



OFFICE OF HUMAN RESOURCES

Isiah Leggett  
County Executive

Fariba Kassiri  
Acting Director

MEMORANDUM

February 9, 2015

TO: Executive Branch Department and Office Directors

FROM:  Fariba Kassiri, Acting Director  
Office of Human Resources

SUBJECT: Temporary Clerical and Administrative Support Services Contracts – 2015-16

This is to advise you that effective March 1, 2015, the rotation of the temporary clerical administrative support services contractors will occur. The new order will be as follows:

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

**Beginning March 1, 2015 and extending through February 29, 2016, all initial orders must be placed with the primary contractor, SPS Consulting, LLC (Contract #1002168).**

Temporary employees already in place as of February 28, 2015, 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, 2015. The rotation applies only to new temporary staffing orders that occur on or after the effective date of March 1, 2015.

**SPS Consulting, LLC** 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 1<sup>st</sup> 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 Jenna Shovlin, Budget Manager via email to [Jennifer.Shovlin@montgomerycountymd.gov](mailto:Jennifer.Shovlin@montgomerycountymd.gov) 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](http://www.montgomerycountymd.gov). Click on "Departments," scroll down to "Human Resources" and from the left side scroll down to and click "Temp Clerical Contracts."

Attached to this memo is a rate chart and 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 SPS Consulting, LLC please contact Jenna Shovlin, Budget Manager at 240-777-5039.

FK:js

Attachments

cc: HR Liaisons  
SEAAAs

**BILLING RATES EFFECTIVE MARCH 1, 2015**  
**FOR MONTGOMERY COUNTY USE ONLY**

	<b>Primary Vendor SPS Consulting, LLC</b>	<b>Secondary Vendor 1<sup>st</sup> Choice Staffing</b>
Executive Secretary	\$19.65	\$21.82
Secretary/Legal Secretary	\$20.68	\$20.97
Office Worker	\$18.63	\$20.18

**There have been no changes to the rates for 2015.**

**\*\* Beginning March 1, 2015 and extending through February 29, 2016, all orders must be placed first with the primary contractor, SPS Consulting, LLC. The designation of the primary contractor will rotate beginning March 1<sup>st</sup> for each year of the contract period.**

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**OCCUPATIONAL CATEGORIES**

**1. Executive Secretary**

Positions in this category provide advanced level administrative assistant support to elected officials and department directors. Duties include managing the principal's calendar; receiving and screening telephone calls; managing the organization's correspondence control system, including reviewing, tracking and/or drafting correspondence; arranging and coordinating high-profile events, meetings, conferences, etc.; taking and transcribing dictation; acting as the liaison between the principal and his/her key staff, other government employees, outside organizations, and the public; etc. Extensive secretarial experience is required, including executive level secretarial experience and experience with assignment-specific word processing software.

**2. Secretary/Legal Secretary**

Positions in this category provide secretarial support for a major program or specialized function within the County. Positions carry out varied and extensive office and administrative support services, including proving phone and visitor reception for a unit; receiving and screening mail; maintaining unit calendars and schedules; compiling data for financial, statistical, operational or other reports; monitoring and recording expenditures and maintaining fiscal records; preparing official documents such as reports, legislation, regulations, contracts, legal documents, memoranda, etc. using word processing and other software; setting up and maintaining files; processing administrative transactions; etc. Legal Secretarial positions provide support to a team of attorneys and require specialized knowledge of legal documents and processes in order to type and prepare a variety of documents, take and transcribe dictation, research files and records, etc. Considerable experience is required, including experience with assignment-specific word processing or spreadsheet software.

**3. Office Worker**

These positions provide general clerical support in an office environment. Work is supervised by higher level clerical employees. Duties include receiving visitors; answering telephones; providing information to the general public; receiving, sorting, and distributing incoming mail and other correspondence; preparing typed or word processed documents; sorting and filing materials; operating microcomputers, typewriters, fax machines, photocopiers, calculators, telephones, scanners, printers, and other common office equipment; and other general office work. At least 2 years of responsible clerical experience and/or training are required, including some experience or training with assignment-specific word processing software.

## Montgomery County Government 2015 Temporary Services Contacts

**Beginning March 1, 2015 and extending through February 29, 2016, all orders must be placed with the primary contractor, SPS Consulting, LLC. SPS Consulting, LLC 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 1<sup>st</sup> 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.**

<b>Primary Contractor</b>	<b>SPS Consulting, LLC</b>
Secondary Contractor	1 <sup>st</sup> Choice Staffing, LLC d/b/a 1 <sup>st</sup> Choice Government Solutions

**SPS CONSULTING, LLC\***  
1901 Research Boulevard  
Rockville, MD 20850

Contact: Kamran Molkara  
Phone: (301) 652-9112  
Fax: (301) 652-9114  
[kmolkara@spsconsult.net](mailto:kmolkara@spsconsult.net)

**1<sup>st</sup> CHOICE STAFFING**  
8121 Georgia Avenue  
Silver Spring, MD 20910

Contact: John C. Johnston III  
Phone: (301) 563-6404  
Fax: (301) 563-6482  
[jjohnston@1stchoicegov.com](mailto:jjohnston@1stchoicegov.com)

## TEMPORARY SERVICES EVALUATION FORM

Please designate the reason for completing this evaluation form by placing a check mark below:

\_\_\_\_\_ End of temporary employee's assignment with the County, **OR** \_\_\_\_\_ End of 6-month rating period

Department/Division: \_\_\_\_\_

Temporary Employee's Name: \_\_\_\_\_ Temp Agency: \_\_\_\_\_

Start Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Occupational Category: \_\_\_\_\_ Executive Secretary \_\_\_\_\_ Secretary/Legal Secretary \_\_\_\_\_ Office Worker

Please circle the numerical rating that best answers each of the questions and *return the form to Jenna Shovlin, Office of Human Resources, 101 Monroe Street, 12<sup>th</sup> Floor or by email at [Jennifer.Shovlin@montgomerycountymd.gov](mailto:Jennifer.Shovlin@montgomerycountymd.gov).*

1. Did the temporary employee possess the skills required on the job?

- |                        |                           |
|------------------------|---------------------------|
| 5 Superior skills      | 2 Below average skills    |
| 4 Above average skills | 1 Lacked necessary skills |
| 3 Average skills       |                           |

2. Were the specific requests of your work order followed?

- |  |
|--|
| 5 All specific requests were fulfilled       |
| 3 Some, but not all, requests were fulfilled |
| 1 Requests were not fulfilled                |

If you answered "3" or "1" above, please explain:

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3. Please rate the temporary employee's adjustment to the pattern of daily office conduct:

- |                 |                 |
|-----------------|-----------------|
| 5 Superior      | 2 Below average |
| 4 Above average | 1 Poor          |
| 3 Average       |                 |

4. Please rate the temporary employee's ability to respond to supervision and follow instructions in completing work assignments:

- |                 |                 |
|-----------------|-----------------|
| 5 Superior      | 2 Below average |
| 4 Above average | 1 Poor          |
| 3 Average       |                 |

5. Please rate the temporary employee's attendance and punctuality:

- |                 |                 |
|-----------------|-----------------|
| 5 Superior      | 2 Below average |
| 4 Above average | 1 Poor          |
| 3 Average       |                 |

6. Please rate the temporary employee's professional attitude/demeanor:

- |                 |                 |
|-----------------|-----------------|
| 5 Superior      | 2 Below average |
| 4 Above average | 1 Poor          |
| 3 Average       |                 |

7. Did the temporary employee remain for the duration of the requested assignment?

- |       |
|-------|
| 5 Yes |
| 1 No  |

If no, why not?

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Additional Comments:

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Form completed by:

_____	_____
Name	Date
_____	_____
Title	Telephone number

