

## Ordering Instructions

### Statewide Contract – TEMP16

**Ordering Requirements** – An agency may request use of the TEMP16A through TEMP16G Statewide Contracts for any order as-needed.

**Special Instructions** – Agencies will review the Synopsis Award spreadsheets attached to the contract to identify the lowest cost supplier for each classification, according to region. A Central Non-Profit Agency, such as the West Virginia Association of Rehabilitation Facilities, will receive priority for any potential awards, even if they are not the lowest cost supplier for the classification. Waivers from the Central Non-Profit Agency must be attached to all invoices processed through the West Virginia State Auditor's officer.

At the discretion of the West Virginia State Agency, the form attached to the contract as Exhibit B, Temporary Worker Request Form, may be required prior to accepting a Temporary Employee offered by any Vendor. If this form is used all pertinent information the State Agency finds relevant. This will ensure that all Temporary Employees arriving at a West Virginia State Agency will have a full understanding of all that is required of them for the temporary position. If requested by the State Agency, this form must be signed by both the Vendor and the Temporary Employee. The State Agency may also use this form to list any prohibited activities by the Temporary Employee.

**NOTE:** If the Central Non-Profit Agency or any other Vendor has indicated they cannot fill the position the State Agency may then go to the next low bidder to fill the temporary position.

**Approvals Required** - No prior approvals are required.

**Type of Delivery Order** - An ADO must be created in Oasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** - assemble document, print and submit the ADO to the vendor.