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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

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July 25, 2024

TO:                      Executive Departments/Agencies                      City and County of Honolulu  
                                 Department of Education                      Honolulu City Council  
                                 School Facilities Authority                      Honolulu Board of Water Supply  
                                 Hawaii Health Systems Corporation                      Honolulu Authority for Rapid Transportation  
                                 Office of Hawaiian Affairs                      County of Hawaii  
                                 University of Hawaii                      Hawaii County Council  
                                 Public Charter School Commission 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. 5**  
                                 SPO Price List Contract No. 23-10  
                                 **NASPO VALUEPOINT TEMPORARY EMPLOYMENT SERVICES**  
                                 RFP 20-00000-21-00021  
                                 **Expires: August 14, 2024**

The following changes are made to the price list contract:

1. The sales information for 22<sup>nd</sup> Century Technologies Inc is updated.
2. The vendor code for Medical Staffing Services Inc is updated.

The current price list contract incorporating Change No. 5 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

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

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**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**SPO Price List Contract No. 23-10**  
Includes Change No. 5  
Effective: 07/25/2024

***THIS SPO PRICE/VENDOR LIST CONTRACT IS FOR AUTHORIZED BUSINESS ONLY***

**NASPO VALUEPOINT  
TEMPORARY EMPLOYMENT SERVICES  
(RFP 20-00000-21-00021)  
September 1, 2023 to August 14, 2024**

**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 contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to nine (9) qualified Contractors.

The purpose of this contract is to provide temporary employment services to different state departments.

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



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

Executive Departments/Agencies	City and County of Honolulu (C&C Honolulu)
Department of Education (DOE)	Honolulu City Council
School Facilities Authority (SFA)	Honolulu Board of Water Supply
Hawaii Health Systems Corporation (HHSC)	Honolulu Authority for Rapid Transportation (HART)
Office of Hawaiian Affairs (OHA)	County of Hawaii
University of Hawaii (UH)	Hawaii County Council
Public Charter School Commission and Schools	County of Hawaii – Department of Water Supply
House of Representatives (House)	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

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to 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	<a href="mailto:matthew.m.chow@hawaii.gov">matthew.m.chow@hawaii.gov</a>
DOE	Procurement Staff	675-0130	675-0133	<a href="mailto:G-OFS-DOE-Procurement@k12.hi.us">G-OFS-DOE-Procurement@k12.hi.us</a>
SFA	Gaudencia "Cindy" Watarida	430-5531	n/a	<a href="mailto:cindy.watarida@k12.hi.us">cindy.watarida@k12.hi.us</a>
HHSC	Nancy Delima	359-0994	n/a	<a href="mailto:ndelima@hhsc.org">ndelima@hhsc.org</a>
OHA	Christopher Stanley	594-1833	594-1865	<a href="mailto:chriss@oha.org">chriss@oha.org</a>
UH	Karlee Hisashima	956-8687	956-2093	<a href="mailto:karlee@hawaii.edu">karlee@hawaii.edu</a>
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	<a href="mailto:danny.vasconcellos@spsc.hawaii.gov">danny.vasconcellos@spsc.hawaii.gov</a>
House	Brian Takeshita	586-6423	586-6401	<a href="mailto:takeshita@capitol.hawaii.gov">takeshita@capitol.hawaii.gov</a>
Senate	Carol Taniguchi	586-6720	586-6719	<a href="mailto:c.taniguchi@capitol.hawaii.gov">c.taniguchi@capitol.hawaii.gov</a>

Jurisdiction	Name	Telephone	FAX	E-mail
Judiciary	Tritia Cruz	538-5805	538-5802	<a href="mailto:tritia.l.cruz@courts.hawaii.gov">tritia.l.cruz@courts.hawaii.gov</a>
Honolulu City and County (C&C)	Procurement Specialist	768-5535	768-3299	<a href="mailto:bfs purchasing@honolulu.gov">bfs purchasing@honolulu.gov</a>
Honolulu City Council	Kendall Amazaki, Jr.	768-5084	n/a	<a href="mailto:kamazaki@honolulu.gov">kamazaki@honolulu.gov</a>
Honolulu City Council	Nanette Saito	768-5085	768-5011	<a href="mailto:nsaito@honolulu.gov">nsaito@honolulu.gov</a>
Honolulu Board of Water Supply	Procurement Office	748-5071	n/a	<a href="mailto:fn_procurement@hbws.org">fn_procurement@hbws.org</a>
HART	Dean Matro	768-6246	n/a	<a href="mailto:dean.matro@honolulu.gov">dean.matro@honolulu.gov</a>
County of Hawaii	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
Hawaii County Council	Diane Nakagawa	961-8440	n/a	<a href="mailto:Diane.Nakagawa@hawaiicounty.gov">Diane.Nakagawa@hawaiicounty.gov</a>
County of Hawaii - Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 ext. 224	961-8657	<a href="mailto:kmatsumoto@hawaiidws.org">kmatsumoto@hawaiidws.org</a>
County of Maui	Jared Masuda	463-3816	n/a	<a href="mailto:jared.masuda@co.maui.hi.us">jared.masuda@co.maui.hi.us</a>
Maui County Council	Marlene Rebugio	270-7838	n/a	<a href="mailto:marlene.rebugio@mauicounty.us">marlene.rebugio@mauicounty.us</a>
County of Maui - Department of Water Supply	Kenneth L. Bissen	270-7684	270-7136	<a href="mailto:ken.bissen@co.maui.hi.us">ken.bissen@co.maui.hi.us</a>
County of Kauai	Ernest Barreira	241-4295	241-6297	<a href="mailto:ebarreira@kauai.gov">ebarreira@kauai.gov</a>
Kauai County Council	Codie Tabalba	241-4193	241-6349	<a href="mailto:ctabalba@kauai.gov">ctabalba@kauai.gov</a>
County of Kauai - Department of Water	Christine Erorita	245-5409	245-5813	<a href="mailto:cerorita@kauaiwater.org">cerorita@kauaiwater.org</a>

**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 wishes 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 price list contract. They have signed a Master Agreement with the State of New Mexico and a Participating Addendum with the Hawaii State Procurement Office.

<u>Contractor:</u>	<u>Master Agreement Number:</u>
22 <sup>nd</sup> Century Technologies Inc	20-00000-21-00021AA
Acro Service Corp	20-00000-21-00021AC
ATA Services, Inc.	20-00000-21-00021AD
Cogent Infotech Corporation	20-00000-21-00021AE
DatamanUSA, LLC	20-00000-21-00021-AF
Infojini, Inc.	20-00000-21-00021AG
Medical Staffing Services Inc	20-00000-21-00021AH

**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 List Contract No. 23-10. *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 department/agencies, excluding the DOE, SFA, 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.

Note: Vendors may impose a transaction fee, not to exceed 4%, for pCard transactions.

**PURCHASE ORDERS** may be issued for purchases of \$2,500 or more and for vendors who either do not accept the pCard, or set minimum order requirements before accepting the pCard.

**SPO PL CONTRACT NO. 23-10 & applicable NASPO VALUEPOINT MASTER AGREEMENT NUMBER** shall be typed on purchase orders issued against this price list contract. For pCard purchases, the SPO PL Contract No. 23-10 and the applicable NASPO ValuePoint Master Agreement Number shall be notated on the appropriate transaction document.

**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.

**LEASE AGREEMENTS** are not allowed under this contract.

**STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE** shall not exceed the following rates if seller elects to pass on the charges to its customers.

COUNTY	COUNTY SURCHARGE TAX RATE	STATE GET	MAX PASS-ON TAX RATE	EXPIRATION DATE 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 and Lanai)	0.50%	4.0%	4.7120%	12/31/2030
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 is 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>.

**COMPLIANCE PURSUANT TO HRS §103-53.** All state and county contracting officers or agents shall withhold final payment of a contract until the receipt of tax clearances from the director of taxation and the Internal Revenue Service. This section does not apply to contracts of less than \$25,000.

**VENDOR AND PRODUCT EVALUATION** form, SPO-012, for the purpose of addressing concerns on this price 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.

**CONTRACT INFORMATION**

**Definitions**

- **“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.
- **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. Contractor’s Administrative Service Fee is a not to exceed maximum percentage, but may be negotiated at a lower percentage.

**Example:** Total Cost= \$100 Administrative fee= 15%

\$100 + \$15 = \$115

- **Fully Loaded Labor Rate** means the proposed maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.

## **Scope of Work**

The purpose of this contract is for Temporary Employment Companies to provide services relating to Administrative Support (Including Office and Clerical), Commercial/Industrial Workers, Healthcare Staffing Services, Information Technology, and Professional Services. Professions listed in HRS 464 (architect, landscape architect, land surveying, professional engineer, professional surveyor, and land surveyor) are excluded.

## **Temporary Employment Services**

- A) 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;
- B) 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;
- C) Contractor will confirm with the Procuring Agency the arrival of its candidate by telephone within one-half (1/2) hour after scheduled arrival time or as determined by the Procuring Agency and the Contractor by mutual agreement.
- D) 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.
- E) 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.
- F) 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.
- G) 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**

- A) The exact work hours for temporarily assigned personnel will be determined by the Procuring Agency. Generally, work hours begin at 7:45a.m. and end at 4:30p.m. Monday through Friday excluding officially observed holidays. Any non-working time as the result of early dismissal, due to weather or any other situation as determined by the Procuring Agency are also excluded. 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.
- B) Temporarily assigned individuals will not be paid for their lunch break.



- C) Overtime worked is at the discretion of the Procuring Agency and must be approved in advanced and in writing. Overtime will not be authorized or paid unless prior written authorization is obtained from appropriate management staff.
- D) Agencies have the right to request temporarily assigned individuals for holiday, evening/night, weekend, or shift work as needed.
- E) Hours may vary per Procuring Agency.
- F) 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. If at 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.
- G) 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.
- H) 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 Contractor(s) with the employee pay rate, position classification/title and description of duties.

### **Placement**

Contractor 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:

- A) Agencies may refer a specific individual as a candidate to be recruited by the Contractor to perform specific services needed or may request the Contractor to recruit and provide a specific temporary candidate. The Procuring Agency will not pay a placement or conversion fee for individuals who are a direct referral from the Procuring Agency.
- B) 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.
- C) The Procuring Agency reserves the right to interview the candidate to determine their qualifications for the required position (this does not negate the Contractor's responsibility of qualifying candidate(s)).
- D) 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.
- E) Procuring Agencies may select Contractor(s) within their geographic region based on the preference of the Procuring Agency.
- F) Multiple Contractors may be contacted to fill the same position.

## **Contractor's Responsibilities**

- A) 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.
- B) Contractor shall supply sufficient, competent, reliable, and properly licensed or certified or both personnel to provide adequate and satisfactory services as required under this Contract. In cases where special licenses, accreditations, certifications, or permits are required by State, Federal and/or Local law, statute, or regulation for an employee to perform services of specified job descriptions, Contractor shall provide current copies of such licenses, accreditations, certifications and permits upon Procuring Agency's request. Contractor shall maintain all applicable licenses, accreditations, certifications and permits during the term of this Contract. Contractor shall immediately notify the Procuring Agency by written notice in the event any of its employees' licenses, accreditations, certifications, or permits are revoked, expired, or suspended.
- C) 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.
- D) Placing candidates out of applicable job classification is considered a breach of contract. Periodic checks of requests and assignments will be performed by the Procuring Agency to ensure this does not occur.
- E) 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. Upon request, Contractor must provide, to the Procuring Agencies, the compliance of the background and reference checks. Failure to provide this information will be considered a violation of the contract and may result in rejection of the candidate and possibly jeopardize future placements by offending Contractor.
- F) 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.
- G) 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.
- H) 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.
- I) 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.
- J) 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 actual regular hours worked each day; and
  - f) If applicable, number of overtime hours worked each day
  - g) Written pre-approval of overtime hours.
  - h) Time sheet signed by authorized representative of the Procuring Agency.
- K) The Contractor is responsible and may be held financially liable for the negligent acts of its candidates.

### **Bonding**

- A) 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:

Issued by insurance companies authorized to do business in the Participating State or eligible surplus lines insurers acceptable to and having agents in the State upon whom service of process may be made.

### **Travel**

- A) Reimbursement for travel will be at the discretion of the Procuring agency and shall not be subject to the Contractor's markup.
- B) 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.
- C) Travel expenses submitted for reimbursement must follow Procuring Agency's internal policies.
- D) Valid travel reimbursements will be reimbursed at the Procuring Agencies current travel rate.
- E) The candidate and the Procuring Agency's contact person must sign the travel expense form.
- F) 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.
- G) The type of position requiring travel will vary based on the individual Procuring Agency's requirements.

### **Equipment, Property and Damages**

- A) 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.
- B) 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.
- C) The equipment used may include computers, copy machines, phones, printers, etc. Equipment may vary depending on the candidate assignments.

## **Procuring Agency's Responsibilities**

- A) 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) Minimum knowledge, skills, and education and/or experience
  - e) Minimum computer software skills/knowledge 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
- B) 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**

- A) The Procuring Agency is responsible for requesting additional background investigations beyond normal references prior to the temporary assignment
- B) 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
- C) 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.
- D) Standard checks which would include employment eligibility and reference checks shall be at the cost of the Contractor (s).
- E) Other background checks will be at the discretion of each requesting Procuring Agency.
- F) 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 also reserve the right to require other tests as negotiated in their Participating Addendum.
- G) Procuring Agencies will limit their background checks, drug testing, and other 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

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. Agency shall:
  - a. Solicit to all contractors listed in the category of interest;
  - b. Require each contractor to provide the fully loaded labor rate and total cost which includes the administrative fee.
  - c. Indicate a quote due date.

	Category 1: Administrative Support	Category 2: Commercial/Industrial Workers	Category 3: Healthcare (Clinical)	Category 3: Healthcare (Non-Clinical)	Category 4: Information Technology	Category 5: Professional Services (other than IT)
22 <sup>nd</sup>	X	X	X	X	X	X
Acro	X	X	X	X	X	X
ATA	X	X	X	X	X	X
Cogent	X	X	X	X	X	X
Dataman	X	X	X	X	X	X
Infojini	X	X	X	X	X	X
Medical	X			X		

3. Agency shall provide to all contractors:
 

<ol style="list-style-type: none"> <li>a) Position classification/title</li> <li>b) Description of duties</li> <li>c) Number of individuals needed</li> <li>d) Job duties/scope of work</li> <li>e) Equipment to be used</li> <li>f) Minimum knowledge, skills, and education and/or experience</li> <li>g) Minimum computer software skills/knowledge to be used</li> </ol>	<ol style="list-style-type: none"> <li>h) Hours of work</li> <li>i) Expected length of assignment</li> <li>j) Job related attire</li> <li>k) Position location</li> <li>l) Procuring Agency contact person</li> <li>m) Other pertinent job-related information</li> </ol>
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4. If applicable, agency shall inform contractor of any State's security regulations, policies, and standards as required by the Procuring Agency. This will vary based on the individual Procuring Agency's requirements.
5. If award is made on best value, the SPO-010 is required. Personnel conducting or participating in utilizing Price List Contract No. 23-10 is responsible to complete form SPO-010, Record of Procurement. The completed form SPO-010 is stored in the agency's procurement/contract file.

6. Award based on best value. If award is not made to the lowest responsive, responsible bidder, written justification is explained in Part D of form SPO-010. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the authorized Contractor based on lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the authorized contractor 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, performance, vendor history, and quality of services.

# CONTRACTOR INFORMATION



**22<sup>nd</sup> CENTURY TECHNOLOGIES INC**

Master Agreement No. 20-00000-21-00021AA

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services/22nd-century-technologies/>

**Sales Contact:**

Vanessa M. Castillo  
Account Manager  
Primary number: (240) 904-4635  
Alternate number: (908) 765-0004 (Ms. Shikha Sharma)  
[cooperative@tscti.com](mailto:cooperative@tscti.com)

**Remittance Address:**

22<sup>nd</sup> Century Technologies, Inc  
8251 Greensboro Dr. Ste 900  
Mc Lean, Virginia 22102  
Vendor Code: 348742-00

Website: <https://tscstaffing.com/>

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	3%
Category 2: Commercial/Industrial Workers	3%
Category 3: Healthcare (Clinical)	3%
Category 3: Healthcare (Non-Clinical)	3%
Category 4: Information Technology	3%
Category 5: Professional Services (other than IT)	3%





**ACRO SERVICE CORP**

Master Agreement No. 20-00000-21-00021AC

<https://www.naspoaluepoint.org/portfolio/temporary-employment-services/acro-service-corp-acro-government-solutions/>

Sales Contact:  
Sunil Vagavala  
P: (734) 632-4249 | M: (612) 578-9288  
[Hawaii@acrocorp.com](mailto:Hawaii@acrocorp.com)

Remittance Address:  
Acro Service Corp  
39209 West Six Mile Rd. Ste. 160  
Livonia, MI 48152  
[remittance@acrocorp.com](mailto:remittance@acrocorp.com)  
Vendor Code: 369176-00

Website: [acrocorp.com](http://acrocorp.com)

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	19.45%
Category 2: Commercial/Industrial Workers	19.45%
Category 3: Healthcare (Clinical)	19.45%
Category 3: Healthcare (Non-Clinical)	19.45%
Category 4: Information Technology	19.45%
Category 5: Professional Services (other than IT)	19.45%



**ATA SERVICES INC**

Master Agreement No. 20-00000-21-00021AD

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

Sales Contact:

Marya Brancio, Business Development  
Director  
[marya@ataservices.net](mailto:marya@ataservices.net)  
(720) 243-9462

Remittance Address:

ATA Services, Inc.  
405 Urban Street, Suite 150  
Lakewood, CO 80228  
Vendor Code: 360014-00

Website: <https://www.ataservices.net>

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	19.5%
Category 2: Commercial/Industrial Workers	19.5%
Category 3: Healthcare (Clinical)	15%
Category 3: Healthcare (Non-Clinical)	15%
Category 4: Information Technology	15%
Category 5: Professional Services (other than IT)	15%



**COGENT INFOTECH CORP**

Master Agreement No. 20-00000-21-00021AD

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services/cogent-infotech-corporation/>

**Sales Contact:**

Justin Acord, Executive Vice President  
[Justin.acord@cogentinfo.com](mailto:Justin.acord@cogentinfo.com)  
 (412) 889-7700

**Remittance Address:**

COGENT Infotech Corp.  
 1035 Boyce Road, Suite 108  
 Pittsburgh, PA 15241  
 Vendor Code: 368220-00

Website: <https://www.cogentinfo.com/>

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	32%
Category 2: Commercial/Industrial Workers	34%
Category 3: Healthcare (Clinical)	35%
Category 3: Healthcare (Non-Clinical)	35%
Category 4: Information Technology	34%
Category 5: Professional Services (other than IT)	32%



**DATAMANUSA LLC**

Master Agreement No. 20-00000-21-00021AD

<https://www.naspovaluepoint.org/portfolio/temporary-employment-services/datamanusa-llc/>

Sales Contact:

Nidhhi Saxena  
[contact@datamanUSA.com](mailto:contact@datamanUSA.com)  
(720) 248-3110

Remittance Address:

DatamanUSA, LLC  
6890 S Tucson Way  
Centennial, CO 80112  
Vendor Code: 359928-00

Website: <https://www.datamanusa.com/>

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	26%
Category 2: Commercial/Industrial Workers	28%
Category 3: Healthcare (Clinical)	31.5%
Category 3: Healthcare (Non-Clinical)	29.5%
Category 4: Information Technology	25%
Category 5: Professional Services (other than IT)	27%



**INFOJINI INC**

Master Agreement No. 20-00000-21-00021AD

<https://www.naspoaluepoint.org/portfolio/temporary-employment-services/infojini-inc/>

Sales Contact:

Sandeep Harjani  
[statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)  
 (443) 257-0086

Remittance Address:

Infojini, Inc.  
 PMB#115, 344 Grove Street  
 Jersey City, NJ 07302  
 Vendor Code: 366446-00

Website: <https://www.infojiniconsulting.com/>

Category Awarded	Contractor's Administrative Service Fee
Category 1: Administrative Support	30%
Category 2: Commercial/Industrial Workers	40%
Category 3: Healthcare (Clinical)	40%
Category 3: Healthcare (Non-Clinical)	40%
Category 4: Information Technology	35%
Category 5: Professional Services (other than IT)	32%

**MEDICAL STAFFING SERVICES INC**

Master Agreement No. 20-00000-21-00021

<https://www.naspoaluepoint.org/portfolio/temporary-employment-services/medical-staffing-services-inc/>

Sales Contact:  
Kenneth Landau  
Managing Director, Government Services  
Medical Staffing Services, Inc. dba Equiliem  
Healthcare  
(310) 621-0123  
[ken@equiliem.com](mailto:ken@equiliem.com)

Remittance Address:  
Medical Staffing Services Inc dba Equiliem  
Healthcare  
25 Kennedy Blvd, Suite 200  
East Brunswick, NJ 8816  
Vendor Code: 368099-00

<b>Category Awarded</b>	<b>Contractor's Administrative Service Fee</b>
Category 1: Administrative Support	20%
Category 3: Healthcare (Non-Clinical)	20%