



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

DATE:	September 15, 2023
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Temporary Administrative Staffing Services - Category No. 1
CONTRACT NUMBER:	2411A
COMMODITY CODE:	962.69
CONTRACT PERIOD:	October 1, 2023 through September 30, 2024
RENEWAL OPTIONS:	3 Additional 1 Year Period through 2027
USER DEPARTMENT:	County
Contact Name:	Various County Departments (See Leisel Collins)
Phone Number:	N/A
Email Address:	N/A
HENRICO COOPERATIVE TERMS NCLUDED:	YES
SUPPLIER: Name:	MacDonald & Associates Staffing, LLC dba The Sedona Group
Address:	4198 Cox Road, Suite 108
City, State:	Glen Allen, VA 23060
Contact Name:	Lois Lathan
Phone Number:	804-290-0799 (Office), 804-290-0797 (Fax), 804-221-8250 (Emergency)
Email Address:	richmond@sedonagroup.com
ORACLE SUPPLIER NUMBER:	24402
BUSINESS CATEGORY:	Small Business
PAYMENT TERMS:	Net 30
DELIVERY:	As needed and requested
FOB:	Destination
BUYER: Name:	Leisel Collins
Title:	Assistant Division Director
Phone:	804-501-5687
Email:	COL119@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2411A

General Government Rates and Description:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
Account Clerk	\$ 11.33	\$ 12.36	19%	\$ 13.48	\$ 14.71	0%	\$ 11.33	\$ 12.36
Administrative Assistant	\$ 11.33	\$ 15.45	23.49%	\$ 13.99	\$ 19.08	0%	\$ 11.33	\$ 15.45
Cashier	\$ 11.33	\$ 12.36	19%	\$ 13.48	\$ 14.71	0%	\$ 11.33	\$ 12.36
Data Entry	\$ 11.33	\$ 12.36	19%	\$ 13.48	\$ 14.71	0%	\$ 11.33	\$ 12.36
Office Clerk	\$ 11.33	\$ 12.36	19%	\$ 13.48	\$ 14.71	0%	\$ 11.33	\$ 12.36
Receptionist	\$ 11.33	\$ 12.36	19%	\$ 13.48	\$ 14.71	0%	\$ 11.33	\$ 12.36
Paralegal	\$ 18.54	\$ 20.86	23.25%	\$ 22.19	\$ 25.70	0%	\$ 18.54	\$ 20.86

Human Services Rates and Description:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
Human Services, Administrative Staff Specialist	\$ 11.78	\$ 20.02	22.23%	\$ 14.40	\$ 24.47	0%	\$ 11.78	\$ 20.02
Human Services, Administrative Staff Specialist Senior	\$ 16.02	\$ 27.23	22.23%	\$ 19.58	\$ 33.29	0%	\$ 16.02	\$ 27.23
Human Services, Project Technician	\$ 21.00	\$ 24.84	22.23%	\$ 25.67	\$ 30.37	0%	\$ 21.00	\$ 24.84
Human Services, Training and Development Coordinator Senior	\$ 17.53	\$ 28.03	22.23%	\$ 21.43	\$ 34.26	0%	\$ 17.53	\$ 28.03

Job Classifications

Category No. 1	Classification	Position Description	Skills and Knowledge	Minimum Education
Administrative Services	Receptionist	Serves as initial point of contact for visitors, telephone calls and deliveries to the agency. Duties include efficiently and courteously answering multi-line telephone system; responding to routine inquiries; taking messages or routing callers to appropriate parties; greeting visitors and notifying appropriate employee of office arrivals; accepting deliveries and contacting office for retrieval; preparing a variety of department specific correspondence, documents or reports; and providing a variety of routine office support duties as needed using various Microsoft Office products.	Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Demonstrated abilities to efficiently and courteously answer multi telephone lines and accurately take messages or route callers. Sound typing, data entry, filing, copying and general office support skills. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant office support experience
Administrative Services	Data Entry	Accurate high volume alpha/numeric data entry; verifies and maintains data in a variety of department specific formats such as spreadsheets and databases, which may include proprietary databases; retrieves, compiles, or analyzes data using common business software to support department needs and other requirements; prepares a variety of department specific documents and reports to specific formats; prepares or maintains various special reports, tabulations and logs. May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; performs general office support and performs any other related assigned duties.	Demonstrated accuracy in accurate high volume data entry. Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Sound computer skills with the ability to quickly learn and accurately use common and proprietary database applications and systems relevant to assigned duties. Sound typing, filing, copying and general office support skills. Demonstrated ability to accurately multitask and manage priorities and assigned duties. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant experience in data entry and managing data in spreadsheets and databases.

Administrative Services	Office Clerk	General office and operations support (i.e., files, copies, sorts, matches reports, collates, staples, stuff envelopes, opens and distributes mail, routes telephone calls, maintains staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce routine correspondence, memoranda and reports; prepares and verifies mathematical computations, tabulations, reports and records; may prepare office supply orders and maintain supply inventories; and performs any other assigned routine support duties. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Proficient in common business software including the Microsoft Office Suite.	Graduation from high school or equivalent and one (1) year of relevant routine office support experience involving typing, alpha/numeric data entry, preparing reports using common business software, processing mail, answering telephone calls, filing, copying and maintaining staff or office calendars..
Administrative Services	Account Clerk	Performs paraprofessional level work requiring the application of generally accepted bookkeeping and accounting principles to various financial transactions. Accurately creates and maintains a variety of detailed financial records which may include records of petty cash, payments, expenditures, purchase orders, contracted services, budget related transactions and/or work orders; reconciles, prepares and processes a variety of accounts payable and/or account receivable financial transactions; prepares and maintains related supporting details and data; assists with or prepares financial statements/reports. May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; and performs any other related assigned duties.	Sound working knowledge of generally accepted bookkeeping and accounting principles and practices; demonstrated accuracy in mathematical calculations, handling financial transactions, researching transactions and maintaining accurate financial records. Demonstrated ability to apply and adapt established policies and practices to a variety of financial transactions and records, and to prepare accurate financial reports and statements. Proficient in common business software including the Microsoft Office Suite. Prefer experience in Oracle software applications. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent and one (1) year of relevant experience such routine bookkeeping, AP, AR or other fiscal records/transactions experience.

Administrative Services	Administrative Assistant	Provides clerical and other administrative office support for one or more professional and/or managerial staff (i.e., files, copies, prepares reports, prepares a wide variety of memoranda and operations related documentation, appropriately triages and responds to telephone calls and visitors, maintains assigned staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce correspondence, memoranda, presentations and reports; and performs any other office and staff support duties as assigned. May assist with various budget preparations and resulting documentation. Demonstrated ability to accurately multitask, manage assigned workload including competing priorities and requests from staff, complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Experience providing office support to supervisory and managerial staff as various levels within the organization; maintaining an office or unit calendar; preparing a wide variety of documents, reports and presentations; and handling confidential or sensitive information. Demonstrated ability to apply and adapt established policies and practices to a variety of requests and inquires. Sound working knowledge of routine office practices, procedures and equipment.	Graduation from high school or equivalent and three (3) years of relevant office support experience providing clerical and administrative office support to multiple staff using Microsoft Office products.
Administrative Services	Cashier	The DPU Cashier position requires arithmetical calculations, some knowledge or familiarity with personal computers, the ability to enter and retrieve data on an automated accounts system, ability to understand and follow oral and written directions, ability to write legibly, ability to pleasantly deal with the public and with co-workers with tact and courtesy, mental alertness, dependability. The cashiers are generally situated inside a building/booth with no exposure or interface with heavy equipment operations/landfill/public works etc. Essentially, they will be greeting customers, inquiring on the type of solid waste/recyclables customers have, directing them within the facility as appropriate, accepting money(cash) and using a cash register. The person would need to pass a background check. A small amount of paperwork is required but accounting is critical.	Work experience as a Retail Cashier or in a similar role in sales. Basic PC knowledge. Familiarity with electronic equipment, like cash register and POS. Good math skills. Strong communication and time management skills. Customer satisfaction-oriented.	High school degree and at least three years relevant experience.

Administrative Services	Paralegal	Performs a variety of paraprofessional legal duties in support of the County Attorney's Office.	Ability to communicate clearly and concisely, both orally and in writing; ability to develop and maintain effective working relationships with attorneys, citizens, and office employees; ability to work cooperatively and effectively in a team-based environment; proficiency with technology; outstanding organizational skills.	Possession of a paralegal certificate or degree or one year of paralegal experience.
Human Services	Administrative Staff Specialist	All responsibilities of Administrative Staff Assistant. Performs administrative work for an agency head or upper level agency executive management positions. Represents the agency head to others inside and outside the agency or institution. Actively influences board, commission, council and/or agency policy decisions. Provides administrative, analytical and liaison support.	Working knowledge of the agency's programs, policies, and operations. Working knowledge of the organization and operations of state government. Working knowledge of analytical processes and research methods. Some knowledge of office procedures and processes. Demonstrated ability to work independently and with others. Demonstrated ability to communicate effectively both orally and in writing. Demonstrated ability to perform quantitative and narrative reporting. Demonstrated ability to interpret and implement policies, conduct research, and make sound recommendations and decisions.	High school degree and at least three years relevant experience.
Human Services	Administrative Staff Specialist Senior	All responsibilities of Administrative Staff Specialist. Executes policy work. Manages a program, formulates budgets, and drafts legislative bills. Performs administrative, analytical, legislative, programmatic, budgetary and liaison functions. Ensures agency compliance with state and federal regulations.	Considerable knowledge of the agency's programs, policies, operations and budget processes. Considerable knowledge of the organization and operations of state government. Considerable knowledge of the legislative process and of applicable regulations, i.e., the Administrative Process Act. Working knowledge of research methods. Some knowledge of office procedures and processes. Demonstrated ability to work independently and with others. Demonstrated ability to communicate effectively both orally and in writing. Demonstrated ability to perform quantitative and narrative reporting. Demonstrated ability to interpret and implement policies. Demonstrated ability to conduct research.	High school degree and at least three years relevant experience.
Human Services	Project Technician	Performs a variety of tasks in support of supervisory personnel. Responsible for all task of a Project Technician in that program.	Considerable knowledge of applicable program or activity guidelines. May require basic computer skills such as word processing, spreadsheets, email, internet navigation.	High school degree and at least three years relevant experience.

Human Services	Training and Development Coordinator Senior	All responsibilities of Training and Development Coordinator. Manages and delivers all training services within a major geographic district of a large agency. Serves as the single position accountable for training.	Considerable knowledge of adult training methods, curriculum design, needs assessment techniques and evaluation methodology. Experience in training or related field.	BS/BA
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SCOPE OF SERVICES

A. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

B. Specifications.

1. The Successful Bidder for Category No. 1 shall provide temporary administrative staffing services for the following job classifications as define in Attachment F:
 - a. Account Clerk
 - b. Administrative Assistant
 - c. Cashier
 - d. Data Entry
 - e. Office Clerk
 - f. Receptionist
2. Resumes

The County departments may request to interview candidates prior to making a final hiring decision. The primary account representative shall fax or email the candidates resume to the department upon notification for a schedule interview. Under no circumstances will an interview take place without first receiving candidates resume.
3. Work Locations

The County's main administration building is located at 4301 East Parham Road, Henrico Virginia 23228. However, numerous other County facilities and work sites are located throughout the County. Some of these facilities and work sites are not located on public transportation routes and it shall be the responsibility of the Successful Bidder or their employees to provide transportation to the facility or work site.
4. Hours of Work

The regular County business hours is defined from 8:00 a.m. to 4:30 p.m., Monday through Friday. Hours outside this time frame shall not be construed as overtime as there are times where the business hours may vary depending on the needs of the department. Time shall not start until arrival time at the County location or a specified time. It is not the intent of the County to use temporary personnel for overtime and the Successful Bidder is required to obtain prior authorization from the County Department utilizing temporary personnel before overtime rates would be in effect. In the event such occasions arise, the U.S. Department of Labor rules of overtime will apply to the temporary employee and overtime rate listed shall apply.
5. Contract Administration

The Purchasing Department will be responsible for the administration of any contract awarded. Since the positions are limited by the list provided, the County reserves the right to solicit price quotations for any other type of position that is not included in the contract and either add the position by contract amendment or contract with an outside source as needed.

 - a. As temporary help needs arise, the County has two options available: rely upon its own resources to meet the need or use temporary help from the Successful Bidder awarded a contract.

- b. It is the intent of the County, in all cases where possible and regardless of the size of the order, to provide reasonable notice to the Successful Bidder concerning job orders placed with them. In the event the Successful Bidder cannot fill the job order, the County reserves the right to cancel the order.
- c. The County's department representative that the worker is contracted to report to, will determine performance of a temporary worker and will report unsatisfactory performance to the Successful Bidder's primary account representative.

6. Hiring of Successful Bidders' Personnel

In the event the County of Henrico hires any of the Successful Bidders' temporary workers, the Successful Bidder shall waive rights to any penalty or hiring fee that the Successful Bidder might seek as a result of the hiring action under the following two (2) circumstances:

- a. The temporary worker is hired by the County after being on the assignment with the County for at least ninety (90) working days.
- b. The temporary worker subsequently applies for and is hired from the County's eligible employment listing.

7. The temporary personnel provided shall be employed by the Successful Bidder. The Successful Bidder shall be responsible for all payroll taxes, workers compensation, payroll reports, and other employer Federal and State requirements for temporary personnel.

8. **The Successful Bidder shall provide Worker's Compensation Insurance Coverage for all classifications of employees.**

9. Criminal History Record Check

- a. The Successful Bidder shall be responsibility, at its sole expense, to obtain the consent of and perform a criminal history record check of any employee that will perform duties on County property pursuant to this Contract. The Successful Bidder shall immediately notify the County of any employee of the Successful Bidder who has been convicted of any felony or any crime involving violence. Such employees will be prohibited from working on County property unless and until the Director of the department requesting temporary staffing is so notified and agrees in writing to allow such persons on site.
- b. The County reserves the right to request, at any time, that the Successful Bidder certify in writing that it has completed the above referenced criminal history record check for any employee that will perform duties on County property pursuant to this Contract. Failure to provide written certification within five business days shall constitute a breach of this contract and be grounds for immediate termination of the contract without prejudice or penalty to the County.

10. Non-Disclosure Agreements

Temporary Administrative support personnel provided by the Successful Bidder is required to sign the County's Temporary Employee Non-Disclosure Agreement (see attached) prior to assignment.

C. General Requirements.

- 1. The Successful Bidder must be a firm with at least one (1) full time staff in an operational service office located within 35 miles (as defined by <https://www.google.com/maps>) of the County of Henrico Government Center located at 4301 East Parham Road, Henrico, Virginia 23228. The office must be occupied and currently engaged in providing staffing of temporarily administrative personnel. The Successful Bidder shall use this office to provide sufficient temporary workers to fill order requests on a next day (8 hour) basis, if required. Successful Bidder shall provide the physical address and business hours of their service office located meeting 35 miles requirement.
- 2. The Successful Bidder shall assign at least one (1) primary account representative physically located at the office to be responsible for this Contract.
- 3. The Successful Bidder primary account representative shall conduct face to face interviews and testing for temporary staff at the designated branch office. Telephone interviews will not be considered.
- 4. The County reserves the right to schedule site visits to Successful Bidders' facilities to evaluate and review the testing parameters used in determining the expertise of personnel required to fulfill the obligations of the Contract.
- 5. The Successful Bidder shall maintain a pool of qualified workers to fill the request from departments.

D. Delivery Requirements.

1. The Successful Bidder primary account representative shall work directly with County departments in the administration of job orders.
2. The Successful Bidder for Category No. 1 shall fill a job order 8 hours from the date of its placement.
3. The Successful Bidder shall submit quarterly reports on hours billed for each classification and County department involved to the Purchasing Department. Reports shall be sent to:

Ms. Leisel Collins
Department of Finance
Purchasing Division
Post Office Box 90775
Henrico, VA 23273-0775 or
Email: COL119@henrico.us

E. Invoicing Requirements.

Invoices shall be submitted on a monthly basis and mailed to the address listed at the bottom of the Purchase Order Form.

Temporary Employee Non-Disclosure Agreement

As a condition of working as a temporary employee for the County of Henrico, Virginia (the "County"), I agree to abide by the following agreement (the "Agreement"):

For purposes of this Agreement, "**Confidential Information**" means any data or information to which I have access through my temporary employment with the County, that is legally required to be kept confidential or that a reasonable person would want to keep confidential, including, but not limited to: (i) the Federal Identification Number of any business entity, (ii) the Social Security number of any individual, and (iii) any other information that should reasonably be recognized as private, personal or confidential information of any individual or entity.

I acknowledge that as part of my duties as a temporary employee for the County, I may, from time to time, have access to Confidential Information. I will not disclose any Confidential Information except as strictly necessary to perform the duties of my temporary employment with the County. Confidential Information is protected by law and by the policies of the County. At all times I will use reasonable measures to safeguard Confidential Information, and I will be fully responsible for my misuse or wrongful disclosure of Confidential Information. I acknowledge that I have no right or ownership interest in any Confidential Information, and that the County may, at any time, revoke my authorization allowing access to Confidential Information. I acknowledge that I am obligated to protect Confidential Information from unauthorized disclosure and that I will only use Confidential Information to perform my legitimate job duties as a temporary employee of the County. I acknowledge that violation of this agreement may subject me to discipline, which may include, but is not limited to: (i) termination from current County projects, (ii) exclusion from further County projects, and (iii) legal liability. My obligations with respect Confidential Information hereunder shall survive the termination of any agreement or employment relationship with the County.

Any failure by the County to enforce any provision of this Agreement will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this Agreement. The Agreement is made and entered into in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to conflicts of law principles. Any dispute arising out of the Agreement, its interpretations, or its performance shall be litigated only in Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

TEMPORARY EMPLOYEE

Signature

Printed Name

Date

COUNTY OF HENRICO

Signature

Printed Name

Date



COMMONWEALTH OF VIRGINIA
County of Henrico

Annual Contract for Category No. 1 - Temporary Administrative Staffing Services
Contract No. 2411A
Amendment No. 1
September 27, 2023

Whereas, the County of Henrico, Virginia (the "County") and MacDonald & Associates Staffing, LLC dba The Sedona Group ("Contractor") entered into Contract No. 2411A (the "Contract") dated October 4, 2022 to provide Category No. 1 - Temporary Administrative Staffing Services when needed and requested by the County; and,

Whereas, the original Contract term was from October 1, 2022, to September 30, 2023; and,

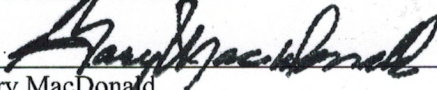
Whereas, the parties wish to renew the Contract for an additional one-year term beginning October 1, 2023, and ending September 30, 2024 and add additional job classifications.

Now, therefore, the parties agree to amend the Contract as follows:

1. The Contract is hereby renewed for an additional one-year term beginning October 1, 2023, and ending September 30, 2024 at a 3% increase in Contract pricing, which is shown in Appendix A attached hereto and incorporated herein by reference as to renewal rates.
2. The Contract is hereby amended to add additional job classifications, which are shown in Appendix A attached hereto and incorporated herein by reference as to the Job Classification Rates and Descriptions.
3. All other provisions of the Contract remain in full force and effect.

In witness whereof, the parties have caused this Amendment No. 1 to the Contract to be executed by the following duly authorized individuals:

MacDonald & Associates Staffing, LLC
dba The Sedona Group
4198 Cox Road, Suite 108
Glen Allen, VA 23060

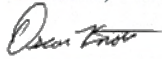


Gary MacDonald
Partner/Managing Member

September 28, 2023

Date

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273




Oscar Knott, CPP, CPPO, VCO
Purchasing Director

09/28/2023

Date

Approved as to form



Assistant County Attorney

Additional Job Classification Rates and Descriptions

General Government Rates and Description:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
Paralegal	\$ 18.54	\$ 20.86	23.25%	\$ 22.19	\$ 25.70	0%	\$ 18.54	\$ 20.86

Category No. 1	Classification	Position Description	Skills and Knowledge	Minimum Education
Administrative Services	Paralegal	Performs a variety of paraprofessional legal duties in support of the County Attorney's Office.	Ability to communicate clearly and concisely, both orally and in writing; ability to develop and maintain effective working relationships with attorneys, citizens, and office employees; ability to work cooperatively and effectively in a team-based environment; proficiency with technology; outstanding organizational skills.	Possession of a paralegal certificate or degree or one year of paralegal experience.

Human Services Rates and Description:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
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Human Services, Project Technician	\$ 21.00	\$ 24.84	22.23%	\$ 25.67	\$ 30.37	0%	\$ 21.00	\$ 24.84
Human Services, Training and Development Coordinator Senior	\$ 17.53	\$ 28.03	22.23%	\$ 21.43	\$ 34.26	0%	\$ 17.53	\$ 28.03

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Administrative Services	Human Services, Administrative Staff Specialist	All responsibilities of Administrative Staff Assistant. Performs administrative work for an agency head or upper level agency executive management positions. Represents the agency head to others inside and outside the agency or institution. Actively influences board, commission, council and/or agency policy decisions. Provides analytical, administrative, and liaison support.	Working knowledge of the agency's programs, policies, and operations. Working knowledge of the organization and operations of state government. Working knowledge of analytical processes and research methods. Some knowledge of office procedures and processes. Demonstrated ability to work independently and with others. Demonstrated ability to communicate effectively both orally and in writing. Demonstrated ability to perform quantitative and narrative reporting. Demonstrated ability to interpret and implement policies, conduct research, and make sound recommendations and decisions.	High school degree and at least three years relevant experience.
Administrative Services	Human Services, Administrative Staff Specialist Senior	All responsibilities of Administrative Staff Specialist. Executes policy work. Manages a program, formulates budgets, and drafts legislative bills. Performs administrative, analytical, legislative, programmatic, budgetary and liaison functions. Ensures agency compliance with state and federal regulations.	Considerable knowledge of the agency's programs, policies, operations and budget processes. Considerable knowledge of the organization and operations of state government. Considerable knowledge of the legislative process and of applicable regulations, i.e., the Administrative Process Act. Working knowledge of research methods. Some knowledge of office procedures and processes. Demonstrated ability to work independently and with others. Demonstrated ability to communicate effectively both orally and in writing. Demonstrated ability to perform quantitative and narrative reporting. Demonstrated ability to interpret and implement policies. Demonstrated ability to conduct research.	High school degree and at least three years relevant experience.

Administrative Services	Human Services, Project Technician	Performs a variety of tasks in support of supervisory personnel. Responsible for all task of a Project Technician in that program.	Considerable knowledge of applicable program or activity guidelines. May require basic computer skills such as word processing, spreadsheets, email, internet navigation.	High school degree and at least three years relevant experience.
Administrative Services	Human Services, Training and Development Coordinator Senior	All responsibilities of Training and Development Coordinator. Manages and delivers all training services within a major geographic district of a large agency. Serves as the single position accountable for training.	Considerable knowledge of adult training methods, curriculum design, needs assessment techniques and evaluation methodology. Experience in training or related field.	BS/BA



COMMONWEALTH OF VIRGINIA
County of Henrico

**Services Contract
Contract No. 2411A**

This Services Contract (this "Contract") entered into this 4th day of October 2022, by the County of Henrico, Virginia (the "County") and MacDonald & Associates Staffing, LLC dba The Sedona Group, a Virginia limited liability company, and its successors it assigns (the "Contractor").

SCOPE OF CONTRACT: The Contractor shall furnish all materials, equipment, and labor necessary to provide Category No. 1 - Temporary Administrative Staffing Services to the County as set forth in the Contract Documents.

COMPENSATION: The compensation the County will pay to the Contractor under this Contract is in Appendix A.

CONTRACT TERM: The Contract term shall be for a period of one year beginning October 1, 2022 and ending September 30, 2023. The County may renew the Contract for up to 4 additional one-year terms giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

INDEMNIFICATION: The Contractor agrees to indemnify, defend, and hold harmless the County and the County's officers, agents, and employees ("Indemnified Parties") from any damages, liabilities, and costs, including attorneys' fees, arising from any claims, demands, actions, or proceedings made or brought against one or more of the Indemnified Parties by any person, including any employee of the Contractor, related to the provision of any services, the failure to provide any services, or the use of any services or materials furnished (or made available) by the Contractor, provided that such liability is not attributable to the sole negligence of the County.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Services Contract between the County and Contractor.
2. Invitation for Bid No. 22-2411-8LOC, dated September 2, 2022 (as modified by any addenda).
3. The Contractor's bid dated September 19, 2022.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

MacDonald & Associates Staffing, LLC
dba The Sedona Group
4198 Cox Road, Suite 108
Glen Allen, VA 23060


Signature


Theresa MacDonald, Partner/Treasurer

Printed Name and Title

October 10, 2022

Date

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273-0775


Signature

Oscar Knott, CPP, CPPO, VCO

Purchasing Director

10/18/2022

Date

APPROVED AS TO FORM

 10/17/22
ASSISTANT COUNTY ATTORNEY

Appendix A

General Government Titles and Rates:

Job Classifications	Pay Rate - Low	Pay Rate - High	Regular Markup Percentage	Regular Bill Rate - Low	Regular Bill Rate - High	Overtime Markup Percentage	Overtime Bill Rate - Low	Overtime Bill Rate - High
Account Clerk	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Administrative Assistant	\$ 11.00	\$ 15.00	23.49%	\$ 13.58	\$ 18.52	0%	\$ 11.00	\$ 15.00
Cashier	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Data Entry	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Office Clerk	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00
Receptionist	\$ 11.00	\$ 12.00	19%	\$ 13.09	\$ 14.28	0%	\$ 11.00	\$ 12.00

ATTACHMENT F
Job Classifications

Category No. 1	Classification	Position Description	Skills and Knowledge	Minimum Education
Administrative Services	Receptionist	Serves as initial point of contact for visitors, telephone calls and deliveries to the agency. Duties include efficiently and courteously answering multi-line telephone system; responding to routine inquiries; taking messages or routing callers to appropriate parties; greeting visitors and notifying appropriate employee of office arrivals; accepting deliveries and contacting office for retrieval; preparing a variety of department specific correspondence, documents or reports; and providing a variety of routine office support duties as needed using various Microsoft Office products.	Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Demonstrated abilities to efficiently and courteously answer multi telephone lines and accurately take messages or route callers. Sound typing, data entry, filing, copying and general office support skills. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant office support experience
Administrative Services	Data Entry	Accurate high volume alpha/numeric data entry; verifies and maintains data in a variety of department specific formats such as spreadsheets and databases, which may include proprietary databases; retrieves, compiles, or analyzes data using common business software to support department needs and other requirements; prepares a variety of department specific documents and reports to specific formats; prepares or maintains various special reports, tabulations and logs. May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; performs general office support and performs any other related assigned duties.	Demonstrated accuracy in accurate high volume data entry. Sound working knowledge of office practices, procedures and equipment. Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Sound computer skills with the ability to quickly learn and accurately use common and proprietary database applications and systems relevant to assigned duties. Sound typing, filing, copying and general office support skills. Demonstrated ability to accurately multitask and manage priorities and assigned duties. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent education and three (3) years of relevant experience in data entry and managing data in spreadsheets and databases.

Administrative Services	Office Clerk	General office and operations support (i.e., files, copies, sorts, matches reports, collates, staples, stuff envelopes, opens and distributes mail, routes telephone calls, maintains staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce routine correspondence, memoranda and reports; prepares and verifies mathematical computations, tabulations, reports and records; may prepare office supply orders and maintain supply inventories; and performs any other assigned routine support duties. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Proficient in common business software including the Microsoft Office Suite.	Graduation from high school or equivalent and one (1) year of relevant routine office support experience involving typing, alpha/numeric data entry, preparing reports using common business software, processing mail, answering telephone calls, filing, copying and maintaining staff or office calendars..
Administrative Services	Account Clerk	Performs paraprofessional level work requiring the application of generally accepted bookkeeping and accounting principles to various financial transactions. Accurately creates and maintains a variety of detailed financial records which may include records of petty cash, payments, expenditures, purchase orders, contracted services, budget related transactions and/or work orders; reconciles, prepares and processes a variety of accounts payable and/or account receivable financial transactions; prepares and maintains related supporting details and data; assists with or prepares financial statements/reports. May be required to provide routine office support such as answering telephones, taking messages and/or refer callers to appropriate parties; and performs any other related assigned duties.	Sound working knowledge of generally accepted bookkeeping and accounting principles and practices; demonstrated accuracy in mathematical calculations, handling financial transactions, researching transactions and maintaining accurate financial records. Demonstrated ability to apply and adapt established policies and practices to a variety of financial transactions and records, and to prepare accurate financial reports and statements. Proficient in common business software including the Microsoft Office Suite. Prefer experience in Oracle software applications. Demonstrated ability to accurately multitask, manage priorities and complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Graduation from high school or equivalent and one (1) year of relevant experience such routine bookkeeping, AP, AR or other fiscal records/transactions experience.

Administrative Services	Administrative Assistant	Provides clerical and other administrative office support for one or more professional and/or managerial staff (i.e., files, copies, prepares reports, prepares a wide variety of memoranda and operations related documentation, appropriately triages and responds to telephone calls and visitors, maintains assigned staff and/or office calendars, etc.); performs basic typing, data entry, and formatting using various common business office software to produce correspondence, memoranda, presentations and reports; and performs any other office and staff support duties as assigned. May assist with various budget preparations and resulting documentation. Demonstrated ability to accurately multitask, manage assigned workload including competing priorities and requests from staff, complete assigned duties efficiently within specified requirements. May require the ability to work in a fast-paced environment.	Proficient in the use of personal computers and common business software, including Microsoft Office products, used in a Windows environment. Experience providing office support to supervisory and managerial staff as various levels within the organization; maintaining an office or unit calendar; preparing a wide variety of documents, reports and presentations; and handling confidential or sensitive information. Demonstrated ability to apply and adapt established policies and practices to a variety of requests and inquires. Sound working knowledge of routine office practices, procedures and equipment.	Graduation from high school or equivalent and three (3) years of relevant office support experience providing clerical and administrative office support to multiple staff using Microsoft Office products.
Administrative Services	Cashier	The DPU Cashier position requires arithmetical calculations, some knowledge or familiarity with personal computers, the ability to enter and retrieve data on an automated accounts system, ability to understand and follow oral and written directions, ability to write legibly, ability to pleasantly deal with the public and with co-workers with tact and courtesy, mental alertness, dependability. The cashiers are generally situated inside a building/booth with no exposure or interface with heavy equipment operations/landfill/public works etc. Essentially, they will be greeting customers, inquiring on the type of solid waste/recyclables customers have, directing them within the facility as appropriate, accepting money(cash) and using a cash register. The person would need to pass a background check. A small amount of paperwork is required but accounting is critical.	Work experience as a Retail Cashier or in a similar role in sales. Basic PC knowledge. Familiarity with electronic equipment, like cash register and POS. Good math skills. Strong communication and time management skills. Customer satisfaction-oriented.	High school degree and at least three years relevant experience.