

RFQ Number: _____

**Request for Quotation
Temporary Personnel Services
(RFQ)**

Requesting Campus Information

Campus Name: _____

Address: _____ City/State/Zip: _____

Department Name: _____ Phone Number: _____

Reports to / Time Approver's Name: _____ Email: _____

Reports to Location (Building and Room # or Name of Room): _____

Temporary Placement Information

Job Title: _____

Start Date: _____ Estimated End Date: _____

Work Days: Monday Tuesday Wednesday Thursday Friday

Start Time: _____ End Time: _____

Will an interview be requested?

- Yes - In Person
- Yes - Phone Interview
- No - None Required
- TDB - To Be Determined

Type of Placement

- 0- 6 month
- Temp to Perm
- Direct Placement

Primary Duties and Required Skills

(In detail describe job functions, duties, and qualifications required for successful performance)

Education and Certification Required

Other Information

INFORMATION REQUIRED IN VENDOR'S RESPONSE

- 1. Resume of best qualified candidate** *(only one submittal per vendor)*

- 2. Background Check**
All positions require a 7 year criminal background check. Vendor must include a written statement on the RFQ response that states that a background check was conducted and that candidate has been cleared.

- 3. Billing Rate**
Rate must not exceed rate from original proposal. If a range was provided the bill rate shall be in accordance with classification level of expertise.

NOTE:

Placements **MUST NOT** exceed 6 months, unless the campus Human Resources department has classified the position as MPP. If the placement exceeds 6 months, or the term stated on the PO, the campus will not be responsible for associated billing.

The MEA's contracts for IT Temporary Placements **DO NOT** allow overtime. If overtime is billed on the invoice, the campus will not be responsible for payment, and vendor will have to re-issue the invoice.