

## FIRST AMENDMENT TO VENDOR AGREEMENT

This First Amendment to the Sevenstep Staffing Supplier Agreement dated as of \_\_\_\_\_ (the "Effective Date") is between Sevenstep and Vendor, and hereby amends the Sevenstep Staffing Supplier Agreement entered into between Sevenstep and Vendor (the "Agreement").

## RECITALS

WHEREAS, the parties entered into this agreement in order to govern the relationship of the parties with respect to managed staffing services; and

WHEREAS, the parties wish to amend the terms and conditions by adding this First Amendment to the Agreement; and

WHEREAS, the parties wish that the remaining terms of the Agreement remain the same.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants herein contained, the parties agree to amend the Agreement as follows:

## RULES OF ENGAGEMENT

The following Rules of Engagements have been created to ensure accurate processes, efficient communication and ultimately a successful contractor fulfillment experience for the Sevenstep MSP at the Commonwealth of Massachusetts under the PRF71 contract. All Vendors will be held to the same expectations.

### **Vendor agrees to abide by the following workflow processes:**

- Vendor will receive position requisitions through the VectorVMS software.
- Vendor will submit all candidates to the Sevenstep MSP through VectorVMS.
- Sevenstep MSP will facilitate the scheduling of all candidate interviews through VectorVMS.
- Vendor will receive all candidate/interview feedback from the Sevenstep MSP either manually or through VectorVMS.
- Sevenstep MSP will extend all official contract offers to vendor through VectorVMS.
- Vendor will receive payment for contract services provided at Customer only from Sevenstep MSP.

### **Vendor will:**

- Make the Sevenstep MSP aware of any and all needs/job orders or requirements, covered by PRF71, that are identified outside of the standard Sevenstep MSP requisition management process.
- Submit candidates and present candidates for consideration only through the Sevenstep MSP VectorVMS system and not directly to Commonwealth of Massachusetts hiring managers, employees or staff.
- Schedule and coordinate interviews and obtain interview feedback only through the Sevenstep MSP and not directly with Commonwealth of Massachusetts hiring managers, employees or staff.

# SEVENSTEP

- Start, engage or employ contractors, as covered by PRF71, only through the Sevenstep MSP and not directly to Commonwealth of Massachusetts hiring managers, employees or staff and only with the approval of the Sevenstep MSP.
- Discuss client bill rates, client pay rates, contractor pay changes and contractor issues or concerns only with the Sevenstep MSP and not directly to Commonwealth of Massachusetts hiring managers, employees or staff.
- Discuss and facilitate contract and/or engagement extensions only through the Sevenstep MSP and not directly with Commonwealth of Massachusetts hiring managers, employees or staff.
- Discuss job orders and/or requirements to include refinement questions only through the Sevenstep MSP and not directly with Commonwealth of Massachusetts hiring managers, employees or staff.

## **Vendor may:**

- Walk their contractor onsite on the first day of a new engagement
- Walk their contractor offsite on the last day of an engagement
- Walk their candidate onsite for an interview

Transactional or sales related business discussions between the Sevenstep MSP Vendors and Commonwealth of Massachusetts managers and/or employees are prohibited and would include any discussions related to:

- Upcoming Commonwealth of Massachusetts Needs
- Current and Future Requisitions
- Submitted Candidates
- Candidate Interviews
- Offers or Engagements
- Contractor Extensions
- Contractor Pay Increases
- Non-renewals/Resignations/Terminations
- Contractor Start Day Details

## **Candidate Submittal Requirements:**

- No logos or supplier information can be present on resumes
- Resume review and short listing will occur 24-72 business hours after requirement release to allow adequate time to submit your best candidates
- If a candidate is no longer available, supplier needs to update VectorVMS as soon as possible

## **Non-Compliance with Supplier Rules of Engagement:**

Sanctions may be imposed on any Vendor who violates the Rules of Engagement. These sanctions may include, but not be limited to the following sanctions, with sanctions being assessed based on the severity of the violation and frequency of occurrence(s).

- 30-day suspension as an active Vendor in Sevenstep MSP program
- 60-day suspension as an active Vendor in Sevenstep MSP program
- 90-day suspension as an active Vendor in Sevenstep MSP program

- Removal from Sevenstep MSP program

## ACKNOWLEDGEMENT AND CONFIRMATION

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Agreement as of the Effective date above:

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Vendor Name

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Authorized Signature

Date

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Printed Name

Title

**Sevenstep**

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Authorized Signature

Date

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Printed Name

Title