



## TEMPORARY ADMINISTRATIVE AND PARAPROFESSIONAL SUPPORT (TAPS) SERVICES CONTRACT PROCESS AND PURCHASING GUIDANCE (Updated July 2022)

The *Temporary Administrative and Paraprofessional Support (TAPS) Services Contract Process and Purchasing guidance* outlines the steps and document that must be completed to effectively and efficiently for placements of all temporary administrative contractors SPS Consulting, LLC under Contract #1102596. The temporary assignments can be a short-term or long-term placement at a higher billing rate after a one-year period.

### DEPARTMENT RESPONSIBILITIES:

1. Determine if current a temporary worker assignment is needed, and create a new request in the eTAPS system, obtaining internal department approvals. If yes, then move to Step 2.
2. Complete and approve requisition for the projected amount through the end of FY if your budget allows. Amount to be encumbered must coincide with your anticipated end date for the eTAPS request. Direct Purchase Orders (DPOs) may be used if the total amount of the assignment is expected to be less than \$10,000. If more than \$10,000, a Purchase Order (PO) must be approved by the Office of Procurement.
3. Make sure to follow the guidance below in the Purchasing Information section. **DPOs under \$10,000 may be executed provided they are for separate assignments, or the department will be in DPO violation.** The Office of Procurement and OHR will be monitoring this closely.

### OHR – RECRUITMENT AND SELECTION DIVISION RESPONSIBILITIES:

1. Grant access to the eTAPS system for all approved eTAPS Liaisons designated by the Department Director or Designee.
2. Train eTAPS Liaisons how to navigate the eTAPS system for all assignments with the TAPS contracted vendor. All assignment requests, extensions, and terminations must be completed in the automated system as per the contract.

## SPS CONSULTING, LLC's RESPONSIBILITIES:

1. Contact temporary contractor and initiate new hire onboarding and employment documentation process.
2. Document all temporary assignments according to contract guidelines.
3. Facilitate smooth new hire assignment with all supervisors and department personnel verbally and utilizing the MCG eTAPS system to complete the assignment request.
4. Coordinate with OHR Recruitment and Selection Division as needed on Temporary Administrative and Paraprofessional Support (TAPS) Services contract issues and concerns.
5. Facilitate all new temporary administrative and paraprofessional service needs.

OHR Mailbox for all transition/contract questions – [OHR TAPS@montgomerycountymd.gov](mailto:OHR TAPS@montgomerycountymd.gov)  
SPS Mailbox for questions - [TAPS@spsconsult.com](mailto:TAPS@spsconsult.com)

## LABOR CATEGORIES AND PRICING:

This information has been provided to department to help with calculating the costs for the temporary workers that will transition to the new contract. **Overtime is prohibited under the contract.**

Labor Category	Hourly Rate	Daily Rate*	Weekly Rate*
Executive Secretary/Admin Assistant	22.18	177.44	887.20
Secretary	22.52	180.16	900.80
Office Worker	21.49	171.92	859.60

\* daily rate based on an 8 hour day, weekly rate based on a 40 hours week.

Please note that County holidays and weekends are not included in the monthly totals.

## PURCHASING INFORMATION:

All services under Contract #1102596 with SPS Consulting, LLC must be encumbered on a purchase order or direct purchase order. Departments are responsible for ensuring compliance with the Montgomery County Procurement Regulations as they relate to the use of Direct Purchase Orders.

Requisitions will be created and approved by the hiring departments and should include the following information.

Contractor: SPS Consulting, LLC

Contract #: 1102596

Description: FYXX encumbrance for Temporary Administrative Services for (DEPT and DIVISION NAME)

FUND: XXX

Cost Center: XXXXX

Account Code: 60168 (Temporary Office)

60166 (Temporary Paraprofessional)

PATEO (if applicable)

Commodity Code: For POs - 962-69 (Personnel Services, Temporary)

For DPOs - 999039 (services under \$10,000)

Buyer: Segyung Yaeger

Amount: \$

**REMINDER: If current policy requires departments file for a Procurement Exemption Request within the FY, please seek the approval from OMB prior to initiating a request in the system for a Purchase Order.**