



**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Edward Armstrong

**Temporary Employment Services (NASPO Coop Contract)**

<b>Current Effective Dates: September 13, 2022 to August 14, 2024</b>	
<b>Potential Final Expiration Date: August 14, 2027</b>	
Contract Administrator	Office of State Procurement Buyer: Julie Robnolt Phone: (501) 371-6070 Email: <a href="mailto:julie.robholt@arkansas.gov">julie.robholt@arkansas.gov</a>
Mandatory Status	Non-Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	4600051630, 4600051655
<b>Vendor Information</b>	
ATA Services, Inc.	Name: Peter Harrod Phone: (303) 278-9900 Email: <a href="mailto:pharrod@ataservices.net">pharrod@ataservices.net</a> Master Agreement: 20-00000-21-00021AD OA: 4600051630 Vendor Number: 100242281 <a href="#">Contract Details</a>
DatamanUSA, LLC	Name: Nidhi Saxena Phone: (720) 248-3110 Email: <a href="mailto:contact@datamanusa.com">contact@datamanusa.com</a> Master Agreement: 20-00000-21-00021AF OA: 4600051655 Vendor Number: 100242220 <a href="#">Contract Details</a>
<b>Cooperative Information</b>	
NASPO ValuePoint <a href="http://www.naspovaluepoint.org">www.naspovaluepoint.org</a>	

Office of State Procurement

501 Woodlane Street, Suite 220 \* Little Rock, AR 72201 \* 501.324.9316

## CONTRACT OVERVIEW

This non-mandatory 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 and Outline Agreement in AASIS referencing the applicable Master Outline Agreement number 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.

TGS/PCS Portal	
> \$25,000 to < \$50,000	Reported
≥ \$50,000	Reviewed

To use this cooperative contract:

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** – which 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** – which includes medical and healthcare related service jobs, such as, but 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** – which 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 the Outline Agreement in AASIS.

### **AWARDED COMMODITIES AND SERVICES**

Temporary Employment Services

### **CONTRACT DOCUMENTS**

Master Agreements

Pricing Documents

Participating Agreements