



State of Alabama  
Department of Finance  
Division of Purchasing  
Master Agreement

**Modification**

**CONTRACT INFORMATION**

**MASTER AGREEMENT NUMBER:** MA 999 1600000105

**NOT TO EXCEED AMOUNT:**

Begin Date: 08/26/2016

Procurement Folder: 162905

Expiration Date: 11/09/2018

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 08/28/17

Version Number: 3

**CONTACT INFORMATION**

**REQUESTOR:**

Jennifer Loretz  
334-242-7370  
jennifer.loretz@purchasing.alabama.gov

**ISSUER:**

Jennifer Loretz  
334-242-7370  
jennifer.loretz@purchasing.alabama.gov

**BUYER:**

**CONTRACT DESCRIPTION**

Converted STC from SNAP.  
Original Contract Date 2014/11/10  
Original SNAP contract T238 4013127. Contract reassignment due to Franchise office/license being sold by original contract holder. All terms and conditions of the original SNAP ITB apply to this contract reassignment.

**Ship To:**

**Bill To:**

**Shipping Instructions:** 1 DAY ARO  
SNAP Location code is R1-STATEWIDE

**REASON FOR MODIFICATION**

Contract renewed

**VENDOR INFORMATION**

**Name /Address:**

VC000051613: Randstad North America Lp  
DBA: Spherion Staffing LLC  
3625 Cumberland Blvd  
Suite 600  
Atlanta GA 30339

**Contact:**

Patrick Hart  
334-260-0788 EXT: 300  
patrickhart@spherion.com

**COMMODITY / SERVICE INFORMATION**

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	HOUR	\$10.370000	\$0.00			\$0.00	\$0.00

96478054396CNV - DO NOT USE: To be inactivated.  
 CLERK, FILE: HUNTSVILLE AREA  
 CLERK, FILE: HUNTSVILLE AREA  
 CLASSIFIES AND INDEXES FILE MATERIAL  
 SUCH AS CORRESPONDENCE, REPORTS

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	HOUR	\$10.370000	\$0.00			\$0.00	\$0.00

96478054397CNV - DO NOT USE: To be inactivated.  
 CLERK, GENERAL OFFICE: HUNTSVILLE AREA  
 CLERK, GENERAL OFFICE: HUNTSVILLE AREA  
 PERFORMS WORK OF AVERAGE DIFFICULTY RE-  
 QUIRING SOME JUDGEMENT. KNOWS GENERAL  
 OFFICE ROUTINE. MAY WORK WITHOUT SUPER-  
 VISION.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
22	0	HOUR	\$10.370000	\$0.00			\$0.00	\$0.00

96478054402CNV - DO NOT USE: To be inactivated.  
 HELPER, OFFICE: HUNTSVILLE AREA  
 HELPER, OFFICE: HUNTSVILLE AREA  
 PERFORMS VARIOUS ROUTINE DUTIES SUCH AS  
 RUNNING ERRANDS, OPERATING SIMPLE OFFICE  
 MACHINES, HANDLING MAIL AND OTHER SIMPLE  
 CLERICAL WORK.

Final

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
23	0	HOUR	\$10.810000	\$0.00			\$0.00	\$0.00

96459054425CNV - DO NOT USE: To be inactivated.  
 LABORER: HUNTSVILLE AREA  
 LABORER: HUNTSVILLE AREA  
 PERFORMS ELEMENTARY MANUAL WORK WITH  
 LITTLE SUPERVISION. INCLUDES HEAVY  
 LIFTING.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
26	0	HOUR	\$11.020000	\$0.00			\$0.00	\$0.00

96478054404CNV - DO NOT USE: To be inactivated.  
 OPERATOR, WORD PROCESSOR, ADVANCED:  
 OPERATOR, WORD PROCESSOR, ADVANCED:  
 HUNTSVILLE AREA  
 HAS ON-THE-JOB EXPERIENCE PRODUCING  
 COMPLEX DOCUMENTS SUCH AS TECHNICAL AND  
 STATISTICAL REPORTS & MANUALS FROM HAND-  
 WRITTEN, TYPED OR TRANSCRIPTION SOURCES  
 WITH ABOVE AVERAGE SPEED & ACCURACY. HAS  
 PROOFREADING AND FORMATTING SKILLS. MAY  
 ASSIST SUPERVISOR WITH TRAINING, WORK-  
 LOAD DISTRIBUTION, PROCESSING CONFIDENT-  
 IAL INFORMATION, MAINTAINING DAILY LOGS,  
 APPLICATIONS DESIGN OR WORKING DIRECTLY  
 WITH ORIGINATORS. REQUIRES MINIMAL  
 SUPERVISION.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	HOUR	\$11.020000	\$0.00			\$0.00	\$0.00

96478054410CNV - DO NOT USE: To be inactivated.  
 SECRETARY: HUNTSVILLE AREA

**COMMODITY / SERVICE INFORMATION**

SECRETARY: HUNTSVILLE AREA  
 PERFORMS ROUTINE SECRETARIAL DUTIES  
 USUALLY FOR A SUPERVISOR OR DEPARTMENT  
 HEAD. MAINTAINS CORRESPONDENCE AND DATA  
 FILES, ARRANGES APPOINTMENTS, ANSWERS  
 ROUTINE INQUIRIES AND HANDLES GENERAL  
 OFFICE DUTIES. MAY DO CONSIDERABLE  
 AMOUNTS OF TYPING AND TRANSCRIPTION.  
 TYPES WELL ABOVE AVERAGE IN SPEED AND  
 ACCURACY. MINIMUM ONE YEAR EXPERIENCE  
 REQUIRED.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
34	0	HOUR	\$10.150000	\$0.00			\$0.00	\$0.00

96478045340CNV - DO NOT USE: To be inactivated.  
 CLERK, FILE: MOBILE AREA  
 CLERK, FILE: MOBILE AREA  
 CLASSIFIES AND INDEXES FILE MATERIAL  
 SUCH AS CORRESPONDENCE, REPORTS & TECHNICAL  
 DOCUMENTS. SORTS, CODES AND FILES  
 UNCLASSIFIED MATERIAL BY SUBJECT MATTER.  
 MAY PERFORM RELATED CLERICAL TASKS.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
35	0	HOUR	\$10.880000	\$0.00			\$0.00	\$0.00

96478053977CNV - DO NOT USE: To be inactivated.  
 CLERK, GENERAL OFFICE: MOBILE AREA  
 CLERK, GENERAL OFFICE: MOBILE AREA  
 PERFORMS WORK OF AVERAGE DIFFICULTY RE-  
 QUIRING SOME JUDGEMENT. KNOWS GENERAL  
 OFFICE ROUTINE. MAY WORK WITHOUT SUPER-  
 VISION.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
38	0	HOUR	\$10.150000	\$0.00			\$0.00	\$0.00

96478045344CNV - DO NOT USE: To be inactivated.  
 HELPER, OFFICE: MOBILE AREA  
 HELPER, OFFICE: MOBILE AREA  
 PERFORMS VARIOUS ROUTINE DUTIES SUCH AS  
 RUNNING ERRANDS, OPERATING SIMPLE OFFICE  
 MACHINES, HANDLING MAIL AND OTHER SIMPLE  
 CLERICAL WORK.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
39	0	HOUR	\$11.380000	\$0.00			\$0.00	\$0.00

96459045345CNV - DO NOT USE: To be inactivated.  
 LABORER: MOBILE AREA  
 LABORER: MOBILE AREA  
 PERFORMS ELEMENTARY MANUAL WORK WITH  
 LITTLE SUPERVISION. INCLUDES HEAVY  
 LIFTING.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
40	0	HOUR	\$12.870000	\$0.00			\$0.00	\$0.00

96430045348CNV - DO NOT USE: To be inactivated.  
 OPERATOR, DATA ENTRY, ADVANCED: MOBILE

Final

**COMMODITY / SERVICE INFORMATION**

OPERATOR, DATA ENTRY, ADVANCED: MOBILE AREA  
 OPERATES STAND-ALONE OR KEY-TO-DISK EQUIPMENT. PROGRAMS ENTRY FORMATS IN ADDITION TO ENTERING DATA. RETRIEVES, EDITS, UPDATES & VERIFIES FILES. KEYS FROM VARIED SIMPLE & COMPLEX SOURCE DOCUMENTS, BATCHED OR UNBATCHED. HANDLES THE RESPONSIBILITY OF LEAD OPERATOR. HAS EXCELLENT KEYING SPEED WITH HIGH ACCURACY. HANDLES HEAVY JOB PRESSURE WITH ONLY MINIMAL SUPERVISION REQUIRED.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
46	0	HOUR	\$13.570000	\$0.00			\$0.00	\$0.00

96478045356CNV - DO NOT USE: To be inactivated.  
 SECRETARY: MOBILE AREA  
 SECRETARY: MOBILE AREA  
 PERFORMS ROUTINE SECRETARIAL DUTIES USUALLY FOR A SUPERVISOR OR DEPARTMENT HEAD. MAINTAINS CORRESPONDENCE AND DATA FILES. ARRANGES APPOINTMENTS. ANSWERS ROUTINE INQUIRIES AND HANDLES GENERAL OFFICE DUTIES. MAY DO CONSIDERABLE AMOUNTS OF TYPING AND TRANSCRIPTION. TYPES WELL ABOVE AVERAGE IN SPEED AND ACCURACY. MINIMUM ONE YEAR EXPERIENCE REQUIRED.

Final

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
50	0	HOUR	\$9.690000	\$0.00			\$0.00	\$0.00

96478045321CNV - DO NOT USE: To be inactivated.  
 CLERK, FILE: MONTGOMERY AREA  
 CLERK, FILE: MONTGOMERY AREA  
 CLASSIFIES AND INDEXES FILE MATERIAL SUCH AS CORRESPONDENCE, REPORTS AND TECHNICAL DOCUMENTS. SORTS, CODES AND FILES UNCLASSIFIED MATERIAL BY SUBJECT MATTER. MAY PERFORM OTHER RELATED CLERICAL TASKS.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
51	0	HOUR	\$9.690000	\$0.00			\$0.00	\$0.00

96478045322CNV - DO NOT USE: To be inactivated.  
 CLERK, GENERAL OFFICE: MONTGOMERY AREA  
 CLERK, GENERAL OFFICE: MONTGOMERY AREA  
 PERFORMS WORK OF AVERAGE DIFFICULTY REQUIRING SOME JUDGEMENT. KNOWS GENERAL OFFICE ROUTINE. MAY WORK WITHOUT SUPERVISION.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
54	0	HOUR	\$9.690000	\$0.00			\$0.00	\$0.00

96478045325CNV - DO NOT USE: To be inactivated.  
 HELPER, OFFICE: MONTGOMERY AREA  
 HELPER, OFFICE: MONTGOMERY AREA  
 PERFORMS VARIOUS ROUTINE DUTIES SUCH AS RUNNING ERRANDS, OPERATING SIMPLE OFFICE MACHINES, HANDLING MAIL, AND OTHER SIMPLE CLERICAL WORK.

**COMMODITY / SERVICE INFORMATION**

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
55	0	HOUR	\$9.970000	\$0.00			\$0.00	\$0.00

96459045326CNV - DO NOT USE: To be inactivated.  
 LABORER: MONTGOMERY AREA  
 LABORER: MONTGOMERY AREA  
 PERFORMS ELEMENTARY MANUAL WORK WITH  
 LITTLE SUPERVISION. INCLUDES HEAVY  
 LIFTING.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
56	0	HOUR	\$10.120000	\$0.00			\$0.00	\$0.00

96430045327CNV - DO NOT USE: To be inactivated.  
 OPERATOR, DATA ENTRY, ADVANCED:  
 OPERATOR, DATA ENTRY, ADVANCED:  
 MONTGOMERY AREA.  
 OPERATES STAND-ALONE OR KEY-TO-DISK  
 EQUIPMENT. PROGRAMS ENTRY FORMATS IN  
 ADDITION TO ENTERING DATA. RETRIEVES,  
 EDITS, UPDATES & VERIFIES FILES. KEYS  
 FROM VARIED SIMPLE & COMPLEX SOURCE  
 DOCUMENTS, BATCHED OR UNBATCHED.  
 HANDLES THE RESPONSIBILITY OF LEAD  
 OPERATOR. HAS EXCELLENT KEYING SPEED  
 WITH HIGH ACCURACY. HANDLES HEAVY JOB  
 PRESSURE WITH ONLY MINIMAL SUPERVISION  
 REQUIRED.

Final

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
58	0	HOUR	\$10.970000	\$0.00			\$0.00	\$0.00

96478083634CNV - DO NOT USE: To be inactivated.  
 ADMINISTRATION ASSISTANT, MONTGOMERY  
 ADMINISTRATION ASSISTANT, MONTGOMERY  
 AREA, HAS PREVIOUS ON-THE-JOB EXPERIENCE  
 AT ADVANCED LEVELS TO COORDINATE THE  
 OFFICE SERVICES FUNCTION IN AN OFFICE.  
 HAS KNOWLEDGE & EXPERIENCE TO HANDLE THE  
 FOLLOWING: RECORDS MANAGEMENT, SPECIAL  
 PROJECTS, PREPARING AGENDAS & COORDINAT-  
 ING MEETING ARRANGEMENTS, COMPOSING  
 CORRESPONDANCE, GREETING & DIRECTING  
 VISITORS, HANDLING INCOMING PHONE CALLS,  
 & CONDUCTING SPECIAL STUDIES TO REPORT  
 RECOMMENDATIONS. POSSESSES EXCELLENT  
 OFFICE & COMMUNICATION SKILLS. PROFIC-  
 IENT WITH WORD PROCESSING SOFTWARE IN  
 PERFORMANCE OF CLERICAL DUTIES. REQUIRES  
 MINIMAL SUPERVISION.

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:   
 Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

1600000105	<b>Document Phase</b> Final	<b>Document Description</b> Converted STC from SNAP. Original Contract Date 2014/11/10	<b>Page 6</b> of 6
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**Purpose:**

Establish a contract for temporary personnel in the categories outlined for State and local governmental agencies and schools of Alabama.

**Award:**

Award will be by individual item or groups of items (if indicated) to the lowest responsible bidder meeting all specifications.

Prices bid will be the "full bill rate". This means the awarded price will be what the contract users pay per hour for the temporary personnel provided from each line.

**Default:**

When a vendor defaults on a contract/purchase order, the State can procure the goods or services from other sources and hold the vendor responsible for any excess in price/handling. The vendor may be barred from bidding for an indeterminate period per the Code of Administrative Procedure.

**Contract period:**

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

**Firm Pricing:**

All prices quoted must be firm for a period of one (1) year from the vendor's notification of award. In the event the Federal Minimum Wage (FMW) is increased, each line's full bill rate will be increased by the difference between the current FMW and the new FMW rate.

**Special Terms:**

Before utilizing this contract, a State agency must have written approval from State Personnel. The Personnel Department will send letter to the Finance Director for approval. The letter must be attached to the requisition document.

**Minimum order:**

Four (4) hours. Temporary personnel will be paid for hours worked only.

**Vendor Responsibilities:**

The vendor must have an adequate number of personnel in each category available for temporary employment by the State upon request. The exact requirements (number, category, days, hours, etc.) will be determined by the various State agencies as needs arise. All temporary employees must be insured and bonded. The vendor must be an equal opportunity employer. Certificates for liability and bond insurance as well as certification as an equal opportunity employer must be submitted with the bid, or the bid will be rejected.

**Obligations:**

Upon completion of the contract, the state of Alabama and its political subdivision will have no further obligation, responsibilities and/or liabilities with respect to temporary personnel. Such temporary employment will in no way confer any of the rights, duties or obligations of full time employment with the State of Alabama merit system upon temporary employees. Temporary personnel will be paid for hours worked only. No overtime or raises will be authorized during this contract period.

**Temp-to-Hire Requirements:**

If a contract user plans to hire a temporary worker as a permanent employee, the user will keep the temporary worker placed by the contract provider on the provider's payroll for thirty (30) days prior to hiring the temporary worker as a permanent employee, unless the user and contract provider agree otherwise. The 30 days will begin on the original hire date of the temporary worker.

**Skill Test:**

Vendor may be required to provide proof of the test given for each category being bid.