

PRF85: Enterprise Temporary Help Services

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Contract Term	Current Contract Term: July 1, 2025 – December 31, 2031 Maximum End Date: December 31, 2031
MMARS MA#	PRF850000000000000000
Quote Requirements	Quotes are not required for purchasing.
Vendor List	See Vendor List and Information for eligible vendors on this contract.
Updates	7/1/2025: initial publication

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Contract Summary

PRF85: Enterprise Temporary Help Services: This is a Statewide Contract for Temporary Help Services. Under PRF85, a single Managed Service Provider (MSP) in Motion Recruitment Partners DBA Sevenstep neutral space of the labor industry will manage the contract on behalf of the Commonwealth. Under this model, the MSP, serving as the single point of contact for the Commonwealth will access all available and qualified labor providers in the temporary labor market. It is expected that under this model, all pre-registered staffing suppliers are given an equal opportunity to fill each request for labor made by the Commonwealth without the MSP giving preference to a specific supplier. Suppliers or labor providers are selected for each request based on criteria as defined by the Commonwealth. The MSP is restricted from deciding on its own which orders are routed to any supplier.

This contract does not have minimum quote requirements.

Master Blanket Purchase Order [PO-25-1080-OSD03-OSD03-36567](#) with RFR

Benefits and Cost Savings

This MSP will allow for the Commonwealth of Massachusetts to benefit from the competition and quality of labor that exists among the vast number of suppliers that currently exist in the temporary labor market whilst not having a competing interest of its own, as the MSP itself is not acting as an employer of temporary labor for the purpose of this contract. Other cost reduction drivers include:

- Leveraging the Commonwealth's buying power
- Simplifying the solicitation process through centralized order management – Single point of contact
- Rates are inclusive of all vendor travel consideration and other ancillary charges
- Rates are inclusive of vendor costs associated with providing candidates
- Electronic Timecards and Consolidated Billing that saves time and expenses
- Dedicated Vendor Management System (VMS) for PRF85 and its buyers
- 30% of total program spend is expected to come from diverse suppliers
- Enhancing vendor relationships through proactive management and oversight

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- Offering competitive pricing
- Partnering with a pool of qualified and experienced vendors
- Offering Prompt Pay Discount
- Improving the availability of environmentally preferable products

Contract Categories

This contract includes 4 categories of service listed as follows:

- Category 1: Main and Other Service Positions
- Category 2: Eligible Internship Services
- Category 3: Executive Search Services
- Category 4: Payrolling Services

Contract Exclusions and Related Statewide Contracts

This contract covers Temporary Help, Eligible Internship, Executive Search and Payrolling services, but it explicitly excludes Information Technology services otherwise available on ITS77 and services related to direct care to patients.

Please see the following list of products and services not available for purchase:

- Information Technology Services – Available on ITS77
- Service categories related to direct care to patients

Who Can Use the Contract

The following is a complete list of the types of organizations generally allowed to use Operational Service Division's (OSD's) Statewide Contracts (SWCs). Some SWCs may be open to additional organizations, and some are more restricted in usage.

- Cities, towns, districts, counties, and other political subdivisions
- Executive, Legislative, and Judicial Branches, including all departments and elected offices therein

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- Independent public authorities, commissions, and quasi-public agencies
- Local public libraries, public school districts, and charter schools
- Public hospitals owned by the Commonwealth of Massachusetts
- Public institutions of higher education
- Public purchasing cooperatives
- [Non-profit](#), UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories and their cities, towns, districts, counties, other political subdivisions, and public institutions of higher education without prior approval from the State Purchasing Agent
- Other entities when designated in writing by the State Purchasing Agent

Pricing Options

Note: The price files and vendor catalogs are accessible through public view in COMMBUYS; therefore, buyers can access the price files and vendor catalogs without needing to sign into a COMMBUYS account.

- **Fixed Pricing:** For payrolling services pricing is fixed but further negotiations can be made to one dollar and seventy-five cents per hour (\$1.75).
- **Ceiling/Not-to-Exceed:** The contract's published pricing, including discounts, is a maximum price or 'not-to-exceed' limit and can be subject to further negotiation.
- **Pricing Direct/Executive Search/Hire**
 - A direct-hire or contingency fee is paid to Motion Recruitment Partners., DBA Sevenstep for the service provided, until the candidate represented by Motion Recruitment Partners DBA Sevenstep, Inc., DBA Sevenstep accepts and starts a position with the Eligible Hiring Commonwealth Entity. The fee for this service will be presented as a percentage of the hired candidate's annual starting salary only after a candidate begins employment at the Commonwealth.
- **Project Based Compensation**

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- Motion Recruitment Partners DBA Sevenstep may be asked by an Eligible Hiring Entity to provide a project-based price instead of what has been established by the hourly rate. Under such requests Motion Recruitment Partners DBA Sevenstep must include any and all ancillary services in the project price. Eligible Hiring Entities under no circumstance will pay for additional services related to project-based procurements outside of what has been agreed beforehand.
- **Conversion Policy**
 - Motion Recruitment Partners DBA Sevenstep must arrange with its suppliers to follow the conversion policy for hiring a Temporary Help Worker as a state employee, without a fee to the Commonwealth after the individual has fulfilled any Commonwealth or eligible entity assignment generated from any contract resulting from this contract.
 - 30 days – 15%
 - 60 days – 10%
 - 90 days – 5%
 - Over 90 days – None

Note: Product pricing may be found on the [vendor information](#) page, where links to all Motion Recruitment Partners DBA Sevenstep’s MBPOs are provided.

Purchase Options

This contract has multiple ways of purchasing.

- This is a fee-for-service contract.
- Ceiling/Not-to-Exceed: Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing and may be further negotiated.
- **Pricing Markup for Temporary Help Services Categories**
 - The hourly pay rate charged to any Commonwealth eligible hiring entity will be based upon a maximum mark-up (36.5%) of the hourly pay rate for the temporary help

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worker. Markup is the fee charged over and above the hourly wage paid to the temporary help worker.

- **Pricing Direct/Executive Hire**

- A direct-hire or contingency fee is paid to Motion Recruitment Partners DBA Sevenstep for the service provided, until the candidate represented by Motion Recruitment Partners DBA Sevenstep accepts and starts a position with the Eligible Hiring Commonwealth Entity. The fee for this service will be presented as a percentage of the hired candidate's annual starting salary only after a candidate begins employment at the Commonwealth.

- **Project Based Compensation**

- Motion Recruitment Partners (Sevenstep) may be asked by an Eligible Hiring Entity to provide a project-based price instead of what has been established by the hourly rate. Under such requests Motion Recruitment Partners DBA Sevenstep must include any and all ancillary services in the project price. Eligible Hiring Entities under no circumstance will pay for additional services

- **Payrolling Service – Flat fee**

- A one dollar and seventy-five cents (\$1.75) per hour paid, flat fee the Awarded Vendor agrees when called upon to operate as a Payroll Service Provider (PSP), as an independent contractor, employ and payroll identified employees brought to the Awarded Vendor by the buyer, to help administer payroll and employment tax obligations, providing all necessary payroll functions including all applicable payroll obligations such as withholding taxes, worker's compensation insurance, and other legally mandated deductions.

- **Conversion Policy**

- Motion Recruitment Partners DBA Sevenstep must arrange with its suppliers to follow the conversion policy for hiring a temporary Help Worker as a state employee, without a fee to the Commonwealth after the individual has fulfilled any Commonwealth or eligible entity assignment generated from any contract resulting from this contract.
 - 30 days – 15%

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- 60 days – 10%
- 90 days – 5%
- Over 90 days – None

How to Purchase from the Contract

All eligible entities must submit and approve their temporary help request through Motion Recruitment Partners DBA Sevenstep's Web Portal - VectorVMS. For instructions on how to do this, please review the PRF95 SOW Instructions, the job aid provided in Appendix C or contact Motion Recruitment Partners DBA Sevenstep. SOW instructions can be found by navigating the MBPO's attachment tab in COMMBUYS. Awarded vendor may be contacted at Commonwealth@sevensteprpo.com.

- **Purchase via Vector VMS**

- Entities with a temporary hiring need should submit their request via VectorVMS. The request should include a thorough job description, skills required, qualifications and geographic location. The MSP vendor will reach out to conduct an intake call to further understand your needs and preferences.
- Access and information related to Vector VMS and Motion Recruitment Partners DBA Sevenstep can be found at commonwealth.sevensteprpo.com
- Motion Recruitment Partners DBA Sevenstep's VMS tool (Vector) will track all temporary worker assignments start and end dates – therefore a report can be requested from Motion Recruitment Partners DBA Sevenstep to identify duration of each temporary worker (Hiring Managers will also receive email reminders).
- Use the rate card posted under the attachment tab in COMMBUYS. PRF85 rate card only lists hourly ceiling pay rates and bill rates. Discuss your needs with Motion Recruitment Partners DBA Sevenstep during the intake call to get the right candidate with the right level of experience and at the best value.
- Entities may request project-based pricing instead of the bill rate that will be based on an hourly rate and include all ancillary services in the project price.
- Entities should never pay more than the maximum markup rate of 37% above the pay rate.

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- Entities must adhere to the Commonwealth HRD Policy effective 1/1/2014 as in Appendix A.

How to Purchase from PRF85 MBPO through COMMBUYS

- Submit and approve your temporary help request through Motion Recruitment Partners DBA Sevenstep's Web Portal as described above
 - **Once Logged into COMMBUYS, select DOCUMENTS > REQUISITIONS > NEW**
- **General Tab**
 - In the drop-down menu for **Requisition Type**, be sure to select "Release."
- **Items Tab**
 - Select **Search Items** and click the + to open **Advance Search** fields Next type "PRF85" into the **Description** field and Find It! (alternatively, you can also search by Vendor Name)
 - Review the **Item Description** to identify the temporary help job category you have requested through Motion Recruitment Partners DBA Sevenstep's vendor Web Portal
 - Select and add Quantity for the temporary help job category.
 - Click Add to Req. & Exit or Add to Req. & Next if you need to add more items.
 - For each line item added to the Requisition you will need to add Catalog Price/ Unit Cost. To do so click Enter Info. Catalog Price/ Unit Cost should be the agreed upon Bill Rate for the position.
- **In the Attachment Tab**, you will need to attach the following:
 - Statement of Work from Motion Recruitment Partners DBA Sevenstep's Portal
 - Candidate(s) Resume (This information is only viewed by you and Motion Recruitment Partners DBA Sevenstep)
 - Any other document(s) at your discretion
- **Summary Tab**
 - Review and Send for Approval
 - Once the Requisition has been approved, the user can then convert to PO and send the order to Motion Recruitment Partners DBA Sevenstep.

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- **Document items in COMMBUYS that have already been purchased**
- PRF85 contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface – payment request and invoice should be reported in both MMARS and COMMBUYS separately.
- For a description of how to complete this purchase in COMMBUYS, visit the Job Aids for Buyers webpage, and select:
 - The COMMBUYS Requisitions section and choose the How to Create an RPA Release Requisition job aid.

See the [How to Make a Statewide Contract Purchase in COMMBUYS](#) job aid for more details.

Note: MMARS and COMMBUYS do not interface. Payment request and invoice must be reported in both MMARS and COMMBUYS.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth of Massachusetts' official e-procurement platform, serving as a central marketplace for state agencies to procure goods and services connecting government buyers and businesses. It aims to streamline the purchasing process, ensuring transparency, efficiency, and accessibility in the procurement process.

While COMMBUYS use is not mandated for Non-Executive Agencies, it is highly recommended to streamline the procurement process and make informed purchasing choices. Eligible entities should follow their internal guidelines for COMMBUYS use.

For Executive Agencies, COMMBUYS is required. Per 801 CMR 21.00, Executive Agencies must use established statewide contracts (SWCs) for the purchase of products and services. To set up a COMMBUYS buyer account or to update an existing agency account, the buyers must contact the COMMBUYS Help Desk at: (888)-627-8283 or OSDhelpdesk@mass.gov.

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Finding Contract Documents (Including CUG, RFR, Specifications, and Other Attachments)

Buyers can view contract documents on COMMBUYS without requiring a COMMBUYS account or logging in.

To find contract documents in COMMBUYS, follow these steps:

1. On the [COMMBUYS](#) home page, enter **PRF85** in the search tool and select **Blankets** from the drop-down list.
2. Click the Search icon. The related Master Blanket Purchase Orders (MBPOs) information opens in a table format.
3. To view the associated contract documents, under the **Blanket #** column, click on the applicable Purchase Order (PO) link. MBPO opens for the selected PO and the attachments can be found in the **Agency Attachments** or **Vendor Attachments** section.
4. All standard contract documents are within the Master Contract Record. Access them directly by clicking this link: [Insert the Master MBPO hyperlink here, [Master Blanket Purchase Order PO-25-1080-OSD03-OSD03-36567](#)].

Finding Vendor-Specific Documents

To find vendor-specific documents, see the links to the individual vendor MBPOs on the [Vendor Information](#) page, and follow these steps:

1. On the [Vendor Information](#) page, under the **Master Blanket Purchase Order #** Column, click on the applicable Purchase Order (PO) link. The Master Blanket Purchase Order (MBPO) opens for the selected PO.
2. On the MBPO, scroll down to the **Vendor Attachments** section to find the vendor-specific documents.
3. To view, click on the desired document link.

Supplier Diversity Program (SDP) Requirements

Please see the following guidelines:

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- Vendor SDP commitment percentages can be found on the [vendor list](#) table.
- Executive Departments should use diverse and small businesses to the extent possible based on contract terms, [Supplier Diversity Office \(SDO\)](#), and departmental policies, laws, and regulations.
- In cases where all other factors are equal, and particularly when adhering to a best value approach, the department will favor the vendor with a stronger SDP commitment
- The SBPP applies to small procurements (under \$250,000 annually), while the SDP applies to large procurements (over \$250,000 annually). Executive Departments must consider these requirements when soliciting quotes or issuing statements of work (SOWs).
- Operational Services Division (OSD) provides a list of SDP businesses through the [Statewide Contract Index](#). See the **Programs (SDO and SBPP)** tab on the index (scroll to view the tab).
- For more information, see [Best Value Evaluation of SDP Plan Forms: A Guide for Strategic Sourcing Teams](#).

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the [Commonwealth's Terms and Conditions](#) and [Standard Contract Form](#), as well as other applicable terms of this Statewide Contract (SWC). Combined, subcontractors will provide service to all counties within the Commonwealth of Massachusetts. The below are the sub-contractors currently associated with this contract. This list will be continuously updated as additional suppliers are added.

Subcontracted Vendor Name	Diversified Supplier* Central Location	Central Location
Sigma Systems	Yes	Marlborough, MA
Infojini	No	Boston, MA
Vajrasoft	Yes	Birmingham AL
IT Mantra	Yes	Wellesley, MA
The Resource Connection	Yes	Middleton, MA
CQ Personnel dba Back Bay Staffing Group	Yes	Boston, MA
Cleary Consultants	Yes	Boston, MA

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Hire Initiatives, Inc.	Yes	Newburyport, MA
Hire Partnership	Yes	Boston, MA
Bethel Staffing	Yes	Worcester, PA
KNF&T	No	Boston, MA
Dutech Systems	Yes	Springfield MA
Professional Staffing Group (PSG)	No	Boston, MA
Resource Logistics	Yes	East Brunswick, NJ
Ace Employment Services	No	Boston, MA
Preferred Staffing & Recruiting	No	Newton, MA
Staffordard	Yes	Indianapolis, IN
Complete Staffing Solutions	No	Marlborough, MA
WinterWyman	No	Bedford, MA
Partnership Employment	No	Worcester, MA
RightWorks	Yes	Austin, TX
Johnson & Hill Staffing	Yes	West Springfield, MA
Bucher & Christian Consulting Inc	Yes	Indianapolis, IN
Indu LLC dba intiGrow	Yes	Duluth, GA

The subcontractors listed above may or may not be certified by the Supplier Diversity Office (SDO), however will work to obtain a Massachusetts certification during the life of the Contract.

Additional Discounts

Vendors in this statewide contract offer the following discounts, which can vary for each vendor (vendor discounts are detailed in the [vendor list](#) table and the price files within each vendor's Master Blanket Purchase Order [MBPO] or Master Contract Record MBPO).

- **Prompt Pay Discount:** A discount given to the buyer if the invoice is paid within a specified time, in accordance with the [Commonwealth's Bill Paying Policy](#).

Emergency Services

Vendors on this contract may be required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency](#)

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[Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Technical Support and Customer Service

It is the aim of the MSP vendor to resolve any and all issues that may arise during the day-to-day operations of the engagement. Any issues that arise through the MSP will be logged into the Program Management Log and then brought to the attention of the Commonwealth of Massachusetts on an on-going basis. Issues beyond the capabilities of the MSP vendor which require support by VectorVMS will be solved via a request ticket.

The MSP vendor will escalate to the Commonwealth OSD in the following areas:

- When candidate submissions by Suppliers are insufficient for the Hiring Manager need
- When Suppliers are not following the hire conditions associated with a given assignment
- Suppliers not adhering to the business processes of the MSP program
- Any other areas of concern that could affect the Commonwealth's strategic goals or project timelines

Hiring Managers should submit all queries to the vendor's Contract Manager who will route through the following escalation hierarchy:

TOPIC	RESPONSIBLE	CONTACT INFORMATION
All Supplier-related issues and questions from current and prospective Suppliers	Kate Orlando Sevenstep - Program Manager	Phone: 617-340-6499 commonwelath@sevensteprpo.com
Overall Commonwealth/Sevenstep Temp Labor Program Direction	Kate Orlando Sevenstep - Program Manager	Phone: 617-340-6499 commonwelath@sevensteprpo.com
Procedural /navigational issues and questions on the use of the VMS	Kate Orlando Sevenstep - Program Manager	Phone: 617-340-6499 commonwelath@sevensteprpo.com

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Supplier Contracts	Ryan Borgen Sevenstep - Senior Manager	Ryan.Borgen@sevensteprpo.com
Commonwealth of MA Sponsor - escalation point for issues unresolved - contract issues	OSD Category Managers Operational Services Division	See Contract Manager contact details

Please see the following requirements:

- Motion Recruitment Partners DBA Sevenstep must supply at no charge.
- The maximum response time for technical support calls is four (4) hours from the initial request to on-scene arrival, unless otherwise agreed in writing between the buyer and the vendor.

Vendor PerformanceFor vendor performance, please make note of the following:

- Provide actionable feedback on vendors for this contract to optimize performance. Click [Procurated](#) for input. On the Procurated website page, select an OSD contract, click **Select**, and then click **Provide a Review** for the applicable vendor listed.
- Buyers are encouraged to reach out to the Category Manager if vendors are not meeting their contractual obligations and buyers may be surveyed for vendor performance feedback.
- Vendors will be evaluated on their current performance and may be asked to work with the Commonwealth towards improvement.
 - If Vendor performance is unacceptable but can be corrected, Motion Recruitment Partners DBA Sevenstep will be given the opportunity to develop and implement a corrective action plan, working collaboratively with OSD and the relevant purchasing entities.
 - If Motion Recruitment Partners DBA Sevenstep's performance is inadequate or breaches the RFR terms, including attachments and agreements, the OSD Category

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Manager may issue a warning, add vendors, implement a corrective action plan, or suspend/terminate the contract.

- Vendors must meet all contractual requirements throughout the life of the contract, including requirements for timely and accurate report submission, to remain in good standing under the contract.

Motion Recruitment Partners DBA Sevenstep will be measured by Key Performance Indicators (KPIs) which will include the minimum contractual performance metrics required, as detailed in the following table. Motion Recruitment Partners DBA Sevenstep is required to maintain scorecards for each state agency as well as an overall performance scorecard. Motion Recruitment Partners DBA Sevenstep shall adhere to the following service levels in responding to requests for Services:



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Performance Indicator	Description	Goal	Performance Target	Calculation	Review Frequency
Job request Confirmation Response Time	Average response time from receipt of request to acknowledgement	1 day*	95%	Number of requisitions which received confirmation within 24 hours / total number of requisitions	monthly
Resume submittal response time	Average response time from receipt of request to delivery of candidates resumes	3 days	95%	Number of requisitions that received resumes to review within 3 days/total number of requisitions	monthly
Request fill rate	Vendor's ability to fulfill requisitions satisfactorily. Where requested, <u>vendor to submit at least 3 resumes for every position requested</u>	100%	95%	# of candidates <u>submitted / # required</u>	monthly
Attrition Rate	Measures resource turnover due to unplanned situations that caused by the State, not including inadequate performance, death, illness or force major events	5%	8%	Number of unplanned turnovers/total number of resources	monthly
Termination Rate	Number of candidates dismissed due to inadequate performance	0%	3%	Number of turnovers due to inadequate performance / total number of resources	monthly

General Procurement Guidelines and Best Practices

For general procurement guidelines and best practices, follow these recommendations:

- Buyers should inform vendors to reference Contract **PRF86** on all their quotes and invoices.
- No prepayment should be made for products not yet delivered or services not yet rendered.

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- No sales tax should be applied to invoices.
- No fees or surcharges (including traveling, fuel, delivery) should be applied to invoices.
- Special order fees must be agreed upon by both parties upfront.
- Payments for products or services provided must be paid within 45 days per Massachusetts Bill Payment Policy, or sooner if applying Prompt Payment Discount.

Buyers are not required to sign additional agreements with vendors that conflict with the Request for Response (RFR) Terms and Conditions (contact Category Manager for guidance on this).

hayley.lebert@mass.gov or gerard.dawson@mass.gov.

Environmentally Preferable Products and Services (EPP)

All documents are required to be submitted electronically, and if documents are required to be printed, all paper must contain 30% post-consumer recycled content or be certified by the Forest Stewardship Council (FSC) to ensure responsible forest management.

Instructions for MMARS Users

When placing orders with a vendor, MMARS users **must** reference the contract ID number **PRF85** in the applicable field in MMARS. For MMARS technical support and job aids, contact the Comptroller Help and Support Desk at 617-973-2468 or at Comptroller.Info@mass.gov.

Background/CORI checks

All temporary labor will be subject to background or/and CORI checks based on the level of clearance required for different entities. If after a candidate who has been recommended for hire by Motion Recruitment Partners DBA Sevenstep, has failed to clear the required background checks, the hiring manager will request another candidate. The hiring manager's denial of the candidate based on the results of a background check should never include any details or specifics regarding why a candidate did not pass the background check. Vendors and subcontractors should not ask further questions from the hiring manager regarding what specifically within the results of the background check resulted in the denial of the candidate.

Geographical Service Area

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Motion Recruitment Partners DBA Sevenstep will provide services to all the counties in Massachusetts.

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Vendor List and Information

Vendor*	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Categories	Counties	Prompt Pay Discount	SDO Certification Type	SDP Commitment Percentage	List any other important items
**[Master Record] (All contract documents) **	Purchase Order PO-25-1080-OSD03-OSD03-36567		Gerry Dawson / Hayley Lebert	978-429-4512 / 617- 720-3146	Gerard.dawson@mass.gov / Hayley.lebert@mass.gov	N/A	N/A	N/A	N/A	N/A	N/A
Motion Recruitment Partners	Purchase Order PO-25-1080-OSD03-OSD03-36567		Kate Orlando	617-340-6499	katelyn.orlando@sevenstepalent.com			10 days- 4% 15 days- 2% 20 days- 1% 30 days- 1%		N/A	N/A

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master Contract Record MBPO is the central repository for all common contract files. The price files may be found in the individual vendor's MBPO.

***The Solicitation-Enabled MBPO is for multiple quote requests and price comparison.

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UNSPSC Codes

UNSPSC# 80-11-16 - Human resources services, temporary personnel services

Appendix A: Commonwealth of Massachusetts Human Resources Division (HRD) - Temporary Worker Policy - Effective 1/1/2014

Scope

- For the purposes of this policy, temporary employment is considered to be separate and distinct from contract and seasonal employment.
- This policy applies only to positions that fall within the Office of the State Comptroller object code J46. It does not apply to temporary workers who may be hired to perform information technology work. It is recommended that state agencies consult with ITD when hiring temporary workers to perform IT duties.

Definition

- Temporary workers are defined as individuals who are engaged through a third-party vendor to fill positions that are temporary in nature. Temporary workers should not work more than 52 weeks without approval from the Secretariat-level Human Resources Director.
- Contract employees are individuals who do not occupy state positions, nor contribute to the State Retirement System or group insurance programs, but who must contribute to the Alternate Retirement System. Contract employees have employee-employer relationships pursuant to individual contracts with the Commonwealth. Contract employees are paid through the payroll system, have tax withholdings, and other deductions.¹

¹ Source: Office of the Comptroller, MMARS Policy, Employee-Employer Relationship: Types of Employment (Rev. 11/1/06).

Process for Hiring Temporary Workers

- Hiring temporary workers is subject to Operational Services Division (OSD) requirements. Among other things, OSD requirements state that Executive Departments must use statewide contracts, if available, for commodities and services unless there is prior written approval from the State Purchasing Agent. The process that agencies must follow when requesting this approval is explained in [Best Value Procurement Handbook](#).

Allowable Reasons to Hire Temporary Workers

- Acceptable reasons to hire a temporary worker may include the following:
 - To assume the job duties of an employee who is on leave due to Family and Medical Leave Act (FMLA) leave or any other period of extended leave;
 - To provide continuity of services during an emergency situation;
 - To work on a project or task that is anticipated to be for a defined period of time (not to exceed 52 weeks without the approval of the Secretariat-level Human Resources Director) where it is impracticable to hire a regular state employee. If during the course of a temporary project or task, it becomes clear that the project or task is more permanent in nature, the agency must take action to hire permanent employees to work on the project consistent with ANF budget and policy guideline

Compensation

- Temporary workers shall be compensated by the third-party vendor and shall not be eligible to receive benefits provided by the state to permanent state employees (e.g., health insurance, retirement benefits, etc.)

Cannot Hire Temporary Workers to Circumvent Other Rules, Policies, and Laws

- An agency may not hire a temporary worker as a substitute for or to avoid filling a vacant position that would otherwise be filled by a permanent hire or to circumvent other rules, hiring caps, or policies that govern hiring Commonwealth employees or contracts staff.
- Temporary workers may be hired on a short-term basis for a period not to exceed 52 weeks without approval from the Secretariat-level Human Resources Director or his /her designee and/or Labor Relations personnel or other appropriate reviewer designated by the agency.

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- Secretariat-level Human Resources Directors or their designees shall conduct an annual review of all temporary worker appointments in agencies within their Secretariat. When an agency has the need to employ a temporary worker for more than 52 weeks, the Secretariat-level Human Resources Director or his/her designee may approve the extension.
- HRD reserves the right to audit the agency's use of temporary workers at any time. Agencies not in compliance with this policy will be notified and must become compliant immediately.
- This policy is not intended to supplant any existing Commonwealth policies governing the hiring of contract and/or seasonal employees.

Questions & Answers

Question: If an agency hires a temporary worker for a three-week project and, at the conclusion of the project, wishes to retain the temporary employee for another four- week project, how does that get counted towards the 52- week period under the policy?

Ans. The 52-week temporary employment period is intended to be project-specific rather than individual specific. If Temporary Project #1 is completed after three weeks and the agency wishes to hire a temporary employee for Temporary Project #2, then a new 52-week period would apply to Temporary Project #2 (even if it hires the same temporary employee who worked on Temporary Project #1).

Question: What if an agency has hired a temporary worker to work on a task not to exceed 52 weeks and the temporary worker leaves because s/he has found permanent employment elsewhere? If the temp agency sends a new employee to complete the task, does that start a new 52-week period?

Ans. As previously indicated, the 52-week temporary employment period is intended to be project or task-specific. So, if one temporary worker leaves before the project or task is completed and another temporary worker is hired to complete the project or task, it will all count towards the same 52-week maximum.

Question: Can an agency fill a particular position (e.g., receptionist) by hiring a different temporary worker every 52 weeks year after year?

Ans. No. Under the Temporary Worker Policy, a temporary worker may not be hired as a substitute for or to avoid filling a vacant position that would otherwise be filled by a permanent employee. Temporary workers are only intended to fulfil staffing needs that are for a specified duration. If an agency determines

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that its particular staffing need is continuous or cyclical in nature, then it should consider hiring a permanent or seasonal employee consistent with ANF budget and policy guidelines.

Question: What if the particular assignment is temporary but the agency knows from the outset that the project will exceed 52 weeks?

Ans. If the agency has determined that it cannot fill the position with a contract employee, then it may hire a temporary worker and, at the end of the 52-week temporary employment period, extend the temporary worker as necessary after approval by the Secretariat-level Human Resources Director or his/her designee.

Question: What if an agency realizes that the need for a temporary worker, originally intended to be less than 52 weeks, will now be greater than 52 weeks?

Ans. The agency must file with their Secretariat-level Human Resources Director a request to extend the services of a temporary worker beyond the 52-week period by at least 45 days prior to the end of the 52-week period.

Question: Can an agency hire a temporary worker into a permanent position?

Ans. Any permanent hires must be done consistent with the existing budget, human resources and policy guidelines. In addition, the agency must ensure that hiring the temporary worker into a permanent position would not violate any provisions of the temporary help contract used to secure the services of the temporary worker.

Question: Can a temporary worker supervise the work of a regular, permanent employee?

Ans. No.

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Appendix B: Hourly Bill Rates and Pay Rates Effective for Requisitions Submitted on or After 7/01/2025

Job Title	Maximum Bill Rate (Amount your Agency will pay Sevenstep)	Minimum Pay Rate (Minimum amount temp worker will be paid*)
Accountant	\$40.06	29.35
Accountant - Sr	\$50.12	36.72
Accounting Support	\$31.10	22.79
Administrative Assistant - Sr	\$47.10	34.51
Administrative Support	\$27.04	19.81
Buyer	\$41.33	30.28
Research Policies and Data Analyst	\$43.94	32.19
Certification Coordinator	\$41.63	30.50
Clerical Support	\$31.10	22.79
Communications Specialist	\$34.74	25.45
Customer Service	\$26.64	19.52
Customer Services - Sr	\$29.48	21.60
Data Analyst	\$69.65	51.03
Data Entry Operator	\$23.58	17.28
Data Entry Operator - Sr	\$25.97	19.03
Database Specialist	\$63.28	46.36
Desktop Support	\$53.07	38.88
Dispatcher	\$27.28	19.99
Event Support	\$32.92	24.12
Executive Assistant	\$38.64	28.31
Executive Legal Assistant	\$52.44	38.42
Filing Clerk	\$26.35	19.31
Financial Analyst	\$59.06	\$43.27
Floating Teller	\$26.92	\$19.72
Grant Coordinator	\$53.38	\$39.11

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Job Title	Maximum Bill Rate (Amount your Agency will pay Sevenstep)	Minimum Pay Rate (Minimum amount temp worker will be paid*)
Grants Administrator	\$61.71	\$45.21
HR Coordinator	\$43.58	\$31.93
HR Generalist	\$55.17	\$40.42
HR/Payroll Assistant	\$27.24	19.96
Info & Referral Specialist	\$24.36	17.85
Intake Coordinator	\$20.12	14.74
Legal Administrative Assistant	\$32.80	24.03
Legal Specialist	\$69.65	51.03
Light Labor	\$22.45	16.45
Light Labor - Sr	\$24.88	18.23
Medical Admin Assistant	\$24.36	17.85
Medical Admin Assistant - Sr	\$28.46	20.85
Medical Transcriptionist	\$23.30	17.07
Note Taker	\$25.02	18.33
Paralegal	\$35.44	25.97
Paralegal - Sr	\$49.75	36.45
Program Coordinator	\$29.55	21.65
Program Support	\$32.92	24.12
Project Administrator	\$44.06	32.28
Project Assistant	\$32.92	24.12
Project Coordinator	\$46.45	34.03
Project Manager	\$61.20	44.84
Project Support	\$29.83	21.86
Purchasing Clerk	\$29.14	21.35
Receptionist	\$26.07	19.10
Research Analyst	\$42.57	31.19
Research Assistant	\$39.81	29.17
Research Data Assistant	\$39.81	29.17
Research Policies and Data Analyst	\$43.93	32.19

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Job Title	Maximum Bill Rate (Amount your Agency will pay Sevenstep)	Minimum Pay Rate (Minimum amount temp worker will be paid*)
Stockroom Clerk	\$20.20	14.80
Tax Collector	\$35.69	26.15
Telephonic Operator	\$23.40	17.15
Transcriptionist	\$23.30	17.07
Writer	\$49.24	36.08

*Temp worker could receive a higher hourly rate if the subcontract voluntarily reduces their markup.

** Title does not imply a supervisory position.

Appendix C: VectorVMS User Guide

VectorVMS User Guide for Hiring Managers

Below is a step-by-step guide on how to use VectorVMS, Motion Recruitment Partners DBA Sevenstep's portal, to support the MSP program at the Commonwealth. VectorVMS also has a very comprehensive help section and user guides within their platform, so please feel free to reference their materials in addition to this guide. To access their reference materials, click the drop-down next to your name and select *Help*.

If you have any questions or concerns, please reach out to us at Commonwealth@sevensteprpo.com.

VectorVMS Terminology

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Term	Icon	Definition
User		An individual provided with a VectorVMS user record and login to perform actions or view information.
Requisition		Completed request form outlining requirements for contingent or service (statement of work) assignments.
Candidate		Individual submitted to a contingent requisition or service engagement based on qualifications. May also refer to a worker on assignment (Engaged Candidate).
Engagement		Active (Engaged) record with assignment details; work order.
Vendor		A staffing company who submits and manages candidates/workers. In some programs, this term may also refer to an independent contractor/1099.

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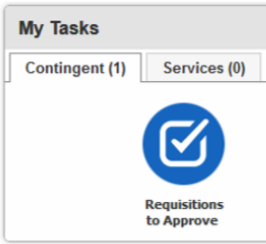
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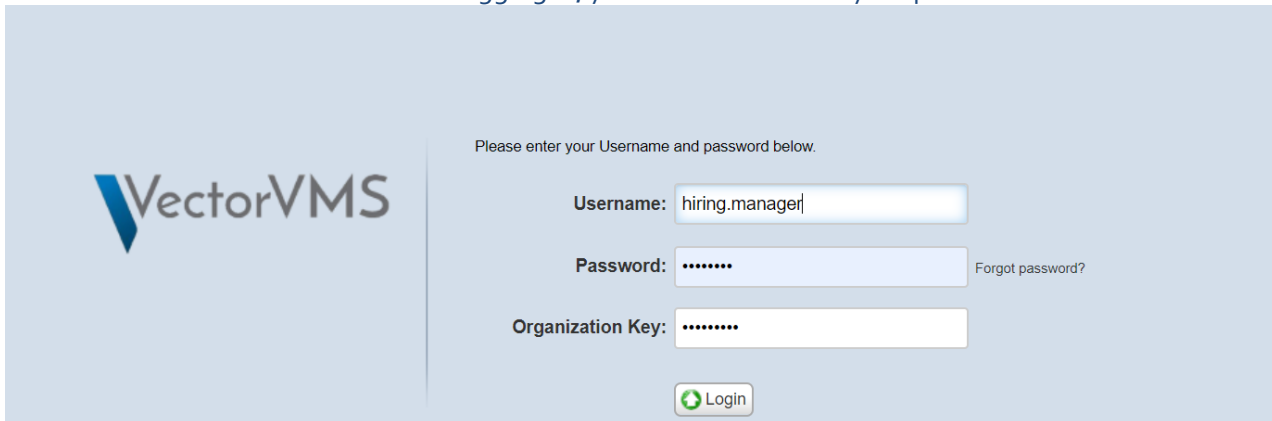
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Disengage		Termination of assignment (engagement) record (good or bad).
Dashboard		Interactive and configurable home page.
Widgets		Interactive panels that provide actionable data. Standard widgets are applied to each user's dashboard, however, users can configure their dashboard to add, remove, and move widgets.

Logging In / Dashboard Overview

1. Login [here](#)
2. Type in your username (firstname.lastname) password, and i4625 for the organization key and click the Login button
 - a. If this is the first time logging in, you will need to reset your password



Please enter your Username and password below.

Username:

Password: [Forgot password?](#)

Organization Key:



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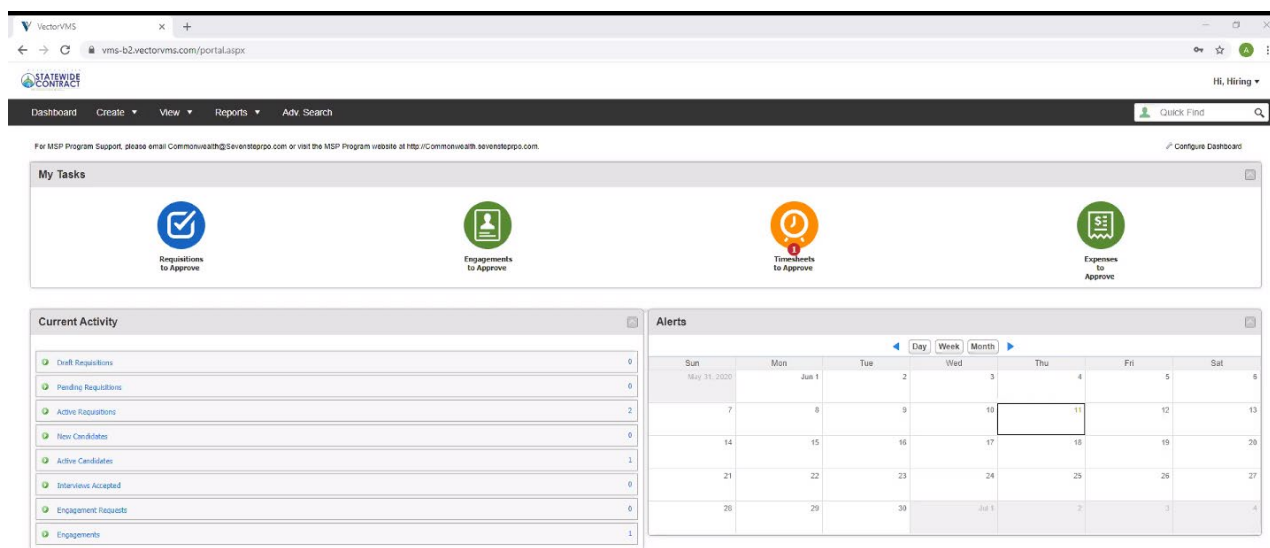
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The screenshot below is what your dashboard should look like upon logging in.



- If you have any tasks to complete, such as requisitions to approve, timesheets or expenses to approve, the icon under *My Tasks* will have a number over it based on the number of items you need to complete.
- Under *Current Activity*, you can see your requisitions, candidates, interviews, and engagements. If you click the green arrow icon, it will expand to show you the actual requisitions, candidates, interviews or engagements. You can also just click the box, and it will expand to show you.
- The *Alerts* (or calendar) will show you any temporary workers with upcoming end dates, as a reminder or alert.
- The black toolbar has additional options to select, as well as dropdowns with further options.
- The *Quick Find* box allows you to search (quickly), and you can click the Green Person icon to change the selection based on what you are looking for. Example: If you are looking for a requisition you just created, click the green person and select *Contingent Requisition* from the dropdown.

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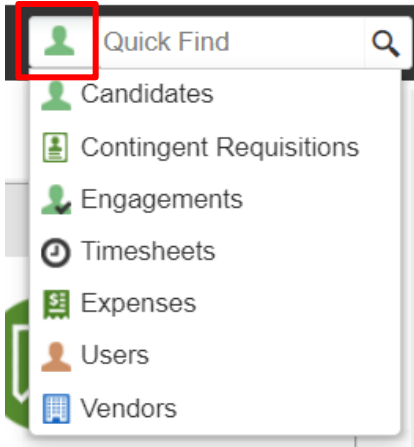
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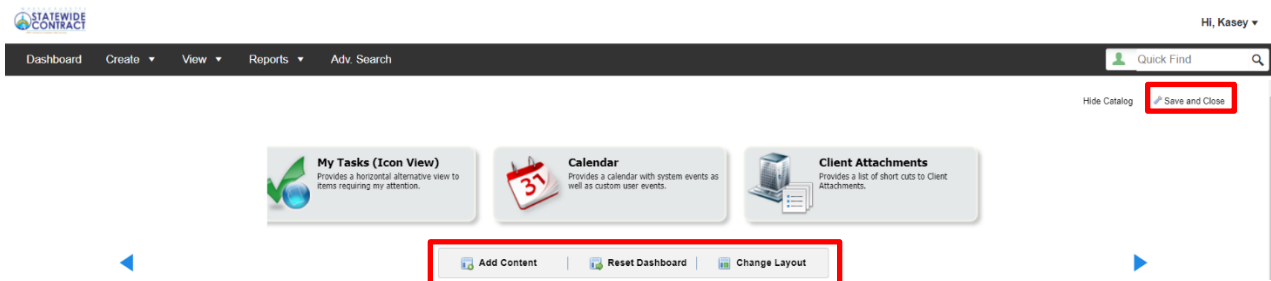
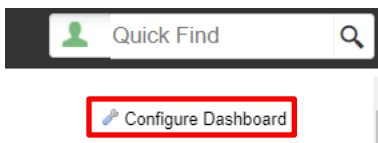
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- You can also configure how you'd like to arrange your dashboard view. You can accomplish this by clicking, *Configure Dashboard* (right under the quick find box). You can add content to your dashboard view and change your layout. After you make any changes, click the *Save and Close* button.



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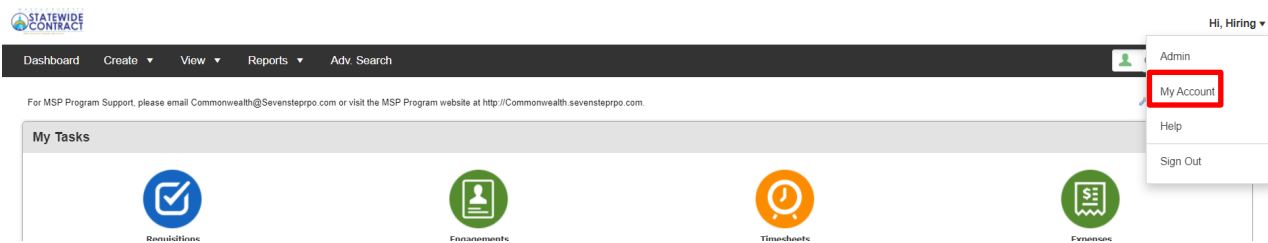
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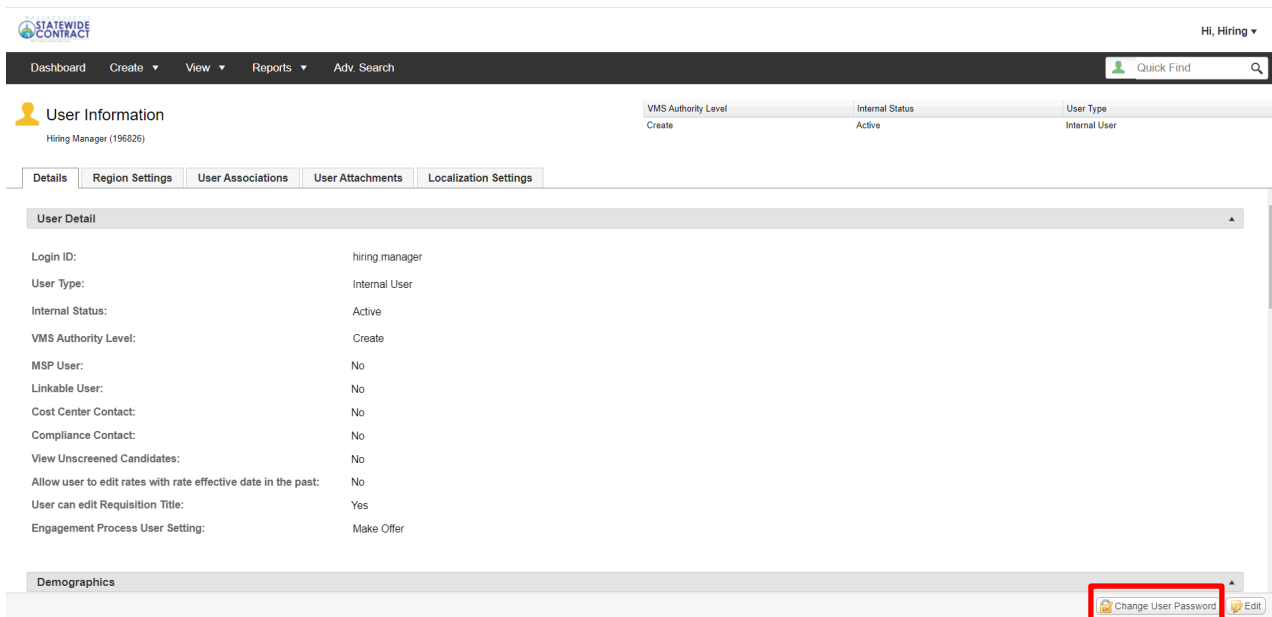
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How to Change Your Password

1. Click *My Account* under your name dropdown on your dashboard.



2. Click *Change User Password*.



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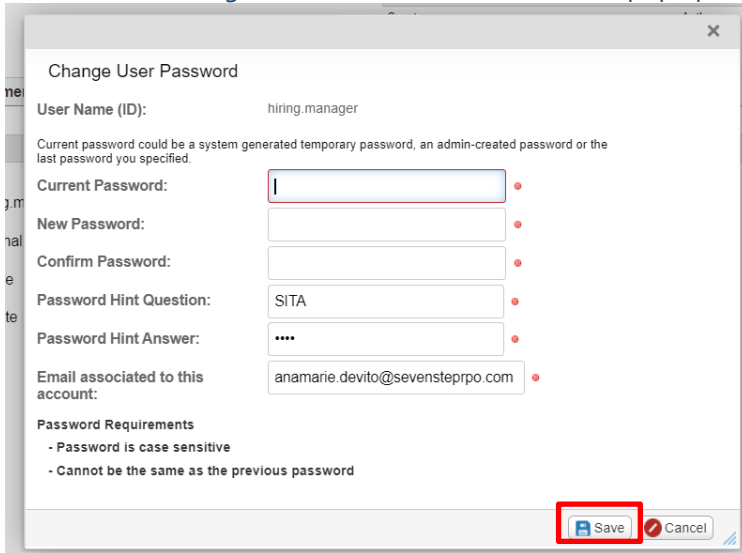
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3. Click *Change User Password*. The below will pop up.



Change User Password

User Name (ID): hiring.manager

Current password could be a system generated temporary password, an admin-created password or the last password you specified.

Current Password:

New Password:

Confirm Password:

Password Hint Question: SITA

Password Hint Answer:

Email associated to this account: anamarie.devito@sevensteprpo.com

Password Requirements

- Password is case sensitive
- Cannot be the same as the previous password

4. Type in your current password, your new password, update your password hint Q&A, if you'd like and Click *Save*.

How to Create a Requisition (Work Order for Temp Help Worker)

1. Click the *Create* dropdown from the black toolbar on your Dashboard and select *Contingent Requisition*.
2. Click the folder with the green arrow icon to further drill down on title of requisition.

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STATEWIDE CONTRACT Hi, Kasey ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find

Create Requisition Reports To Req. Status Start Date End Date

Job Selection Details Skills Compliance Distribution Approval

Region:

Choose a Job Title and select 'Next'

Name	Low Rate	High Rate	Short Description	Req Class ID	Details
July 2020 	\$0.00	\$0.00	July 2020 Rate Card	97952	

3. Click the Green + icon for the job title you want to use for your requisition and Click *Next*.

STATEWIDE CONTRACT Hi, Kasey ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find

Create Requisition Reports To Req. Status Start Date End Date

Job Selection Details Skills Compliance Distribution Approval

Region:

Choose a Job Title and select 'Next'

Name	Low Rate	High Rate	Short Description	Req Class ID	Details
Accountant 	\$1.00	\$41.40	Accountant	97955	
Accountant - Senior 	\$41.41	\$58.06	Accountant - Senior	98003	
Accounting Support 	\$1.00	\$25.53	Accounting Support	97956	
Administrative Assist - Senior 	\$1.00	\$47.10	Administrative Assist - Senior	98004	
Administrative Support 	\$1.00	\$24.15	Administrative Support	97954	
Buyer 	\$1.00	\$27.60	Buyer	97957	
Certification Coordinator 	\$1.00	\$24.15	Certification Coordinator	97958	
Clerical Support 	\$1.00	\$23.48	Clerical Support	97959	

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[Cancel](#) [Next](#)

4. Begin filling in the requested fields. Any field with a red circle is a required field.

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Requisition Details

Requisition Template:

☐

Requisition Class:

July 2020 : Accountant

Region Name:

Title/Role:

No. of Openings:

No. Filled:

Start Date:

End Date:

No New Submittals After:

Max Submittals by Vendor:

Per Opening

- When you get to the Requisition Description section – you will see a field for a short description and a complete description.
 - The short description should be anything specific or required that we should know about the requisition.
 - The complete description is similar to the actual job description.

Requisition Description

Engagement Type:

Contract

☐

Contract to Perm

☐

Short Description:

Complete Description:

Cancel

Previous

Save as Draft

Submit Now

Next

- When you get to the Contact Information section, whoever you add in the *Reports To* field will receive email notifications when a temporary worker's assignment is ending.
- The *Client Contact* on the requisition and agreements will be able to see all requisitions and engagements associated with that client contact and this role can be distinct and separate from each *Hiring Manager/Reports To* field.

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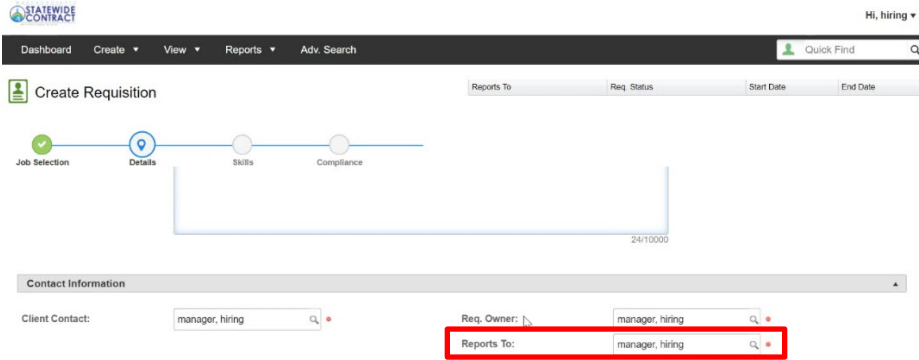
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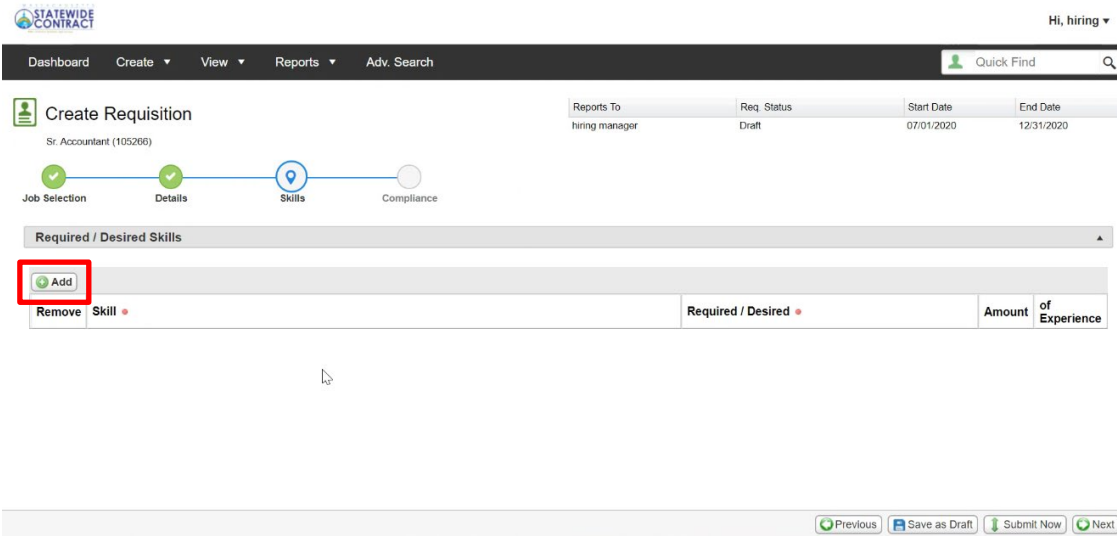
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- When you get to the Required / Desired Skills section – click the Green +Add icon to include any required or desired skills, along with number of years of experience they should have.



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Updated: July 1, 2025

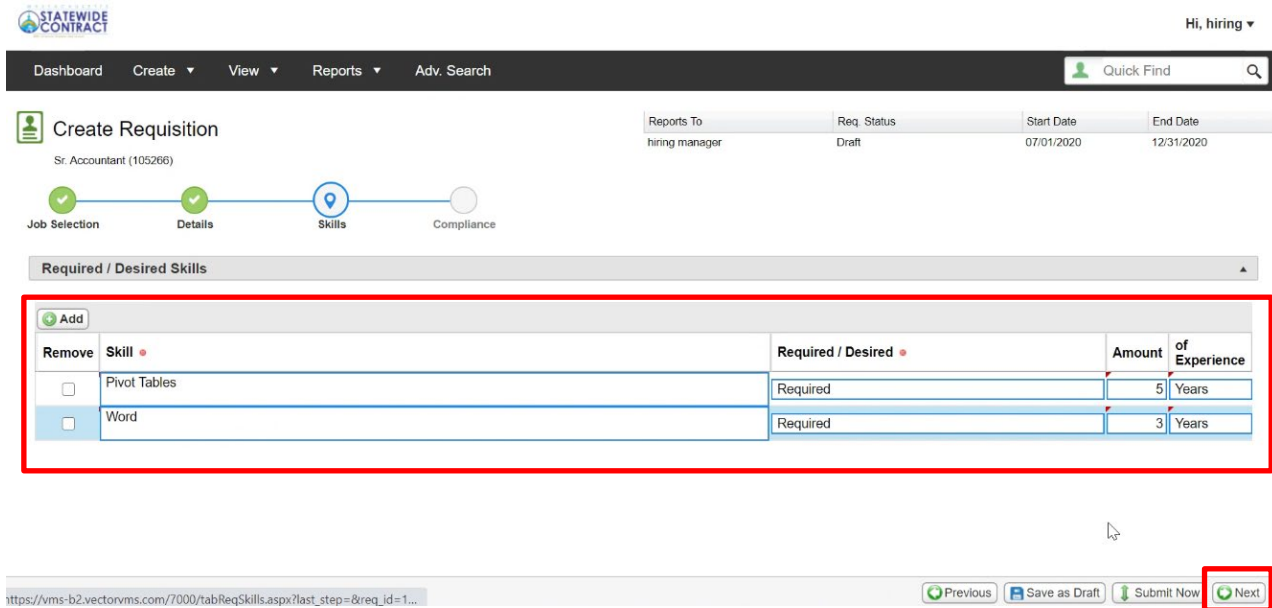
Template Version: 9.0

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PRF85 Contract User Guide



STATEWIDE CONTRACT

Hi, hiring ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find

Create Requisition

Sr. Accountant (105266)

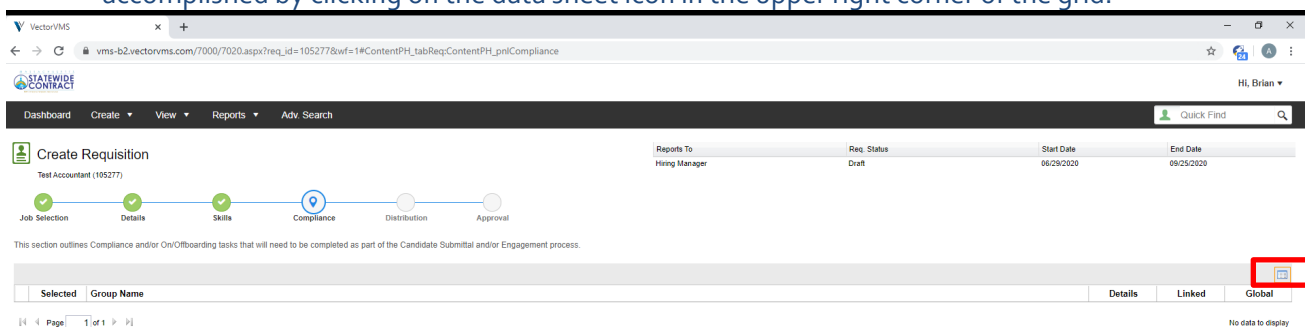
Job Selection Details Skills Compliance

Required / Desired Skills

Remove	Skill	Required / Desired	Amount	of Experience
☐	Pivot Tables	Required	5	Years
☐	Word	Required	3	Years

Previous Save as Draft Submit Now Next

- Click *Next* after you complete the requisition details.
- The next screen will show you the compliance tasks that need to be completed as part of the Engagement process.
- You should select the compliance tasks that are required for your specific requisition or need. This is accomplished by clicking on the data sheet icon in the upper right corner of the grid.



STATEWIDE CONTRACT

Hi, Brian ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find

Create Requisition

Test Accountant (105277)

Job Selection Details Skills Compliance Distribution Approval

This section outlines Compliance and/or On/Offboarding tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Selected	Group Name	Details	Linked	Global

Page 1 of 1

No data to display

- You will then be presented with a list of compliance options that you can choose from as appropriate for your specific requisition, per below.

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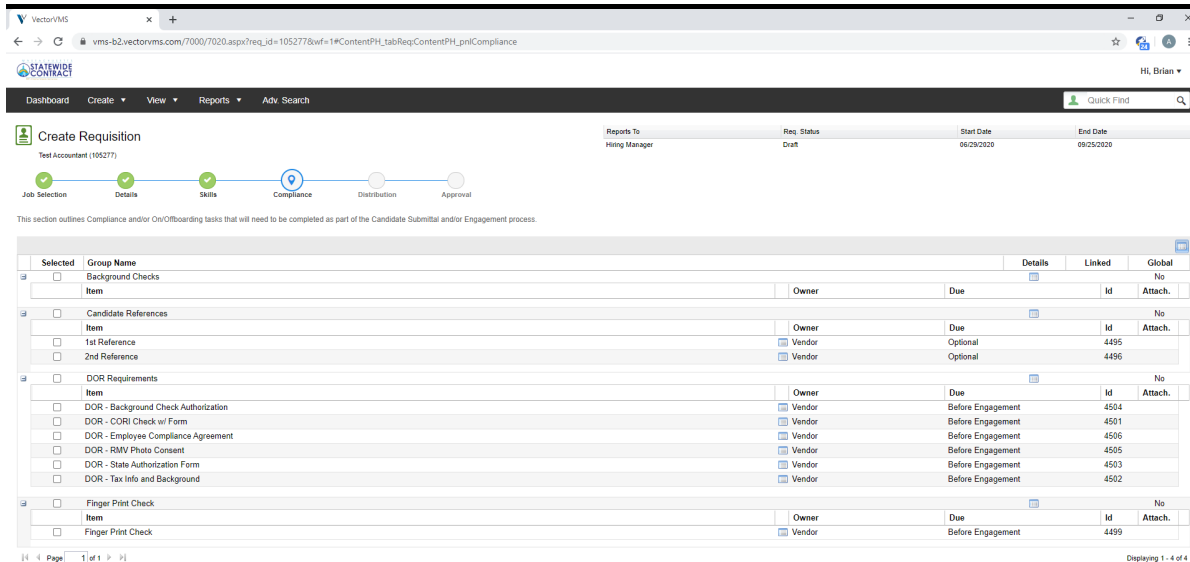
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PRF85 Contract User Guide



Create Requisition

Test Accountant (105277)

Job Selection Details Skills Compliance Distribution Approval

This section outlines Compliance and/or On/Offboarding tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Selected	Group Name	Details	Linked	Global
☐	Background Checks		☐	No
☐	Item	Owner	Due	Id Attach.
☐	Candidate References		☐	No
☐	Item	Owner	Due	Id Attach.
☐	1st Reference	Vendor	Optional	4495
☐	2nd Reference	Vendor	Optional	4496
☐	DOR Requirements		☐	No
☐	Item	Owner	Due	Id Attach.
☐	DOR - Background Check Authorization	Vendor	Before Engagement	4504
☐	DOR - CORI Check w/ Form	Vendor	Before Engagement	4501
☐	DOR - Employee Compliance Agreement	Vendor	Before Engagement	4506
☐	DOR - RMV Photo Consent	Vendor	Before Engagement	4505
☐	DOR - State Authorization Form	Vendor	Before Engagement	4503
☐	DOR - Tax Info and Background	Vendor	Before Engagement	4502
☐	Finger Print Check		☐	No
☐	Item	Owner	Due	Id Attach.
☐	Finger Print Check	Vendor	Before Engagement	4499

Page 1 of 1

Displaying 1 - 4 of 4

- Click **Next**.
 - This will bring you to the final page (approval) before your requisition is complete.
 - The approval path/hierarchy will be specific to each agency and/or Hiring Manager. The MSP will always be the final approver.
- 5. Click **Submit** to complete your requisition. The requisition will follow the approval hierarchy for approval before the requisition is released to suppliers.
 - a. You can add attachments to the justification of the requisition before submitting it.

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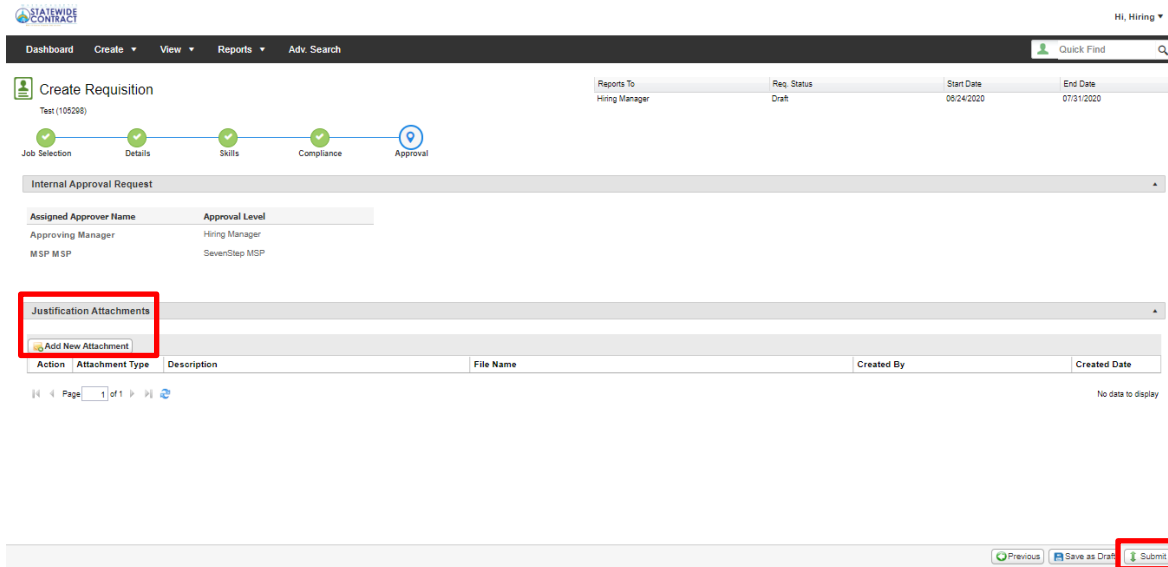
Template Version: 9.0

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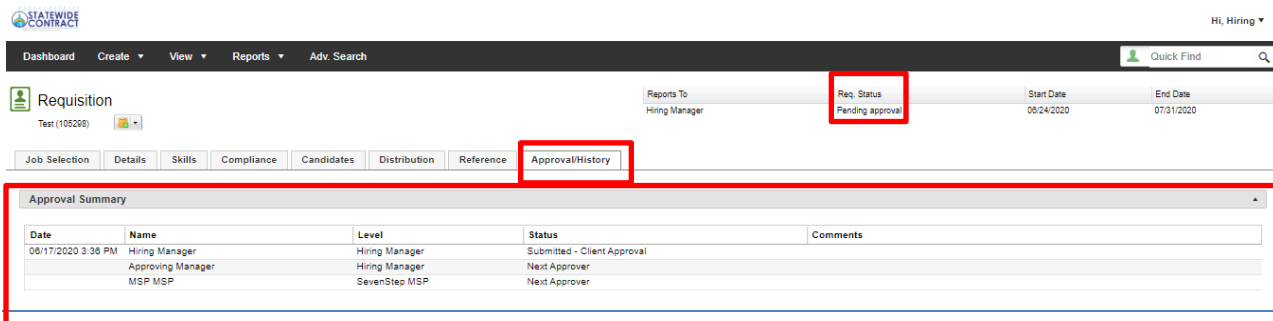
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PRF85 Contract User Guide



- After you click *Submit*, your requisition status should be showing as Pending approval. If you click the *Approval/History* tab of the requisition after submittal, you are able to see who the requisition is sitting with for approval.



Date	Name	Level	Status	Comments
06/17/2020 3:36 PM	Hiring Manager	Hiring Manager	Submitted - Client Approval	

- The Hiring Manager and requisition owner will receive an email when the requisition has been approved. The status will also change on the dashboard

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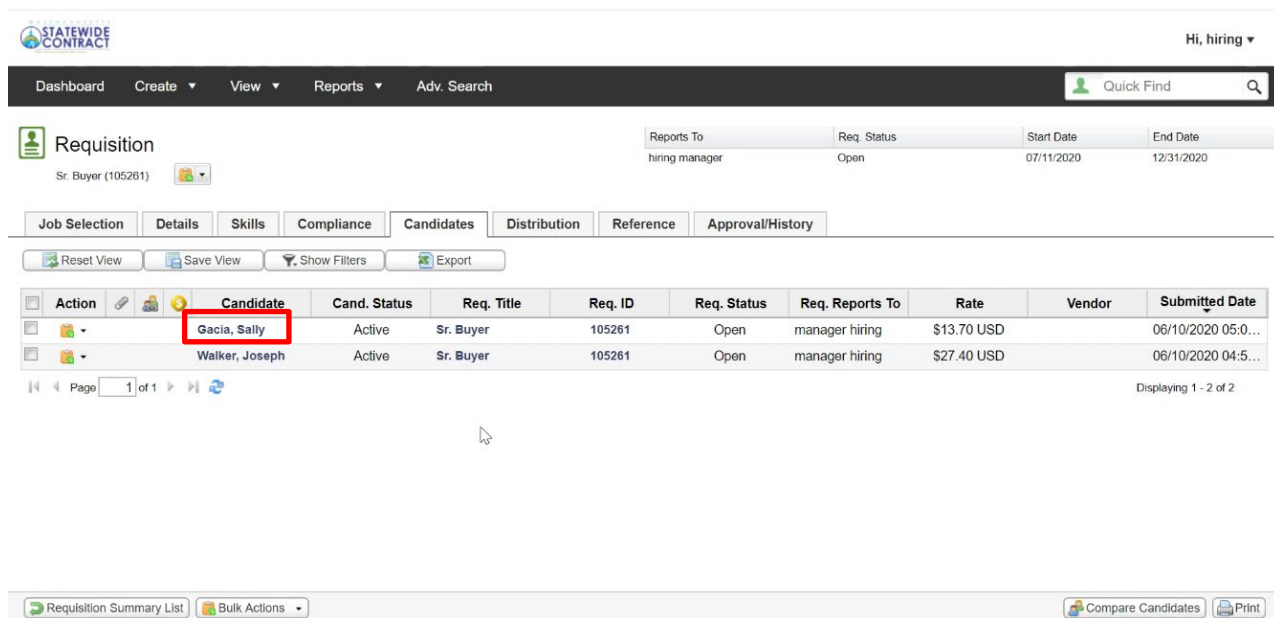
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Review Submitted Candidates

- There are two ways to view submitted candidates:
 - By Clicking *View > Candidates* from the black toolbar, or
 - By Clicking *Active Candidates* from *Current Activity* on your Dashboard.
- You can click the candidate's name to review the candidate and all of their details.



The screenshot shows the 'STATEWIDE CONTRACT' interface. At the top, there's a navigation bar with 'Dashboard', 'Create', 'View', 'Reports', and 'Adv. Search'. A 'Quick Find' search bar is on the right. Below this, the 'Requisition' section is active, showing 'Sr. Buyer (105261)'. A table at the top right displays 'Reports To' (hiring manager), 'Req. Status' (Open), 'Start Date' (07/11/2020), and 'End Date' (12/31/2020). Below the requisition details, there's a tabbed interface with 'Candidates' selected. Under the 'Candidates' tab, there's a table with columns: Action, Candidate, Cand. Status, Req. Title, Req. ID, Req. Status, Req. Reports To, Rate, Vendor, and Submitted Date. Two candidates are listed: 'Gacia, Sally' (Active, Sr. Buyer, 105261, Open, manager hiring, \$13.70 USD, 06/10/2020 05:0...) and 'Walker, Joseph' (Active, Sr. Buyer, 105261, Open, manager hiring, \$27.40 USD, 06/10/2020 04:5...). The 'Gacia, Sally' row is highlighted with a red box. At the bottom of the screen, there's a 'Requisition Summary List' and 'Bulk Actions' button, and a 'Compare Candidates' button.

Note: You can also easily compare submitted candidates by clicking the *Compare Candidates* button on the bottom of your screen.

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Updated: July 1, 2025

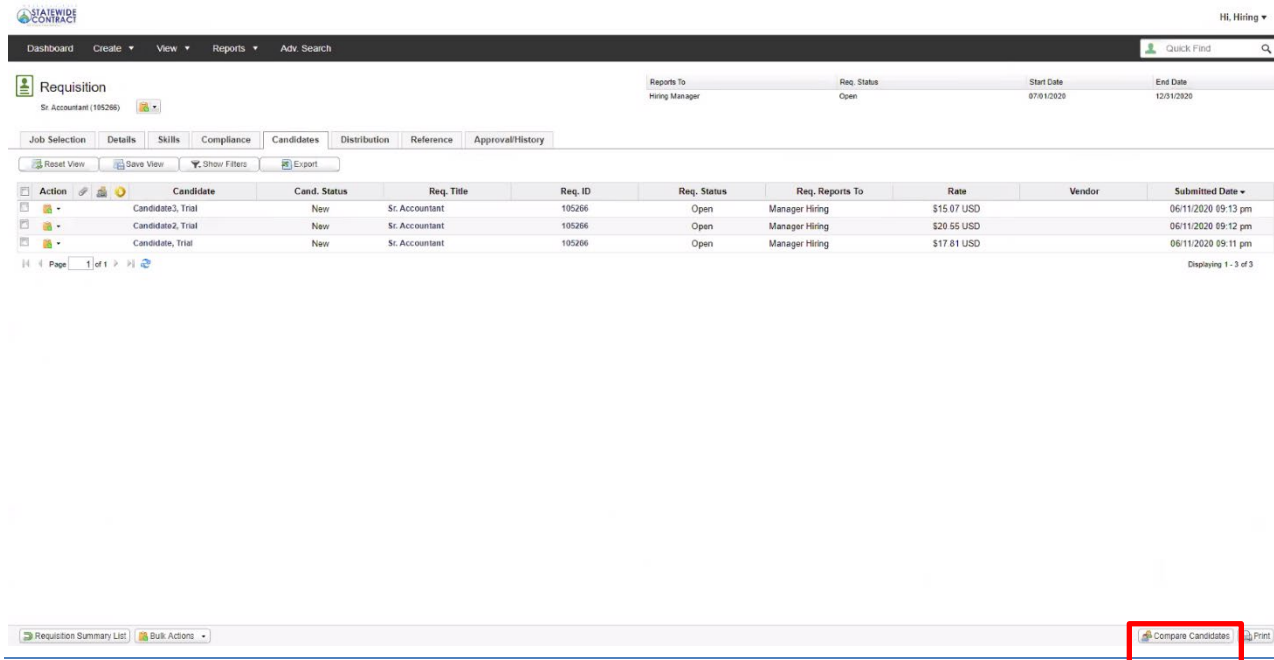
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PRF85 Contract User Guide



STATEWIDE CONTRACT

Hi, Hiring

Dashboard Create View Reports Adv. Search Quick Find

Requisition

Sr. Accountant (105266)

Reports To: Hiring Manager Req. Status: Open Start Date: 07/01/2020 End Date: 12/31/2020

Job Selection Details Skills Compliance Candidates Distribution Reference ApprovalHistory

Reset View Save View Show Filters Export

Action	Candidate	Cand. Status	Req. Title	Req. ID	Req. Status	Req. Reports To	Rate	Vendor	Submitted Date
	Candidate3, Trial	New	Sr. Accountant	105266	Open	Manager Hiring	\$15.07 USD		06/11/2020 09:13 pm
	Candidate2, Trial	New	Sr. Accountant	105266	Open	Manager Hiring	\$20.55 USD		06/11/2020 09:12 pm
	Candidate, Trial	New	Sr. Accountant	105266	Open	Manager Hiring	\$17.81 USD		06/11/2020 09:11 pm

Page 1 of 1

Displaying 1 - 3 of 3

Requisition Summary List Bulk Actions Compare Candidates Print

- You can use the toggle on the left-hand side of the screen or click the green + icon to choose your selection criteria you want to use to compare the candidates.

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STATEWIDE CONTRACT

Dashboard Create View Reports Adv. Search

Candidate Compare
Sr. Accountant (105266)

4 of 4 selected Candidate(s) satisfy criteria.
0 Candidate(s) in pool also satisfy criteria.
0 Candidate(s) do not meet selected criteria.

Selection Criteria

- Deployable Rating
- Client Rate
- Vendor Rate
- Pay Rate
- Employed Previously
- Composite Score

Candidate	Deployable Rating	Client Rate	Vendor Rate	Pay Rate	Employed Previously	Composite Score
38733 Candidate3, Trial	★★★★★	\$15.07	\$14.62	\$11.00	Yes	29.412
38731 Candidate, Trial	★★★★★	\$17.81	\$17.28	\$13.00	Yes	50
38732 Candidate2, Trial	★★★★★	\$20.55	\$19.93	\$15.00	Yes	117.647
30311 Walsh, June	★★★★★	\$64.00	\$64.00	\$61.44	No	104.412

- You can see as you choose your selection criteria, the candidates who don't meet the criteria are grayed out.

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STATEWIDE CONTRACT

Dashboard Create View Reports Adv. Search

Candidate Compare
Sr. Accountant (105266)

Selection Criteria

1 of 4 selected Candidate(s) satisfy criteria.
0 Candidate(s) in pool also satisfy criteria.
3 Candidate(s) do not meet selected criteria.

Deployable Rating
Client Rate
Vendor Rate
Pay Rate
Employed Previously
Composite Score

Candidate ID	Candidate Name	Client Rate	Vendor Rate	Pay Rate	Employed Previously	Composite Score
38733	Candidate3, Trial	\$15.07	\$14.62	\$11.00	Yes	29.412
38731	Candidate, Trial	\$17.81	\$17.28	\$13.00	Yes	50
38732	Candidate2, Trial	\$20.55	\$19.93	\$15.00	Yes	117.647
30311	Walsh, June	\$64.00	\$64.00	\$61.44	No	104.412

This is a helpful tool for Hiring Managers to narrow down the candidate pool.

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Select Candidate to Interview

1. View your candidates (by following the step above).
2. If you are a Hiring Manager who prefers to interview your candidates:
 - a. Click the *Actions* icon/dropdown next to the candidate you would like to interview and Select *Interview* (and proceed to the next step; inputting interview availability).
3. If you are a Hiring Manager who does not want to interview your candidates and would like the MSP to interview your candidates:
 - a. Click *Forward* next to the candidate you would like to interview to share with the Program Manager.
 - b. Input the Commonwealth@sevensteprpo.com email address into the alternate emails field, include a subject line and comment and click *Send*.
 - c. The Program Manager will work with the supplier from there to schedule and conduct the interview.

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Candidate Summary

All Active Candidates

Reset View Save View Show Filters Export

	Action	Candidate	Cand. Status	Req. Title	Req. ID
		Williams, Dolores	Make Offer	Admin Assistant	105262
		oway, Lisa	Active	Accountant	105260
		iams, Johnny	Active	Accountant	105260

Input Interview Availability

NOTE: You only need to complete this step if you plan on interviewing the candidate versus having the MSP handle the interview process.

1. Click on the Candidate Name for the candidate you would like to interview, and Click *Add Interview Option*.

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STATEWIDE CONTRACT

Dashboard Create View Reports Adv. Search

Candidate Summary All Candidates - With My User ID

Reset View Save View Show Filters Export

Action	Candidate	Cand. Status	Req. Title
	Candidate3, Trial	Schedule interview	Sr. Accountant
	ididate2, Trial	Candidate3, Trial	Sr. Accountant
	ididate, Trial	Active	Sr. Accountant
	iams, Dolores	Make Offer	Admin Assistant
	ia, Sally	Engaged	Sr. Buyer
	ker, Joseph	Reject-Req Closed/Filled	Sr. Buyer

STATEWIDE CONTRACT

Hi, Kasey

Dashboard Create View Reports Adv. Search Quick Find

Candidate Williams, Johnny (38723)

Vendor: Commonwealth of Massachusetts Candidate Status: Active Req Title: Accountant Reference Info: Req ID: 105260

Details Skills Compliance Employment Info Rate Info Reference Interview History

Current Interview

No current interview scheduled.

Candidate Interview History

Interview ID	Status	Interviewer	Updated Date	Updated User	Details
--------------	--------	-------------	--------------	--------------	---------

Candidate Summary List Add Interview Option

- Input the date, time, interview type, any additional interviewers, and location. In the details field, you can include anything the candidate should be aware of for their interview.

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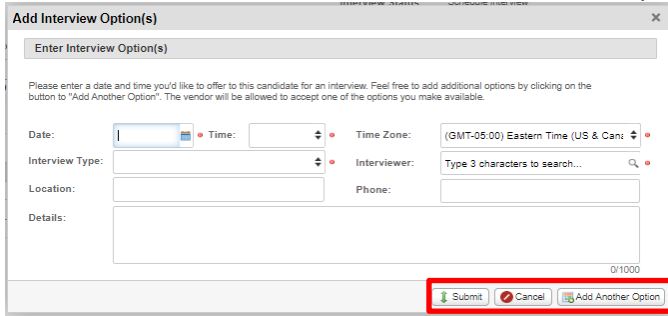
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- a. The time zone field should default to Eastern Time.
- b. There are only two options for interview type (phone or in-person), if you would like to use Zoom, Go To Meeting, etc. for your interview, select phone as the interview type and input the Zoom (or whichever technology you are using for the interview) information including login info in the details field.

3. You can either Click *Submit* or *Add Another Option*.



- The interview request will be sent to the supplier who will then confirm the interview details with the candidate. Upon acceptance of the interview request, the Hiring Manager will be notified via email.

Provide Interview Feedback

- To provide interview feedback on a candidate, click the box with the number next to *Interviews Accepted* under Current Activity on your dashboard.

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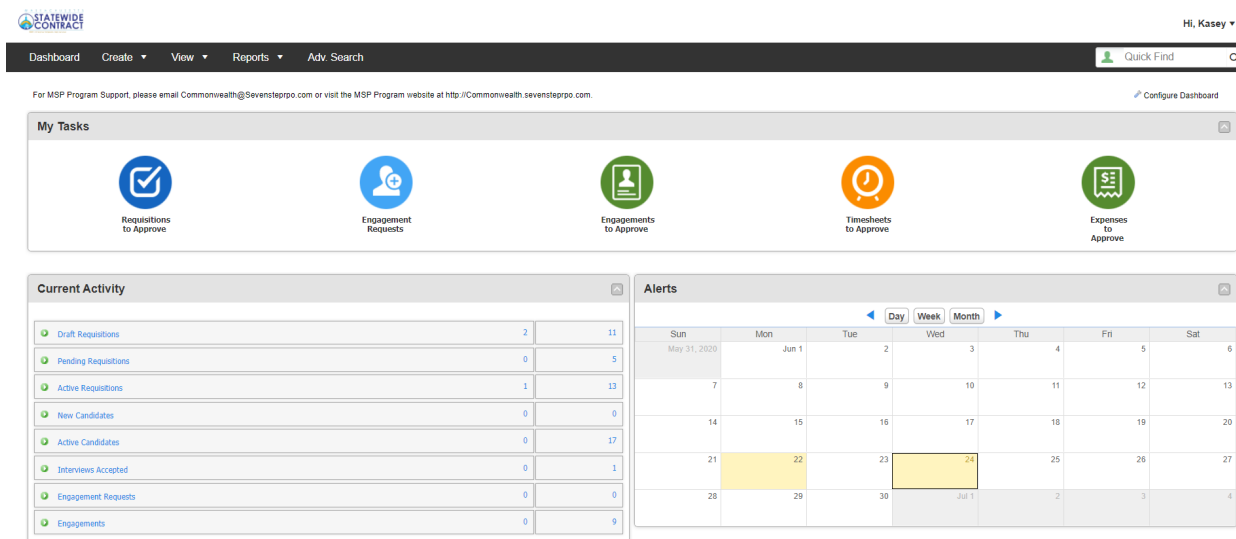
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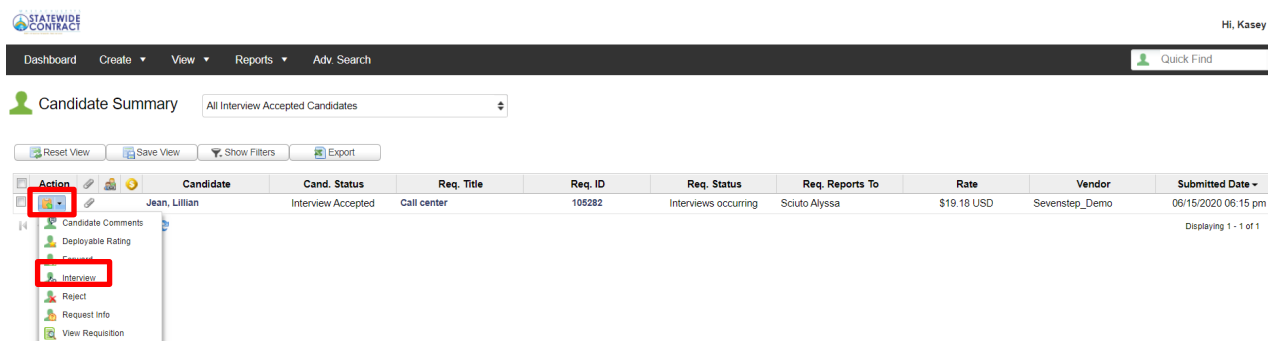


The dashboard shows the following sections:

- My Tasks:** Includes icons for 'Requests to Approve', 'Engagement Requests', 'Engagements to Approve', 'Timesheets to Approve', and 'Expenses to Approve'.
- Current Activity:** A table showing various activities with counts.

Activity	Count
Draft Requests	2
Pending Requests	0
Active Requests	1
New Candidates	0
Active Candidates	0
Interviews Accepted	0
Engagement Requests	0
Engagements	0
- Alerts:** A calendar view showing dates from May 31, 2020, to June 6, 2020. The calendar highlights specific dates with yellow backgrounds.

- Click the clipboard with the green arrow icon and select *Interview* or click the candidate's name and go to the interview tab.



The 'Candidate Summary' page displays a table of candidates. The 'Actions' column for the first candidate, Jean, Lillian, is highlighted with a red box. The dropdown menu for 'Actions' is also shown, with 'Interview' selected and highlighted with a red box.

Action	Candidate	Cand. Status	Req. Title	Req. ID	Req. Status	Req. Reports To	Rate	Vendor	Submitted Date
Interview	Jean, Lillian	Interview Accepted	Call center	106282	Interviews occurring	Souito Alyssa	\$19.18 USD	Sevenstep_Demo	06/15/2020 06:15 pm

- Click the clipboard with green arrow icon under *Actions* and select *Complete*. You have to mark the interview as complete in order to provide feedback.

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PRF85 Contract User Guide

STATEWIDE CONTRACT

Hi, Kasey ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv Search

Quick Find

Candidate

Jean, Lillian (38744)

Vendor: Sevenstep_Demo Candidate Status: Interview Accepted Req Title: Call center Reference Info: Req ID: 195282

Details Skills Compliance Employment Info Rate Info Reference **Interview** History

Current Interview

Interview ID: 3824 Interview Status: Interview Accepted

Actions **Interview Information**

Date/Time: 06/24/2020 9:00 AM Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Interview Type: Phone Interviewer: Hiring Manager

Location: Zoom Call Phone: Candidate will arrive 10 mins

Complete

History

Interview ID	Status	Interviewer	Updated Date	Updated User	Details
3824	Interview Accepted	Hiring Manager	06/23/2020 3:35 PM	Brian Knapp	

https://vms-b2.vectorvms.com/8000/candidate_interview.aspx?cand_id=387... Cancel Interview

- After marking the interview as *Complete*, the below will pop up and you can add your interview feedback into the *Comment* field and click *Submit*.

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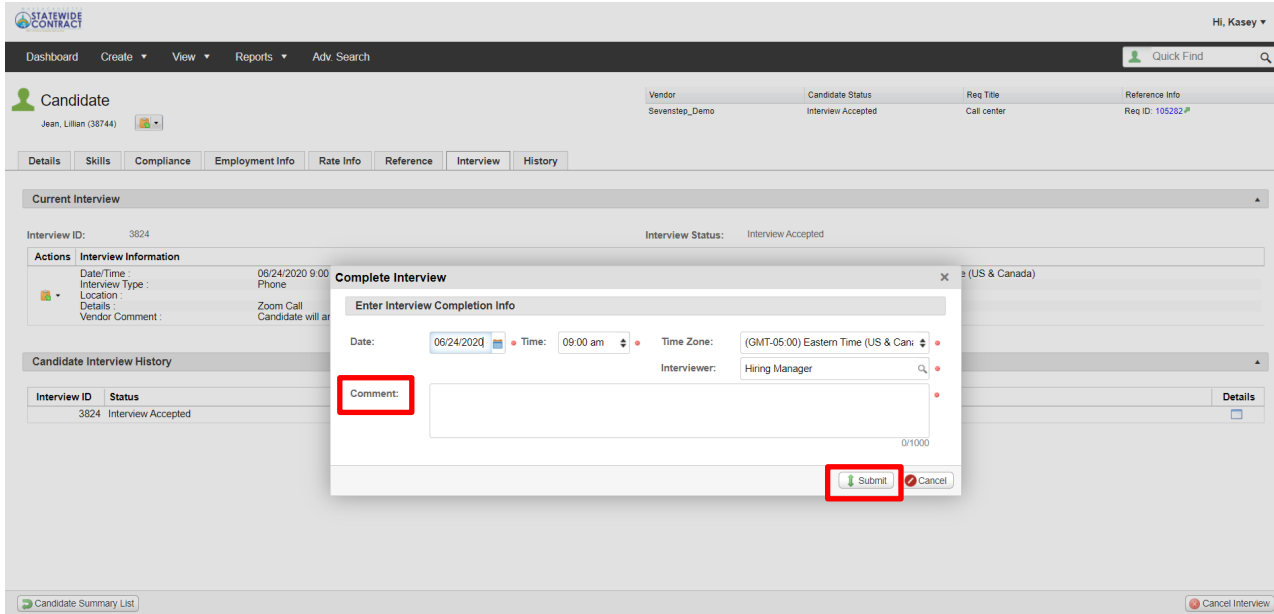
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The screenshot shows the 'Complete Interview' dialog box in the PRF85 Contract User Guide. The dialog box is titled 'Complete Interview' and contains the following fields:

- Date: 09/24/2020
- Time: 09:00 am
- Time Zone: (GMT-05:00) Eastern Time (US & Can)
- Interviewer: Hiring Manager
- Comment: (This field is highlighted with a red box)

At the bottom of the dialog box, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Select Candidate for Offer

1. Click on the Candidate Name for the candidate you would like to make an offer to, and Click *Make Offer*.

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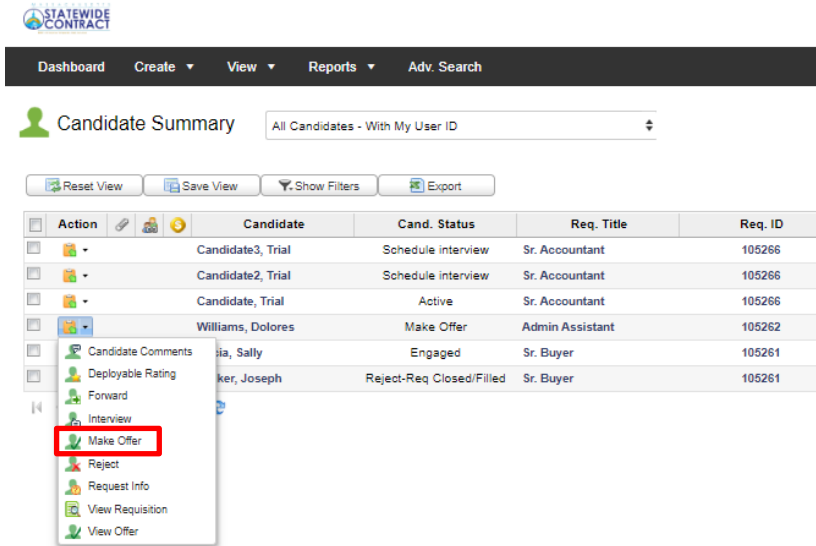
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STATEWIDE CONTRACT

Dashboard Create View Reports Adv. Search

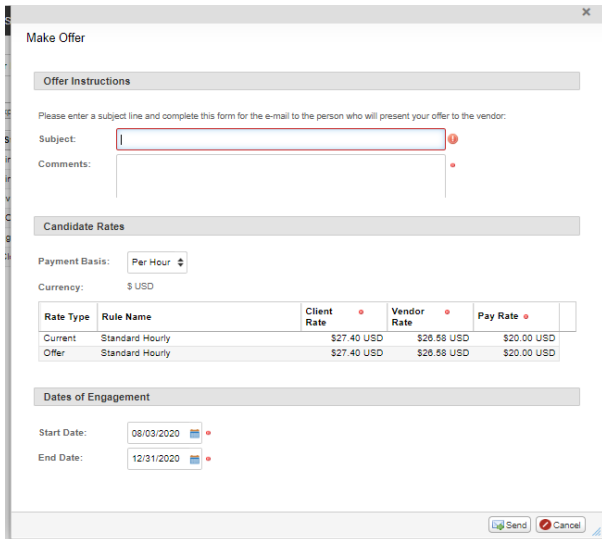
Candidate Summary All Candidates - With My User ID

Reset View Save View Show Filters Export

Action	Candidate	Cand. Status	Req. Title	Req. ID
	Candidate3, Trial	Schedule interview	Sr. Accountant	105266
	Candidate2, Trial	Schedule interview	Sr. Accountant	105266
	Candidate, Trial	Active	Sr. Accountant	105266
	Williams, Dolores	Make Offer	Admin Assistant	105262
	ia, Sally	Engaged	Sr. Buyer	105261
	ker, Joseph	Reject-Req Closed/Filled	Sr. Buyer	105261

Make Offer

- Input "Candidate Name – Offer" in the *Subject* field, input start and end date and other pertinent information in the *Comments* field.



Make Offer

Offer Instructions

Please enter a subject line and complete this form for the e-mail to the person who will present your offer to the vendor:

Subject:

Comments:

Candidate Rates

Payment Basis:

Currency:

Rate Type	Rule Name	Client Rate	Vendor Rate	Pay Rate
Current	Standard Hourly	\$27.40 USD	\$26.58 USD	\$20.00 USD
Offer	Standard Hourly	\$27.40 USD	\$26.58 USD	\$20.00 USD

Dates of Engagement

Start Date:

End Date:

- Click *Send*.

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4. This will then go to the MSP vendor's team to review, approve, and submit to the Supplier.
5. The supplier will then review the offer and approve or reject the request.

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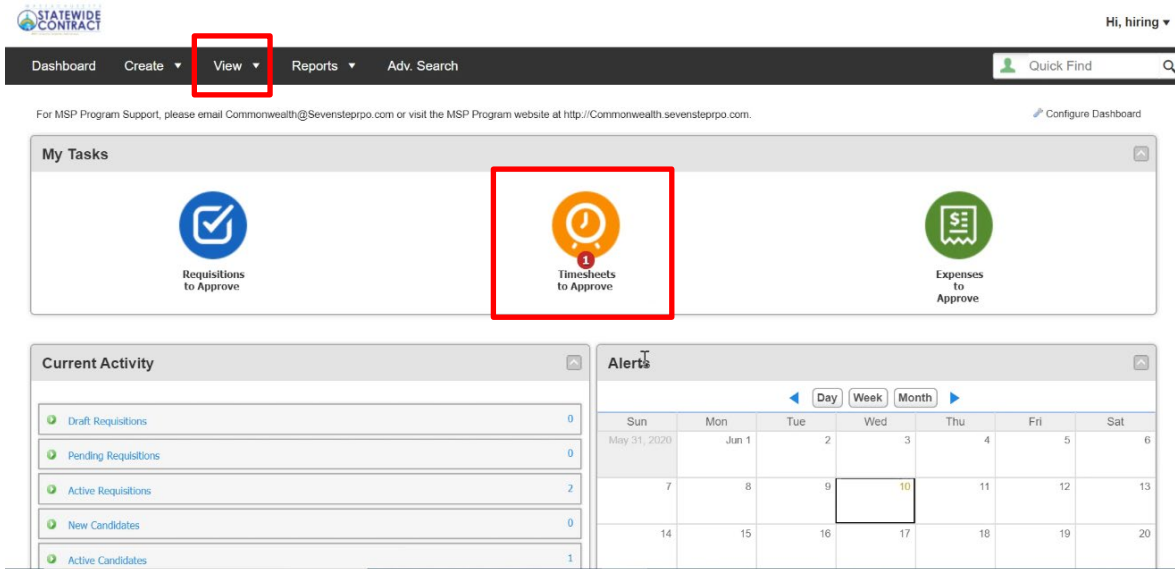
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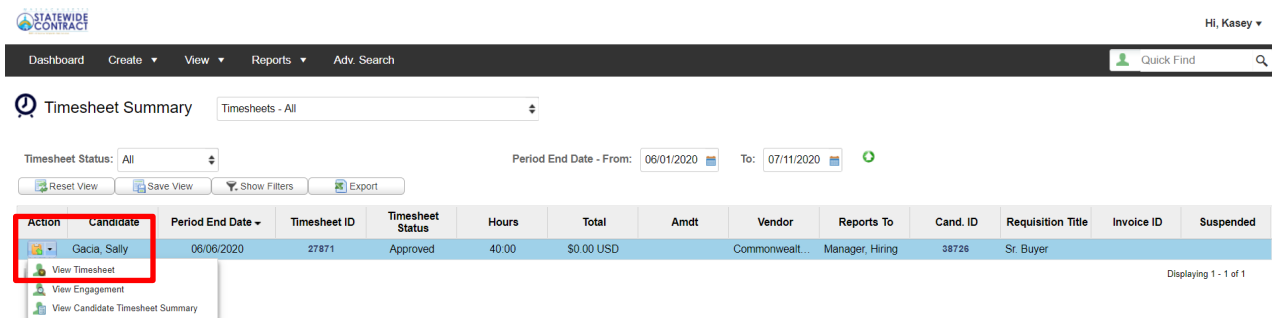
Timesheet Approval

1. If you have any timesheets to approve, you will have a number on the *Timesheets to Approve Icon* on your Dashboard, but you can also check by going to *View* on the black toolbar and selecting *Timesheets*.



The screenshot shows the dashboard interface. At the top, there is a black toolbar with a 'View' dropdown menu highlighted by a red box. Below the toolbar, the 'My Tasks' section contains three icons: 'Requisitions to Approve', 'Timesheets to Approve' (highlighted with a red box and a red '1' badge), and 'Expenses to Approve'. The 'Current Activity' section on the left lists various tasks with counts. The 'Alerts' section on the right shows a calendar view for May 31, 2020.

2. Click Action (folder with green arrow) and select View Timesheets.



The screenshot shows the 'Timesheet Summary' page. The 'Action' column in the table is highlighted with a red box, and the 'View Timesheet' option is selected. The table lists timesheet entries for Gacia, Sally, with a period end date of 06/06/2020 and a status of Approved.

Action	Candidate	Period End Date	Timesheet ID	Timesheet Status	Hours	Total	Amdt	Vendor	Reports To	Cand. ID	Requisition Title	Invoice ID	Suspended
View Timesheet	Gacia, Sally	06/06/2020	27871	Approved	40.00	\$0.00 USD		Commonwealth...	Manager, Hiring	38726	Sr Buyer		

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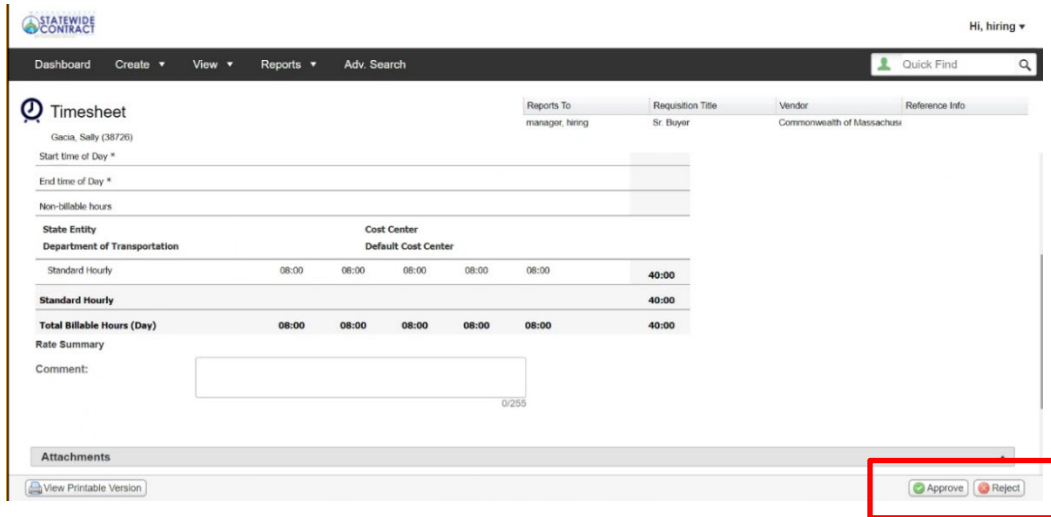
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Click *Approve* or *Reject*.



STATEWIDE CONTRACT

Hi, hiring ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find 🔍

Timesheet

Gacia, Sally (38726)

Reports To: manager, hiring Requisition Title: Sr. Buyer Vendor: Commonwealth of Massachusetts Reference Info:

Start time of Day *

End time of Day *

Non-billable hours

State Entity: Department of Transportation Cost Center: Default Cost Center

	08:00	08:00	08:00	08:00	08:00	
Standard Hourly						40:00
Standard Hourly						40:00
Total Billable Hours (Day)	08:00	08:00	08:00	08:00	08:00	40:00

Rate Summary

Comment:

0/255

Attachments

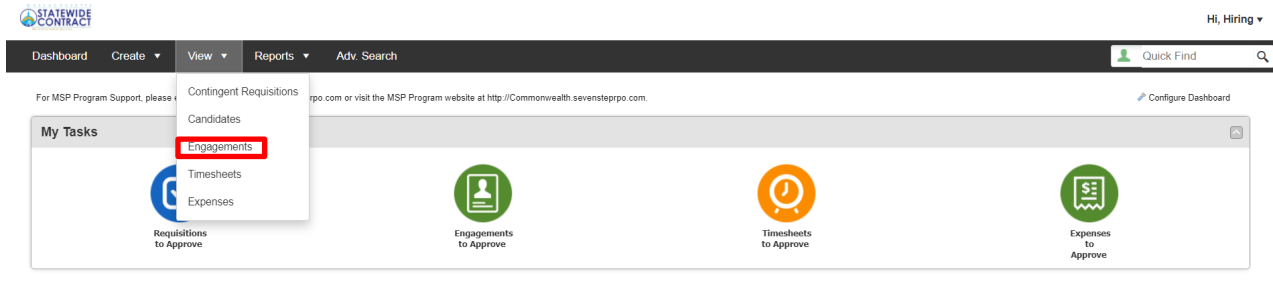
View Printable Version

Approve Reject

NOTE: You can approve (or reject expenses) the same way you do for timesheets but click *Expenses* instead of *Timesheets*.

Extend Engagement

1. Click *View* and select *Engagements* from the black toolbar of your dashboard.



STATEWIDE CONTRACT

Hi, Hiring ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search Quick Find 🔍

For MSP Program Support, please visit the MSP Program website at <http://Commonwealth.sevenstepro.com> or visit the MSP Program website at <http://Commonwealth.sevenstepro.com>

Configure Dashboard

My Tasks

- Contingent Requisitions
- Candidates
- Engagements**
- Timesheets
- Expenses

Requisitions to Approve

Engagements to Approve

Timesheets to Approve

Expenses to Approve

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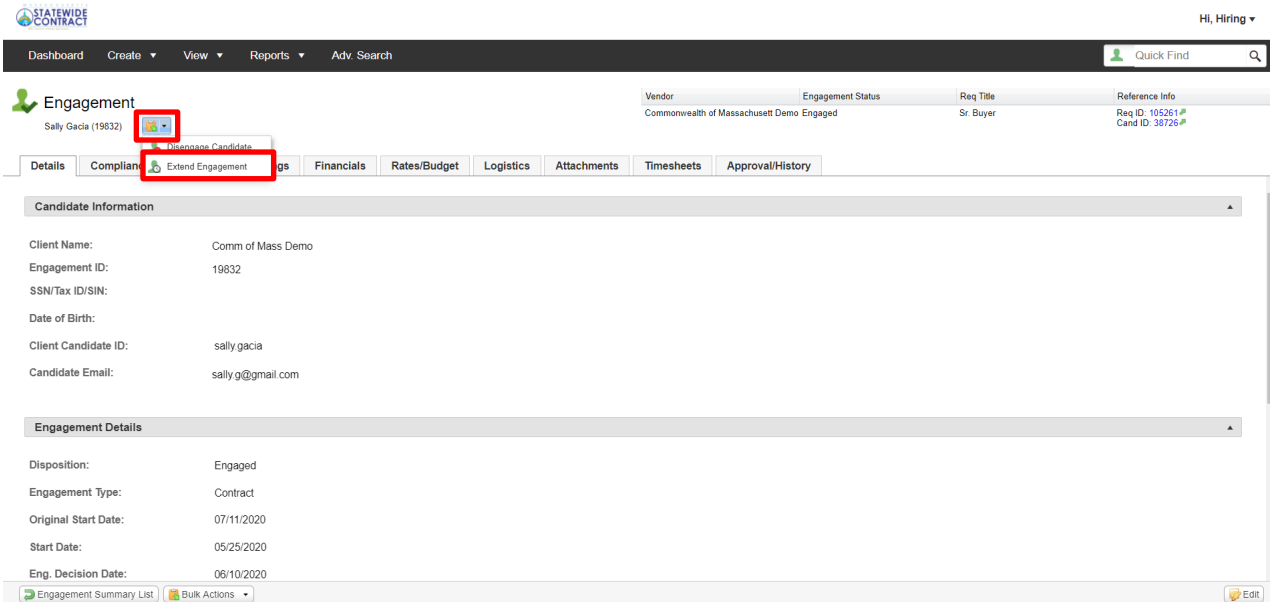
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- Click the *Candidate Name* or Click the *Action* dropdown and Select *View Engagement* for the Candidate you would like to extend their engagement. Either way it is going to bring you to the Engagement Screen.
- Click the *Clipboard with green arrow dropdown* and Select *Extend Engagement*.



The screenshot shows the 'Engagement' screen for Sally Gacia (19832). The 'Extend Engagement' button is highlighted with a red box. The screen displays various tabs and sections including Candidate Information, Engagement Details, and a Bulk Actions dropdown.

Vendor	Engagement Status	Req Title	Reference Info
Commonwealth of Massachusetts Demo	Engaged	Sr. Buyer	Req ID: 105261 Cand ID: 38726

Candidate Information

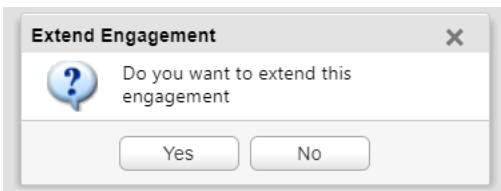
Client Name: Comm of Mass Demo
Engagement ID: 19832
SSN/Tax ID/SIN:
Date of Birth:
Client Candidate ID: sally.gacia
Candidate Email: sally.g@gmail.com

Engagement Details

Disposition: Engaged
Engagement Type: Contract
Original Start Date: 07/11/2020
Start Date: 05/25/2020
Eng. Decision Date: 06/10/2020

Engagement Summary List | Bulk Actions | Edit

- You will get the below pop-up and Click Yes.



The 'Extend Engagement' pop-up dialog box asks: 'Do you want to extend this engagement?'. It has 'Yes' and 'No' buttons.

- It will now allow you to edit the extended through date field under Engagement Details in the candidate's record.

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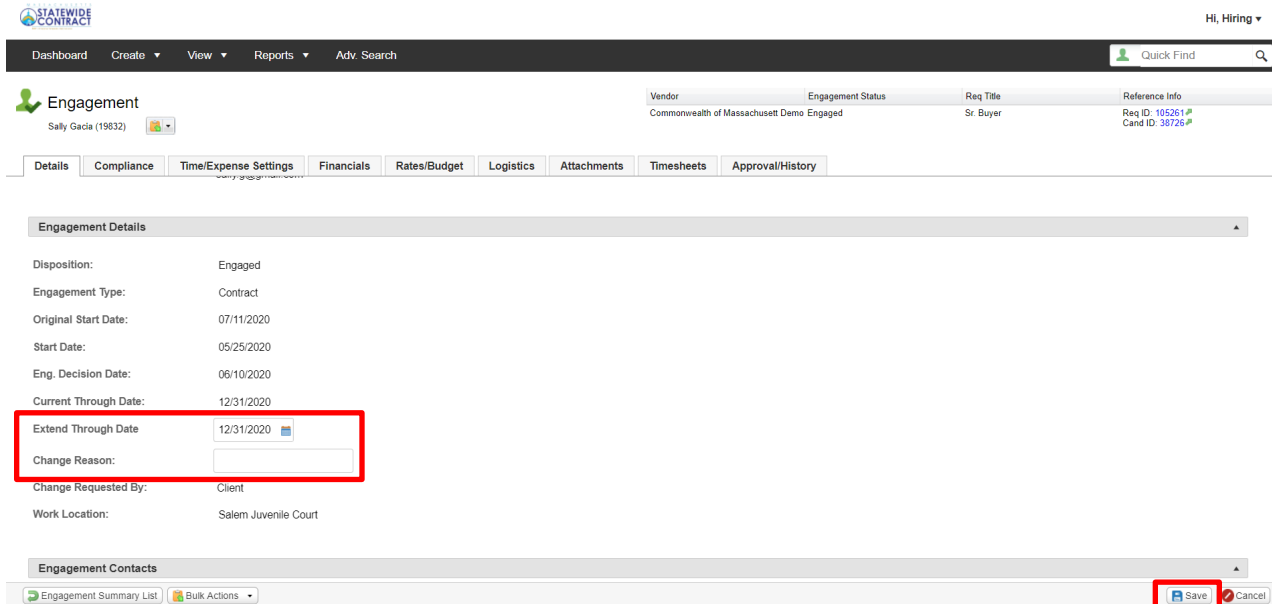
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Dashboard Create ▾ View ▾ Reports ▾ Adv. Search

Quick Find

Engagement

Sally Gacia (19832)

Vendor: Commonwealth of Massachusetts Demo Engaged

Engagement Status: Engaged

Req Title: Sr. Buyer

Reference Info: Req ID: 105261# Cand ID: 38726#

Details Compliance Time/Expense Settings Financials Rates/Budget Logistics Attachments Timesheets Approval/History

Engagement Details

Disposition: Engaged

Engagement Type: Contract

Original Start Date: 07/11/2020

Start Date: 05/25/2020

Eng. Decision Date: 06/10/2020

Current Through Date: 12/31/2020

Extend Through Date: 12/31/2020

Change Reason:

Change Requested By: Client

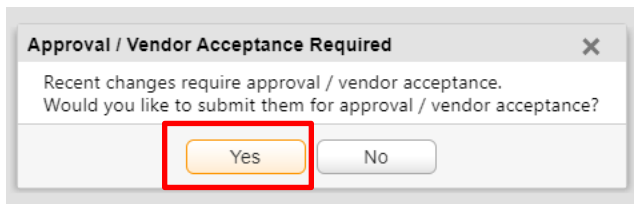
Work Location: Salem Juvenile Court

Engagement Contacts

Engagement Summary List Bulk Actions

Save Cancel

6. Either type in or select the new end date for the engagement in the *Extend Through Date* field.
7. Enter a Change Reason in the *Change Reason* field.
8. Click *Save*.
9. The Supplier now needs to accept the extension, so you will see the below pop up. Click *Yes*.



Approval / Vendor Acceptance Required

Recent changes require approval / vendor acceptance.
Would you like to submit them for approval / vendor acceptance?

Yes No

10. The approval hierarchy will show, and *Click Submit Changes for Approval*.

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Dashboard Create ▾ View ▾ Reports ▾ Adv. Search

Quick Find

Engagement

Sally Gacia (19832)

Vendor: Commonwealth of Massachusetts Demo Engagement Draft

Engagement Status: Sr. Buyer

Req Title: Sr. Buyer

Reference Info: Req ID: 105261# Cand ID: 38726#

Details Compliance Time/Expense Settings Financials Rates/Budget Logistics Attachments Timesheets Approval/History

Internal Approval Request

Assigned Approver Name	Approval Level
Approving Manager	Hiring Manager
MSP MSP	SevenStep MSP

Justification Attachments

Add New Attachment

Action	Attachment Type	Description	File Name	Created By	Created Date
No data to display					

Engagement History

Transa... #	Change User	Change Date	Reports To	Client Contact	Engaged By	Bill Rate	Vendor Rate	Pay Rate	Rate Effective Date	Cost Center	Type	Engage... Through Date	Disposition Status	Comm
Current	Hirino Manager	06/19/2020 09:45 am	Manager: Hirino	Manager: Hirino	Williams, Carrie	\$13.70	\$13.29	\$10.00	05/25/2	Default C.	Contract	01/04/20	Engagement Test	

Engagement Summary List Bulk Actions ▾

Submit Changes For Approval

- After you Click *Submit Changes for Approval*, you will see the engagement status will be changed to *Changes Pending Approval*.

Vendor	Engagement Status	Req Title	Reference Info
Commonwealth of Massachusetts Demo	Changes Pend Approval	Sr. Buyer	Req ID: 105261# Cand ID: 38726#

- Once the approval process is complete, including supplier acceptance, then the change is applied, and timesheets and expenses are eligible for entry up to the new date.

NOTE: Engagements are not extended until all approvals/acceptances are complete.

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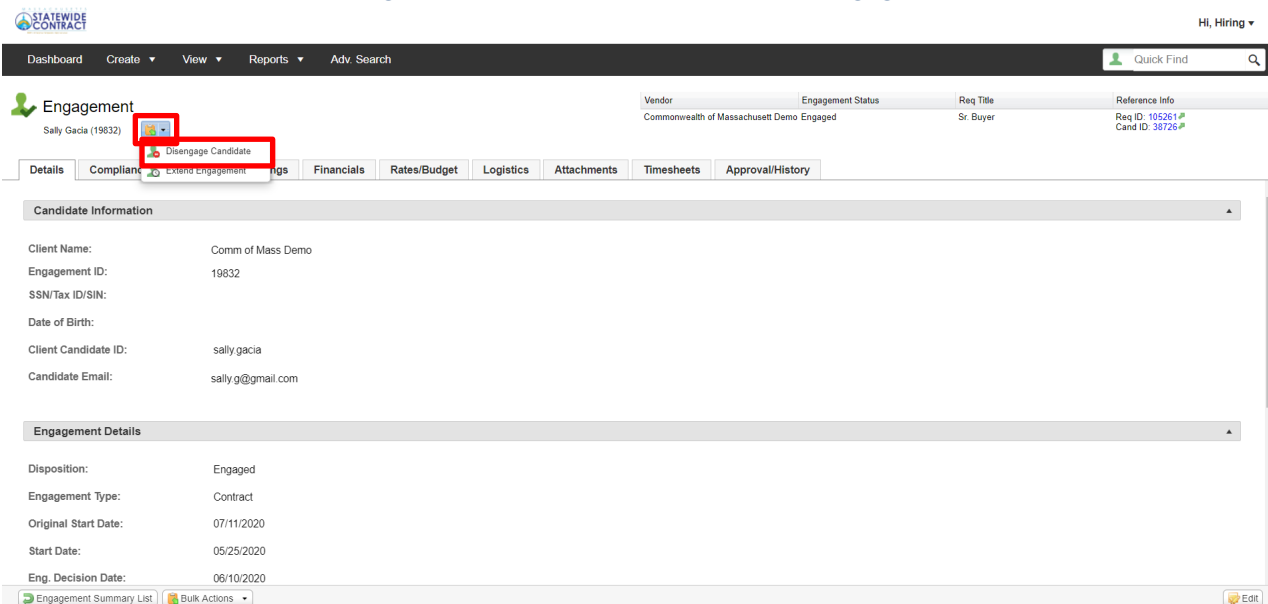
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End (Disengage) Engagement

1. Click *View* and Select *Engagements* from the black toolbar of your dashboard.



2. Click the *Candidate Name* or Click the *Action dropdown* and Select *View Engagement* for the Candidate you would like to end their engagement. Either way it is going to bring you to the Engagement Screen.
3. Click the *Clipboard with green arrow dropdown* and Select *Disengage Candidate*.



4. You will get the below pop-up.
 - a. Select the *Reason* from the dropdown.

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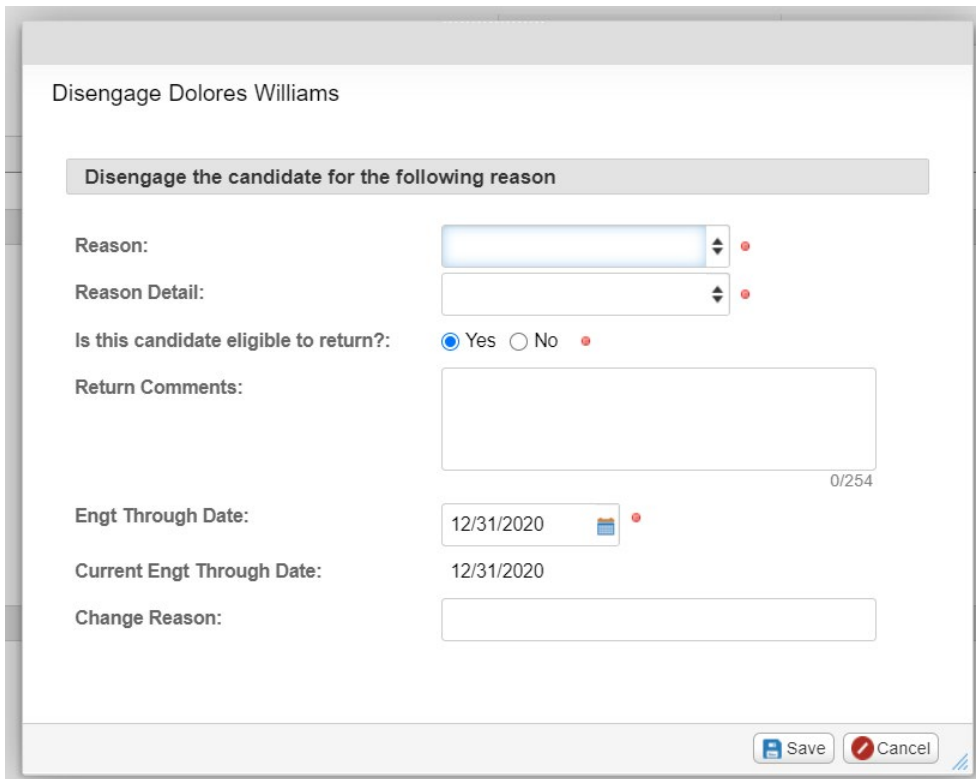
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- b. Select *Yes* or *No* if they are eligible to return and add *Comment* as to why.
- c. Ensure you have the correct end date in the *Engagement Through Date* field.
- d. Click *Save*



- 5. The below will pop up and Click *Continue*.

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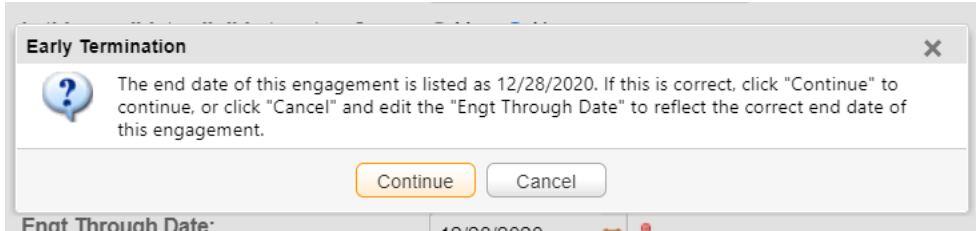
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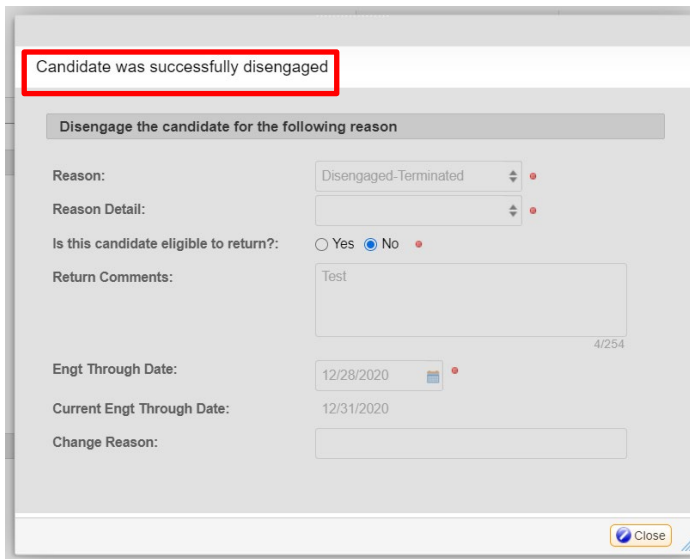


Early Termination

The end date of this engagement is listed as 12/28/2020. If this is correct, click "Continue" to continue, or click "Cancel" and edit the "Engt Through Date" to reflect the correct end date of this engagement.

Engt Through Date: 12/28/2020

- After you Click *Continue*, you should see the candidate shows as being successfully disengaged. Click *Close*.



Candidate was successfully disengaged

Disengage the candidate for the following reason

Reason: Disengaged-Terminated

Reason Detail:

Is this candidate eligible to return?: ☐ Yes ☒ No

Return Comments: Test

Engt Through Date: 12/28/2020

Current Engt Through Date: 12/31/2020

Change Reason:

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Appendix D: Service Categories

Main Service Category:

- Administrative Support to include Executive Administrative Functions
- Customer Service
- Data Entry Operator
- Receptionist
- Paralegal
- Account Support
- Clerical Support

Eighty percent of the Commonwealth's concentration of spend for temporary help services falls within the seven job classifications identified above.

Other Service Category (including but may not be limited to):

- Program Support
- Legal Administrative Support
- Data and Research Analysts
- Project Coordination
- Accounting Position
- Accounting Support
- Medical Administrative Assistant
- Light Labor and Light Industrial Labor
- HR/Payroll Assistant
- Telephonic Operator

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Appendix E: Performance Measures

Motion Recruitment Partners DBA Sevenstep will be measured by Key Performance Indicators (KPIs) which will include the minimum contractual performance metrics required, as detailed in the following table. Motion Recruitment Partners DBA Sevenstep is required to maintain scorecards for each state agency as well as an overall performance scorecard. Motion Recruitment Partners DBA Sevenstep shall adhere to the following service levels in responding to requests for Services:

Performance Indicator	Description	Goal	Performance Target	Calculation	Review Frequency
Job request Confirmation Response Time	Average response time from receipt of request to acknowledgement	1 day*	95%	Number of requisitions which received confirmation within 24 hours / total number of requisitions	monthly
Resume submittal response time	Average response time from receipt of request to delivery of candidates resumes	3 days	95%	Number of requisitions that received resumes to review within 3 days/total number of requisitions	monthly
Request fill rate	Vendor's ability to fulfill requisitions satisfactorily. Where requested, vendor to submit at least 3 resumes for every position requested	100%	95%	# of candidates submitted / # required	monthly
Attrition Rate	Measures resource turnover due to unplanned situations that caused by the State, not including inadequate performance, death, illness or force major events	5%	8%	Number of unplanned turnovers/total number of resources	monthly

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Termination Rate	Number of candidates dismissed due to inadequate performance	0%	3%	Number of turnovers due to inadequate performance / total number of resources	monthly
Billable Rates	Vendor's ability to submit candidates below the maximum price agreed in the cost tables	100%	95%	Number of temps hired at below maximum billable rate/ number of temps hired	monthly

*Exception to the 1-day goal made for agencies operating 24 hours a day or for emergency requests- requests that need urgent and immediate attention

Days for this purpose refers to business days.

As required, Motion Recruitment Partners DBA Sevenstep shall submit reports showing performance indicators, performance targets and actual results achieved. The report shall be provided for each state agency using the contract.

In addition to the KPIs above, Motion Recruitment Partners DBA Sevenstep will be subject to a monthly customer performance review executed by each agency that hired persons for that period. The review will highlight positive and negative points about Motion Recruitment Partners DBA Sevenstep 's processes and resources in order to identify areas for improvement. The hiring manager will review the results and include overall results as part of the supplier's scorecard.

Motion Recruitment Partners DBA Sevenstep will be allowed a sixty (60) day grace period during the implementation phase of the Contract to ramp up services without scoring on the performance metrics. After the sixty (60) day grace period, report tracking will begin. The first report shall be due by the MSP to the SST team one month after the grace period ends.

Corrective Action Process

Progress meetings shall be scheduled and held with Motion Recruitment Partners DBA Sevenstep monthly for the first six months of the contract and quarterly for the remainder of the contract regardless of whether or not there are contract violations. These meetings are geared towards managing the supplier relationship and ensuring that the contract is being executed as per the contract's terms and conditions. Contract violations will be documented by the state agencies in which they occurred and submitted to Motion Recruitment Partners DBA Sevenstep and the SST team each month for the appropriate action to be taken.

Failure to perform contractual obligations

Failure to perform as per the RFR terms of this contract may result in a corrective action plan, inclusive of termination consistent with the provisions of the Commonwealth Terms and Conditions.

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Appendix F: Frequently Asked Questions (FAQS)

Q: Is there a Contract User Guide (CUG)?

A: Yes. Click [here](#) to view.

Q: What if I missed the training sessions for PRF85?

A: The training presentation and training recording is on Motion Recruitment Partners DBA Sevenstep's PRF85 website, [here](#).

Q: What if I haven't received a username and password for VectorVMS?

A: Email the MSP vendor team for the Commonwealth PRF85 contract at Commonwealth@sevensteprpo.com and they can provide this information to you.

Q: Who do I reach out to if I have any questions related to the temp help process or problems with VectorVMS?

A: Email Motion Recruitment Partners DBA Sevenstep Commonwealth team for the Commonwealth PRF85 contract at commonwealth@sevensteprpo.com.

Q: Is there a SOP/FAQ about how to create logins and create login/approval paths within an agency?

A: Yes. There is a Contract User Guide (CUG), FAQ guide, and VectorVMS user guide on Motion Recruitment Partners DBA Sevenstep's PRF85 website, [here](#). COMMBUYS will also have some of this information. If you or someone within your agency does not have a VectorVMS login, please reach out to the MSP vendor team at commonwealth@sevensteprpo.com and they will be able to create logins and discuss the approval path for your agency.

Q: How do I request a temp worker?

A: Login to VectorVMS and Create a Contingent Requisition. See step-by-step directions in the Hiring Manager Vector User Guide stored on CommBuys or on Motion Recruitment Partners DBA Sevenstep's website, [here](#).

Q: What happens after I create a requisition for a temp help worker?

A: Motion Recruitment Partners DBA Sevenstep's Program Management Team will review your requisition for completion and submit to necessary approvers. Once the requisition is approved, Motion Recruitment Partners DBA Sevenstep Program Management Team will reach out to you to see if you are open to scheduling a 10-15-minute

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intake call with you and the Program Suppliers to help the Program Suppliers better understand the role and requirements. From there – the Program Suppliers will submit resumes and Motion Recruitment Partners DBA Sevenstep Program Management Team will shortlist the resumes and share with you via VectorVMS. Motion Recruitment Partners DBA Sevenstep Program Management Team will discuss the process with you during your first intake call.

Q: How long can I hire a temporary help worker for? What if it's over a year?

A: A temp help worker cannot have an assignment that exceeds 52 weeks. If you need them to work more than 52 weeks, you will need to create two separate assignments, as one assignment can't be longer than 52 weeks.

Q: Where can I access reference materials for VectorVMS?

A: There is a VectorVMS User Guide for Hiring Managers via COMMBUYS, as well as on Motion Recruitment Partners DBA Sevenstep PRF85 website, [here](#). For additional materials, login to VectorVMS and select the drop-down next to your name and click Help. There is a wealth of information, including step-by-step directions.

Q: How do I change my password for VectorVMS?

A: Click My Account under your name drop-down on your dashboard and select Change User Password.

Q: What categories of temp help does Motion Recruitment Partners DBA Sevenstep support via the PRF85 contract?

A: The main service categories include: Administrative Support to include Executive Administrative functions, Customer Service, Data Entry Operator, Receptionist, Paralegal, Account Support, Clerical Support. The other service categories include: Program Support, Legal Administrative Support, Data and Research Analysts, Project Coordination, Accounting Position and Accounting Support, Medical Administrative Assistant, Light Labor and Light Industrial Labor, HR/Payroll Assistant, Telephonic Operator.

Q: What are the rates?

A: Please see the rate card on COMMBUYS or on Motion Recruitment Partners DBA Sevenstep's website, [here](#). The rate card details the maximum rates by specific role.

Q: To whom would agencies make payment to when we have an ongoing engagement?

A: The agency would pay Motion Recruitment Partners DBA Sevenstep, and the vendor would pay each supplier.

Q: Are invoices separated by cost-center if designated?

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A: Yes. Invoices can be separated by cost-center, if applicable.

Q: What do I do if I want to extend an engagement?

A: Go to your Engagements in VectorVMS, select the candidate you'd like to extend and select Extend Engagement. This will allow you to select a new end date. The extension will go through approvals and then the supplier will need to accept the extension.

Q: What do I do if I want to end an engagement early?

A: Go to your Engagements in VectorVMS, select the candidate you'd like to end early and select Disengage Candidate. Ensure you have the correct end date in the Engagement Through Date Field, include a reason as to why you are ending the assignment. The supplier will notify the candidate and return any equipment and/or badges to the Commonwealth.

Q: Is it possible to retain the same employee once their contract with The Resource Connection (TRC) expires?

A: Yes. TRC is still a supplier in our program. You do not need to go through the entire hiring process with Motion Recruitment Partners DBA Sevenstep. Please notify the MSP vendor team that you would like to transition the employee from TRC to Motion Recruitment Partners DBA Motion Recruitment Partners DBA Sevenstep once their current engagement ends.

Q: Are the temporary workers employed through Motion Recruitment Partners DBA Sevenstep subcontractors eligible for any healthcare or time off benefits through Motion Recruitment Partners DBA Sevenstep or the subcontractors?

A: Typically, yes, but the benefits offered to an employee will vary by supplier as their employer.

Q: How many VectorVMS logins can an agency have and approval path in VectorVMS (i.e. if my agency has one person who needs to approve everything, but also needs a Hiring Manager at every one of our sites to enter the skills for the requisition, and someone else to approve time sheets for ongoing engagements)?

A: There is no limit to the number of VectorVMS logins an agency can have. Motion Recruitment Partners DBA Sevenstep can also configure the approval path to align with what you need. You may have one person that enters the requisition, another person that needs to approve the requisition, and a different person that needs to approve time sheets, and that is fine. Motion Recruitment Partners DBA Sevenstep can configure VectorVMS appropriately.

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Contact Information and Helpful Links

VectorVMS Link - https://vms.vectorvms.com/Login_Entry.aspx

VectorVMS Organization Key - i4625

Sevenstep Team Email – commonwealth@sevensteprpo.com

Sevenstep Website for the Commonwealth - <https://commonwealth.sevensteprpo.com/>

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