. Reports that are timely, readable and consistent with professional standards. Interventions that meet measurable goals, established in treatment plan.
ACCOUNTABILITY	Exercises independent judgment within policy and parameters. Guidance is received on difficult cases, in the development of new clinical competencies, or in situations that present as ethical dilemmas. All services are provided under the direction of a higher-level Psychologist, typically a licensed clinical psychologist.

LOT 34	PSYCHOLOGIST II/ PSYCHOLOGY ASSOCIATE II	STATE ROLL CODE 49212	PAY BAND 5
COMPLEXITY	<p>Work requires knowledge of a variety of psychological interventions such as psychotherapy, psychoanalysis, group therapy and program development and monitoring.</p> <p>Work requires knowledge of a variety of psychological assessments Used for diagnosis, treatment planning, and treatment evaluation.</p> <p>Possess skills in administering and interpreting cognitive, neuropsychological, achievement, adaptive behavior, vocational and personality tests to a wide variety of individuals with physical, mental and emotional disabilities.</p> <p>The Psychologist II (licensed clinical psychologist) may require court testimony as expert witnesses.</p> <p>The Psychologist II requires an advanced degree and licensure as a clinical, applied, or school psychologist sufficient to support the legal requirements of the assigned program.</p> <p>The Psychology Associate II may require advanced coursework and requires supervision by a licensed psychologist.</p> <p>May oversee the development, implementation and evaluation of developmental disabilities and mental health services.</p>		
RESULTS	<p>Services meet the needs and expectations of referral sources inside and outside of the agency.</p> <p>Accurate assessment and/or diagnosis with appropriate recommendations for services.</p> <p>Services help to improve the treatment team's ability to meet Clients/consumers' goals.</p> <p>Clinical reports that are timely, readable and consistent with professional standards.</p> <p>Interventions that meet measurable goals, established in treatment plan.</p> <p>Accurate assessment, diagnosis and treatment allowing clients to enhance their well being.</p> <p>Decisions may affect systems beyond the immediate clinical area such as the legal system or the overall provision of psychological/neuropsychological services.</p>		
ACCOUNTABILITY	<p>Licensed Psychologists exercise independent judgment regarding individual client care and may assume a leadership role in the mentoring and development of interns, postdoctoral fellows, or other educational or research affiliates.</p> <p>Licensed Psychologists may serve as lead service provider, project team leader, supervisor of less experienced psychologists and/or associates.</p> <p>Guidance is received on difficult cases, in the development of new clinical competencies, or in situations that present as ethical dilemmas.</p>		

LOT 35	PSYCHOLOGIST III/ PSYCHOLOGY ASSOCIATE III	STATE ROLL CODE 49213	PAY BAND 6
COMPLEXITY	Applies expertise, knowledge and experience in directing, evaluating, integrating, and		

	coordinating behavior analysis/psychological/neuropsychological services. The Psychologist III requires an advanced degree and licensure as a clinical, applied, or school psychologist, sufficient to support the legal requirements of the assigned program, and in addition, may require advanced training or certification in a recognized specialty. The Psychology Associate III may require advanced coursework and requires supervision by a licensed psychologist.
RESULTS	Effective decisions facilitate successful delivery and timing of services and treatment. Decisions affect on-going program planning and general management. Assessments, training/treatment plans, and follow-up appropriate for clients with complex needs.
ACCOUNTABILITY	Licensed Psychologist provides leadership in maintenance of quality assurance and Direction and supervision to subordinate personnel. Licensed Psychologist exercises independent judgment regarding client care and program services and assumes responsibility for subordinate staff. The Psychologist III typically supervises unlicensed staff.

LOT 36	PSYCHOLOGY MANAGER	STATE ROLL CODE 49214	PAY BAND 6
COMPLEXITY	Applies clinical, programmatic and administrative knowledge. Applies knowledge of management practices and principles. Applies knowledge of facility and community MR, MH, or SA Services. Work requires an advanced degree and licensure as a clinical, applied, or school psychologist, sufficient to satisfy the legal requirements of the assigned program, and in addition, may require advanced training or certification in a recognized specialty.		
RESULTS	Effective program management promotes successful Therapeutic outcomes. Actions impact efficient and effective allocation of resources and contribute to a positive community image.		
ACCOUNTABILITY	Responsible for policy development, quality assurance, evidence-based practices and the supervision of psychology staff. Determines overall direction of Comprehensive psychological services programs. May serve as an expert consultant to public and private agencies.		

Lot 37 through Lot 43 comprise Rehabilitation Therapies #49230

This Career Group includes, but is not limited to, those in the following Standard Occupational Classifications:

- 11-9111 Medical & Health Services Managers
- 29-1120 Therapists
- 29-1121 Audiologists
- 29-1122 Occupational Therapists
- 29-1123 Physical Therapists
- 29-1124 Recreational Therapists
- 31-2000 Occupational & Physical Therapist Assistants & Aide
- 31-2011 Occupational Therapist Assistants
- 31-2021 Physical Therapists Assistants
- 29-1127 Speech-Language Pathologists
- 29-1129 Therapists, All Others

LOT 37	THERAPIST ASSISTANT/THERAPIST I	STATE ROLL CODE 49231	PAY BAND 3
COMPLEXITY	Applies knowledge acquired through formal education in an accredited program. Applies knowledge of principles and practices related to therapeutic		

	<p>interventions.</p> <p>Client assessments are based on information from standardized assessments (within practice guidelines), observations, medical records, caregivers, and clients.</p> <p>Response to treatment is assessed to enable appropriate progression within the parameters of the treatment plan.</p> <p>Work is performed within the parameters of established treatment plans and strategies.</p> <p>Treatment interventions may include instructing in daily living skills, sensory-motor integration skills, mobility skills, therapeutic exercises, and various physical treatment procedures.</p> <p>May be responsible for planning or leading group activities or classes.</p>
RESULTS	<p>Client receives educational information, guidance, and encouragement in performance of therapeutic activities.</p> <p>Plans for therapy are implemented.</p> <p>Client quality of life is improved.</p> <p>Promotes client independence.</p>
ACCOUNTABILITY	<p>Ensures that clients perform activities and progress toward goals in accordance with treatment plan.</p> <p>Records client progress for use by therapists.</p> <p>Communicates immediately any change in client condition requiring medical attention or re-evaluation.</p> <p>May provide direction to interns, students, or staff providing supportive services.</p> <p>Works under supervision of a licensed therapist.</p>

LOT 38	THERAPIST I	STATE ROLL CODE 49231	PAY BAND 3
COMPLEXITY	<p>Clients are assessed in leisure, recreation, and socialization skills based on information from standardized assessments, observations, medical staff, medical records, family, and clients.</p> <p>Plans, organizes, conducts, and modifies individual and group therapeutic interventions.</p> <p>Applies knowledge of principles and practices related to therapeutic program.</p> <p>Works as a member of an interdisciplinary treatment team and in collaboration with physicians, nurses, psychologists, social workers, other therapists, and other health care and vocation professionals.</p> <p>May be responsible for planning or leading group activities or classes.</p> <p>May be responsible for teaching clinical interns, students or staff.</p> <p>Client assessments are based on information from standardized assessments (within practice guidelines), observations, medical records, caregivers, and clients.</p>		
RESULTS	<p>Client's physical, mental, and social well being is encouraged.</p> <p>Client's depression, stress, and anxiety are reduced.</p> <p>Client's needs, interests, and choices are supported.</p> <p>Clients learn new leisure skills.</p> <p>Clients experience exercise, mental stimulation, and creativity through recreation and leisure activities.</p>		
ACCOUNTABILITY	<p>Provides clients with opportunities for physical activity, mental stimulation, creativity, and fun by the use of leisure activities, arts and crafts, animals, sports, games, dance and movement, drama, music, horticulture, and community outings.</p> <p>Evaluates and reports client progress.</p> <p>May provide guidance to interns, students, and staff providing supportive services.</p>		

LOT 39	Therapist II	STATE ROLL CODE 49232	Pay Band 4
COMPLEXITY	<p>Conducts assessments, develops and implements treatment plans and intervention techniques, and evaluates results. Requires in-depth knowledge in area of specialization. Works as a member of an interdisciplinary treatment team. May require the application of knowledge of supervisory practices and principles.</p>		
RESULTS	<p>Therapeutic interventions are carried out in accordance with program plans. Program and services meet the needs of clients and are in accordance with agency and accrediting body standards.</p>		
ACCOUNTABILITY	<p>May supervise professional staff or programs. Decisions affect the efficiency and quality of service delivery. Program data shows progress. Client record indicates participation in appropriate recreation/leisure activities.</p>		

LOT 40	Therapist II (SLP/Aud)	STATE ROLL CODE 49232	PAY BAND 5
COMPLEXITY	<p>Applies knowledge acquired through formal education in an accredited program. Conducts client evaluations and re-evaluations using numerous standardized and informal assessment tools. Interprets assessment data to make diagnoses and develop scientifically based treatment plans that meet individual client needs. Works in collaboration with physicians, psychologists, social workers, other therapists, and other health care and vocation professionals. Works as a member of an interdisciplinary treatment team. Selects and implements appropriate therapeutic interventions based on client needs. May design and fabricate adaptive equipment and instruct clients in its use. Provides education to professionals, paraprofessionals, families, and caregivers regarding specific communication and cognitive disabilities and management techniques.</p>		
RESULTS	<p>Clients develop or recover reliable communication, auditory, and cognitive skills that enable them to meet educational, vocational, social, and independent living goals. Program and services meet the needs of clients and are in accordance with agency and accrediting body standards.</p>		
ACCOUNTABILITY	<p>Documents client initial evaluation, progress, and problems. Documentation affects reimbursement to the organization. Decisions affect the efficiency and quality of service delivery.</p>		

LOT 41	THERAPIST III	STATE ROLE CODE 49233	PAY GRADE 5
COMPLEXITY	<p>Applies knowledge acquired through formal education in an accredited program. Numerous evaluative tools are used to assess needs and evaluate progress toward goals. May design and fabricate adaptive equipment and instruct clients in its use. Selects and implements appropriate therapeutic interventions based on individual client needs. Works in collaboration with physicians, psychologists, social workers, other therapists, and other health care and vocation professionals. Works as a member of an interdisciplinary treatment team. Some positions require knowledge of supervisory practices and principles. May instruct other clinical professionals in areas of expertise in assessment and treatment techniques.</p>		
RESULTS	<p>Daily living and work skills as well as overall fitness and health are developed, recovered, or promoted.</p>		

	Clients progress toward identified goals for independent, productive, and satisfying lives.
ACCOUNTABILITY	Plans and implements programs. Documents activities and progress, modifying therapeutic interventions when necessary. Documentation affects reimbursement to the organization. Some positions lead or supervise professionals and paraprofessionals or may take a team leadership/mentoring position in specific areas of expertise. Independently identifies problems and provides services to clients.

LOT 42	THERAPIST MANAGER I	STATE ROLE CODE 49234	PAY GRADE 5
COMPLEXITY	Plans and implements speech, language and hearing services. Coordinates services with other programs. May instruct other clinical professionals on disorders of speech and hearing. Applies knowledge acquired through formal education in an accredited program. Applies knowledge of management principles and practices.		
RESULTS	A high-quality comprehensive speech and hearing diagnostic and therapy program. Tests and treatments for impaired hearing and communication are available to relevant client groups.		
ACCOUNTABILITY	Develops, manages, plans, organizes, directs, controls, and coordinates programs. Manages fiscal aspects of program in accordance with all legal and regulatory guidelines. Evaluates program standards and assesses client progress based on program and individual objectives. Oversees staff and administrative and clinical functions. Accountable for program performance. Keeps abreast of the most recent developments in testing and treatment in order to evaluate and recommend modern clinical procedures and testing and treatment equipment. Develops, plans, and administers the training program for student interns, therapy aides, and others		

LOT 43	THERAPIST MANAGER II	STATE ROLE CODE 49235	PAY GRADE 6
COMPLEXITY	Responsibility exists for planning and directing a wide range of therapeutic services in a number of operational work units. May also provide direct therapy services. Coordinates program development and modifications with other services to ensure that clients receive fully integrated services. Prepares and delivers lectures in area of expertise to other clinical professionals and students. Applies knowledge acquired through formal education in an accredited program. Applies knowledge of comprehensive therapeutic rehabilitative services. Applies knowledge of management principles and practices.		
RESULTS	A high-quality comprehensive rehabilitative therapy program. Program complies with accreditation and certification standards governing service delivery.		
ACCOUNTABILITY	Develops, manages, plans, organizes, directs, controls, and coordinates programs. Evaluates program standards and assesses client progress based on program and individual objectives. Oversee staff and administrative and clinical functions. Develops, plans, and administers the training program for student interns, therapy aides, and others.		

	Keeps abreast of the most recent developments in testing and treatment in order to evaluate and recommend modern clinical procedures and testing and treatment equipment. Accountable for program performance.
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V. STATE HOURLY PAY RATE - PER BAND

HOURLY PAY PER PAY BAND (EFFECTIVE 11/25/06)				
PAY BANDS	Statewide Hourly Pay		Northern Virginia Hourly Rate	
	Minimum	Maximum	Minimum	Maximum
1	\$ 7.70	\$ 15.80	\$ 7.70	\$ 20.54
2	\$ 10.06	\$ 20.64	\$ 10.06	\$ 26.83
3	\$ 12.02	\$ 24.67	\$ 12.02	\$ 32.07
4	\$ 15.70	\$ 32.23	\$ 15.70	\$ 41.89
5	\$ 20.51	\$ 42.10	\$ 20.51	\$ 54.73
6	\$ 26.80	\$ 55.00	\$ 26.80	\$ 71.50
7	\$ 35.01	\$ 71.85	\$ 35.01	\$ 86.22
8	\$ 45.74	\$ 93.87	\$ 45.74	\$ 112.64
9	\$ 59.75	MARKET	\$ 59.75	MARKET

NOTE: Northern Virginia Hourly Pay rates are applicable to most agencies/facilities located in Zone 100 & some of the locations in 99.

The Following Pay Rates are effective on 11/25/2007 (NEW RATES WILL BECOME EFFECTIVE APPROX. 11/25/2008 AND WILL BE ADDED TO THIS CONTRACT)

STATE (SW) PAY BANDS			NOVA (FP) PAY BANDS		
Effective 11/25/2007			Effective 11/25/2007		
RANGE			RANGE		
BANDS	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE	BANDS	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE
1	\$ 8.01	\$ 16.43	1	\$ 8.01	\$ 21.36
2	\$ 10.46	\$ 21.47	2	\$ 10.46	\$ 27.91
3	\$ 12.50	\$ 25.65	3	\$ 12.50	\$ 33.35
4	\$ 16.33	\$ 33.51	4	\$ 16.33	\$ 43.57
5	\$ 21.33	\$ 43.78	5	\$ 21.33	\$ 56.92
6	\$ 27.87	\$ 57.20	6	\$ 27.87	\$ 74.36
7	\$ 36.41	\$ 74.72	7	\$ 36.41	\$ 89.67
8	\$ 47.56	\$ 97.62	8	\$ 47.56	\$ 117.14
9	\$ 62.14	MARKET	9	\$ 62.14	MARKET

NOTE: Northern Virginia Hourly Pay rates are applicable to most agencies/facilities located in Zone 100 & some of the locations in 99.

VI. ORDER PLACEMENT

- A. **ORDERING METHOD:** The Commonwealth requires Contractor(s) to accept orders via the eVA ordering system. Each Contract User is responsible for placing its own orders through eVA or suppliers' computer online system that interfaces with eVA. Each Agency will designate to the Contractor(s) an authorized representative(s) to place temporary staffing orders with the Contractor(s). Contract Users may specify staffing needs by phone, fax, or email; however, the using agency must confirm the request with an order through the eVA system confirming all pertinent information.
- B. **ORDERS:** All eVA orders should be written to include the following information in the format below. All information in the order description must be separated with a comma and cannot exceed 250 characters. This format will allow the eVA system to capture all pertinent temporary staffing information for future data collection.
- C. **eVA ORDER FORMAT:**
Zone temporary is working, position title, pay rate, bill rate, mark up, # of hours temp will work, define the time period temp will work, name of temp (if available when order is placed, if not type N/A, indicate if paying with procurement card, electronic funds transfer or check, and any other pertinent information to order.
- D. **EXAMPLE**
Zone 97, Registered Nurse II, Pay Band 3, \$21.25.00/hr pay rate, \$29.112/hr bill rate, 37%, 300 hours worked between 9/20/05 through 12/19/05, Jane Doe, will pay with charge card.
- E. **UP CHARGE SCHEDULE:** For regular hours the number shown in the box beside the job description and under the vendor name is the percent that the vendor will mark up the pay rate of the individual temporary for the job description.
- For Overtime/holiday the number shown in the box beside the job description and under the vendor name is the percent that the vendor will mark up the pay rate of the individual temporary for the job description. The up charge rate shown in the over/holiday schedules includes the standard 1.5 percent generally paid for overtime/holiday plus the contractor's administrative markup.
- F. **ORDER PLACEMENT:** Contract Users can place temporary employment request via telephone number starting on page 31 of this Notice of Contract Award, Contractor's single point of contact (SPOC) is available via telephone number, fax number, or email that will receive temporary employment requests. The SPOC may have support staff that will serve as account managers for different Contract Users, or designated multiple points of contact in order to best service the Commonwealth. The Contractor(s) shall meet periodically with the DPS Contract Officer and participating Contract Users, when requested, to discuss all services. The Contractor(s) will contact the Contract User directly to receive temporary employee(s) arrival instructions once the order is filled. The Contractor(s) will contact the hiring manager weekly for performance call and to resolve with hiring manager any absentee/performance issues of the temporary employee(s).

Upon Contractor's confirmation of temporary employee(s) availability, hiring manager will provide Contractor with arrival instructions for temporary employee(s).

- G. **SHIFT DIFFERENTIAL:** Authorized contract users (state agencies, institution of higher education, public bodies, and community service boards) have the option to pay a shift differential for evening, night, and weekend work. The amount of the differential shall be as agreed between the contractor and the authorizing agency.
- H. **OVERTIME CALCULATION:** The total up charge shown on The Overtime/Holiday Tables included the standard 1.5 up charge given for holiday and overtime. Subtract the 1.5 for the total up charge. Multiple the pay rate for the individual by 1.5. Then multiple the sum of the last calculation by 1 plus remainder from first calculation.

EXAMPLE

- STEP 1. If up charge is 1.99 then take 1.99 minus 1.5 equals .49. ($1.99 - 1.50 = .49$)
- STEP 2. Pay Rate times 1.5 ($\$20 \times 1.5 = \30)
- STEP 3. Total from step 2 times 1 plus figure from step 1 ($\$30 \times 1.49 = \44.7)

VII. VENDOR INFORMATION

94864-01-08 TEMPORATY EMPLOYMENT SERVICES - MEDICAL
09/01/2007 THRU 08/31/2008

VENDOR FIN DUNS #	VENDOR NAME AND ORDER ADDRESS	TELEPHONE FAX
581642356 154052245	AROUND THE CLOCK (ATC) HEALTHCARE 3500 KINSINGTON AVE RICHMOND, VA 23221 LAURA DALY LDaly@ATCHealthcare.com AVERAGE FILL TIME: 24 TO 48 HOURS ARO ZONES: 97, 98, 99, 101, 102 CHARGE CARDS: AMERICAN EXPRESS, MASTER CARD, VISA ZONES: 97, 98, 99, 101, & 102	(804) 353-0170 (804) 353-0414FAX

383646262 192961410	HEALTHFORCE OF VIRGINIA, INC 4005 WEST BROAD STREET RICHMOND, VA 23230 ROBERT KINDLE ROBERT@HEALTHFORCEVA.COM AVERAGE FILL TIME: 24 TO 48 HOURS ARO ZONES: 97, 98, 99, 101, 102 CHARGE CARDS: MASTER CARD, VISA CERTIFIED BY DMBE AS SMALL BUSINESS ZONES: 97, 98, 99, 101, 102,	(804) 278-9999 (804) 278-8943FAX
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541873184 042624887	HEALTHSTAFF, INC. 1915 HUGUENOT ROAD, SUITE 201 RICHMOND, VA 23235 SHARON NOWERY HEALTHSTAFF1@YAHOO.COM AVERAGE FILL TIME: 24 TO 48 HOURS ZONES: 97, 98, 99, 102 CHARGE CARDS: NONE CERTIFIED BY DMBE AS SMALL WOMAN OWNED BUSINESS ZONES: 97, 98, 99, & 102	(804) 897-2346 (804) 897-2379FAX
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94864-01-08 TEMPORATY EMPLOYMENT SERVICES - MEDICAL
09/01/2007 THRU 08/31/2008

VENDOR FIN DUNS #	VENDOR NAME AND ORDER ADDRESS	TELEPHONE FAX
521590951 142943633	MAXIM HEALTHCARE SERVICES 287 INDEPENDENCE BLVD. SUITE 118	(757) 490-3009 (757) 490-2969FAX

VIRGINIA BEACH, VA 23462
TREY BARNETTE
TRBARNET@MAXHEALTH.COM
AVERAGE FILL TIME: 24 TO 48 HOURS ARO
ZONES: 97, 98, 99, 100, 101, 102, 103, 104, 105, 106
CHARGE CARDS: NONE
ZONES: 97, 98, 99, 100, 101, 102, 103, 104, 105, & 106

521720341
199003955
NATIONAL NURSES SERVICES, INC (804) 330-5001X203
7401 BEAUFONT SPRINGS DR., SUITE 200 (800) 846-6755
RICHMOND, VA 23225 (804) 330-3401FAX
KAREN AVITTS
kevitts@nationalnurses.com
AVERAGE FILL TIME: 24 TO 48 HOURS
ZONES: 97, 98, 99, 100, 101, 102, 103, 104, 105, 106
CHARGE CARDS: NONE
ZONES: 97, 98, 99, 100, 101, 102, 103, 104, 105 & 106

541948740
094905028
NFR, LLC DBA/NURSEFINDERS (804) 560-9400
9120 MIDLOTHIAN TURNPIKE (804) 272-8833FAX
RICHMOND, VA 23235-5033
SUSAN JASON
SUSAN.JASON@NURSEFINDERS.WS
AVERAGE FILL TIME: 24 TO 48 HOURS
ZONES: 97, 98, 99, 100, 101, 102, 103, 104, 105, 106
CHARGE CARDS: MASTER CARD, VISA
ZONES: 97, 98, 99, 100, 101, 101, 103, 104, 105, & 106

520851615
072663750
NRI. INC. (703) 658-1705
7611 LITTLE RIVER TURNPIKE SUITE 402 WEST (202) 349- 8612 FAX
ANNANDALE, VA 22003
Linda Gibson (703) 813-1505
LGIBSON@NRI-STAFFING.COM
AVERAGE FILL TIME: 24 TO 48 HOURS
ZONES: 99, 100
CHARGE CARDS: AMERICAN EXPRESS, MASTER CARD, VISA

94864-01-08

TEMPORATY EMPLOYMENT SERVICES - MEDICAL
09/01/2007 THRU 08/31/2008

VENDOR FIN
DUNS #

VENDOR NAME AND ORDER ADDRESS

TELEPHONE
FAX

200802180
199234951

R.E.T. SOLUTIONS, INC DBA @ WORK
1102 SOUTH MAIN STREET
FARMVILLE VA 23901
TIFFANY SPILLMAN

(434) 392-3149
(434) 392-9346FAX

JOBS@ATWORK.FARMVILLE.NET

AVERAGE FILL TIME: 24 TO 48 HOURS

ZONES: 97, 98, 99, 101, 102, 103

CHARGE CARDS: AMERICAN EXPRESS, DISCOVER, MASTER
CARD, VISA

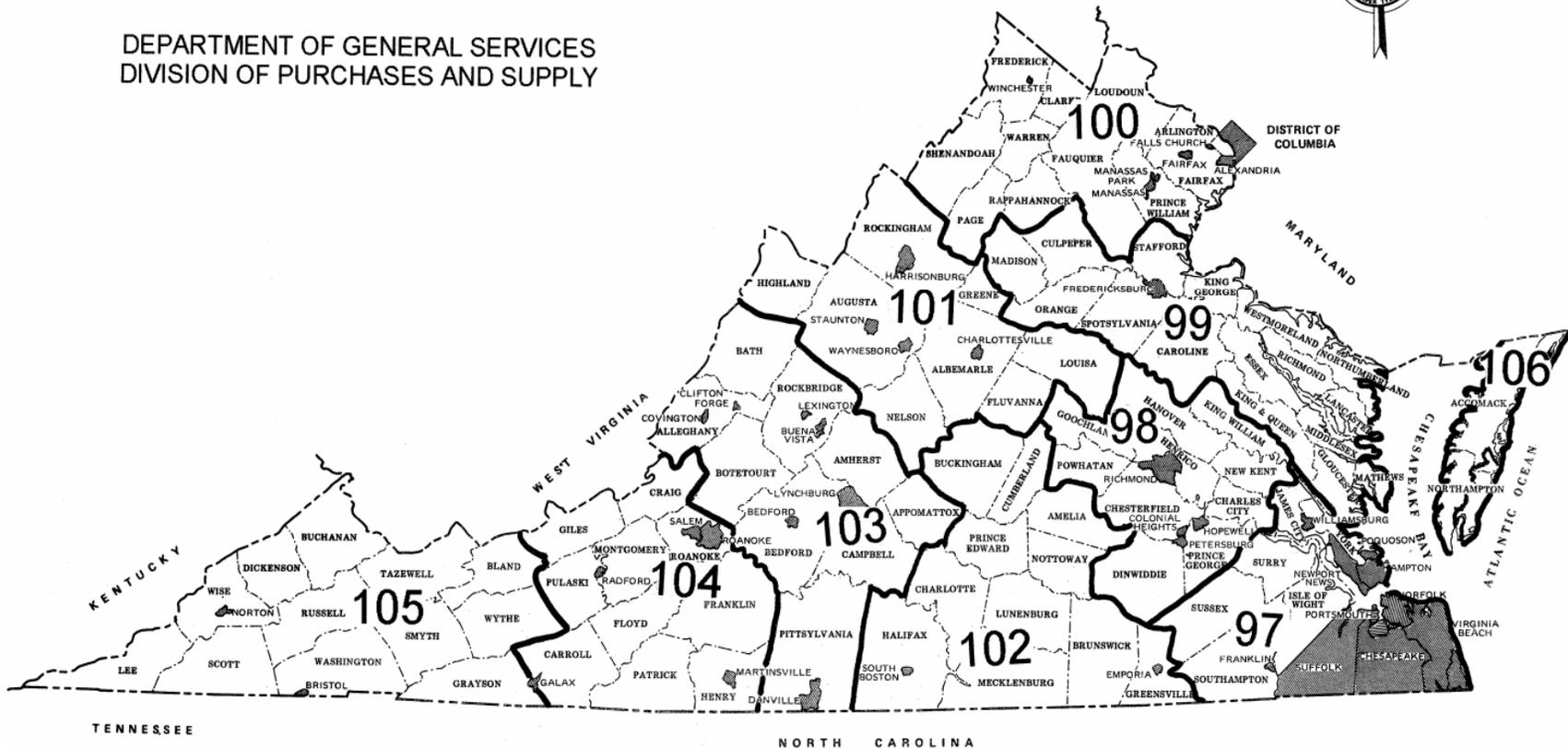
CERTIFIED BY DMBE AS A SMALL WOMAN OWNED BUSINESS

ZONES: 97, 98, 99, 101, 102, & 103

COMMONWEALTH OF VIRGINIA

DELIVERY ZONES

DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY



Municipality	Zone	Municipality	Zone	Municipality	Zone
Accomack	106	Franklin City	97	Orange	99
Appomattox	103	Frederick	100	Page	100
Albemarle	101	Fredericksburg	99	Patrick	104
Alexandria	100	Galax City	105	Pittsylvania	103
Alleghany	103	Giles	104	Poquoson	97
Amelia	102	Gloucester	97	Portsmouth	97
Amherst	103	Goochland	98	Powhatan	98
Appomattox	103	Grayson	105	Prince Edward	102
Arlington	100	Greene	101	Prince George	98
Augusta	101	Greensville	102	Prince William	100
Bath	103	Halifax	102	Pulaski	104
Bedford	103	Hampton	97	Radford City	104
Bedford City	103	Hanover	98	Rappahannock	100
Bland	105	Henrico	98	Richmond	98
Botetourt	103	Henry	104	Richmond County	99
Bristol City	105	Highland	101	Rick	102
Brunswick	102	Isle of Wight	97	Roanoke	104
Buch City	105	James City	97	Roanoke City	104
Buchanan	105	King and Queen	99	Rockbridge	103
Brunswick	102	King George	99	Rockingham	101
Buckingham	102	King William	98	Russell	105
Buena Vista City	103	Lancaster	99	Salem City	104
Campbell	103	Lee	105	Scott	105
Caroline	99	Loudoun	100	Shenandoah	100
Carroll	104	Louisa	101	Smyth	105
Charles City	98	Lunenburg	102	Southampton	97
Charlotte	102	Lynchburg	98	Spotsylvania	99
Chesapeake	97	Lynchburg City	103	Stafford	99
Chesterfield	98	Madison	99	Suffolk	97
Clarke	100	Martinsville City	104	Surry	97
Craig	104	Mathews	97	Sussex	97
Culpepper	99	Mecklenburg	102	Tazewell	105
Cumberland	102	Middlesex	97	Virginia Beach	97
Danville City	103	Montgomery	104	Warren	100
Dickenson	105	Nelson	101	Washington	105
Dinwiddie	98	New Kent	98	Waynesboro	101
Essex	99	Newport News	97	Westmoreland	99
Fairfax	100	Norfolk	97	Williamsburg	97
Falls Church	100	Northampton	106	Winchester	100
Fauquier	100	Northumberland	99	Wise	105
Floyd	104	Norton City	105	Wythe	105
Fluvanna	101	Nottoway	102		