

**NCPG FY 2024-2025 CONTRACT
BETWEEN THE
NEBRASKA COMMISSION ON PROBLEM GAMBLING
AND

This contract is entered by the **Nebraska Commission on Problem Gambling** ("NCPG"), and ***** ("Contractor").

PURPOSE. Contractor agrees to provide community-based disordered gambling treatment services for the Nebraska Gamblers Assistance Program (GAP) in compliance with the standards adopted by the Nebraska Commission on Problem Gambling.

I. TERM

A. **TERM.** This contract is in effect from January 1, 2025, until June 30, 2025. For accounting purposes, the end date of the contract will be July 31, 2025 to permit payment by the Nebraska State Treasurer during July 2025 for services provided during June 2025.

II. CONSIDERATION

A. **TOTAL PAYMENT.** NCPG shall pay the Contractor a total amount not to exceed \$ ***** for services provided during the period from January 1, 2025-June 30, 2025. (The end date is extended to July 31, 2025, only for the purpose of allowing payment during July 2025 for services provided during June 2025.)

B. **PAYMENT SCHEDULE.** Payment shall be made as follows:

1. The Contractor will submit billings monthly for services in accordance with attachment "A" using invoice forms provided by NCPG. NCPG shall make payment, subject to the following conditions:

a. All services for which the Contractor seeks payment must be provided in compliance with GAP program standards as approved by the NCPG. Any services found to be non-compliant are ineligible for payment.

b. All payment requests for services provided thru May must be submitted no later than June 15th of that fiscal year. The final payment request of the fiscal year must only be for services provided in June and must be submitted no later than July 15th of the following fiscal year.

III. SCOPE OF SERVICES

A. The Contractor shall do the following:

1. Participate in all reporting and record keeping systems and information requests required by NCPG.
2. Ensure, and be able to provide documentation upon request, that all clinicians providing disordered gambling treatment services funded by this contract comply with provider qualifications as defined in the current NCPG policies.
3. Meet with NCPG staff, as requested upon 5 days advance notice, to review the progress, performance and compliance of the contractor in meeting the requirements of this contract. The contractor shall provide NCPG access to all information pertaining to services purchased under this contract and shall allow NCPG to conduct site visits, as applicable, in order to review contract compliance, assess management controls, evaluate applicable services and activities, and provide technical assistance as needed.
4. Offer counseling services for Nebraskans with addiction to gambling, to be performed with supervision provided by the individual designated by the Commission, according to the standards adopted by the Commission.

B. NCPG shall do the following:

1. Provide consultation and technical assistance to the Contractor. Consultation and technical assistance may be provided via teleconference, videoconference, individual and/or group environments as deemed appropriate based upon Contractor need and NCPG agreement to method of delivery, length of consultation and ongoing requests.

2. Provide the Contractor with access to the most current GAP Program Manuals, policy statements and current versions of data reporting forms and billing documentation forms and ensure timely notification of changes to the Contractor. NCPG will provide timely access to training and/or technical assistance pertaining to program expectations outlined within the Provider Manual.

IV. GENERAL PROVISIONS

A. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION

The contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits contractors of the State of Nebraska, and their subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensations, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §48-1101 to 48-1125). The contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract.

B. OWNERSHIP OF INFORMATION AND DATA

The State of Nebraska shall own and have the unlimited right to publish, duplicate, use, and disclose all information and data developed or derived by the contractor pursuant to this contract, subject to the confidentiality rights of clients receiving disordered gambling treatment services.

C. INSURANCE REQUIREMENTS

The contractor shall not commence work under this contract until all the insurance required hereunder has been obtained and evidence of coverage has been provided to NCPG. The contractor shall maintain all required insurance for the life of this contract and shall ensure that the Gamblers Assistance Program has the most current certificate of insurance throughout the life of this contract.

If by the terms of any insurance a mandatory deductible is required, or if the contractor elects to increase the mandatory deductible amount, the contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

1. COMMERCIAL GENERAL LIABILITY INSURANCE, COMMERCIAL AUTOMOBILE LIABILITY INSURANCE, AND PROFESSIONAL LIABILITY INSURANCE

The contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance, Commercial Automobile Liability Insurance and Professional Liability Insurance as shall protect contractor from claims for damages for injury or loss which may arise from operations under this contract in the limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an occurrence basis, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury and Contractual Liability coverage. The policy shall include NCPG as an agency of the State of Nebraska as Additional Insured. This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered excess and non-contributory. The Commercial

Automobile Liability Insurance shall be written to cover all Owned, Non-owned and Hired vehicles. The Professional Liability Insurance shall be written on a claims-made basis and shall include NCPG and the State as an additional insured.

2. INSURANCE COVERAGE AMOUNTS REQUIRED

- a. COMMERCIAL GENERAL LIABILITY**
 - General Aggregate \$2,000,000
 - Products/Completed Operations Aggregate \$2,000,000
 - Personal/Advertising Injury \$1,000,000 any one person
 - Bodily Injury/Property Damage \$1,000,000 per occurrence
 - Fire Damage \$50,000 any one fire
 - Medical Payments \$5,000 any one person

- b. COMMERCIAL AUTOMOBILE LIABILITY**
 - Bodily Injury/Property Damage \$1,000,000 combined single limit

- c. PROFESSIONAL LIABILITY**
 - Coverage for acts of professional negligence in the delivery of therapy services \$1,000,000/\$2,000,000

- d. UMBRELLA/EXCESS LIABILITY**
 - Over Primary Insurance \$1,000,000 per occurrence

- e. LIABILITY WAIVER**
 - “The State of Nebraska, Certificate holder, is an additional insured, primary & noncontributory on the General Liability.”

3. EVIDENCE OF COVERAGE

The Contractor shall furnish the NCPG a certificate of insurance coverage complying with the above requirements, which shall be submitted to the attention of the following:

Nebraska Gamblers Assistance Program
5800 Walker Avenue
Whitehall Building 7
Lincoln NE 68507

These certificates or the cover sheet shall reference this contract, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration, and amounts and types of coverage afforded. If the State is damaged by the failure of the contractor to maintain such insurance, then the contractor shall be responsible for all reasonable costs properly attributable thereto.

Notice of cancellation of any required insurance policy must be submitted to NCPG when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

4. SELF-INSURANCE

The State is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this contract, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 through 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this contract to the extent provided by law.

D. INDEPENDENT CONTRACTOR

It is agreed that the contractor is an independent contractor, and that nothing contained herein creates or establishes a relationship of employment, agency or partnership. The contractor's employees and other persons engaged in work or services required by the contractor under this contract shall have no contractual relationship with the State and they shall not be considered employees of the State.

All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination against the contractor, its officers, or its agents) shall in no way be the responsibility of NCPG or the State. The contractor will hold the State harmless from any and all such claims. Such personnel or other persons shall not require nor be entitled to any compensation, rights, or benefits from the State including without limit, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

E. CONTRACTOR RESPONSIBILITY

The contractor is solely responsible for fulfilling this contract, with responsibility for all services offered. The contractor shall be the sole point of contact regarding all contractual matters.

If the contractor intends to utilize any subcontractor's services, the subcontractor's level of effort, tasks, and time allocation must be clearly defined in the subcontract. The contractor shall agree that it will not utilize any subcontractors without the prior written authorization of the State.

F. CONTRACTOR PERSONNEL

The contractor warrants that all persons assigned to the performance of this contract shall be employees of the contractor or specified subcontractors, and shall be fully qualified to perform the work. Personnel employed by the contractor to fulfill the terms of this contract shall remain under the sole direction and control of the contractor. The contractor shall include a similar provision in any contract with any subcontractor selected to perform work on the project.

The State reserves the right to require the contractor to reassign or remove from the project any contractor or subcontractor employee.

In respect to its employees, the contractor agrees to be responsible for the following:

1. all pay, benefits and employment taxes including amounts withheld from payrolls;
2. all vehicles used by the contractor's employees, including all insurance required by state law and this contract;
3. damages incurred by contractor's employees within the scope of their duties;
4. maintaining workers' compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;
5. determining the hours to be worked and the duties to be performed by the contractor's employees; and
6. all claims on behalf of any person arising out of employment or alleged employment (including without limitation claims of discrimination alleged against the contractor, its officers, agents or subcontractors, or subcontractor's employees).

G. ASSIGNMENT BY THE STATE

The State shall have the right to assign or transfer this contract or any of its interests in it to any agency, board, commission, or political subdivision of the State of Nebraska. There shall be no charge to the State for any assignment hereunder.

H. ASSIGNMENT BY THE CONTRACTOR

The contractor may not assign, voluntarily or involuntarily, this contract or any of its rights or obligations in it to any third party, without the prior written consent of the NCPG, which will not be unreasonably withheld.

I. GOVERNING LAW

Notwithstanding any other provision of this contract the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this contract must be brought in the State of Nebraska; (4) the person signing this contract on behalf of NCPG and the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; and (5) all terms and conditions of this contract, including but not limited to the clauses concerning third-party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of this contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

J. ATTORNEY'S FEES

In the event of any litigation, appeal, or other legal action to enforce any provision of this contract, the parties agree to pay all expenses of such action including attorney's fees and costs, but only as permitted by law and if ordered by the court, if the other party prevails.

K. AMENDMENT

This Contract may be amended in writing upon the agreement of both parties.

L. EARLY TERMINATION

This contract may be terminated as follows:

1. The NCPG, the State and the contractor by mutual written agreement may terminate this contract at any time.
2. Either party may terminate this contract for any reason upon thirty (30) calendar day's written notice to the other party. Such termination shall not relieve the contractor of any service obligations or the NCPG or the State for payment obligations incurred prior to the effective date of termination.
3. The State may terminate this contract immediately for the following reasons:
 - a. If directed to do so by statute;
 - b. Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
 - c. A trustee or receiver of the contractor or of any substantial part of the contractor's assets has been appointed by a court;
 - d. Fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance of this contract by the contractor, its employees, officers, directors, or shareholders;
 - e. An involuntary proceeding has been commenced by any party against the contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the contractor has been decreed or adjudged a debtor;
 - f. A voluntary petition has been filed by the contractor under any of the chapters of Title 11 of the United States Code;
 - g. Contractor unlawfully discloses confidential information; or
 - h. Contractor has or announces it will discontinue providing the service.

M. FUNDING OUT CLAUSE OR LOSS OF APPROPRIATIONS

The NCPG or the State may terminate this contract if funding is no longer available. The State's obligation to pay amounts due for fiscal years following the current fiscal year is contingent upon legislative appropriation of funds for this contract. Should said funds not be appropriated, the State may terminate this contract with respect to those payments for the fiscal years for which such funds are not appropriated. The State will give the contractor written notice thirty (30) calendar days prior to the effective date of any termination. All obligations of the State to make payments after the termination date will

cease. The contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the contractor be paid for a loss of anticipated profit.

N. FORCE MAJEURE

Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this contract due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this contract. The party so affected shall immediately give notice to the other party of the Force Majeure Event. The State may grant relief from performance of this contract if the contractor is prevented from performance by a Force Majeure Event. The burden of proof for the need for such relief shall rest upon the contractor. To obtain release based on a Force Majeure Event, the contractor shall file a written request for such relief with the Gamblers Assistance Program. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract.

O. PROHIBITION AGAINST ADVANCE PAYMENT

Payments shall not be made until contractual services have been provided and proof thereof has been accepted by the NCPG.

P. PAYMENT

Payment will be made by the NCPG and the State in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408). The contractor shall accept payment by electronic means such as ACH deposit.

Q. INVOICES

Invoices for payments must be submitted by the contractor to the Gamblers Assistance Program with sufficient detail to support payment, according to the terms of the current Gamblers Assistance Program Contract Provider Manual.

R. RIGHT TO AUDIT

Contractor shall establish and maintain an accounting system that enables the NCPG and the State to readily audit this contract. The State and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this contract kept by or under the control of the Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, counseling progress records, treatment plans, client attendance records, accounting records, written policies and procedures; all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; contract amendments; insurance documents; payroll documents; timesheets; memoranda; and correspondence.

Contractor shall, at all times during the term of this contract and for a period of five (5) years after the completion of this contract, maintain such records, together with such supporting or underlying documents and materials. The Contractor shall at any time requested by the NCPG or the State upon 5 days advance notice, whether during or after completion of this contract and at Contractor's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the State. Such records shall be made available to the NCPG or the State during normal business hours at the Contractor's office or place of business. If no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for the State. Contractor shall ensure the State has these rights with Contractor's assigns, successors, and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Contractor and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Contractor's obligations to the State.

Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by the State unless certain exemption criteria are met. If the audit identifies overpricing or overcharges (of any nature) by the Contractor to the State in excess of one-half of one percent (.5%) of the total contract billings, the Contractor shall reimburse the State for the total costs of the audit. If the audit discovers substantive findings related to fraud, misrepresentation, or non-performance, the contractor shall reimburse the State for total costs of audit. Any adjustments and/or payments that must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the State's findings to Contractor.

S. INDEMNIFICATION

1. GENERAL

The contractor agrees to defend, indemnify, hold and save harmless the NCPG and the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State, arising out of, resulting from, or attributable to the willful misconduct or negligence of the contractor, its employees, subcontractors, consultants, representatives, and agents, except to the extent such contractor liability is attenuated by any action of the State which proximately contributed to the claims.

2. INTELLECTUAL PROPERTY

The contractor agrees it will at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims that arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the contractor or its employees, subcontractors, consultants, representatives, and agents; provided, however, the NCPG or State gives the contractor prompt notice in writing of the claim.

If a judgment or settlement is obtained or reasonably anticipated against the NCPG or the State's use of any intellectual property for which the contractor has indemnified the State, the contractor shall at the contractor's sole cost and expense promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality.

3. PERSONNEL

The contractor shall, at its expense, indemnify and hold harmless the State and NCPG from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel provided by the contractor.

T. NEBRASKA TECHNOLOGY ACCESS STANDARDS

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that services provided under this contract are in compliance or will comply with the applicable standards. If such standards change during the contractor's performance, the State may create an amendment to this contract to require that contractor to comply with the changed standard at a cost mutually acceptable to the parties.

U. TIME IS OF THE ESSENCE

Time is of the essence in this contract. The acceptance of late performance with or without objection or reservation by the State shall not waive any rights of the State nor constitute a waiver of the requirement of timely performance of any obligations on the part of the contractor remaining to be performed.

V. DRUG POLICY

Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

W. EMPLOYEE WORK ELIGIBILITY STATUS

The Contractor shall use a federal immigration verification system to determine the work eligibility status of its employees performing services under this contract. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at:

<http://das.nebraska.gov/materiel/purchasing/> and submit it to NCPG upon execution of this contract.

2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or this contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

X. OFFICE OF PUBLIC COUNSEL

Contractor shall submit to the jurisdiction of the Office of Public Counsel, pursuant to Neb. Rev. Stat. §§ 81-8,240 et seq concerning any matter within its jurisdiction. This section shall survive the termination of this contract.

NOTICES

Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this contract shall be sent to the following addresses:

FOR NCPG

Program Director, Nebraska Commission on Problem Gambling.
Gamblers Assistance Program
5800 Walker Avenue
Lincoln NE 68507

FOR CONTRACTOR

Vendor # *****

IN WITNESS THEREOF, the parties have executed this contract and acknowledge the receipt of a copy with original signatures.

FOR NCPG:

FOR CONTRACTOR:

Dated: _____

Dated: _____

By: David Geier, Director

By: *****

ATTACHMENT A: SCHEDULE OF RATES FOR FISCAL YEAR 2024-2025

EFFECTIVE JULY 1, 2024

1. THERAPY SERVICES TO BE PAID UP TO THE STATED CONTRACT LIMIT

Assessment	\$ 300 per each
Assessment Addendum	\$ 115 per each
Urgent Care	\$ 185 per hour
Individual outpatient therapy	\$ 185 per hour
Family outpatient session	\$ 185 per hour
Group outpatient session	\$ 185 per hour

Family and group sessions are paid per hour of contractor's time, no matter how many individuals are in the group or family participating. A session does not qualify as a family or group session unless two or more individuals participate in actual therapy.

Hours of counseling paid for by Gamblers Assistance Program are subject to the following limits:

- A. Up to a total of 36 hours of individual outpatient therapy and family outpatient therapy sessions, combined, shall be paid for during the first six months after admission to therapy, for each client admitted to outpatient therapy. The six-month period shall include the month of admission if therapy is provided during that month.
- B. Up to a total of 24 hours of individual outpatient therapy and family outpatient therapy sessions, combined, shall be paid for during the seventh through the twelfth months after the month of admission to therapy, for each client admitted to outpatient therapy.
- C. Up to a total of 36 hours of individual outpatient therapy and family outpatient therapy sessions, combined, shall be paid for during the thirteenth through the twenty-fourth months after the month of admission to therapy, for each client admitted to outpatient therapy.
- D. Up to a total of 36 hours of individual outpatient therapy and family outpatient therapy sessions, combined, shall be paid for during the twenty-fifth through the thirty-sixth months after the month of admission to therapy, for each client admitted to outpatient therapy.
- E. Up to 2 hours per month of individual outpatient therapy and family outpatient therapy sessions, combined, shall be paid for beginning in the thirty-seventh month after the month of admission to therapy and continuing until discharge, for each client admitted to outpatient therapy.

- F. Urgent care services are limited to 4 hours per client within any six-months period.
- G. A month within the periods specified in A.-D. when the client does not attend counseling shall not be counted in the tally of months for which payment will be made.
- H. These terms apply both to gamblers admitted as clients and to members of the family of gamblers who are admitted to therapy themselves.
- I. Group outpatient counseling is not subject to the limits in A.-E.
- J. All counseling hours for which payment is requested must be documented on the Program TAD form, submitted as a live digital document along with the invoice.

By requesting payment for counseling services under this contract, the contractor agrees to accept the amount specified in this schedule as payment in full for the services rendered.

The Nebraska Commission on Problem Gambling does not allow counselors under contract to the Nebraska Gamblers Assistance Program to charge or accept payment from clients of the program for any amount in addition to the rates provided in this contract, when the services are paid for by the Program. Counselors may make other payment arrangements with clients for services that are not billed to the Nebraska Gamblers Assistance Program.

2. DOCUMENTATION REQUIRED

All invoices asking for payment for ASSESSMENTS must be supported by the completed Gamblers Assistance Program "GAP DATA AT INTAKE" form; claims for payment for ASSESSMENT ADDENDUM must be supported by the "GAP-4 ADDENDUM DETAIL" form; claims for payment for URGENT CARE services must be supported by the "GAP-3 URGENT CARE SESSION DETAIL" form. Claims for these categories of service that are not supported by the applicable form legibly and completely filled out will not be paid.

3. MILEAGE ALLOWANCE

For necessary travel by the counselor going from Contractor's home office to the client's location and returning to the home office, while in the performance of the obligations of this contract, mileage will be reimbursed at the IRS/GSA rate in effect at the time. Mileage claims must be supported by the completed "Mileage Reimbursement Documentation" form. Mileage claims that are not supported by this documentation will not be paid.