

November 21, 2003

**MEMORANDUM**

**TO:** Purchasing Offices  
Departments, Institutions, Agencies  
Commonwealth of Virginia

**FROM:** Ron Bell  
Director

**SUBJECT:** Procurement Information Memoranda (PIM) #98-015

Enclosed is PIM #98-015, effective November 21, 2003, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The changes are noted in the table below. All changes to the *APSPM*, including PIM #98-015, are incorporated into a web-based *APSPM*, which is downloadable from the eVA and Division of Purchases and Supply web sites at [www.eva.state.va.us](http://www.eva.state.va.us) and [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps), respectively. The location of text changes is indicated by an arrow in the margin ( — ) with the corresponding PIM number identified next to the changes.

Appendix C contains a log in which to list the PIM number and date of revision. This letter and the corresponding PIM #98-015 should be filed in the back of the Appendix C log.

<b>Section</b>	<b>Summary of Changes</b>
14.9 b 11.	The exclusion for Medical Services procurements is further clarified. Contracts between the entity and individual medical services licensed individuals are exempt from purchasing through eVA; contracts between the entity and temporary service providers are not exempt from purchasing through eVA.
14.9 b 22.	An exclusion from purchasing through eVA is added for financing arrangements provided by a third party. The financing exclusion is for the procurement of financing from one source (vendor) for items purchased from another source (vendor). For example, an agency would issue an eVA purchase order for the purchase of computers from Dell. The agency would not issue an eVA purchase order to the vendor that provided the financing for the computers purchased from Dell.

To print a hard copy of the manual, save the Chapters, Appendices, etc. to your hard drive and print from the hard drive. Printing directly from the website will result in lost formatting. Use the “whole APSPM” for text searches. If you should have questions about the changes, please contact Nancy M. Davis at 804-786-0323 or [ndavis@dgs.state.va.us](mailto:ndavis@dgs.state.va.us).

- 14.9 b. 11. Medical (Health Care) Services when the contact is between an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition and the agency/institution. Contracts between the entity and temporary service providers are not exempt from purchasing through eVA.
  
- 14.9 b. 22. Financing when good/services procured from one source are being financed by another (i.e., third-party) source. The financing exclusion does not apply to lease purchases.