



**MEMORANDUM FOR THE RECORD**  
**Affirmative Action Plan and Reporting Services**  
**UMW 13-13**

**May 6, 2021**

In accordance with the *Commonwealth of Virginia Procurement Manual for Higher Education and Their Vendors*, Section 9.A, Contract Modification Restriction, which states;

"A contract awarded by the Institution may include provisions for modification of the contract during performance, but no fixed-price contract may be increased by more than 25 percent of the amount of the contract or \$200,000<sup>1</sup>, whichever is greater, without the advance written approval of the Institution's president or his designee. (*Governing Rules §8*)"

1 If the competitive threshold established by law (currently \$200,000) is changed, this Manual is hereby changed to reflect the newly established competitive threshold.

**JUSTIFICATION:** The increase in this fixed-price contract value created by the proposed modification, that at the time this solicitation was issued was subject to a \$50k threshold, is deemed to be in the best interest of the University and its mission. This contractor completes related statistical work annually under a term contract (Affirmative Action Plan reporting) for the Human Resources department that meshes with the University's current immediate need for a pay equity study. The pay equity study was recommended at the conclusion of the OFCCP audit that concluded in 2019. This proposed study supports the University's mission and commitment under its ASPIRE program. The study is a one-time project and the pricing is considered fair and reasonable within the market for such studies.

**APPROVAL:**

CONTRACT OFFICER NAME	Lindsay Fare
CONTRACT OFFICER SIGNATURE	<i>Lindsay Fare</i>
UNIVERSITY PRESIDENT or DESIGNEE NAME	<i>Troy R. Paige</i>
UNIVERSITY PRESIDENT or DESIGNEE SIGNATURE	<i>[Signature]</i>
APPROVAL DATE	<i>5/7/21</i>