



Temporary Staffing/Office Administrative Services



**FAST
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FEDERAL ACQUISITION SERVICE
TRAINING SERIES

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General Supplies & Services

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Temporary Staffing / Office Administrative Services

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Agenda

- Purpose
- SINs
- Services
- SIN Comparison
- Price Considerations
- Small Business Set Aside
- Service Contract Labor Standards/Dol
- Time Limitation

Special Item Number (SIN) Overview

Purpose



- Federal agencies often need interim solutions to support mission-critical initiatives when key staff members are unavailable for work because of illnesses, emergencies, or family responsibilities
- Whenever a federal agency procures services through MAS, the temporary-help or administrative services contractor serves as the employer, maintaining the relationship with the agency during the period its employees support the client agency

What's Featured



Elements of the MAS Temporary Staffing Services SIN and Office Administrative SIN:

- Total small-business set-aside in the MAS program for 561320SBSA
- Based upon commercial-item acquisition and FAR-compliant acquisition vehicles that help minimize risks
- Allows for Blanket Purchase Agreements (BPAs)
- Court Reporting and Transcription Services (561320SBSA)
- No maximum or minimum size of task order
- Allows for subcontracting and teaming arrangements
- Temporary-help firm is responsible for security clearances, certifications, and training

Combined Into a Single SIN



Services Include:



Court Reporting, Transcription and Coding Services

This includes all specialized transcription services occupations for court reporting, medical billing, medical coding, medical transcription, specialized translation occupations including but not limited to sign language, signing, voice recognition/transcription and videography



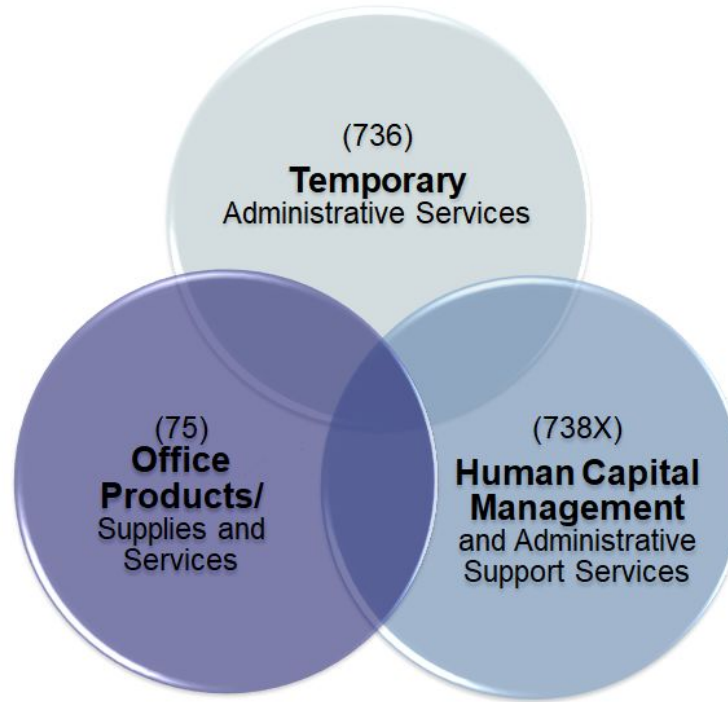
What the program Includes



The Temporary Staffing Services SIN encompasses many types of services, including:

- Medical transcription
- Maintenance and facility repairs
- Verbatim transcription services
- Stenography and court reporting
- Remote medical coding services
- Inspection and survey
- Medical-claims processing
- Dictation and transcription
- Producer/broadcaster
- Lighting technician
- Science-related professions
- (chemical testing/analysis)

Office Administrative Services



Office Administrative Services

SIN 561110



Includes a range of turnkey day-to-day office administrative support services, such as:

- clerical/secretarial functions
- data entry
- payroll administration
- Recordkeeping
- Travel preparation
- Scheduling
- note taking
- Meeting management
- drafting memos/notes/letters
- purchasing/requisitioning supplies
- logistics

SINs

Examples of Out-of-Scope Services

Job descriptions cannot contain supervisory, leading and/or directing others and medical type duties that involve patient contact

These duties are outside the scope of the Temporary Help Services SIN and cannot be accepted

- Facilities Management
- Consultant Services
- Counseling
- Personnel Management or Supervision
- Project Management
- Business Improvement
- Computer Programming and Design
- Health Occupations
- Engineering Services
- Financial Audits
- Accounting Services
- Training Services
- IT System Integration
- Network Services
- Software Development
- Database Planning
- Marketing
- Media
- Human Resource Services
- Construction
- Architectural Services



Price Consideration



- GSA has negotiated professional labor rates in the contractors price list
- For non-professional labor rates, GSA has negotiated final markups to the prevailing labor rates in accordance with Department of Labor (DOL) Fair Labor Standard Act.
 - At the task order level, the ordering activity must incorporate the prevailing wage rate of the locality where the preponderance of the work is being performed to determine the final price of the labor rate



Large Category: Office Management

Subcategory: Office Services

561320SBSA Temporary Staffing (SBSA) -

Includes temporary administrative and professional staffing.

*Small Business Set-Aside & Time Limitation

Subgroups:

- COURT REPORTING, TRANSCRIPTION and CODING SERVICES
- MEDICAL, PROTECTIVE AND PROFESSIONAL OCCUPATIONS
- AUTOMATIC DATA PROCESSING (IT) OCCUPATIONS
- MANAGEMENT & CLERICAL OCCUPATIONS
- GENERAL, TRADE, FACILITY SERVICES AND SUPPORT
- TECHNICAL, SCIENTIFIC, LEGAL OCCUPATIONS
- INFORMATION AND ARTS, EDUCATION AND TRAINING OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS

561110 Office Administrative Services-

Includes a range of turnkey day-to-day office administrative support services

Examples:

- CLERICAL/ SECRETARIAL FUNCTIONS
- DATA ENTRY,
- PAYROLL ADMINISTRATION
- RECORDKEEPING
- TRAVEL PREPARATION
- SCHEDULING/ NOTE TAKING
- MEETING MANAGEMENT
- DRAFTING MEMOS/ NOTES/ LETTERS
- PURCHASING/ REQUISITIONING SUPPLIES,
- LOGISTICS

Subcategory: Office Services

561320SBSA vs 561110



561320SBSA

- Small Business Set-Aside
- Court Reporting/Transcription Services
- Technical and Professional Labor permitted
- Time Limitation
- Commercial/Market EPA

561110

- Strictly Office Administrative Services
 - Administrative Assistant
 - Office Manager
 - Payroll Clerk
- No Time-Limitation
- Not small business set-aside
- Commercial/Market EPA

Price Consideration *



- GSA price lists do not contain the prices for all localities and the vendor may have used a high average of nationwide rates in its GSA Schedule labor rate
- Ordering activity must check the Department of Labor (DOL) prevailing wage rate or contact the vendor directly for actual pricing at the order level
- DOL changes/updates the underlying prevailing wage rates annually
- Final labor rates do not include overtime, which may be at a higher rate, if applicable

Small Business Size Standard



- All vendors with the MAS Temporary Staffing Services SIN are small businesses
- If a business exceeds the SBA size standard (\$27.5 million) after award of the base, they can maintain their small business designation until the expiration of their MAS contract
- The period of performance task orders may extend beyond the MAS contract's end date, but the task order must have been awarded prior to the contract's expiration
- New orders after the GSA MAS contract expiration date cannot be accepted

Service Contract Labor Standards Violations



The SCLS provides the following authorities:

- Withhold contract funds to reimburse underpaid employees
- Terminate the contract
- Hold the contractor liable for associated costs to the government
- Debar any person or firm who has violated the SCA for a three year period

How often are wage determinations updated?



- Wage Determinations are reviewed periodically by the SBA as new data becomes available; most wage determinations are updated annually (usually in September)
- Health and Welfare costs are also updated annually (usually in June)

Do wage rates ever go down?



- Bureau of Labor Statistics (BLS) survey data is used to establish prevailing rates
- Department of Labor must issue rates which are represented in the survey as prevailing; rates would decrease if surveys show that a lower rate is actually prevailing

Time Limitation and Utilization



- An agency may use a temporary help service firm for a single situation or project as defined in 5 *CFR* §300.503 initially for no more than 120 workdays
- If the situation or project continues beyond the initial 120 workdays, the agency may extend its use of temporary help services up to the maximum limit of 240 workdays

CFR Reference

- An individual employee of any temporary help firm may work at an agency up to 240 work days within a 24-month period



Time Limitation and Utilization*



- The 24-month period begins on the first day of assignment. An exception can be made for an individual to work up to a maximum of 240 workdays only when the agency has determined that using the services of the same individual for the same situation will prevent a significant delay.
- Initial orders cannot be placed for 240 workdays. Orders may be in a maximum of 120 workday intervals. Once those days have been worked, the organization must wait 24 months before using that same employee again. See *5 CFR§300.504*:
[CFR Reference2](#)

Customer Benefits



- **Ease of use:** Tailor orders, in accordance with the MAS contract, to get what your agency needs by customizing terms and conditions at the task-order level:
 - Competitive market-based pricing that leverages the buying power of the federal government
 - Ability to negotiate further discounts at the task-order level
- **Speed:** Reduce procurement lead time and use GSA eBuy for fast turnaround (10 to 20 days)
- **Compliance:** Comply with Department of Labor's SCLS minimums and benefits
- **Support small businesses:** Variety of SB socio-economic statuses are represented to help meet your agency's small-business goals. This SIN is a total small business set-aside
- **Wide selection of services:**
 - Professional and clerical
 - Highly specialized disciplines: scientific, legal, medical, human capital, and technical
 - Court Reporting, Transcription and Coding Services



Q & A

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