

Temporary Labor Services, ITN1602JCSA

Contract Term: December 1, 2016 – November 30, 2019 with 2 additional 1 year renewals

The university entered into an agreement with suppliers to provide temporary labor services in numerous categories. It is a university requirement that only these suppliers be contacted when a temporary staffing need arises in your department.

How to use this contract:

- Price quotes shall be requested from only the awarded vendors shown in the below table. The number of quotes requested will depend upon the anticipated total amount of the required services.

Total Required Services	Quotes Required
\$35,000 and below	2
\$35,000.01 - \$75,000	3
\$75,000.01+	4

- Request for Quotes from departments to the vendors shall denote the following minimum requirements:
 - ✓ Type(s) of skills needed and a brief scope or description of work.
 - ✓ Length of assignment (i.e., 1 week, 4 months, etc.).
 - ✓ Location of assignment (physical work location).
 - ✓ Hours of work (i.e. 8am – 5pm M-F).
- Unless the need is urgent, provide each supplier 3 to 5 business days to respond to your request for quote by submitting their hourly bill rates and applicants' resumes (if applicable).
- Select the supplier based on the results of department's quote request.
- Submit a requisition with all suppliers' quotes and related documentation attached.

Background Requirements:

All temporary staff hired are **required** to have a background check performed by the temporary employment agency **prior** to commencement of a work assignment, pursuant to Florida level one background screening standards. This is to include: National Sex Offenders Registry, federal criminal database, national criminal history records, statewide criminal history background check through the Florida Dept. of Law Enforcement and Driver's License records. The agency must provide the university hiring official with certification that the background check was performed and cleared by the agency. Depending upon the nature of the position or duties required, the hiring officials may request the agency to perform additional levels of background screening.

Invoicing:

Supplier will submit invoices within 30 days of completing a specific assignment. If the assignment(s) are continuous; spanning weeks and/or months, supplier(s) will invoice on a monthly basis.

Note 1: Temporary staffing under an existing contract with a supplier will continue to be honored through the completion of those assignments. Any new staffing requirements must be obtained under this staffing contract.

Note 2: This contract is to obtain temporary staffing services only. Recruitment of permanent executive staff shall be processed by engaging executive search firms and others that are in the business to provide those type specialized/high level placements.

Supplier Information	Administrative, Support Staff	Accounting	Information Technology, Technical	Professional, Legal	Light Industrial, General Maintenance
Kelly Services Mary Lowry Lowrym2@kellyservices.com	X	X	X	X	X
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services Gina Rosa grosa@appleone.com 407-248-8129	X	X	X	X	X
Moten Tate, Inc. Kenneth Moten kmoten@motentate.com 407-843-3277			X	X	
Apex Systems Andrew Graziani agraziani@apexsystemsinc.com 407-264-7001			X		
Nitelines USA hl@nitelinesusa.com 877-337-2563	X			X	X
22nd Century Technologies, Inc. Eva Gadis govt@tscti.com 888-998-7284	X	X	X	X	X
Visium Resources Robert Johns bjohns@myvisium.com 321-397-1016			X		
US IT Solutions, Inc. Ritu Mangla govt@usitsol.com 408-766-0000	X	X	X	X	X
GDKN Corporation Donna Harris-Gill DHarris-Gill@gdkn.com 954-985-6650	X	X	X		X
Ciber, Inc. Keith Keslin khaslin@ciber.com 407-694-4153			X		
TekPartners Shevlin Pierce spierce@tekpartners.com 407-429-2455			X		
RADgov, Inc Chris Victor Contracts@radgov.com 954-938-2800	X	X	X		X
Career Connection, Inc. Cody Stowers cstowers@ccicareers.com 770-598-6437	X		X		
JMI Staffing Solutions Pablo Nieves pablo@jmiresource.com 407-205-5919	X	X	X		

Supplier Information	Administrative, Support Staff	Accounting	Information Technology, Technical	Professional, Legal	Light Industrial, General Maintenance
vTech Solution Inc. Haresh Vataliya vtech.ucf@vtechsolution.com 202-241-0167	X	X	X	X	
Kavaliro Raphael Restrepo rrestrepo@kavaliro.com 40-243-6006	X		X		
Infojini, Inc. Sandeep Harjani statebids@infojiniconsulting.com 443-257-0086			X		
Tews Company Shawn Stewart sstewart@tewscompany.com 407-956-6180	X	X		X	
Manpower Lisa Hancock LisaH@mpwr.com 407-774-4242	X	X			X

University of Central Florida

Request for Quote

Terms and Conditions in accordance with Temporary Labor Services, ITN1602JCSA

Name:	Department:
Phone:	Email:
Issue Date:	Due Date:

Quote Details and Information

Type of Skills Needed:

Length of Assignment:	Hours of Work:
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Location of Assignment:

Additional Quote Information/Comments:

Please complete the information below and return to the UCF contact named above.

Supplier Name:	Supplier Contact:
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Phone:	Email:
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Supplier Signature:

Hourly Rate:	Overtime Hourly Rate:
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Additional Fees (if applicable):	Attachments (if applicable):
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