



State of Alabama
Department of Finance
Division of Purchasing
Master Agreement

New

CONTRACT INFORMATION

MASTER AGREEMENT NUMBER: MA 999 16000000105

NOT TO EXCEED AMOUNT:

Begin Date: 08/26/2016

Procurement Folder: 162905

Expiration Date: 11/09/2017

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 09/08/16

Version Number: 1

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

VENDOR INFORMATION

Name /Address:

VC000051613: Randstad North America Lp
DBA: Spherion Staffing LLC
4001 Carmichael Road
Suite 310
Montgomery AL 36106

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 - CLERK, FILE: HUNTSVILLE AREA
 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 - CLERK, GENERAL OFFICE: HUNTSVILLE AREA
 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 - HELPER, OFFICE: HUNTSVILLE AREA
 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 - LABORER: HUNTSVILLE AREA
 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 - OPERATOR, WORD PROCESSOR, ADVANCED:
 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 - SECRETARY: HUNTSVILLE AREA
 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 - CLERK, FILE: MOBILE AREA
 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 - CLERK, GENERAL OFFICE: MOBILE AREA
 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.

Final

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 - HELPER, OFFICE: MOBILE AREA
 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 - LABORER: MOBILE AREA
 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 - OPERATOR, DATA ENTRY, ADVANCED: MOBILE
 OPERATOR, DATA ENTRY, ADVANCED: MOBILE

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 - SECRETARY: MOBILE AREA
 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 - CLERK, FILE: MONTGOMERY AREA
 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 - CLERK, GENERAL OFFICE: MONTGOMERY AREA
 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 - HELPER, OFFICE: MONTGOMERY AREA
 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 - LABORER: MONTGOMERY AREA
 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 - OPERATOR, DATA ENTRY, ADVANCED:
 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 - ADMINISTRATION ASSISTANT, MONTGOMERY
 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	Document Phase Final	Document Description Converted STC from SNAP. Original Contract Date 2014/11/10	Page 6 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.