

CONTRACTORS' LIST

(All Contractors are registered in eVA.)

<u>REFERENCE NUMBER</u>	<u>FIN</u>	<u>CONTRACTOR NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
001	52-0554932	Abacus Corporation 3114-A West Marshall Street Richmond, VA 23230 Bill Lund Email: BillLund@abacuscorporation.com Contract # 9626902-70 DUNS NUMBER 02-239-3755 DCJS license # 11-1009	800-325-3268 804-353-7271 Ext. 224 Fax 804-355-3476 Cell 804-363-0323
		Secondary point of contact Michael P. Brady, Vice President mpbrady@abacuscorporation.com	800-230-0043 410-633-1976
002	54-1255229	Caliper Incorporated 512 Central Drive Virginia Beach, VA 23454 Roger Deutsch, Exc.Vice President Email: r-deutsch@caliper.net Contract # 9626902-71 DUNS NUMBER 11-525-6430	800-476-1306 757-463-1416 Cell 757-675-0229 Fax 757-463-1550
		Secondary point of contact Donna Krueger d-krueger@caliper.net	888-459-9989 804-762-9989

Each Contractor is accessible during normal work hours 8:00 a.m. until 5:00 p.m. Monday through Friday, with the exception of the designated State holidays to receive temporary employment requests, handle and assist in any and all inquiries regarding scheduling, billing, status of orders, availability, state-wide contract pricing, contract compliance requirements, reports, and problem solving.

INSTRUCTIONS

1. A competitive negotiation program has established this contract for all State agencies, institutions of higher education, other public bodies and entities in the Commonwealth of Virginia. For the purposes of this contract the Commonwealth has been divided into seven zones. The pay range for each position differs according to which geographical zone the temporary staff will be employed. This Notice of Award consist of 4 documents, this document, "NOCA 9626902-40 & 9626902-41", Excel document "Consolidated Award Pricing" (this document contains the pay rates by zones and mark up percentages for Abacus and Caliper, professional screening fees and zone definitions by cities and counties), Excel document "NOCA Job Descriptions" (this document contains the job descriptions and a list of all positions awarded in the contract) and a PDF file "Zone Map – Temp Staffing" contains a picture on the Commonwealth of Virginia broken down by zones for the use of this contract.
2. Temporaries provided under this contract are employed by the Contractors, not the Commonwealth or the Contract User. The Contractors are responsible for all payroll taxes, workers' compensation, payroll reports, and other employer Federal and State requirements for temporary personnel. Agencies, institutions and public bodies can request services from either Contractor (Abacus Corporation or Caliper Incorporated). Each Contractor has the ability to provide temporary staff to agencies, institutions and other public bodies across the entire Commonwealth of Virginia. Each Contractor has offices across the Commonwealth to service all agencies, institutions and public bodies' temporary staffing requirements.
3. This contract provides approximately 248 temporary staffing positions in fourteen different job categories. See Excel Document "Notice of Award Job Descriptions" for a list of the 248 temporary positions, position descriptions, skills and knowledge requirements and educational requirements.

Agency-Specific Positions (10)
Driver Positions (5)
Economists (2)
Fiscal / Accounting Positions (14)
Food-Related Services (6)
General Administrative Positions (43)
Human Resources Positions (15)
Human Services (5)
Laborer Positions (21)
Media Services (10)
Security-Related Positions (3)
Tax Services (4)
Technical Positions (49)
Trades Positions (52)
Total of 239 positions

4. To the maximum extent possible, purchase orders shall be submitted to the Contractor(s) via the Commonwealth of Virginia's electronic procurement system, also known as eVA to confirm the hourly pay rate, bill rate and mark-up. 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(s). Change orders should be issued as needed.
5. Each using State agency, institution or public body will be responsible for administering this contract as it pertains to their temporary employment service requirements. Each agency, institution, or public body will assign, and identify to the Contractor(s), the persons who are

authorized to request temporary personnel.

6. Monitoring Contractor's performance and approval of the invoice is the responsibility of the using State agency, institution, or public body. Complaints should be documented in accordance with paragraph 10.17 of the Agency Procurement and Surplus Property Manual by using the Complaint to State Vendor Form. No other methods of reporting vendor complaints will be used except the form stated above. Preprinted complaint forms are available by calling 786-8873.
7. If, during the period of the contract, positions not listed are required, the issuing Agency (Division of Purchases and Supply) may solicit price quotations from the Contractors and add the positions to the contract. Agencies, institutions and public bodies should not contact the Temporary Personnel Contractors and request temporary personnel to perform any duties other than those listed in this Notice of Contract Award.
8. The Contractor(s) will be paid on the basis of invoices submitted. Invoices should be submitted by the Contractor(s) to the using Agency on a weekly basis. The invoices should include the employee's name, dates, hours worked, and the hourly bill rate and pay rate. Attached to the back of each invoice will be a copy of the weekly time card.
9. Renewals. One (1), one year renewal options 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.
10. 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(s). The Contractor(s) is required to pass on any price reductions immediately. If the Commonwealth elects to exercise the option to renew for an additional one-year period, the "**Services**" category of the CPI-W section of the Consumer Price Index for the latest twelve months will be used as a guide to evaluate requested price changes at the time of renewal. The contract officer must approve all price increases. A Notice of Contract Change from this office as official notification of such changes, if approved, will be posted to the DGS/DPS website.

Special Note: Cities, Counties and other Public Bodies using this Contract may substitute their pay ranges if those listed in this contract will not meet their needs.

11. Quality Requirements for Temporary Employees

Temporary employees provided in accordance with this contract will meet the following minimum standards with respect to quality:

- 11.1 Cordiality, Punctuality and Responsibility.** Temporary employees must make every effort possible to be on time for work. Contractor(s) who call the Contract User to cancel less than one business day in advance are responsible for finding a replacement with comparable skills/fit for those specific positions. **The Contractor must then provide the Contract User with a suitable replacement or give at least four hours notice that a replacement cannot be found.**

Temporary employees must be respectful of all people with whom they interact, including employees and customers of the Contract User. The Contract User reserves the right to reject any candidate that does not exhibit common courtesy and cordiality towards other employees or representatives of the Contract User.

- 11.2 Communication Skills.** Unless otherwise requested, all temporary employees must be able to read, write, speak and comprehend the English language in accordance with the minimum requirements of the position description. Contractor(s) that provide temporary employees that are unable to read, write, speak and comprehend the English language in accordance with the Contract Users determination will refund the Contract Users for any fees and wages incurred for the temporary employee and may be subject to disbarment.

- 11.3 Dress and Equipment.** Contractor(s) shall send temporary employees to job assignments dressed appropriately and with the equipment specified by the Contract User as being required to perform work.

VDOT will provide temporary employees helmets and vests for temporary staff employed by VDOT if it is a requirement of the position. If safety shoes are a requirement for any position, the safety shoes will not be supplied by the Commonwealth. It will be the responsibility of the Contractor(s) to ensure that the temporary has safety shoes before the temporary is presented for a position. The safety shoes must meet American National Standards Institute (ANSI) and Occupational Safety and Health Administration (OSHA) standard.

- 11.4 Drug and Alcohol Use.** No temporary employee for the Contract User may use illegal drugs, nor may any temporary employee consume alcohol at work or at such times that the temporary employee's work is negatively affected. Indications of such use may result in immediate termination and no acceptance for further assignments.

- 11.5 Legal and Professional Conduct.** Temporary employees will conduct themselves in a professional manner. At the request of the Contract User, individual temporary employment candidates, based on position, may be subject to criminal checks, fingerprinting, and background checks upon whose results the Commonwealth may choose to base its decision to accept an individual for an assignment. Pricing for these services are provided in the Excel document "Consolidated Award Pricing, professional screening fees tab".

12. Account Service Requirements

In addition to the requirements outlined above, the Contractor(s) will meet minimum standards with respect to the following service criteria:

- 12.1 **Additional Certification.** For certain positions, additional types of certification are required, such as First Aid and CPR certification. Temporary employees will have these certifications prior to applying for positions requiring them. Temporary employees will also maintain and recertify these certifications at the expense of the temporary employee.
- 12.2 **Additional Positions.** If, during the period of the contract, positions are required that are not listed in this Notice of Contract Award, the Contracting Agency (DGS/DPS Contract Officer) may specify the required position, following the State Classification and Compensation Rules, and add that (those) position(s) to the contract.
- 12.3 **Background Checks.** For certain sensitive locations, temporary employees may be subjected to a criminal and credit background investigation and security clearance. Contract Users will identify, at the time the order is placed, if the screening will be done by the Contract User or the Contractor before employment begins. The Contract User will pay for these tests for temporary employees who are placed with the Contract User at the cost listed in the Excel Document "Consolidated Award Pricing, professional screening fees tab". The temporary employee will have these tests completed prior to being placed with the Commonwealth. If the Contractor is performing screening tests, the Contractor shall provide verification of test results if requested. Normal criminal and credit background investigations are handled differently depending upon the Contract User. Contractor(s) and Contract Users will agree on the requirements of the background check. Once the temporary employee fails any background checks, the temporary employee will no longer be eligible for temporary employment by any Contract User requiring the background checks temporary employee has failed. If a Contractor consistently submits temporary employees who continually fail these tests, the Contract User reserves the right to charge the Contractor(s) the cost of performing this screening process until an acceptable temporary employee can be obtained.

Criminal background checks should identify the following: felony, burglary, breaking and entering, robbery, theft, larceny and sexual offenses. Additionally, the checks should identify the following offenses for the past five (5) years: forgery, fraud, assault and battery, weapons violations, possession, distribution, sale or delivery of a controlled substance, and DWI (if the position requires operation of a vehicle).

If driving is a requirement of a position, Contract Users will require a DMV check. Contract Users will reimburse the actual cost of the DMV check, with no additional mark up. See Excel document "Consolidated Award Pricing, professional screening fees tab".

12.3.1 Virginia State Police

The Virginia State Police (VSP) requires a Background Check by the VSP on all temporary employees to be employed with VSP.

12.3.2 Department of Mental Health, Mental Retardation and Substance Abuse Services

The Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) require the following screening/orientation process for temporary employees:

- A. Contractors shall not knowingly send to DMHMRSAS facilities temporary services employees who have been convicted of any crimes that are listed in Section 37.1-20.3 of the Code of Virginia. The DMHMRSAS facility will perform an FBI/Virginia State Police fingerprint criminal history background check on temporary employees. The cost for this test will be borne by the DMHMRSAS facility.
- B. The Contractor(s) may be required to perform an alcohol, drug and tuberculosis test, for the DMHMRSAS facility, on each temporary employee. The results of this test shall be forwarded to the DMHMRSAS facility prior to the start date of the temporary employee.
- C. Site-specific training or orientation of temporary employees may be required. This will be performed by the DMHMRSAS facility at no cost to the Contractor. The DMHMRSAS facility will pay the contracted rate per hour for the temporary employee during the time of this training/orientation. 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.

12.3.3 Department of Social Services

The Department of Social Services (DSS) requires each temporary employee to be placed in its facilities to pass a Capitol Police background check. Supervisors must notify the Office of General Services Property and Facilities unit when hiring a contract employee. OGS will schedule the background check with Capitol Police. Capitol Police will notify OGS when an employee fails the background check. The agency will abide by the Capitol Police recommendation that the employee should be terminated. Capitol Police will only issue temporary contract employee badges to those who pass the background check.

Additionally, identification badges are to be worn and must be visible while in the building. Employees must replace lost or damaged ID badges within five working days. Temporary employees must have prior approval from supervisors to take laptops and any other equipment out of the building. Departmental guards have the authority to prevent temporary employees from taking equipment from the building without supervisory approval.

12.3.4 Department of Taxation

The Department of Taxation (TAX) requires a Tax Compliance Background Check and a Criminal Background Check on all temporary employees to be employed with TAX.

12.3.5 Department of General Services

The Department of General Services (DGS) requires that the contractor conduct a Criminal Background check on all temporary employees to be placed at DGS. The results of these checks will be forwarded to the organizational unit responsible for the temporary placement. Certain positions will also require finger-print based background checks and/or DMV checks.

12.4 Change Orders. Change orders are required for all purchase orders if the final performance amount is more or less than the actual purchase order amount.

12.5 **Completion of Assignment.** Each temporary employee supplied by the Contractor(s) should be available for the entire length of the assignment. If a temporary employee is unable to complete an assignment, a one-week notice is preferred.

12.6 **Contract Users Refusal.** The Contract Users will have the right at any time to refuse any temporary employees supplied by the Contractor(s) for any job related deficiency. Refusal of any temporary employee should 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 employee will be immediately removed and prompt arrangements made for a suitable replacement.

12.7 **Contractor Single Point of Contact.**

Each Contractor is accessible during normal work hours 8:00 a.m. until 5:00 p.m. Monday through Friday, with the exception of the designated State holidays to receive temporary employment requests, handle and assist in any and all inquiries regarding scheduling, billing, status of orders, availability, state-wide contract pricing, contract compliance requirements, reports, and problem solving.

Contract Users can place temporary employment request via toll free telephone number listed on page 2 of this Notice of Contract Award, Contractor's SPOC should be available via a toll free 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 Contractors shall meet periodically with the Contract Officer and participating Contract Users, when requested, to discuss all services. The Contractor will contact the Contract User directly to receive temporary employee(s) arrival instructions once the order is filled. The Contractor will contact the hiring manager weekly for performance call and to resolve with hiring manager any absentee/performance issues of the temporary employee(s).

12.8 **Drug Tests.** Contractor(s) will provide urine sample drug testing. Drug testing requirements will vary for individual Contract Users throughout the Commonwealth. The Contract User will identify if there is a drug test requirement at the time the order is placed and pay for these test at cost identified in the Excel document "Consolidated Award Pricing, professional screening fees tab" for temporary employees who are placed with the Commonwealth. Once the temporary employee fails a drug test, the temporary employee will no longer be eligible for temporary employment by any Contract User.

Both Contract Users and the Contractor(s) will commit to quarterly reviews of internal customer satisfaction and will make consistent efforts to improve customer satisfaction.

12.9 **Emergency Need.** In the event of an emergency requirement by the Contract Users, the Contractor(s) shall respond to the request in the time frame established.

12.10 **Hours of Work.** The work week will be from Sunday through Saturday. Contractor and Contract Users should verify work hours at the time order is placed. Working hours and holidays will vary dependent upon which Contract User and position the temporary employee is placed. Normal working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding official state holidays. Also, there may be requirements for evening, weekend, and overtime work. Weekend work shall be defined as Saturday and Sunday. **Overtime shall be defined as hours worked in excess of 40 per week.** Lunch periods will range from 30-60 minutes and will be determined by the Contract Users. No payments will be made for lunch periods. **If a**

temporary employee works on a holiday, regular pay applies to all hours under 40, and for hours over 40, time and ½ applies.

For temporary employees at the **Department of Social Services** who will work on weekends and/or holidays must be forwarded to the OGS Property and Facilities Unit and the security desk no later than noon on Fridays prior to the weekend/holiday worked.

- 12.11 **Interviews.** VDOT will, and other Contract Users may, require on-site interviews of prospective temporary employees prior to employment at no cost to VDOT or the Contract User.
- 12.12 **Ordering Methods.** 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.
- 12.13 **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.

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, electronic funds transfer or check, and any other pertinent information to order.

EXAMPLE

Zone 3, Admin Asst. IV, \$14.00/hr pay rate, \$16.72/hr bill rate, 19.45%, 300 hours worked between 9/20/03 through 12/19/03, Jane Doe, will pay with check.

- 12.14 **Order Placement.** Contract Users can place temporary employment request via toll free telephone number listed on page 2 of this Notice of Contract Award, Contractor's single point of contact (SPOC) is available via a toll free 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).

- 12.15 **Payment Options.** Contract Users may pay by check or electronic funds transfer (EFT).

12.16 **Payment of Temporaries**

Abacus. Abacus payroll is distributed on a weekly or bi-weekly basis depending on the region of the state the temporary is employed. Please contact the Abacus point of contact for information relative to your specific area.

Caliper. Caliper payroll is distributed on a weekly basis.

12.17 **Payment Terms.** Standard payment terms for Contract Users are **net 30** days from product delivery or invoice receipt, whichever is later.

Early Payment Discounts.

Caliper. The following early payment discount is offered to Contract Users for invoices paid within the terms identified below. Early payment discount is not provided for payments made with small purchase procurement card.

Invoices paid within 15 days of invoice date: .50%

Invoices paid within 10 days of invoice date: 1.00%

Invoices paid within 5 days of invoice date: 1.50%

Early payment discount is offered in the form of a rebate and subject only to invoices which exclude small, women and minority vendor partner participation. Early payment shall be tracked and paid to the Contract User bi-annually.

12.18 **Pay Rates.** The Contract User should determine the pay rate of the temporary staff within the designated pay range. Contract Users are encouraged to transition temporary staff to this contract at the temporary staff's current pay rate unless the hiring manager feels the temporary staff should be given a pay rate increase.

12.19 **Pay rolled and Referred Temporary Employees.** Pay rolled/referred temporary staff are defined as temporary staff that the Contract User refers or provides to the Contractor for hiring and supply to the Contract User. Pay rolled/referred temporary staff are provided at a discounted markup as provided in the Excel document "Consolidated Pricing Award".

12.20 **Performance Guarantee.** If a temporary is deemed incapable of effectively performing work as defined by the Contract User within the first three (3) work days of the temporary assignment, the Contractor(s) shall not charge the Commonwealth for the unsatisfactory temporary employee and the Contractor(s) shall then provide a replacement to the Commonwealth. The maximum number of hours for which Contractor shall not charge with respect to any assigned temporary employee will be three (3) workdays or twenty-four (24) work hours. Contract User should notify the Contractor(s) as soon as possible if it is deemed that a temporary employee is not satisfactory performing the job duties specified. This will allow the Contractor(s) to make corrective actions with the temporary employee.

If a position requires site specific training or orientation for the temporary position, the Contract User will notify the Contractor at the time the order is placed. If the temporary employee fails to appear for the job assignment or work less than two weeks after the completion of the site-specific training or orientation, the Commonwealth reserves the right to refuse to pay for hours accumulated during the site-specific training or orientation.

- 12.21 **Placement Fees.** Temporary employees may be hired to the Commonwealth's payroll after 30 calendar days without any fee. The temporary employee will not be responsible for any fee to Contractor.
- 12.22 **Response Time.** The Contract User will give the Contractor between four (4) business hours and one (1) business day to confirm availability of a temporary employee to fill the request. However, for "hard-to-fill" positions, Contract User may allow up to five (5) business days for Contractor to confirm availability of a temporary employee to fill the request. In the event that the Contractor is unable to fill the job request, the Contract Users may cancel the request and place the request with another Contractor. The Commonwealth reserves the right to simultaneously give all Contractors an opportunity to fill all "hard-to-fill" positions on a "first come" basis. In the event that all Contractors are unable to fill the request, the Contract Users will fill the requirement by soliciting pricing from other qualified sources.
- 12.23 **Security Services.** Contractors proposing security positions must be certified through Department of Criminal Justice Services (DCJS) in accordance with regulations relating to private security services (6VAC20-171), part of the Virginia Administrative Code.
- 12.24 **Taxes, etc.** The temporary employees provided shall be employed by the Contractors. The Contractors will be responsible for all payroll taxes, workers' compensation, payroll reports, and other employer Federal and State requirements for temporary employees.
- 12.25 **Time Cards.** The Contractors will supply all temporary employees with time cards. Hours worked will be signed regularly by the area supervisor in a time period to be agreed upon between the Contract User and Contractor. This may be daily or weekly depending upon the Contract User. Temporary employees will provide the supervisor a copy of the signed time card and return a copy to the Contractor for processing.
- 12.26 **Transitioning Existing Temporary Employees.** Agencies, institutions and public bodies that currently have temporary employees working through another agreement should compare the bill rates and mark ups and transition all temporary employees to this contract if it will result in a savings to the Commonwealth or public body. Agencies, institutions and public bodies are reminded that the Contract # 9626901-30 Temporary Personnel Employment Services (Clerical) and 91420-30 Temporary Personnel Services (Industrial) have been cancelled effective September 30, 2003. Agencies, institutions and public bodies should transition the temporary staff to this contract within 60 days (by November 30, 2003). Agencies, institutions and public bodies will be required to solicit their requirements in accordance with the *Agency Purchasing and Surplus Property Manual* in temporary employment services requirements are being procured outside of this contract.

Contract Users utilizing other contracts other than those referenced above should notify their existing vendors that they will cancel their existing temporary staffing agreements in accordance with the terms and conditions of the existing agreement and will transition the temporary staff to this contract to maximize the Contract Users cost savings.

Contract Users should notify the current Vendor providing temporary staffing service of the date that the temporary staff will be transitioned (transferred) to the Contractor(s) under this contract. Contract Users can provide the temporary staff the phone numbers and contact information of the Contractor(s) and let the temporary staff decide which Contractor they want to be their employer or the Contract User can specify to the temporary staff which Contractor(s) will be filling the Contract User temporary staffing requirements. If the temporary staff does not want to transition (transfer) to the Contractor(s), the Contract User should contact one of the Contractor(s) to supply new temporary staff under this agreement. Contract

Users should not transition temporary staff to this contract that is not performing their duties satisfactory. Temporary staff should be transitioned to this contract at the temporary staff's current pay rate, unless the Contract User wishes to give the temporary staff a pay rate increase at the time the temporary is transitioned to this contract.

Each Contractor will provide transitioned temporary staff at "external transition/pay rolled markup" as provided in the Consolidated Award Pricing document, unless the temporary staff are being subcontracted through a small, women or minority owned (SWAM) vendor. Temporary staff being subcontracted through a SWAM vendor will be provided at the contracted markup.

Temporary employees employed with Abacus or Caliper and working at a Contract User facilities prior to October 1, 2003 under a separate contract will be transitioned to this contract at Abacus or Caliper internal transition mark up. These temporaries will be defined as an "internal transition". See Excel Document "Consolidated Award Pricing", for the Contract Pay Rates, and corresponding mark up.

- 12.27 **Transportation and Parking.** 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.
- 12.28 **Usage and Quality Reports.** The Contractor **shall provide** the Division of Purchases and Supply with electronic **monthly usage report, monthly detailed usage report and cumulative usage report** on the 14th day of the following month or the proceeding business day if the 14th falls on a weekend. All monthly reports shall be in Excel and submitted on CD to Robert A. Parolisi, Contract Officer. In addition, Caliper shall provide Department of Taxation with electronic reports (Individual Division Report, Business Division Report, and Warehouse Division report) on the 14th of the following month or the proceeding business day if the 14th falls on a weekend.