



TEMPORARY ADMINISTRATIVE SERVICES CONTRACT REQUEST FOR SERVICES PROCESS AND RATES

The ATHENA Consulting, LLC Contract (#1069520) provides temporary administrative support workers on an as needed basis and upon request by County departments. The duration of all temporary assignments under this Contract is limited to no more than one year.

LABOR CATEGORIES AND PRICING:

Rates in effect March 1, 2017 through February 27, 2019

Labor Category	Hourly Rate
Executive Secretary	19.97
Secretary/Legal Secretary	21.00
Office Worker	18.93

Billing by the Contractor is on a monthly basis.

DEPARTMENT RESPONSIBILITIES:

1. Complete Request for Services Form and obtain required signatures, which now includes both departmental Budget and Director approval/signatures.
2. Complete and approve requisition for the projected amount. Direct Purchase Orders (DPOs) may be used if the total amount of the assignment is expected to be less than \$10,000.
3. Email approved and completed Request for Services Form with approved requisition or DPO to Lisa Davis at LDavis@AthenaJobs.com with a copy to OVRTASC@montgomerycountymd.gov.
4. Provide ATHENA Consulting, LLC with a copy of the approved Procurement Purchase Order. County Mailbox for forms and questions – OVRTASC@montgomerycountymd.gov