

## CONTRACT MODIFICATION AGREEMENT (CMA)

**Date:** May 15, 2024

**Contract Number:** LU214-20-010

**Modification No.:** 2

**Issued By:** COMMONWEALTH OF VIRGINIA  
Longwood University  
Farmville, VA 23909

**Contractor:** Letterpress Communications  
P.O. Box 693  
Farmville, VA 23901  
Attention: Ilsa Loeser

**Commodity:** Specialized Advertising, Consulting and Facilitating Services

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

**Description of Modification:** To exercise the second optional one (1) year renewal period of the Specialized Advertising, Consulting and Facilitating Services contract for Longwood University under the Terms and Conditions of RFP#LU214-20-010 dated January 24, 2020 and Standard Contract dated April 23, 2020. The term of the renewal period is May 1, 2024 through April 30, 2025.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

### Letterpress Communications

By: Ilsa Loeser  
Signed

Ilsa Loeser  
Principal/Owner  
Name and Title

May 23, 2024  
Date

### Longwood University

By: Matthew C. McGregor  
Signed

Matthew C. McGregor  
Vice President for Administration and Finance  
Name and Title

5/23/24  
Date

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.