### SP-20-0089 Temporary Employment Services

**Current Effective Dates:** Upon signature of PA until February 1, 2022

| Contract Administrator | Office of State Procurement  
|                         | Heather Bailey  
|                         | Phone: 501-324-9320  
|                         | Email: heather.bailey@dfa.arkansas.gov  
| Mandatory Status        | Non-Mandatory  
| Certified Minority Vendor Status | No  
| AASIS Outline Agreement Number | Multiple Master Outline Agreement Numbers  

#### Vendor Information

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contact Information</th>
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</table>
| ATA Services, Inc.           | Marya Brancio  
|                              | Phone: 303-278-9900  
|                              | Email: marya@ataservices.net  
|                              | Master Agreement: 50-000-15-00058AB  
|                              | OA: 4600047705  
| Staff Today Inc. (STI)       | Andrea Goodwin  
|                              | Phone: 800-928-5561  
|                              | Email: HRmanager@stafftodayinc.com  
|                              | Master Agreement: 55-000-15-00058AF  
|                              | OA: 4600047691  
| DatamanUSA, Inc.             | Dipak Chaudhari  
|                              | Phone: 505-737-9080  
|                              | Email: DipakC@datamanusa.com  
|                              | Master Agreement: 50-000-15-00058AC  
|                              | OA: 4600047692  

Office of State Procurement  
1509 West 7th Street, Suite 300  
Little Rock, AR 72201  
501.324.9316
CONTRACT OVERVIEW
This contract is for procurement entities who need temporary employment services in the areas of:
   A. Administrative Support
   B. Healthcare Staffing Services
   C. Professional Services

PERMISSIVE USERS
All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the services offered under the terms and conditions of the contract.

AGENCY INSTRUCTIONS
For all Master Outline Agreements, State Agencies must create an Outline Agreement in AASIS referencing the applicable Master Outline Agreement number and SP-20-0089 if the purchases are expected to exceed the $50,000 threshold required for legislative review.

State Agencies are responsible for reporting and obtaining the necessary reviews and approvals for all Outline Agreements, including but not limited to legislative review and for entry into the TGS/PCS Portal.

State Agencies are responsible for obtaining the necessary review and approval of Contractor disclosures required by Executive Order 98-04 as submitted on the Contract and Grant Disclosure Form.

<table>
<thead>
<tr>
<th>TGS/PCS Portal</th>
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<tbody>
<tr>
<td>&gt; $25,000 to &lt; $50,000</td>
<td>Reported</td>
</tr>
<tr>
<td>&gt; $50,000</td>
<td>Reviewed</td>
</tr>
</tbody>
</table>

To use this cooperative:
Agencies shall create a Scope of Work to submit to contractor that includes agency contact information, invoice information, purchase order and must include the Master Agreement Contract number and the Outline Agreement number (see above).

Services available in this cooperative contract include:
   A. Administrative Support includes office and clerical workers such as workers who 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. Administrative Support 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.

   B. Healthcare Staffing Services includes medical and healthcare related service jobs, such as 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.

C. Professional Services includes occupations 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 a college degree. Professional services may include but are 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.

AASIS INSTRUCTIONS

Contract documents are attached to each Outline Agreement in AASIS.

Contractor Vendor Numbers:
ATA Services, Inc. – 100242281
Staff Today Inc. – 100242234
DatamanUSA, Inc. – 10024220

COOPERATIVE COMMODITIES AND SERVICES

Temporary Employment Services

CONTRACT DOCUMENTS FOR EACH CONTRACTOR

Services Master Agreement
Services Proposal
Services Master Agreement Pricing
Services Master Agreement Amendment