

## Ordering Instructions

### Statewide Contract – TEMP21

**Ordering Requirements** – An agency may request use of the TEMP21B through TEMP21I 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.

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 any Vendor has indicated they cannot fill the position they must provide a waiver to the agency to maintain in the procurement file, and then 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 should be created in wvOasis with the appropriate documentation attached for orders less than \$250,000.00 and a CDO should be created for orders greater than \$250,000.01.

**How to submit the completed order to the Vendor** - Contact the vendor by email or by phone to provide a Delivery Order to initiate the procurement of temporary services. The Delivery Order should contain the following: a description of the services required; job location within the relevant region; job classification; hourly billing rate; and number of hours required; and start and end dates of the assignment. All Delivery Orders should be completed by the agency initiating the order.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.

## Vendor Contact Information

West Virginia Association of Rehabilitation Facilities, Inc.  
710 Central Ave.  
Charleston, WV 25302  
Phone: 681-661-0145  
Fax: 304-205-7915  
Contact: Andrea Higginbotham  
Email: [ahigginbotham@wvarf.org](mailto:ahigginbotham@wvarf.org)

### **TEMP21B**

Athena Consulting LLC. DbA Melissa Pappas  
506 Main St STE 215  
Gaithersburg, MD 20878  
Phone: 484-477-7747  
Fax: 240-396-4110  
Contact: Mark Elvin  
Email: [mark@athenaconsultingllc.com](mailto:mark@athenaconsultingllc.com)

### **TEMP21C**

Saunders Staffing, Inc.  
POB 4211 / 400 North Street  
Bluefield, WV 24701  
Phone: 304-344-4733  
Fax: 304-325-6817  
Contact: Connie Saunders  
Email: [saundersem@saundersstaffing.net](mailto:saundersem@saundersstaffing.net)

### **TEMP21D**

22nd Century Technologies, Inc.  
220 Davidson Avenue, Suite 118  
Somerset, NJ 08873  
Phone: 703-288-7655  
Fax: 703-436-2147  
Contact: Sandeep Singh  
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**TEMP21E**

Moten Tate Incorporated  
301 E Pine St, Ste 250  
Orlando, FL 32801  
Phone: 407-843-3277  
Fax: 407-843-3814  
Contact: Kenneth Moten  
Email: [kmoten@motentate.com](mailto:kmoten@motentate.com)

**TEMP21F**

Express Services, Inc.  
47 RHL Boulevard  
South Charleston, WV 25305  
Phone: 304-746-8888  
Fax: 304-746-1112  
Contact: Tom Wirts  
Email: [tom.wirts@expresspros.com](mailto:tom.wirts@expresspros.com)

**TEMP21G**

Excelsior Consulting Services Inc.  
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Fax: 630-622-1795  
Contact: Mrs. Sudhashree Kota  
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**TEMP21H**

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POB 577  
Tavares, FL 32778  
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Contact: Purity Ndolo  
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**TEMP21I**

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