



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

April 15, 2015

TO: Executive Branch Department and Office Directors

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

SUBJECT: Approved Rate Increase – SPS Consulting, LLC (Contract #1002168)

This is to advise you that effective April 20, 2015, primary Contractor SPS Consulting, LLC under Contract #1002168 has new rates going into effect. On February 23, 2015, the Contractor submitted a request for a price adjustment to the Department of General Services (DGS). In accordance with contract terms, and upon review by DGS, their request for a price adjustment has been approved and an amendment to the current contract has been executed. All other terms and conditions under this contract remain the same. The new rates **are not** retroactive to the beginning of the renewal term that went into effect on March 1, 2015. Billing for services provided prior to April 20, 2015 must be in line with preapproved rates. There are no changes to the labor rates under the 1st Choice Staffing, LLC d/b/a 1st Choice Government Solutions Contract #1005273 at this time.

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 from the left side scroll down to and click “Temp Clerical Contracts.”

Attached to this memorandum are an updated 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 currently manage temporary employees under Contract #1002168 or who may need to place an order for temporary clerical/administrative support services. If you have any questions about the temporary staffing contracts or the changes to the rates for SPS Consulting, LLC please contact Jenna Shovlin at 240-777-5039.

SS:js

Attachments

cc: HR Liaisons
SEAAAs