



Department of Veterans Affairs  
National Acquisition Center  
PO Box 76, Building 37, 049A1F2  
Hines, IL 60141

July 30, 2003

MAXIM Healthcare Services, Inc.  
Attn: Bryant Moshang  
7080 Samuel Morse Drive  
Columbia, MD 21046

FAX: (410) 910-1615

Dear Mr. Moshang:

Congratulations, enclosed is your copy of Federal Supply Schedule (FSS) Contract No. V797P-4516a effective August 1, 2003 through July 31, 2008, for services awarded under Open and Continuous Solicitation Number RFP-797-FSS-00-0115-R1, Schedule Number 621 I for Professional and Allied Healthcare Staffing Services.

Contract Clause, I-FSS-600, Contract Price Lists (pages 45-50) of your contract) requires you to prepare your VA FSS Contract Price List for approval. Please carefully read and comply with the instructions covering the content and format of this contract price list as stipulated in paragraph (b) of this clause. Your contract price list must contain all the information required, and must be presented in the required format. In drafting your price list please note that nothing other than what was accepted/awarded by the Government may be included and that the use of the Government contract to solicit Government business for non-contract services is fraudulent and subject to prosecution. Subparagraph (b)(3) lists information that should be included in your price list if applicable, be sure to include the pertinent information contained in the Summary of Award, Addenda to SF 1449. You are also required to include the special ordering procedures for services applicable to this schedule in full text in your price list. These procedures can be found in Clause G-FSS-920 Ordering Procedures for Services (Requiring a Statement of Work) commencing on pages 96-93 of your contract.

Please carefully read and comply with Clause I-FSS-600, Contract Price Lists subparagraph (5). In accordance with this paragraph please provide "proof" copies of your Federal Supply Schedule Contract Price List, including cover letters, in duplicate to the Contracting Officer for review and approval prior to its formal printing and distribution. This action must be accomplished **within 30 days after the receipt of this notice of award.** Upon approval, one "proof" copy will be returned to you with further instructions for formal printing and distribution. Failure to follow these instructions may cause you to reprint and redistribute your FSS price list.

In partnership with the General Service's Administration (GSA), VA will now maintain contract data in GSA's online electronic catalog and ordering system, Schedules e-Library and GSA Advantage! The VA/GSA partnership now makes it possible for authorized VA Federal Supply Schedule (FSS) contractors to quickly and easily submit contract and pricing information electronically and for Federal government offices to shop via the Internet. By award of this contract the VA will automatically forward contract information to a complete online schedule listing, Schedules e-Library at <http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp>. You can also create and submit electronic catalogs (ECATs) at near zero cost using GSA's Schedule Input Program (SIP) for publication on GSA Advantage! Likewise, there is no additional charge to contractors or Federal government offices for

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orders placed through GSA Advantage! You may download the most recent release of the SIP by visiting <http://vsc.fss.gsa.gov>.

Clause 552.238-74, Contractor's Report of Sales (page 46), requires that you submit, quarterly, the dollar value (in U.S. dollars and rounded to the nearest whole dollar) for all sales under the contract during the preceding 3-month period, to include any partial month. This report is required to be submitted for each Special Item Number (SIN) under which you have been awarded line items. The GSA Form 72, Contractor's Report of Sales provided may be reproduced. Reports are due **on or before the 60th calendar day following the completion of each quarter of the contract** (any partial month is to be considered as 1 month for reporting purposes). Sales for orders that extend beyond the contract period will be reported within 60 days of final payment. Please note reports are required for all reporting periods even if no sales occurred.

**Please note** that the Government reserves the right to inspect, without further notice, such records of the company that pertain to sales under this contract. Further, failure or refusal to furnish the required reports or falsification thereof shall constitute cause for terminating the contract for default in accordance with the provisions of your contract.

Contract Clause, 552.238-76, Industrial Funding Fee (pages 42 & 43), also requires you to pay the Department of Veterans Affairs (DVA), an Industrial Funding Fee (IFF) at the end of each contract quarter. The IFF shall be submitted at the same time as the GSA Form 72, Contractor's Report of Sales. The IFF equals 1% of the total sales reported on the GSA Form 72. The IFF reimburses the DVA for the costs of operating portions of the Federal Supply Schedule Program and recoups its operating costs from ordering activities. This fee will be included in the awarded price(s) and reflected in the total amount charged to ordering activities. Remittance for the IFF and your GSA Form 72 shall be submitted to our Fiscal Division. Remittance and Contractor's Report of Sales should be addressed to:

Department of Veterans Affairs  
c/o Agent Cashier – IFF  
1<sup>st</sup> Avenue, 1 Block North of 22<sup>nd</sup> Street  
P.O. Box 7005, Bldg 37  
Hines, IL 60141

The IFF amount due shall be paid by check or electronic funds transfer to the "Department of Veterans Affairs." Where multiple Special Item Numbers (SINs) and/or contracts are involved, the IFF's may be consolidated into one check. To ensure that the payment is credited properly, the Contractor should identify the check or electronic transmission as an "Industrial Funding Fee" and include the following information: contract number(s); report amount(s); and report period(s).

- (1) If the IFF payment is made by check, it shall be forwarded to the address indicated above.
- (2) If the IFF payment is to be made by electronic funds transfer (EFT) the following information will be required: ABA Routing Number – 051036706, Account Number 220020, Department of Treasury, Richmond, VA (301) 887-6600. Note: When paying by EFT please ensure that the contract number is included on the transaction.

If the full amount of the IFF is not paid within 60 calendar days after the end of the applicable reporting period, it shall constitute a contract debt to the United States government under the terms of FAR 32.6.

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The Government may exercise all rights under the Debt Collection Act of 1982, including withholding or setting off payments and interest onto the debt (see FAR 52.232-17, Interest).

Failure to submit sales reports, falsifications of sales reports, and/or failure to pay the IFF in a timely manner may result in termination or cancellation of this contract. Willful failure or refusal to furnish the required reports, falsification of sales reports, or failure to make timely payment of the IFF constitutes a cause for terminating the Contract for cause under FAR 52.212-4, paragraph (m).

The prices awarded under this contract for commercial services were negotiated on the basis of commercial non-catalog pricing and are therefore subject to the terms of clause AS3014 Economic Price Adjustment/Price Reduction-Commercial Non-Catalog Pricing (pages 53-54 of your contract).

Contract number or other authorization for services performed (including order number and contract line number) must be clearly identified on all invoices. In addition, all correspondence and documents pertaining to the contract shall be noted with the contract number.

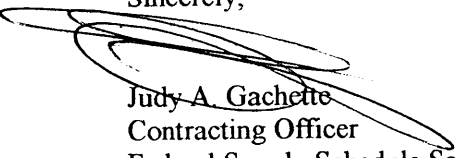
To receive orders from the Department of Defense (DoD), contractors must be registered in the DoD CCR database. Registration information is available at <http://www.ccr.gov>. The CCR database is DoD's primary repository for contractor information required for the conduct of business with DoD. This requirement does not apply to purchases made with a Government-wide purchase card.

Clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (Title 38 Section 4212) requires that you file an annual VETS-100 report with the Department of Labor (DOL) by September 30<sup>th</sup> of each year. VETS-100 information is available at <http://vets100.cudenver.edu>.

Clause 52.222-26, Equal Opportunity. The Notice of Equal Employment Opportunity is applicable to this contract and the enclosed posters are to be displayed in a prominent place in your plant. This provision also requires your firm to submit an annual EEO-1 Report to DOL by September 30<sup>th</sup> of each year. Forms are available for the annual reports are available through DOL. These posters are also available at the following websites: <http://www.dol.gov/esa/regs/compliance/posters/eo.htm> and <http://www.dol.gov/esa/regs/compliance/posters/flsa.htm>

In accordance with Clause I-FSS-639, Contract Sales Criteria, any resultant contract may be canceled in accordance with Clause 52.238-73, Cancellation, unless reported sales are at least \$25,000 for a 1-year period.

Sincerely,



Judy A. Gachette  
Contracting Officer  
Federal Supply Schedule Service

Enclosures

- 1) Award Documents
- 2) GSA Form 72, Contractor's Report of Sales

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1 REQUISITION NO		PAGE 1 OF 121	
2 CONTRACT NO <b>V797P-4516a</b>		3 AWARD/EFFECTIVE DATE <b>August 1, 2003</b>		4 ORDER NO		5 SOLICITATION NO <b>797-FSS-00-0115-R1</b>	
7 FOR SOLICITATION INFORMATION CALL		4 NAME <b>Dore Fessler, Contract Specialist</b>				6 SOLICITATION ISSUE DATE <b>July 2001</b>	
		5 TELEPHONE NO (Area Code) <b>(708) 786-5232</b>				8 OFFER DUE DATE LOCAL TIME <b>Open &amp; Continuous</b>	
9 ISSUED BY <b>VA National Acquisition Center Federal Supply Schedules Division (90N-M) PO Box 76, Bldg. 37 Hines, IL 60141</b>		CODE		10 THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV BUSINESS <input type="checkbox"/> 8(a) NAICS 621111 & 621112 SIZE STD 57.5 million		11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
Overnight Delivery should be mailed or hand delivered to the address located in Block 16.				12 DISCOUNT TERMS Net 30 Days		13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
				13b RATING		14 METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15 DELIVER TO <b>To be shown on Individual Task or Delivery Order</b>		CODE		16 ADMINISTERED BY <b>VA National Acquisition Center Federal Supply Schedules Division (90N-M) 1<sup>st</sup> Avenue, 1 Block North of 22<sup>nd</sup> Street, Bldg. 37 Hines, IL 60141</b>		CODE <b>797</b>	
17a CONTRACT FOR OFFEROR <b>Maxim Healthcare Services, Inc 7080 Samuel Morse Dr. Columbia, MD 21046</b>		CODE		18a PAYMENT WILL BE MADE BY <b>To be shown on Individual Task or Delivery Order</b>		CODE	
TELEPHONE NO <b>410-910-1555</b>		DUNS# <b>60-629-0401</b>		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
PSC Code Q	Professional Medical/Healthcare Services See Schedule of Services  <i>(Attach Additional Sheets as Necessary)</i>			Please see price proposal.	Please see price proposal.		
25 ACCOUNTING AND APPROPRIATION DATA <b>To be shown on Individual Task or Delivery Order</b>				26 TOTAL AWARD AMOUNT (For Govt. Use Only) <b>Estimated \$125,000.00</b>			
<input checked="" type="checkbox"/> 27a SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4 FAR 52 212-5 AND 52 212-5 ARE ATTACHED ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				<input checked="" type="checkbox"/> 27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4 FAR 52 212-5 IS ATTACHED ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28 CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN <input checked="" type="checkbox"/>				29 AWARD OF CONTRACT REFERENCE <u>FPR</u> OFFER DATED <u>7/24/03</u> OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS (See Summary of Award) <input checked="" type="checkbox"/>			
30a SIGNATURE OF OFFEROR/CONTRACTOR 				30b UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b NAME AND TITLE OF SIGNER (TYPE OR PRINT) <b>Bryant Moshang, National Controller</b>		30c DATE SIGNED <b>5-8-03</b>		31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT) <b>JUDY A. GACHETTE</b>		31c DATE SIGNED <b>7/30/03</b>	
32a QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33 SHIP NUMBER		34 VOUCHER NUMBER	
				<input type="checkbox"/> PARTIAL <input type="checkbox"/>		35 AMOUNT VERIFIED CORRECT FOR	
32b SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE				36 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37 CHECK NUMBER	
32c DATE		38 S/R ACCOUNT NO		39 S/R VOUCHER NO		40 PAID BY	
41a I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a RECEIVED BY (Print)			
41b SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c DATE		42b RECEIVED AT (Location)			
		42c DATE RECEIVED (Month/Day/Year)		42d TOTAL CONTAINERS			

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secr

OMB No. 9000-0136

Expires: 09/30/98

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