

**CONTRACT AMENDMENT NO. 1
CONTRACT FOR TEMPORARY WORKER SERVICES
CONTRACT # SPB12-2029P-2**

This CONTRACT AMENDMENT No. 1 is to amend the above-referenced contract between the State of Montana, Department of Administration, State Procurement Bureau (STATE), whose address and phone number are Room 165 Mitchell Building, 125 N Roberts, PO Box 200135, Helena MT 59620-0135, (406) 444-2575 and **Express Employment Professionals** (CONTRACTOR), whose address and phone number are 1100 W. Custer, Helena, MT 59602, (406) 442-7501.

- 1) The parties agree to amend Section 6 as follows (additions noted in red, deletions interlined):

6.14.1 Limited Experience Clerical. An individual who has a high school diploma/GED with less than 12 months of experience who can perform copying, filing, receptionist duties, may be required to do minimal typing, and has some office experience.

6.14.2 Experienced Clerical. An individual who has a high school diploma/GED with one to two years of experience, has worked with modern copiers, telephone systems, has some experience with word processing software programs such as Word, and some experience with spreadsheet software programs such as Excel. This individual may perform data entry, some word processing and general clerical/receptionist duties, bookkeeping duties, and has at least one to two years of office experience. Data entry will include enter and transfer of data from existing databases, medical records, shipment invoices, quarterly reports, demographic reports, etc. It is **mandatory** that data entry made for confidential files remain confidential. Could include but is not limited to positions such as: Administrative Support.

6.14.3 Advanced Software Specialist. An individual who has a high school diploma/GED and possesses ~~possessing~~ the skills listed above with a minimum of two years of computer experience. Extensive knowledge in word processing software programs such as Word and WordPerfect, and spreadsheet software programs such as Excel and Lotus 1-2-3 needed. Some knowledge of PeopleSoft software would be helpful. Could include but is not limited to positions such as: Document Processor and Document Imaging Technician.

6.14.4 Mid-Level Position. Mid-level positions require high school diploma/GED up to a Bachelor's Degree plus three years directly related work experience in appropriate field. Could include but is not limited to positions such as: Customer Service Specialist, Accounting Specialist, Customer Service QA Specialist and Medical Payment Auditor.

6.14.5 Professional Level Position. Professional level positions require a Bachelor's degree plus two to four years specialized experience in appropriate field. Could include but is not limited to positions such as: Accountant, Claims Examiner, and Executive Assistant.

The following subsections are renumbered as indicated:

6.14.6 6-14.4 General Labor.

6.14.7 6-14.5 Janitorial Worker.

6.14.8 6-14.6 Maintenance Worker.

6.14.9 6-14.7 Warehouse Worker.

6.14.10 6.14.8 Forest Technician.

6.14.11 6.14.9 Professional Forester.

6.14.12 6.14.10 Forester Project Leader/Lead Management Forester.

6.14.13 6.14.11 Biologist.

6.14.14 6.14.12 Botanist.

6.14.15 6.14.13 Right-of-Way Agent and Related.

6.14.16 6.14.14 Resource Specialists.

6.14.17 6.14.15 Specialty Positions.

2) The parties agree to amend Section 7 as follows (additions noted in red):

7.1 Payment Schedule. In consideration for the temporary worker services to be provided, the State shall pay according to the following schedule:

Helena:

Position Title	Cost per Hour
Limited Experience Clerical	\$13.31
Experienced Clerical Pay Rolled or Referred Employee	\$14.88 \$10.96 - \$20.54
Advanced Software Specialist	\$16.26
Mid-Level Position Pay Rolled or Referred Employee	\$21.00 - \$29.39 \$20.55 - \$28.72
Professional Level Position Pay Rolled or Referred Employee	\$28.98 - \$69.00 \$28.77 - \$68.50
*General Labor+	\$25.00
*Janitorial Worker+	\$25.00
*Maintenance Worker+	\$25.00
*Warehouse Worker+	\$25.00
*Forest Technician+	\$25.00
*Professional Forester+	\$23.80
*Forester Project Leader / Lead Management Forester+	\$28.01-\$39.09
*Biologist+	\$40.16-\$50.68
*Botanist+	\$39.80-\$58.34
*Right-of-Way Agent+	\$49.42-\$55.27

*Resource Specialists+	\$28.01-\$39.09
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*Travel pay not included.

+Should the State of Montana request worker which fall under the Prevailing Wage category, the Cost Proposal submitted by Helena for Prevailing Wage jobs will be the cost of all Express offices in Montana.

Except as modified above, all other terms and conditions of Contract SPB12-2029P-2 remain unchanged.

DEPARTMENT OF ADMINISTRATION
 STATE PROCUREMENT BUREAU
 PO BOX 200135
 HELENA MT 59620-0135

EXPRESS EMPLOYMENT PROFESSIONALS
 1100 W. CUSTER
 HELENA MT 59602
 FEDERAL ID # 84-0909680

BY: Penny Moon, Contracts Officer
 (Name/Title)

BY: Lynne Johnson, Owner
 (Name/Title)

Penny Moon
 (Signature)

Lynne Johnson
 (Signature)

DATE: 24 June 2013

DATE: 6/4/2013

Approved as to Legal Content:

Mike Manion 5/13/13
 Legal Counsel (Date)