

OFFICE OF EMS USE ONLY:

Course #: _____
Subject: _____
EMS Notified Date: _____

Topic: _____

Reimbursement Requested: _____
Reimbursement Approved: _____

Office Approval: _____

Date: _____

**Commonwealth of Virginia
Contract for Basic Life Support Course Coordination**

This CONTRACT entered into this _____ day of _____, 20____
by _____ hereafter called the "CONTRACTOR" and the Office of Emergency
Medical Services, hereinafter called the "PURCHASING AGENCY".

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of promises and of the mutual covenants, consideration and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the Purchasing Agency with the services required by 12VAC5 (Chapter 30 or 31 as applicable) of state regulations and Office of EMS policies for the position of EMT-Instructor/BLS Course Coordinator. The contracted course as specified in Office of EMS policy shall be conducted for the designated number of hours based upon a standard rate of \$20.00 per hour or on a prorated basis determined by course enrollment levels. The Contractor shall coordinate student scheduling and registration for Consolidated Test Sites made available by the Purchasing Agency.

SELF EMPLOYMENT: The Contractor will perform as an independent contractor, is self-employed, and therefore is responsible for payment of any and all taxes to which he or she may be subject and will accrue no benefits from the State.

SUPPLEMENTAL PAYMENTS OR FEES: The Contractor must disclose any supplemental payments or reimbursement received and any tuition, enrollment or institutional fees charged students for taking the course. The amount of these payments or fees may be reason for denial of reimbursement payment.

SUPPLEMENTAL PAYMENT HAS BEEN ARRANGED TO BE PROVIDED BY THE: _____
IN THE TOTAL AMOUNT OF: \$ _____

STUDENT COURSE FEES ARE BEING CHARGED IN THE AMOUNT OF: \$ _____ **per student**

DISPUTES: Disputes arising under this Contract will be governed by the provisions of Chapter 11 of the Agency Procurement and Surplus Property Manual, DGS, September 1998. (Including all revisions current at time of contract acceptance.)

HOLD HARMLESS: The Contractor agrees to indemnify, defend, and hold harmless the Commonwealth of Virginia, its officers, agents and employees from any claims, damages and actions or any kind or nature, whether at law or non-performance under this Contract.

TERMINATION: This Contract may be canceled by either party by giving a thirty (30) day written notice to the other, or this Contract shall be canceled automatically in the event sufficient funds are not appropriated for the purpose of continuation of this agreement or if the Contractor is found to be in violation of state regulations governing the conduct of the contracted course.

IN WITNESS THEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:

Purchasing Agent:

BY: _____

BY: _____

(Office of EMS)

DATE: ____ - ____ - ____
 MONTH DAY YEAR

DATE: ____ - ____ - ____
 MONTH DAY YEAR