



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

February 9, 2016

TO: Executive Branch Department and Office Directors

FROM: Shawn Y. Stokes, Director
Office of Human Resources 

SUBJECT: Temporary Clerical and Administrative Support Services Contracts – 2016-17

This is to advise you that effective March 1, 2016, the rotation of the temporary clerical administrative support services contractors will occur. The new order will be as follows:

- **Primary Contractor** 1st Choice Staffing, LLC d/b/a
1st Choice Government Solutions (Contract #1005273)
- **Secondary Contractor** SPS Consulting, LLC (Contract #1002168)

Beginning March 1, 2016 and extending through February 28, 2017, all orders must be placed with the primary contractor, 1st Choice Staffing, LLC d/b/a 1st Choice Government Solutions.

In addition, this is to advise you that effective March 1, 2016, primary Contractor 1st Choice Staffing, LLC d/b/a 1st Choice Government Solutions under Contract #1005273 has new rates going into effect. All other terms and conditions under this contract remain the same. Billing for services provided prior to March 1, 2016 must be in line with preapproved rates. There are no changes to the labor rates under the SPS Consulting, LLC contract #1002168 at this time.

Temporary employees already in place as of February 29, 2016, may remain in place with the current contractor. Departments are **not** required to move current temporary employees to the new primary contractor if the request for services was placed prior to March 1, 2016. The rotation applies only to new temporary staffing orders that occur on or after the effective date of March 1, 2016.

1st Choice Staffing, LLC d/b/a 1st Choice Government Solutions will have twenty-four hours to fill each order. If they are unable to fill the assignment within this time period, the order will rotate to the secondary contractor. The designation of the primary contractor will rotate beginning March 1st for each year of the contract period. Departments will initiate payments using their own Oracle Fund, Cost Center, and if necessary, PATEO codes, but must use Oracle Account Code 60168-Temporary Office Clerical and Commodity Code-999039 for all payments tied to these contracts.

All orders should be faxed or emailed to the temporary agency using the form attached. The individual in each department who supervises the temporary employee should fill out a "Temporary Services Evaluation" at the end of the assignment. It is essential that an evaluation form be filled out for each temporary placement and returned to Carey Couto, HR Specialist in OHR so that OHR can monitor the quality of service provided by the contractors.

You can download information and forms for obtaining and evaluating temporary clerical employees by visiting our website www.montgomerycountymd.gov. Click on "Departments," scroll down to "Human Resources" and under the Search option in the upper right hand corner, type in "Temp Clerical Contracts."

Attached to this memorandum is a rate chart and a description of the labor categories, which may be filled under these contracts. No other employment labor category may be filled under these contracts and fees are not negotiable.

Please distribute a copy of this memo to any staff in your department who may need to place an order for temporary and administrative support services. If you have any questions about the temporary staffing contracts, or the process to transition to 1st Choice Staffing, LLC d/b/a 1st Choice Government Solutions please contact Jenna Shovlin at 240-777-5039 or via email at Jennifer.Shovlin@montgomerycountymd.gov.

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Attachments

cc: HR Liaisons
SEAAAs