

**IFB# 5918**  
**Temporary Medical Worker Services**

**I. PURPOSE:**

The purpose and intent of this Invitation for Bids (IFB) is to solicit sealed bids to establish a contract with one or more qualified suppliers to provide Temporary Medical Worker Services, on an as needed basis, to Commonwealth of Virginia agencies, institutions of higher education, or other public bodies (collectively "Authorized Users") as defined in [Code of Virginia](#) § 2.2-1110, 2.2-1120, and 2.2-4301.

The Commonwealth's intent is to award three (3) Contractors per zone, per lot. Any contract that may result from this solicitation will be an optional-use term contract for use by Commonwealth of Virginia executive branch agencies and optional-use for other public bodies and authorized users. Any contract that may result from this solicitation will be established and managed by the Commonwealth of Virginia, Department of General Services (DGS), Division of Purchases and Supplies (DPS).

All Authorized Users shall place orders through eVA for any contract that may result from this solicitation.

**II. PERIOD OF CONTRACT:**

The initial period of the contract will be from May 1, 2023 thru April 30, 2024 with two (2) optional successive two-year renewal periods.

**III. BACKGROUND:**

The Commonwealth's current Temporary Medical Worker Services needs are managed under the optional-use statewide contract E194- 75647 with six (6) Contractors. The current contract has been in place since July 1, 2017 and will expire April 30, 2023. During the period July 1, 2017 through January 12, 2022, the Commonwealth processed orders for Temporary Medical Worker Services for a combined order total of approximately \$56 million.

**IV. SCOPE OF WORK:**

**A: General Requirements:**

- 1) The Contractor shall provide all labor, supervision, equipment, tools, parts and materials, as necessary, to maintain the Temporary Medical Worker Services per requirements of the awarded contract.
- 2) The Contractor shall furnish Temporary Medical Workers, on an as needed basis, for the Practitioner Roles shown in Attachment B – Pay Bands and Job Descriptions, as specified by each Authorized User request. If, within any one calendar year, the Contractor is unable to provide appropriate personnel for the same position more than three times, the Commonwealth of Virginia may apply a 1% deduction to the final invoice for that year. Should a Contractor's employee be removed from a job site for poor or unacceptable performance, the Contractor shall deduct 1% from the total amount billed for the time billed to the Authorized User for that employee's poor or unacceptable performance.
- 3) Temporary Medical Workers shall be employees of the Contractor. The Contractor shall be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer Federal and State mandatory requirements for employees. All Temporary Medical Workers assigned under the resulting contract shall have a W-4 form on file with the Contractor. Failure to adhere to this requirement will result in the Contractor being in Default of the contract and may result in Termination for Default.
- 4) The Contractor shall be responsible for monitoring and authorizing their Temporary Medical Workers' vacation, sick leave, and any other type of leave.
- 5) Work policies, procedures, and standards established by the Authorized User shall be followed by Temporary Medical Workers at all times. Temporary Medical Workers, while on the Authorized User's premises, shall conform in all respects with regard to physical, fire, and security/safety regulations. The Contractor shall be responsible for obtaining all rules, regulations, policies, etc. from the Authorized User and providing the information to the Temporary Medical Workers.
- 6) The Contractor shall ensure Temporary Medical Workers are given adequate safety and

health training rules and regulations of agencies such as OSHA, explanation of their position duties, and ensure that they are provided necessary protections by the Authorized User. Authorized Users will treat Temporary Medical Workers like any other employee in terms of OSHA job required training, and safety and health protections. The Authorized User shall provide specific training tailored to the particular workplace equipment/hazards.

- 7) When a Temporary Medical Worker Service assignment concludes, the Contractor shall be responsible for any unreturned keys, ID badges, etc. If such items are not returned to the Authorized User within five (5) business days, the Authorized User may send an invoice to the Contractor for the exact replacement cost. The Contractor shall pay this invoice within fourteen (14) calendar days.
- 8) It shall be the responsibility of the Contractor or the Temporary Medical Worker to provide transportation to and from the required work locations. Parking may or may not be provided by the Authorized User.
- 9) The Commonwealth is divided into ten (10) zones, refer to Attachment C – Service Zones, Bidders shall provide pricing for all positions in the zone(s) for which they can provide Temporary Medical Worker Services. The Bidder may choose to offer pricing for one zone, more than one zone, or all zones.
- 10) The Contractor shall not accept purchase orders written beyond the current term of the contract.
- 11) The Contractor shall agree to adhere to all Health Insurance Portability and Accountability Act (HIPAA) requirements.

**B: Point of Contacts:**

- 1) Authorized Users will designate and notify the Contractor of their agency's Point of Contact(s) (POC), who will be authorized to request Temporary Medical Worker Services.
- 2) The Contractor shall designate at least one (1) Local Point of Contact (LPOC) and a backup(s). The LPOC shall be accessible via telephone from 8:00 a.m. until 5:00 p.m. and via email from 6:00 a.m. until 6:00 p.m. Monday through Friday, except on designated Commonwealth of Virginia holidays, (refer to Attachment G – Pay and State Holidays), to receive Temporary Medical Worker Service requests, handle and assist in all inquiries regarding scheduling, billing, status of orders, availability, state-wide contract pricing, contract compliance requirements, reports, and problem solving. The Contractor shall be available to meet with the Authorized User's POC, as requested, to discuss all services, absences, and performance issues.
- 3) In the event of failure by the Contractor to provide the required staff and/or services through the LPOC as outlined in the contract, at the sole discretion of the Authorized User, the Contractor may be liable to pay a fee of \$100 for the delayed or faulty services.
- 4) The Authorized User's POC will communicate with the Contractor's LPOC:
  - a. the position needed;
  - b. the level of experience required;
  - c. the desired start date and end date;
  - d. hours needed per day and/or per week;
  - e. total hours required;
  - f. or any other information deemed necessary.

**C: Response Time and Temporary Medical Worker Selection Process:**

- 1) When an Authorized User identifies a need for Temporary Medical Worker and knows the specific position requirements, critical skills needed, desired start and end date, and any additional information needed to meet their needs, the Authorized User must request resumes via email from one of the awarded Contractors in the Authorized User's zone. If the first contacted Contractor cannot successfully provide a candidate, the Authorized User will forward the request via email to another awarded Contractor in their respective zone (this process must continue until all Contractors in the respective zone have been exhausted). The documentation of all requests will be kept in Authorized Users' procurement files.
- 2) In response to the request from the Authorized User, the Contractor shall make every effort to provide a minimum of one (1) qualified candidate and is encouraged to provide as many qualified candidates as are available. The Contractor shall notify the Authorized User if they do not have a qualified candidate for the potential assignment. The Authorized User must

allow the Contractor a minimum of three (3) business day from the date of the request to respond to the Authorized User.

- 3) The Authorized User will review the resumes and notify the Contractor if an interview and/or skill assessment is requested of any of the candidates. Interviews may be conducted via phone, video, or in person.
- 4) The Authorized User shall not be billed by the Contractor for scheduling/conducting interviews and assessments.
- 5) The Contractor shall make the necessary arrangements with the Authorized User and the candidate for all scheduled interviews and assessments.
- 6) Once the Authorized User has made their selection from the candidates provided, the Contractor will be notified and must acknowledge receipt of the email within one (1) business day. This process will be conducted via email for timestamp purposes.
- 7) The selected candidate should be available for the entire length of the assignment. If a Temporary Medical Worker is unable to complete an assignment, a one-week notice is preferred or as soon as the Contractor has been notified. Exceptions can be made at the discretion of the Authorized User.
- 8) The Authorized User has the right, at any time, to refuse any Temporary Medical Worker that was provided by the Contractor for any job related deficiency. If the Authorized User determines the Temporary Medical Worker does not have the appropriate licensure, certification, or certificate necessary to complete the assignment, as defined by the Authorized User, the Contractor shall provide a replacement. If the Contractor is unable to provide a replacement within a week, the Commonwealth of Virginia may require a reduction applicable on the next invoice of \$250. The Authorized User may select a candidate from the previously submitted resumes for this request or repeat the selection process (per C.1 above).
- 9) Refusal of any Temporary Medical Worker will not be based on race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.
- 10) If the selected Temporary Medical Worker fails to appear for the assignment or works less than two weeks after the completion of the Authorized User's site-specific training or orientation, the Authorized User reserves the right to refuse to pay for hours accumulated during the site-specific training or orientation. If the Contractor is unable to provide a replacement within a week, the Commonwealth of Virginia may reduce the next submitted invoice by \$250.
- 11) In the event of an emergency requirement by an Authorized User, the Contractor shall make every reasonable attempt to respond to the request in the Authorized User's established emergency time-frame.

**D: Pay Rate Determination:**

- 1) The selected Temporary Medical Worker hourly pay rate will be determined by the Authorized User per Attachment K – "Bid Sheet". The established hourly pay rate must be within the minimum and maximum range for the applicable position pay band per Attachment K – "Bid Sheet". The pay rate will be determined based on the experience level of the selected Temporary Medical Worker with a greater degree of experience for each position commanding a higher level of pay versus a lesser degree of experience. The Contractor shall provide the job specifics, pay rate, and agency specific information to the selected Temporary Medical Worker.
- 2) The Temporary Medical Worker's hourly pay rate is the actual rate of pay per, Attachment K – "Bid Sheet", that the Contractor shall pay the Temporary Medical Worker.
- 3) The Contractor's markup rate shall include any direct and indirect cost associated with their Temporary Medical Worker's paid time off, training, vacation, sick leave, pension contributions, and/or other benefits based on the wage or salary of the Temporary Medical Worker, when applicable. The mark-up rate shall also include statutory expenses, mandatory employer-paid payroll taxes, workers' compensation, unemployment insurance, employer's share of FICA and state and/or local taxes for each of the Contractor's Temporary Medical Worker on assignment.
- 4) The Bill Rate is the amount the Authorized User will pay the Contractor that includes the Temporary Medical Worker's hourly rate and the Contractor's mark-up rate.

- 5) The Contractor shall invoice the Authorized User for each fulfillment of Temporary Medical Worker requested by the hour or tenths of an hour per the following conversion schedule:

**TENTHS OF AN HOUR CONVERSION SCHEDULE**

<b>MINUTES WORKED FROM TO</b>		<b>REPORTING INCREMENT</b>
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

- 6) The Contractor must have written authorization from the Authorized User before giving an assigned Temporary Medical Worker a pay increase.
- 7) The Contractor shall be responsible for any penalties assessed to the Commonwealth related to Contractor's Temporary Medical Worker.

**E: Temporary Medical Worker Screening Requirements:**

- 1) Criminal History Background Check: The Contractor shall conduct a criminal history background check on all potential Temporary Medical Workers. When necessary, the Contractor must conduct a fingerprint-based criminal history background check obtained from the FBI through the Virginia State Police. The Contractor shall be responsible for all cost associated with the criminal history background checks and fingerprint-based criminal history background checks. All potential Temporary Medical Workers must have a new criminal history background check performed for all new assignments, if requested by the Authorized User.
- 2) Criminal history background checks shall identify from age 18 to present the following: felony, burglary, breaking and entering, robbery, theft, larceny and sexual offenses. Additionally, the criminal history background checks shall 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 DUI/DWI, if the position requires operation of a state-owned vehicle.
- 3) Allowable Pass through Charges (APTC): Are defined as charges required for specific positions and are charged at the actual cost of the screening performed. No mark-up is allowed for these screenings. All requested screenings must be completed prior to the Temporary Medical Worker starting an assignment, unless the Authorized User states otherwise. APTCs are applicable for Child Protective Services (CPS) Checks, Credit Checks, Drug Screening Tests, and DMV Driving Record Checks. The Bidder shall provide rates for APTC in Attachment K – Bid Sheet under the "Professional Screening Fees" tab. All APTC fees must be entered on the eVA PO as a separate line item for each APTC. The Contractor will invoice the Authorized User for the APTC fees for the Temporary Medical Worker selected for the assignment. If the selected Temporary Medical Worker does not start the assignment or fails any of the screenings, the Authorized User will not pay the Contractor for the fees invoiced.
  - (a) Child Protective Services (CPS) Checks: Selected Temporary Medical Worker required to oversee juveniles may be required to successfully pass a CPS check.
  - (b) Credit Checks: Selected Temporary Medical Worker may be required to successfully pass credit checks. The Authorized User will specify the information

the credit check shall include.

- (c) Drug Screening Tests: Selected Temporary Medical Worker may be required to successfully pass drug-screening tests. The Authorized User may request the Contractor to perform drug-screening tests on the selected Temporary Medical Worker at any time during an active assignment. If the assigned Temporary Medical Worker fails any drug screening tests, they shall be promptly removed from the active assignment. The Authorized User may select a candidate from the previously submitted resumes for this request or repeat the selection process.
- (d) DMV Driving Record Checks: Selected Temporary Medical Worker may be required to successfully pass a DMV Driving Record Check per the Authorized User's requirements. The Contractor shall be responsible for ensuring all Temporary Medical Worker assigned to operate state-owned vehicles are properly licensed for the duration of the assignment. The Authorized User will provide the vehicle for any active assignment that requires the operation of a state-owned vehicle.
- 4) Temporary Medical Workers shall have First Aid and CPR certifications prior to being assigned to positions requiring them. The Contractor shall keep a current record of all Temporary Medical Workers' certifications and the expiration dates to ensure that Temporary Medical Workers maintain and keep current the required certifications to perform the assigned duties. If the Temporary Medical Worker certifications expire, it is the responsibility (financial and/or otherwise) of the Contractor to ensure the Temporary Medical Worker is recertified to continue on the assignment. If they are not recertified, the Authorized User may select a candidate from the resumes previously submitted for this request or repeat the selection process.
- 5) If the selected Temporary Medical Worker fails any of the Professional Screenings, they will no longer be eligible for the assignment by the Authorized User who requested the Professional Screenings. The Temporary Medical Worker may be selected for future assignments providing they successfully pass all required Professional Screenings required, at that time, by the Authorized User.

#### **F: Hours of Work and Overtime:**

- 1) A workweek is considered from Sunday through Saturday. The Contractor shall verify work hours at the time that the request is made. Work hours and holidays will vary based upon the Authorized User and the position in which the Temporary Medical Worker will be assigned.
- 2) There may be requirements for evening, weekend, and overtime work. Weekend work will be defined as Saturday and Sunday. Overtime will be defined as hours worked in excess of 40 per week for the same Authorized User. Written approval from the Authorized User shall be required in advance for all overtime.
- 3) Lunch periods will range from 30-60 minutes and will be determined by the Authorized User. Temporary Medical Workers will receive one 15 minute break in the morning and one 15 minute break in the afternoon. The exact time of the break will be agreed to by the Temporary Medical Worker and the Authorized User assigned supervisor. No payments will be made for lunch periods.
- 4) If a Temporary Medical Worker works on a holiday, regular pay applies to all hours under 40, and for hours over 40, time and one-half applies.

#### **G: Time Cards:**

- 1) The Contractor must supply all assigned Temporary Medical Workers with paper time cards. Paper time cards shall be completed daily by the Temporary Medical Worker and signed weekly by the Temporary Medical Worker's Authorized User's assigned supervisor. After the Temporary Medical Worker's Authorized User's assigned supervisor has verified hours worked and signed the paper time card, the Authorized User's assigned supervisor will email or fax the completed time card to the Contractor for processing. The Temporary Medical Worker shall not email, fax or hand carry the completed, approved paper time card. The Temporary Medical Worker and the Authorized User's assigned supervisor shall retain a copy of the signed paper time card.
- 2) Authorized Users may provide time-clock cards or other electronic resources to record the Temporary Medical Worker's time. This arrangement should be discussed and agreed upon between the Authorized User and Contractor.

- 3) Copies of the Temporary Medical Worker's applicable time cards shall accompany each invoice for applicable assignment.

**H: eVA Purchase Order Submission:**

- 1) The Authorized User will issue an eVA purchase order (PO) when the final decision has been made. The final decision includes (additional terms may apply according to position title):
  - a) Selected candidate and position title
  - b) Start date and projected end date
  - c) Defined work week
  - d) Number of hours per day
  - e) Hourly pay rate
  - f) APTCs completed (will be entered as separate line items)
- 2) Each eVA PO must contain the above information and at a minimum the following information:
  - a) Name of the Authorized User
  - b) Authorized User's POC, phone number and email address
  - c) Contract Number
  - d) Hourly Pay Rate including mark-up percentage
  - e) Travel reimbursement when applicable

**I: Travel Reimbursement:**

- 1) Temporary Medical Workers, as authorized in writing by the Authorized User, may be eligible for the reimbursement of travel expenses when working outside of a 25-mile radius of their designated "base point", where the Temporary Medical Worker performs his/her duties on a routine basis.
- 2) Multiple base points are not allowed.
- 3) For eligible Temporary Medical Workers, the authorized mileage rate for the use of a personally owned vehicle is determined by the Authorized User up to the amount in the current [CAPP Manual](https://www.doa.virginia.gov/reference/CAPP/indexCardinalArchive.shtml) (<https://www.doa.virginia.gov/reference/CAPP/indexCardinalArchive.shtml>). Mileage shall be calculated using the Temporary Medical Worker "base point" as the start point and the address of the Authorized User's 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 as authorized by the Authorized User.
- 4) Temporary Medical Workers shall follow the Authorized User's reimbursement procedures. The travel reimbursement expenses submitted shall not be subject to any mark-up or increase of the actual dollar amounts submitted for reimbursement.

**J: Performance Requirements:**

- 1) Temporary Medical Workers must conduct themselves in a professional manner. Temporary Medical Workers must be respectful of all people with whom they interact, including Commonwealth employees, other representatives of the Commonwealth and clients of the Commonwealth. The Commonwealth reserves the right to terminate the assignment if the Temporary Medical Worker does not exhibit common courtesy and cordiality towards other Commonwealth employees, other representatives of the Commonwealth or Commonwealth clients. No loud, boisterous or rude conduct shall be permitted while on the Authorized User's premises. Temporary Medical Workers must adhere to all security requirements and office protocols of the Authorized User.
- 2) Temporary Medical Workers must make every effort to be on time for assignments daily. The Contractor shall notify the Authorized User, as soon as they are aware, if the Temporary Medical Worker will no longer be available. If no replacement is provided, the Authorized User may select a candidate from the previously submitted resumes for this request or repeat the selection process.
- 3) Temporary Medical Workers shall not use illegal drugs nor consume alcohol while on assignment to include assigned breaks. Indications of such use will result in immediate termination and no acceptance for further assignments.

- 4) Temporary Medical Worker shall arrive to assignments dressed appropriately and with the proper equipment specified by the Authorized User as being required to the perform work in the service categories.
- 5) Unless otherwise requested, all Temporary Medical Worker must be able to read, write, speak and comprehend the English language in accordance with the minimum requirements of the position description. Contractors that provide Temporary Medical Workers that are unable to read, write, speak and comprehend the English language in accordance to the Authorized User's judgment will refund the Authorized User for any fees and wages incurred for the assignment.
- 6) No smoking inside Authorized User's buildings. Smoking is allowed outdoors in Authorized User's designated areas only.
- 7) No personal radios or other portable music sources shall be permitted while inside the Authorized User's buildings unless authorized by the Authorized User.
- 8) Temporary Medical Workers shall not to be accompanied in work areas or on the Authorized User's premises by acquaintances, family members, or any other person unless authorized by the Authorized User.

**K: Contract Transition:**

- 1) Contract E194-75647 currently expires on April 30, 2023. There will be a three-month transition period that will expire on July 31, 2023.
- 2) Contractors shall assist with the transition and cooperate with the incumbent during the transition period. Should transition services be required, those services shall be provided at the contracted rate.
- 3) As of the start of this contract, any new purchase orders for Temporary Medical Workers shall reference the new contract number in eVA.

**L: Contract Kick-off Meeting:**

- 1) All Contractors awarded a contract as a result of this solicitation must attend the Contract Kick-off Meeting that will be scheduled within 30 calendar days of the award notice.
- 2) It is preferred that you attend in person; however, attendance via Teleconference will be allowed. Further details and Teleconference information will be provided after award.

**V. OPTIONAL PRE-BID CONFERENCE:**

Teleconference participants must use the instructions provided below and are advised to start dialing-in no later than 1:25 pm to ensure a telephone connection at the start of the teleconference. There will be no technical assistance available if a connection cannot be made. Bidder should notify the DPS Contracting Officer noted in the solicitation by email no later than January 3, 2023 if intending to participate by teleconference. If Bidder dials in late, information may not be repeated and Bidder may have to wait for the addendum to be issued.

Microsoft Teams meeting on January 4, 2023 at 1:30 pm EST.

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 256 892 673 704

Passcode: 2f8orG

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 434-230-0065,,890593495#](#) United States, Lynchburg

Phone Conference ID: 890 593 495#

**VI. BID CLARIFICATIONS:**

Questions regarding the solicitation must be submitted in writing only to Roxanne Thomas via e-mail at [Roxanne.Thomas@dgs.virginia.gov](mailto:Roxanne.Thomas@dgs.virginia.gov) no later than 5:00 PM on January 6, 2023. Bidder should identify the email by noting the solicitation number "IFB# 5918" in the subject line. Responses to clarifications may be posted in eVA's Virginia Business Opportunities (VBO). The identity of Bidder's will not be published with the response. Formal changes to the solicitation, including but not limited to, contractual terms and procurement requirements will only be changed by formal written addendum to the solicitation.

There shall be no communication of any type on any aspect of this solicitation, written or otherwise, by any prospective Bidder, including any sub-bidder, Bidder's agent or other type of Bidder representative, with any employee or agency of the Commonwealth of Virginia, with the exception of the DPS Contracting Officer noted in the solicitation, unless a Bidder is instructed otherwise by the DPS Contracting Officer. Failure to comply with this requirement may disqualify a Bidder from participation in this opportunity.

As used in this IFB, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the bid. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. The term "will" is used to convey an obligation by the Commonwealth and the Authorized Users.

## **VII, REPORTING REQUIREMENTS AND SURCHARGE ADJUSTMENT FEE (SCA):**

### **a) CONTRACTOR'S QUARTERLY REPORT OF SALES:**

Contractor shall provide electronic reports in Microsoft Excel format on a quarterly basis showing total invoiced sales data, which means all invoices issued within the reporting period. See Attachment I – Sample Usage Report for the report template which identifies the information to be provided. Reports shall be provided no later the 15th of the next month following the end of the calendar quarter, reporting total invoiced sales and return transactions that took place in the immediately preceding quarter. Reports shall be sent to the DPS Contracting Officer. Failure to submit information in the required format and time may result in cancellation of the awarded contract.

### **b) SURCHARGE ADJUSTMENT FEE:**

The Contractor must pay the Department of General Services (DGS), a Surcharge Adjustment (SCA) fee under this Contract. **DGS will not issue invoices or statements.** The Contractor must remit the SCA fee by the last day of the month following the end of the calendar quarter. The SCA fee equals two percent (2%) of the quarterly reported total invoiced sales. The SCA fee amount due must be paid by check with identification of "Contract Number," "Report Amounts," and "Report Period" on either the check stub or other remittance material. DGS may, at its discretion, agree to an electronic funds transfer, in lieu of a check, however in the absence of an express written agreement from DGS that validates the agreement, then the payment shall be made by check as described herein.

Checks shall be payable to:  
Treasurer, Commonwealth of Virginia.  
Checks shall be mailed to:  
DGS/Division of Purchases and Supply  
ATTN: SCA Coordinator PO Box 1199  
Richmond, VA 23218-1199

If the full amount of the SCA fee is not paid within 30 calendar days of due date, it shall constitute a debt that the Contractor is obligated contractually to pay to the Commonwealth of Virginia, and the Commonwealth may exercise all rights and remedies available under law. Failure to submit sales reports, falsification of sales reports, and or failure to pay the SCA fee in a timely manner may result in termination or cancellation of the Contract. All quarterly reports shall be delivered electronically to the DPS Contracting Officer and an electronic copy shall be sent to the following email address: [vssireport@dgs.virginia.gov](mailto:vssireport@dgs.virginia.gov).

### **c) SCHEDULE:**

<u>Sales Report Period</u>	<u>Sales Months</u>	<u>Quarterly Report Due</u>
1st Quarter	Jan, Feb, Mar	April 15th
2nd Quarter	Apr, May, June	July 15th
3rd Quarter	July, Aug, Sept	October 15th
4th Quarter	Oct, Nov, Dec	January 15th
 <u>SCA Fee Period</u>	 <u>Sales Months</u>	 <u>Quarterly Payment Due</u>



1st Quarter	Jan, Feb, Mar	April 30th
2nd Quarter	Apr, May, June	July 31st
3rd Quarter	July, Aug, Sept	October 31st
4th Quarter	Oct, Nov, Dec	January 31 <sup>st</sup>

## **VIII. INVOICES AND PAYMENT:**

### **A. INVOICES:**

Contractor shall submit invoice(s) to the address designated on the Purchase Order. No invoice may include any cost other than those identified in the Purchase Order referencing the Contract. Invoice(s) shall provide at a minimum:

- 1) Name of the Authorized User
- 2) Authorized User POC and phone number and/or email
- 3) Temporary Medical Worker Name
- 4) Position Title
- 5) Hours Rate of Pay
- 6) Contract Number
- 7) Invoice Number
- 8) Invoice Date
- 9) Invoice Amount

### **B. PAYMENTS:**

Payment will be made in accordance with the Virginia Prompt Payment Act. State Agencies will pay per §2.2-4350 of the Virginia Prompt Payment Act. Localities will pay per §2.2-4352 of the Virginia Prompt Payment Act. Payments will only be remitted after the receipt of valid invoice and verification of satisfactory completion of work. Payment may be made via a small purchase charge card (SPCC) (refer to the Mandatory Acceptance of Small Purchase Charge Card (SPCC) term and condition), check or EDI depending on how the Contractor is registered with the Department of Accounts. Utilization of the SPCC for payment shall not result in any additional fees (transaction fee, service charge etc.).

## **End of Solicitation**