

## CONTRACT MODIFICATION AGREEMENT

**Date:** August 24, 2020

**Contract No.:** LU214-17-013

**Modification No.:** 1

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

**Contractor:** McAllister & Quinn LLC  
1030 15<sup>th</sup> Street NW, Suite 590 West  
Washington, DC 20005

**Commodity:** Comprehensive Grant Services

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

**Description of Modification:** To exercise the first renewal term of the Contract for Comprehensive Grant Services for Longwood University under the terms and conditions of RFP#LU214-17-013 dated April 18, 2017 and the Standard Contract dated September 6, 2017. The renewal term is from September 6, 2020 through September 5, 2021. The Monthly Retainer for the renewal term shall be \$8,500.

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

**McALLISTER & QUINN LLC**

By: Ellen Riddleberger  
Signed

Ellen Riddleberger  
Vice President  
Name and Title  
8/25/2020  
Date Signed

**LONGWOOD UNIVERSITY**

By: M. Louise Waller  
Signed

M. Louise Waller  
Vice President for Administration and Finance  
Name and Title  
8/27/2020  
Date Signed

**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.