



BOB WISE  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
P.O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130  
May 3, 2004

TOM SUSMAN  
ACTING CABINET SECRETARY

DAVID TINCHER  
DIRECTOR

**TO:** All State Agencies and Political Subdivisions

**FROM:** Betty L. Francisco, Senior Buyer  
304/558-0468 (Phone)  
304/558-4115 (Fax)

**SUBJECT:** Temporary Service Contracts – TEMP04A through TEMP04M

The four low bidders for each classification in each region were awarded contracts. The synopsis chart shows all awards made. Only the classifications shown for each vendor may be supplied under this contract.

Additionally, TEMP04A covers temporary services from the West Virginia Association of Rehabilitation Facilities (WVARF). Agencies are required to contact WVARF for all temporary requirements. If WVARF is unable to fill your request within 48 hours, WVARF shall provide a waiver. WVARF has requested you contact their office via fax at (304) 766-4607 using the attached forms – one for new requests and one for changes.

All West Virginia State Agencies shall contact the lowest cost provider for the temporary service required. If your request is not able to be filled by that low-cost provider, you should document that as you would for any other cost comparison prior to a purchase; (vendor contacted, name of contact, response received) and proceed through the list.

To fill a position for less than 320 hours, the state agency shall issue a WV-39 Release Order directly to the contractor. To fill a position greater than 320 hours – to a maximum of 1,000 hours, a WV-39 Release Order must be sent through the Purchasing Division for approval prior to submitting to the vendor. If the release is not for the low-cost provider, information must be included documenting the agency's attempt to secure the service from the lowest cost provider(s).

The 1,000 hour limit for any temporary service continues in force. This 1,000 hour limit is in any 12 month period. The clock shall not start over at the beginning of the calendar or fiscal year.

Agencies with current temporary employees shall continue at the rate covered by the release until the end of the release period. If agency requires temporary to continue after that time, a new release against the new temporary contract shall be issued.

If you have any questions concerning these contracts, please do not hesitate to contact me.

Attachments:

TEMP04 Contracts (TEMP04A-TEMP04M)  
Contract Specifications  
Synopsis chart with all classifications awarded for each vendor for all regions  
Questions and answers that were received during the bid cycle

# TEMPORARY SERVICES CHANGE NOTICE

**Please complete this form and fax immediately to:  
WV ARF Sub-contractor or State Agency  
(Please fax a copy to WV ARF – 766-4607)**

***TO BE COMPLETED BY STATE AGENCY or WV ARF Sub-contractor***

<b>Agency Name:</b>	<b>Today's Date:</b>
<b>Contact Person:</b>	<b>Date of Temp person's Last Day of Work</b>
<b>Contact Phone:</b>	<b>Shift Start Time:</b>
<b>Contact Fax:</b>	<b>Shift End Time:</b>
<b>State PO/SCO #:</b>	<b>Temp Person's Name:</b>
<b>Classification Title:</b>	
<b>Job Location:</b>	<b>WVARF Sub-contractor:</b>

**REASON FOR PERSON LEAVING POSITION**

- The temporary person assigned to this position has resigned
- The State Agency is requesting a different person in place of current temporary person.
- The need for this position has ended.
- Other

**Comments (If additional space needed, please add another page).**

**Agency Representative Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

***EXCEPTIONAL LABOR SOURCE RESPONSE***

The West Virginia Association of Rehabilitation Facilities (WV ARF) ( is – is not ) able to supply temporary personnel with the above requesting agency.

**WVARF Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your assigned temporary personnel contact person will be \_\_\_\_\_ who works for \_\_\_\_\_ as a sub-contractor of WV ARF. The contact phone number is \_\_\_\_\_.

The individual's name assigned to fill your requested position will be \_\_\_\_\_. WV ARF will bill your Agency at the hourly pay rate of \$ \_\_\_\_\_.

# TEMPORARY SERVICES CONTACT SHEET

(Please fax a copy to WV ARF – 766-4607)

## TO BE COMPLETED BY REQUESTING STATE AGENCY

<b>Agency Name:</b>	<b>Request Date:</b>
<b>Contact Person:</b>	<b>Contract Start Date:</b>
<b>Contact Title:</b>	<b>Contract End Date:</b>
<b>Contact Phone:</b>	<b>Shift Start Time:</b>
<b>Contact Fax:</b>	<b>Shift End Time:</b>
<b>Contact Email:</b>	
<b>Job Location:</b>	

## AGENCY POSITION INFORMATION

Check	Job Classification	Hourly Pay Rate	# of Workers Requested	# Hours Per Day	# Days Per Week
	Accounting Technician 2				
	Administrative Services Assistant 1				
	Executive Secretary				
	Health Service Worker				
	Laborer				
	Office Assistant 1				
	Office Assistant 3				
	Paralegal				
	Word Processor				
	Data Entry Operator 1				

Other Instructions (If additional space needed, please add another page).

Agency Representative Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## EXCEPTIONAL LABOR SOURCE RESPONSE

The West Virginia Association of Rehabilitation Facilities (WV ARF) ( is – is not ) able to supply temporary personnel with the above requesting agency.

WVARF Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Your assigned temporary personnel contact person will be \_\_\_\_\_ who works for \_\_\_\_\_ as a sub-contractor of WV ARF. The contact phone number is \_\_\_\_\_.

The individual's name assigned to fill your requested position will be \_\_\_\_\_. WV ARF will bill your Agency at the hourly pay rate of \$ \_\_\_\_\_.

TEMP04 Contract Synopsis

REGION I	TEMP04A WVAF	TEMP04B Adecco USA Inc.	TEMP04C Advanced Tech Staffing	TEMP04D Career Connection	TEMP04E Express Personnel Services	TEMP04F Kelly Services Inc.	TEMP04G Manpower Temporary Services	TEMP04HH Personnel Temporary Services	TEMP04I Saunders Staffing Inc	TEMP04J Snelling Personnel Services	TEMP04K Temporary Employment Services	TEMP04L United Talent LLC	TEMP04M Winans Services
Region I - Hancock, Brooks, Ohio; Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, and Tyler													
<b>Classification</b>													
Accounting Technician 2	\$ 9.75	\$ 10.22	\$ 8.50	No Award	No Award	\$ 10.18	\$ 10.11	No Award	No Award	No Award	No Award	No Award	No Award
Administrative Services Assistant 1	\$ 10.46	\$ 11.41	\$ 9.64	No Award	No Award	\$ 11.04	\$ 9.76	No Award	No Award	No Award	No Award	No Award	No Award
Data Entry Operator 1	\$ 8.86	\$ 8.82	\$ 8.15	No Award	No Award	\$ 8.83	\$ 8.72	No Award	No Award	No Award	No Award	No Award	No Award
Executive Secretary	\$ 10.75	No Award	\$ 9.64	No Award	No Award	\$ 10.76	\$ 10.18	No Award	No Award	No Award	No Award	No Award	\$ 12.40
Health Service Worker	\$ 11.26	No Award	\$ 9.64	No Award	No Award	No Award	No Award	\$ 13.30	No Award	No Award	No Award	No Award	\$ 10.85
Laborer	\$ 8.89	\$ 8.82	\$ 8.50	No Award	No Award	No Award	\$ 8.94	\$ 10.25	No Award	No Award	No Award	No Award	\$ 9.30
Office Assistant 1	\$ 8.85	No Award	\$ 8.80	No Award	No Award	\$ 8.57	\$ 8.72	No Award	No Award	No Award	No Award	No Award	\$ 9.30
Office Assistant 3	\$ 10.04	No Award	\$ 9.64	No Award	No Award	\$ 9.78	\$ 10.06	\$ 10.85	No Award	No Award	No Award	No Award	\$ 10.85
Paralegal	\$ 11.69	\$ 12.72	\$ 9.64	No Award	No Award	No Award	\$ 10.46	No Award	No Award	No Award	No Award	No Award	\$ 13.95
Word Processor	\$ 9.78	\$ 11.08	\$ 8.80	No Award	No Award	\$ 9.96	\$ 9.27	No Award	No Award	No Award	No Award	No Award	No Award
<b>REGION II</b>													
Region II - Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson													
<b>Classification</b>													
Accounting Technician 2	\$ 9.37	No Award	\$ 8.60	No Award	\$ 9.37	No Award	No Award	No Award	No Award	\$ 8.88	No Award	\$ 9.97	No Award
Administrative Services Assistant 1	\$ 9.65	No Award	\$ 9.64	No Award	\$ 9.37	No Award	\$ 9.76	No Award	No Award	\$ 9.81	No Award	No Award	No Award
Data Entry Operator 1	\$ 8.86	No Award	\$ 7.75	No Award	No Award	No Award	\$ 8.72	No Award	No Award	\$ 7.51	No Award	\$ 8.37	No Award
Executive Secretary	\$ 9.89	No Award	\$ 9.64	No Award	No Award	No Award	\$ 10.18	No Award	No Award	\$ 9.45	No Award	\$ 10.30	No Award
Health Service Worker	\$ 9.02	No Award	\$ 9.64	\$ 8.78	No Award	No Award	No Award	No Award	No Award	\$ 7.65	No Award	\$ 9.99	No Award
Laborer	\$ 8.49	\$ 8.82	\$ 8.10	No Award	\$ 8.90	No Award	No Award	No Award	No Award	\$ 8.14	No Award	No Award	No Award
Office Assistant 1	\$ 8.23	No Award	No Award	No Award	\$ 8.44	\$ 8.57	No Award	No Award	No Award	\$ 7.58	No Award	\$ 8.31	No Award
Office Assistant 3	\$ 9.18	No Award	\$ 9.64	No Award	No Award	No Award	\$ 9.06	No Award	No Award	\$ 8.46	No Award	\$ 9.54	No Award
Paralegal	\$ 10.65	No Award	\$ 9.64	No Award	No Award	No Award	\$ 10.46	No Award	No Award	\$ 11.21	No Award	\$ 11.30	No Award
Word Processor	\$ 9.39	No Award	\$ 8.80	\$ 9.45	No Award	No Award	\$ 9.27	No Award	No Award	\$ 8.24	No Award	No Award	No Award

TEMP04 Contract Synopsis

Classification	TEMP04A	TEMP04B	TEMP04C	TEMP04D	TEMP04E	TEMP04F	TEMP04G	TEMP04HH	TEMP04I	TEMP04J	TEMP04K	TEMP04L	TEMP04M
	WVARE	Adecco USA Inc.	Advanced Tech Staffing	Career Connection	Express Personnel Services	Kelly Services Inc.	Manpower Temporary Services	Personnel Temporary Services	Saunders Staffing Inc	Snelling Personnel Services	Temporary Employment Services	United Talent LLC	Winans Services
Region III - Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston													
Accounting Technician 2	\$ 10.51	No Award	No Award	No Award	No Award	\$ 10.18	\$ 10.11	No Award	No Award	No Award	\$ 10.50	No Award	\$ 11.24
Administrative Services Assistant 1	\$ 11.94	No Award	No Award	No Award	No Award	\$ 11.04	\$ 9.76	No Award	No Award	No Award	\$ 13.00	No Award	\$ 13.95
Data Entry Operator 1	\$ 9.34	No Award	No Award	No Award	No Award	\$ 8.83	\$ 8.72	No Award	No Award	No Award	\$ 10.50	No Award	\$ 9.30
Executive Secretary	\$ 11.84	No Award	No Award	No Award	No Award	\$ 10.76	\$ 10.18	No Award	No Award	No Award	\$ 14.00	No Award	\$ 12.40
Health Service Worker	\$ 10.55	No Award	No Award	No Award	No Award	No Award	No Award	No Award	No Award	No Award	\$ 10.25	No Award	\$ 10.85
Laborer	\$ 9.40	No Award	No Award	No Award	No Award	\$ 10.36	\$ 8.94	No Award	No Award	No Award	\$ 9.00	No Award	\$ 9.30
Office Assistant 1	\$ 8.96	No Award	No Award	No Award	No Award	\$ 8.57	\$ 8.72	No Award	No Award	No Award	\$ 9.25	No Award	\$ 9.30
Office Assistant 3	\$ 10.30	No Award	No Award	No Award	No Award	\$ 9.78	\$ 9.06	No Award	No Award	No Award	\$ 11.50	No Award	\$ 10.85
Paralegal	\$ 13.16	No Award	No Award	No Award	No Award	\$ 14.74	\$ 10.46	No Award	No Award	No Award	\$ 13.50	No Award	\$ 13.95
Word Processor	\$ 10.15	No Award	No Award	No Award	No Award	\$ 9.96	\$ 9.27	No Award	No Award	No Award	\$ 10.50	No Award	\$ 10.85
Region IV - Braxton, Clay, Nicholes, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe													
Accounting Technician 2	\$ 9.78	\$ 10.22	\$ 8.60	No Award	No Award	\$ 10.18	\$ 10.11	No Award	No Award	No Award	No Award	No Award	No Award
Administrative Services Assistant 1	\$ 10.49	No Award	\$ 9.85	No Award	No Award	\$ 11.04	\$ 9.76	No Award	\$ 11.30	No Award	No Award	No Award	No Award
Data Entry Operator 1	\$ 8.86	\$ 8.82	\$ 8.20	No Award	No Award	\$ 8.83	\$ 8.72	No Award	No Award	No Award	No Award	No Award	No Award
Executive Secretary	\$ 10.52	No Award	\$ 9.85	No Award	No Award	\$ 10.76	\$ 10.18	No Award	\$ 11.30	No Award	No Award	No Award	No Award
Health Service Worker	\$ 10.03	No Award	\$ 9.85	No Award	No Award	No Award	No Award	No Award	\$ 9.17	No Award	\$ 10.25	No Award	No Award
Laborer	\$ 8.32	\$ 8.82	\$ 8.20	No Award	No Award	No Award	\$ 8.94	No Award	\$ 7.30	No Award	No Award	No Award	No Award
Office Assistant 1	\$ 8.66	No Award	\$ 8.80	No Award	No Award	\$ 8.57	\$ 8.72	No Award	\$ 8.56	No Award	No Award	No Award	No Award
Office Assistant 3	\$ 9.42	No Award	\$ 9.85	No Award	No Award	\$ 9.78	\$ 9.06	No Award	\$ 9.00	No Award	No Award	No Award	No Award
Paralegal	\$ 11.63	\$ 12.72	\$ 9.85	No Award	No Award	No Award	\$ 10.46	No Award	No Award	No Award	\$ 13.50	No Award	No Award
Word Processor	\$ 9.28	No Award	\$ 8.80	No Award	No Award	\$ 9.96	\$ 9.27	No Award	\$ 9.09	No Award	No Award	No Award	No Award



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DAVID TINCHER  
DIRECTOR

## Memorandum

June 14, 2004

TO: TEMP04 Vendors

FROM: Betty Francisco  
Senior Buyer  
304-558-0468 (Phone)  
304-558-4115 (Fax)

SUBJECT: Report Requirements for TEMP04

The attached form is for reporting criteria required for TEMP04. This is a simple and direct form, and should not present any problems.

At the top of the form, each vendor should add the correct letter designation after "TEMP04"; e.g., WVARF will add an "A" (TEMP04A) on their report. Each vendor shall also add the company name to whom the award was made. Each report shall be signed and dated. If your report is longer than one page, number the pages.

If a temporary worker has worked in more than one classification, list each classification. Each line of entry should only cover one assignment. If an individual has had more than one assignment in an agency, those assignments should be listed on separate lines, but grouped together on the sheet(s).

In addition to sending a paper (hard copy) report, please e-mail the excel spreadsheet to:

[bfrancisco@wvadmin.gov](mailto:bfrancisco@wvadmin.gov)

Please contact me if you have any questions.

