



**TEMPORARY ADMINISTRATIVE AND PARAPROFESSIONAL SUPPORT (TAPS)
SERVICES CONTRACT -- NEW REQUEST FORM
SPS CONSULTING, LLC (#1102596)**

Effective March 1, 2021 - All Temporary Administrative and Paraprofessional Support (TAPS) Service Requests Must Be Submitted Online via the OHR TAPS System. This form should be used as a departmental resource for an internal approval process to gather the information needed for an on-line data entry submission, along with an approved Direct Purchase Order (DPO) or Purchase Order (PO)# to SPS Consulting, LLC to be uploaded to the new request via the OHR TAPS System (Incomplete requests will be rejected by the system). OHR does not need a copy of this form. For multiple position requests for an assignment, please submit a separate request for each position/person for the assignment.

****Note: Overtime, and reimbursement for travel, meals and other expenses are not permitted under the terms of the contract. Contractors are not authorized to drive County vehicles for any reason under this contract****

Department: _____ TAPS Liaison Name: _____ Phone # _____

Hiring Manager Name: _____ Phone # _____

Primary Billing Contact Name: _____ Phone # _____

Time Keeper Contact Name: _____ Phone # _____

Assignment Location/Address #1:

Assignment Location/Address #2:

Onsite or Telework: _____ Labor Category: _____ Hourly Rate: _____

Reason for Request:

Start Time: _____ AM End Time: _____ PM Hours per Day: _____

Background Check Required: Yes No Type of Background: _____

Multilingual Required: Yes No Language Level: Basic Advanced

Language Requested: _____

General Description of Work to be Performed:

(Please upload more details in a document as an attachment if needed).

Proposed Start Date: _____ Proposed End Date: _____

Actual Start Date: _____ Actual End Date: _____

Accounting Information: Fund: _____ Cost Center: _____ Account Code: _____

Project: _____ Award: _____ Task: _____ Total Cost: \$ _____

Approved DPO/PO# _____ DPO/PO End Date: _____

Approved DPO/PO# _____ DPO/PO End Date: _____

Department Approvals:

Hiring Manager: _____ Date _____

Budget Manger: _____ Date _____

TAPS Liaison: _____ Date _____

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New Request Entered online by (OHR TAPS Liaison): _____

Date: _____ TAPS-REQ-#: _____

Assigned TAPS Name: _____

Reminder: All TAPS Contractors will need to register for Mandatory Trainings as per MCG Policy