

## Ordering Instructions

### Statewide Contract – TEMP24A-TEMP24F

**Ordering Requirements** – An agency may request use of the TEMP24A through TEMP24F 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 job classification.

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 Vendor has indicated they cannot fill the position they must provide a waiver to the agency 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 Oasis 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 and submitted to central purchasing for review.

**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 shall contain 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 must be completed by the agency initiating the order.

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

## Vendor Contact Information

### **TEMP24A**

WE STAFF BETTER, LLC

63 Hospitality Lane

Mineral Well, WV 26150

Phone: 304-489-7272

Contact: Lori Shultz

Email: [westaffbetter@gmail.com](mailto:westaffbetter@gmail.com)

### **TEMP24B**

TRYFACTA, INC

4637 Chabot Drive, Suite 100

Pleasanton, CA 94588

Phone: 925-640-3641

Fax: 408-503-0934

Contact: Arman Dhar

Email: [rfp@tryfacta.com](mailto:rfp@tryfacta.com)

### **TEMP24C**

MARATHON STAFFING SERVICES, INC

164 Westford Road, Unit 26

Tyngsboro, MA 01879

Phone: 978-649-3510

Fax: 978-649-9906

Contact: Kendra Strickland

Email: [kstrickland@marathonstaffing.com](mailto:kstrickland@marathonstaffing.com)

### **TEMP24D**

AKSHAR IT SOLUTIONS LLC (dba AKSHAR STAFFING)

17806 IH 10W, Suite 327

San Antonio, TX 78257

Phone: 703-288-7655

Fax: 703-436-2147

Contact: Celeste Flores

Email: [celeste.flores@aksharstaffing.com](mailto:celeste.flores@aksharstaffing.com)

**TEMP24E**

EXCELSIOR CONSULTING SERVICES INC.

1236 Connamara CT

Westmont, IL 60559

Phone: 973-447-2575

Fax: 630-622-1795

Contact: Sudhashree Kota

Email: [info@excelsiorconsulting.net](mailto:info@excelsiorconsulting.net)

**TEMP24F**

DIGIT OUTSOURCE INC.

1201 N Orange Street, Suite #820

Wilmington, DE 19801

Phone: 302-261-2920

Contact: David Maradona

Email: [david@digitoutsource.com](mailto:david@digitoutsource.com)