



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply
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NOTICE OF CONTRACT CHANGE

DATE: March 5, 2013

CONTRACT NO.: E194-626, E194-627, E194-628

COMMODITY: Temporary Employee Services

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

CHANGE NUMBER: 1

EFFECTIVE DATE: Immediately

CONTRACTOR: The Sedona Group, Abacus Corp, Caliper Inc.

The Contracts are hereby modified to include travel reimbursement provisions and applies only to those individuals who are working under the contracts as temporary employees and who are authorized by the Authorized User of the Contract. The Agency Purchase Order must clearly indicate the authorization for these reimbursement expenses.

Temporary employees eligible for the reimbursement of travel expenses under this modification must be outside of a 25-mile radius of their designated "base point", where the traveler performs his/her duties on a routine basis. Multiple base points are not allowed.

For eligible temporary employees, the authorized mileage rate for the use of a personally owned vehicle is \$.246 per mile. Mileage shall be calculated using the temporary employee's "base point" as the start point and the address of the Authorized User Agency designated destination as the end point. Mileage shall be validated and approved for reimbursement based on the usage of Google, Map Quest or equivalent monitoring methods by the applicable authorized Contract User.

Meals and Incidental Travel Expenses and Lodging rates (for the various locations within the Commonwealth of Virginia) are detailed in the Commonwealth Accounting Policies and Procedures (CAPP) Manual – Topic No. 20335, State Travel Regulations dated October 1, 2011, which can be accessed in its entirety via the Internet at http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf.

The Travel Expense Reimbursement Voucher (Form DA-02-041, can also be accessed on the above referenced website) shall be submitted as applicable on a weekly basis to the Authorized User Agency issuing the purchase order for the authorized temporary employee. This Travel Expense Reimbursement Voucher must be accompanied by all original expense receipts.

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

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

By: Chris A. Nichols, CPPB, VCO
Statewide Contracting Officer
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