

## Talent Acquisition Temporary Employee Requisition Process

1. Our procured staffing agencies have the expertise to expeditiously provide temporary and short-term, long-term, and/or temp-to-perm staffing support in a variety of categories. The staffing agencies include:
  - Abacus Staffing
  - Adastaff Staffing
  - BridgeWork Partners
  - Cornerstone Staffing
  - PIE Management
  
2. The respective Hiring Manager/HRC shall complete a Statement of Work (SOW). Please see attached. The following information should be included on the SOW:

### Section A. Scope of Services & Schedule

- (a) Position Requested (See Exhibit B of the MSA)
- (b) # of Position(s)
- (c) Location of Assignment
- (d) Start and End Dates for Assignment
- (e) Anticipated Total # of Hours**
- (f) Hourly Billing Rate (See Exhibit B of the MSA)**
- (g) Total Anticipated Cost**

**Note <sup>1</sup>:** You can only use a Vendor for a certain position if it is listed in the Master Service Agreement (Exhibit B). In addition, there is no overtime rate. The rates and job descriptions/positions were agreed to when awarded the contract.

**Note <sup>2</sup>:** All SOW Addendums will need to go to Jessika Williams, Assistant City Attorney, for review. It is recommended that hiring departments send the SOW Addendum in Word format for review prior to starting Adobe Sign.

**Note <sup>3</sup>:** SOW Addendums will not be signed and will be rerouted to the Requestor if there is any incorrect information included. The prices need to match the ones found in the Master Service Agreement (Exhibit B).

3. The Requestor will provide the Vendor an applicable SOW and each SOW must be signed by all parties listed on page 3 of the SOW Addendum. The temporary staff vendors will not be able to provide services without obtaining a purchase order number from the City Department.

**Note 1: Adobe Sign Routing steps: (1) Vendor Signs (2) HR AD, Neena Kovuru signs (3) Asst. City Attorney, Jessika Williams signs (4) ACM of requesting department signs and dates (5) Allison Tidwell approves (6) City Secretary signs (7) Vania Soto form fills – place text box on first page upper right corner**

4. Once you have the SOW returned with all signatures the requesting department must obtain an approved purchase order in PeopleSoft Purchasing to request services for temporary staff.

**Note 1: If the specific job title and pay rate is not currently available on the respective PeopleSoft contract, the requesting department must submit a PeopleSoft form to add the item and attach the approved SOW.**

5. The City will pay the total fee to the Vendor(s) for these temporary services in accordance with the Price Schedule found in the Master Service Agreement (Exhibit B). In submitting invoices, the Vendor will reference to the appropriate SOW. The Vendor will submit invoices for fees to the Hiring Manager/HRC and will also submit a copy to the Talent Acquisition & Organizational Development Manager in the Human Resources Department.

## **CFW Temporary Staffing Agencies**

### **Abacus Corporation**

Authorized Person: Michael P. Brady, COO

Contact Person: Drew Davanzo

Phone Number: 410.608.9654

Email: [dd@abacuscorporation.com](mailto:dd@abacuscorporation.com)

### **ADASTAFF Inc.**

Authorized Person: Sue Beets, Regional VP

Contact Person: Sue Beets

Phone Number: 817.477.1049, Ext. 7501

Email: [sbeets@adastaff.com](mailto:sbeets@adastaff.com)

### **BridgeWork Partners, LLC**

Authorized Person: Samantha Jacoby

Contact Person: Samantha Jacoby

Phone Number: 972.754.9817

Email: [samantha@bridgeworkpartners.com](mailto:samantha@bridgeworkpartners.com) or [sales@bridgeworkpartners.com](mailto:sales@bridgeworkpartners.com)

### **Smith Temporaries, Inc. dba CornerStone Staffing**

Authorized Person: Colby Waldrop, Senior Branch Manager

Contact Person: Colby Waldrop

Phone Number: 940.841.1845

Email: [Colbyw@cornerstonestaffing.com](mailto:Colbyw@cornerstonestaffing.com)

### **P.I.E. Management, LLC**

Authorized Person: William Phillips, President/CEO

Contact Person: William Phillips

Phone Number: 817.709.2126

Email: [wphillips@piemanagement.com](mailto:wphillips@piemanagement.com)