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STATE PROCUREMENT OFFICE**

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October 27, 2021

TO: Executive Departments/Agencies City and County of Honolulu
 Department of Education Honolulu City Council
 Hawaii Health Systems Corporation Honolulu Board of Water Supply
 Office of Hawaiian Affairs Honolulu Authority for Rapid Transportation
 University of Hawaii County of Hawaii
 Public Charter School Commission Hawaii County Council
 and Schools County of Hawaii-Department of Water Supply
 House of Representatives County of Maui
 Senate Maui County Council
 Judiciary County of Maui-Department of Water Supply
 County of Kauai
 Kauai County Council
 County of Kauai – Department of Water

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A Kahakui*

SUBJECT: **Change No. 1**
 SPO Vendor List Contract No. 22-03
 NASPO VALUEPOINT TEMPORARY EMPLOYMENT SERVICES
 RFP Reference No. 50-000-15-00058
 Expires: February 1, 2022

The following changes are made to the vendor list contract:

1. The sales contact information for DatamanUSA LLC is updated.
2. ATA Services Inc is added as an authorized contractor to the vendor list contract.
3. Contractors section on page 5 is updated.
4. Agency Instructions is updated.
5. The Uniform Request for Quotes is updated.

The vendor list contract incorporating Change No. 1 is available on the SPO website:
<http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

If you have any questions, please contact Matthew Chow at (808) 586-0577, or
matthew.m.chow@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

**SPO Vendor List Contract No. 22-03
Includes Change No. 1
Effective: 10/27/2021**

THIS CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

**NASPO VALUEPOINT
TEMPORARY EMPLOYMENT SERVICES**

(RFP Reference No. 50-000-15-00058)
October 8, 2021 to February 1, 2022

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of New Mexico is the current lead agency and contract administrator for the NASPO ValuePoint Temporary Employment Services. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to 7 qualified Contractors.

The purpose of this contract is to provide Temporary Employment Services relating to Administrative Support (including office, clerical and sales), Commercial/Industrial Workers, Healthcare Staffing Services, Information Technology Professional Services, and Professional.

For additional information on this contract, visit the NASPO ValuePoint website at <https://www.naspovaluepoint.org/portfolio/temporary-employment-services-2017-2022/>.



PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies	City and County of Honolulu
Department of Education	Honolulu City Council
Hawaii Health Systems Corporation	Honolulu Board of Water Supply
Office of Hawaiian Affairs	Honolulu Authority for Rapid Transportation
University of Hawaii	County of Hawaii
Public Charter School Commission and Schools	Hawaii County Council
House of Representatives	County of Hawaii – Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui – Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai – Department of Water

The participating jurisdictions are not required but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions can purchase from other contractors; however, HRS chapter 103D, and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINT OF CONTACT. Questions regarding the products listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
HHSC	Nancy Delima	359-0994		ndelima@hhsc.org
OHA	Christopher Stanley	594-1833	594-1865	chriss@oha.org
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spcsc.hawaii.gov
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfpurchasing@honolulu.gov
Honolulu City Council	Kendall Amazaki, Jr. Nanette Saito	768-5084 768-5085	768-5011	kamazaki@honolulu.gov nsaito@honolulu.gov
Honolulu Board of Water Supply	Procurement Office	748-5071		fn_procurement@hbws.org

Jurisdiction	Name	Telephone	Fax	E-mail
HART	Dean Matro	768-6246		dean.matro@honolulu.gov
County of Hawaii	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
Hawaii County Council	Diane Nakagawa	961-8440		diane.nakagawa@hawaiicounty.gov
County of Hawaii- Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaii.dws.org
County of Maui	Jared Masuda	463-3816		jared.masuda@co.maui.hi.us
Maui County Council	Marlene Rebugio	270-7838		marlene.rebugio@mauicounty.us
County of Maui- Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Ernest Barreira	241-4295	241-6297	ebarreira@kauai.gov
Kauai County Council	Codie Tabalba Scott Sato	241-4193 241-4810	241-6349 241-6349	ctabalba@kauai.gov ssato@kauai.gov
County of Kauai- Department of Water	Marcelino Soliz	245-5470	241-5813	msoliz@kauaiwater.org

USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price & vendor lists contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wish to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

CONTRACTORS. The authorized contractors are listed in this vendor list contract. They have signed a Master Agreement with the State of New Mexico and a Participating Addendum with the Hawaii State Procurement Office.

- 22nd Century Technologies Inc
- ATA Services Inc
- DatamanUSA LLC

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price Vendor Contract No. 22-03. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, HHSC, OHA and UH for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO PL CONTRACT NO. 22-03 & NASPO VALUEPOINT MASTER AGREEMENT NUMBER (see contractor’s information page) shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO PL Contract No. 22-03 and the NASPO ValuePoint Master Agreement Number shall be notated on the appropriate transaction document.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if the seller elects to pass on the charges to its customers. The GET is not applied to shipping or delivery charges.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
C&C of Honolulu	0.50%	4.0%	4.7120%	12/31/2030
Hawaii	0.50%	4.0%	4.7120%	12/31/2030
County of Maui (including Molokai & Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate(s) for each island.

County surcharges on State General Excise (GE) tax or Use Tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation’s website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

If purchasing agency fails to make timely payment(s), Contractor may invoice purchasing agency in the amount of one percent (1%) per month on the amount overdue or a minimum of \$1. Payment will not be considered late if a check or warrant is mailed within the time specified.

LEASE AGREEMENTS are not allowed under this contract.

VENDOR AND PRODUCT EVALUATION form, SPO-012, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

DEFINITIONS

- **“Administrative Service Fee”** is the amount (based on a percentage) the Contractor charges for the fulfillment of a position excluding the fully loaded labor rate.
- **“Administrative Support (Including Office and Clerical)”** Occupations in which workers are responsible for day to day operations such as internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. May include but is not limited to: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, cashiers, and toll collectors.
- **“Business Hours”** means 8:00 AM thru 5:00 PM, Monday – Friday.
- **“Candidate”** means any individual who is a full-time, part-time, or an independently contracted individual with the Contractor’s company and not employees of the State of New Mexico or Participating Entities. Candidates will not be provided employee benefits from any Participating Entity.
- **“Commercial/Industrial Workers”** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or the upkeep and care of buildings, facilities or grounds of public property. May include but is not limited to: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, power plant operators, water and sewage treatment plant operators, service/maintenance. Workers in the following group may operate machinery: Chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage Laborers, custodial, gardeners and groundskeepers, refuse collectors, Construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers.
- **“Fully Loaded Labor Rate”** this rate contains every possible cost associated with a candidate, divided by the total number of hours worked by the candidate. For example, the cost may include the company’s contribution to the candidate’s pension plan; all benefit costs, payroll taxes, overtime, shift differential, and the base level of compensation. This rate is typical aggregated for entire classifications of candidates, so that (for example) the fully loaded labor rate for an average machine operator may be commonly available.
- **“Healthcare Staffing Services”** Medical and Healthcare related service jobs include, but is not limited to, all classes of positions, the duties of which are to advise on, administer, supervise, or perform research or other professional and scientific work, subordinate technical work, or related clerical work in several branches of medicine, surgery, and dentistry or in related patient care services such as dietetics, nursing, occupational therapy, physical therapy, pharmacy, dietitians, doctors, psychologists, and registered nurses.
- **“Hourly Rate”** means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for Contractor personnel, as well as Subcontractor personnel if appropriate.
- **“Information Technology Professional Services”** Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management.
- **“Contractor’s Administrative Service Fee (based on a percentage)”** means the amount that the Contractor charges the Procuring Agency for the provision of the services in a percentage.

- **“Professional”** Occupations are those which require specialized and theoretical knowledge, usually acquired through college training or through work experience and be licensed or certified which provides comparable knowledge to college degree. May Include but is not limited to: personnel and labor relations workers, social workers, economists, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers, trainers or instructors, librarians, management analysts, surveyors and mapping scientists.
- **“Temporary employment services”** (often referred to as temporary employment agencies or firms) offer client companies the services of temporary candidates who possess specific skills. This arrangement can provide a client company with needed help during peak demand periods, staffing shortages, or the vacations of regular employees, without requiring the time, expense, and long-term commitment of hiring a new employee.
- **“Travel”** will be paid at each participating entity state’s per diem rates. Use of state vehicles will be determined by each participating state’s laws.

SCOPE OF WORK

Temporary Employment Services

- Contractor will notify the Procuring Agency on availability within four (4) hours after a request is made for services that will commence within five (5) working days following the request;
- Contractor will notify the Procuring Agency on availability within two (2) days after a request is made for services that will commence later than five (5) working days following the request;
- Contractor will confirm with the Procuring Agency the arrival of its Candidate by telephone within one-half (1/2) hour after scheduled arrival time.
- Contractor is responsible to communicate with its Candidate the Procuring Agency’s requirements regarding hours of work, duration, location, expectations, dress code and other information concerning the assignment.
- All temporarily assigned individuals will be appropriately dressed for the assignment and shall maintain a professional demeanor. Dress code policy is established by the individual agencies. Temporary Candidate must dress according to the requirements of the Procuring Agency requesting the assignment.
- Temporarily assigned individuals should be available for the entire length of the assignment; however, if a replacement is required, a qualified replacement must be provided within twenty-four (24) hours of notification, including weekends and holidays.
- The Procuring Agency reserves the right to reduce the length of the temporary assignment and will provide the Contractor with as much notification as possible.

Work Hours

- The exact work hours for temporarily assigned personnel will be determined by the Procuring Agency. Generally, work hours begin at 8:00 a.m. and end at 5:00 p.m. Monday through Friday excluding officially observed holidays by the Procuring Agency. Temporarily assigned personnel will work no more than eight (8) hours per day, excluding one (1) hour for lunch; or a total of forty (40) hours per week.
- Temporarily assigned individuals will not be paid for their lunch hour.

- Agencies have the right to request temporarily assigned individuals for holiday, evening/night, weekend or shift work.
- Hours may vary per Procuring Agency.
- The Procuring Agency reserves the right to request a replacement of any individual. If for any reason a replacement is required within the first eight (8) hours of service, there will be no charge to the Procuring Agency. Any time beyond the initial eight (8) hours of service, the temporarily assigned individual is determined to be unsatisfactory; the Contractor agrees to issue a credit invoice to the Procuring Agency for the total charges from the point the Procuring Agency notifies the Contractor to request a replacement.
- The Contractor agrees to replace an unsatisfactory individual within one (1) business day; however, the Procuring Agency has the option to contact a different Contractor for the service.
- The Procuring Agency shall be the sole judge as to whether a temporarily assigned individual is satisfactory and is fulfilling the Procuring Agency's requirements.

Listing of Position Classifications & Pay Rate

- Each Procuring Agency will provide a listing of position classifications to the Contractor; however, the listing is not meant to be all-inclusive. Agencies may request other temporary positions by way of providing the Contractors with the employee pay rate, position classification/title and description of duties. Describe how your company captures and provides additional positions requested by the Procuring Agencies.

Placement

Offeror shall describe how their company will provide assistance for Procuring Agencies with the placement of any candidate(s). At a minimum, include problem (conflict) and resolutions and the following items below:

- Agencies may refer a candidate to be hired to the Contractor to sign up to perform specific services needed or may request the Contractor to recruit and provide the temporary Candidate. The Procuring Agency will not pay a placement or conversion fee for individuals who are a direct referral from the Procuring Agency.
- Upon a request for service from the Procuring Agency, the Contractor will provide expedient temporary employment services. An e-mail, facsimile, or telephone call from the Procuring Agency will constitute a request for service.
- The Procuring Agency reserves the right to interview the candidate to determine their qualifications for the required position (but this does not negate the Contractor's responsibility of qualifying candidate(s)).
- The Procuring Agency may reject and/or remove any candidate who does not meet the requested experience or is deficient in the performance of the assignment.
- Procuring Agencies may select Contractor within their geographic region based on the preference of the Procuring Agency.
- Multiple Contractors may be contacted to fill the same position.

Contractor's Responsibilities

- The Contractor is responsible to obtain the information as described in the Scope of Work and any other information necessary to determine what job category satisfies the service request.
- The Contractor will inform the Procuring Agency point of contact of the proposed job classification and applicable rate to obtain authorization to proceed with the service request.
- Placing candidates out of applicable job classification is considered an abuse of the contract. Periodic checks of requests and assignments will be performed by the Procuring Agency to ensure this does not occur.
- The Contractor is responsible for conducting appropriate background and reference checks on potential candidates prior to any assignments and should be prepared to conduct more extensive background investigations when required by the Procuring Agency. Contractor must send notification to the Procuring Agencies of the compliance of the background and reference checks. Failure to provide notification of compliance will be considered a violation of the contract and may result in rejection of the candidate and possibly jeopardize future placements by offending Contractor.
- These services are as needed and upon request from State agencies and political subdivisions. Contractor will be responsible for liability insurance, federal and state payroll requirements including but not limited to insurance coverage for any candidate sent to the Procuring Agency, payroll taxes, payroll reports, workers' compensation, benefits, hiring and firing etc., for the candidates.
- The Contractor is responsible for conducting periodic quality assurance checks with the Procuring Agency's point of contact to verify that the Procuring Agency's requirements are being fulfilled by the candidate. At a minimum, these checks should be completed at the end of the first week of any assignment. Procuring Agencies may request quality assurance checks at any interval during the term of the candidate's placement.
- Candidates may be hired as a permanent employee of the State or Procuring Agency if, the Procuring Agencies and hiring processes have been complied with and if the candidate elects to accept employment with the State or Procuring Agency. Such occurrence will create no further obligation (financial or otherwise) on the part of the Procuring Agency.
- The Procuring Agency will not be responsible for the Contractor's candidate who voluntarily leaves the Contractor's employment or engages in employment with another company.
- The Contractor agrees to ensure candidates agree to be bound by the Participating State's security regulations, policies, and standards as required by the Procuring Agency (e.g., Department of Corrections). This will vary based on the individual Procuring Agency's requirements.
- Contractor shall ensure adequate backup documentation (such as Candidate timesheets) are attached to invoice or billing requests. The timesheet should include the following:
 - a. Name of the Procuring Agency;
 - b. Name of the temporarily assigned individual;
 - c. Dates worked;
 - d. Beginning and ending time;
 - e. Number of regular hours worked each day; and
 - f. If applicable, number of overtime hours worked each day
- The Contractor is responsible and may be held financially liable for the negligent acts of its Candidates.

Bonding

- The Contractor shall have the ability to bond candidates as directed by the Procuring Agency.
- The fee for this service will be borne by the Procuring Agency.
- Selection of the bonding insurer is at the Contractor's discretion; however, each insurance policy shall be:
 - a. Issued by insurance companies authorized to do business in the Participating State or eligible surplus lines insurers acceptable

Travel

- In the event a candidate's duties require travel, the reimbursable travel costs shall follow the Procuring Agencies travel reimbursement policies. Travel authorizations must be given before travel occurs per Procuring Agency's internal policies.
- Travel expenses submitted for reimbursement must follow Procuring Agency's internal policies.
- Valid travel reimbursements will be reimbursed at the Procuring Agencies current travel rate.
- The candidate and the Procuring Agency's contact person must sign the travel expense form.
- The form must be submitted with the Contractor's invoice for services with the travel expense as a separate line item on the invoice in order to be reimbursed by the Procuring Agency.
- The type of position requiring travel will vary based on the individual Procuring Agency's requirements.

Equipment, Property and Damages

- The Contractor shall be responsible for the proper maintenance and custody of any personal tangible property owned and real property furnished by the Procuring Agency for the use in connection with the performance of the contract.
- The Contractor will reimburse the Procuring Agency for such property's loss or damage caused by the Contractor' assigned individual, with the exception of normal wear and tear.
- The equipment used may include computers, copy machines, phones, printers, etc. Equipment may vary depending on the Candidate assignments.

Procuring Agency's Responsibilities

- Prior to contacting the Contractor(s), the Procuring Agency is responsible to define details of the request to include, but not be limited to:
 - a. Number of individuals needed;
 - b. Job duties;
 - c. Equipment to be used;
 - d. Knowledge, skills and education and/or experience;
 - e. Computer software to be used;
 - f. Hours of work;
 - g. Expected length of assignment;
 - h. Job related attire;

- i. Position location;
 - j. Procuring Agency contact person; and
 - k. Other pertinent job-related information.
- Depending on the amount of detail required, it is recommended the Procuring Agency submit this information in writing via e-mail or facsimile to reduce the possibility of an inappropriate temporary assignment.

Background checks

- The Procuring Agency is responsible for requesting additional background investigations beyond normal references prior to the temporary assignment.
- Should an additional background check be required due to the nature of the assignment, the Procuring Agency may be responsible for the cost of the additional checks.
- It is reasonable to expect employment eligibility and references will be required for all candidates; background checks for referrals by the Procuring Agency will be at the discretion of the Procuring Agency.
- Standard checks which would include employment eligibility and reference checks shall be at the cost of the Contractor (s).
- Other background checks will be at the discretion of each requesting Procuring Agency.
- Procuring Agencies reserve the right to request and conduct pre-employment background checks and drug testing prior to the potential candidates starting date.
- Procuring Agencies will limit their background checks and drug testing requirements to the same as required of their own permanent full-time employees holding the same or similar positions to be filled by the candidate.

AGENCY INSTRUCTIONS FOR PRICE QUOTES

1. Executive Branch departments must follow the DHRD procedures for exemptions from civil service under Section 76-16(b)(2) and Section 76-16(b)(15), Hawaii Revised Statutes.
2. Complete the Uniform Request for Quotes (<https://spo.hawaii.gov/wp-content/uploads/2021/10/Vendor-List-22-03-UNIFORM-REQUEST-FOR-QUOTES-v10-21-2021.docx>)
3. Solicit to all vendors listed in the category of interest.

	22nd Century Technologies Inc	ATA Services Inc	DatamanUSA LLC
Category	Administrative Service Fee	Administrative Service Fee	Administrative Service Fee
Administrative Support (including office and clerical)	28%	19.50%	42%
Commercial/Industrial Workers	32%	19.50%	44%
Healthcare Staffing Services	30%	15.00%	45%
Information Technology Professional Services	45%	15.00%	N/A
Professional	34%	15.00%	44%

4. Personnel conducting or participating in utilizing Vendor List Contract No. 22-03 is responsible to complete form SPO-010, *Record of Procurement*.
5. If award is not made to the lowest responsive, responsible bidder, written justification is explained in Part D.
6. The completed Form SPO-010 is stored in the agency's procurement/contract file.
7. Award is based on best value.

CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the authorized Contractor or authorized reseller based on lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the authorized contractor or authorized reseller whose offer represents the best value to the agency. Best value means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, vendor history, quality of goods, services, delivery and proposed technical performance.

CONTRACTORS

AND

AUTHORIZED

DEALERS

CONTACT

INFORMATION



22nd Century Technologies, Inc.

22ND CENTURY TECHNOLOGIES INC

MASTER AGREEMENT NO. 50-000-15-00058 AA

To view 22nd Century Technologies, go to:

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services-2017-2022/twentysecond-century-technologies/>

For price quotes, contact 22nd Century Technologies Inc. Payment is made to 22nd Century Technologies Inc.

Caroline Beliles
Phone: (888) 998-7284
Fax: (732) 537-0888
Email: govt@tscti.com

Remit Payment To:
22nd Century Technologies Inc
8251 Greensboro Drive, Ste 900
McLean, VA 22102-3827
Vendor Code: 348742-01



ATA SERVICES INC

MASTER AGREEMENT NO. 50-000-15-00058 AB

To view ATA Services, go to:

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services-2017-2022/ata-services-inc/>

For price quotes, contact ATA Services Inc. Payment is made to ATA Services Inc.

Marya Brancio
Phone: (303) 278-9900
Fax: (303) 278-7500
Email: marya@ataservices.net

Remit Payment To:
ATA Services Inc
405 Urban St #150
Lakewood, CO 80228
Vendor Code: 360014-00



DATAMANUSA LLC

MASTER AGREEMENT NO. 50-000-15-00058 AC

To view DatamanUSA LLC, go to:

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services-2017-2022/dataman/>

For price quotes, contact DatamanUSA LLC. Payment is made to DatamanUSA LLC.

Nidhi Saxena
Phone: (720) 201-5617
Fax: (720) 248-3200
Email: nidhisaxena@datamanusa.com

Remit Payment To:
DatamanUSA LLC
6890 S Tucson Way Ste 100
Centennial, CO 80112
Vendor Code: 359928-00