

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY
ATTACHMENT A – SCOPE OF SERVICE WORK & PRICING

SCOPE OF WORK

The COURT anticipates that the service provider will provide temporary services, as requested, in accordance with eventual master agreement’s terms and conditions. Temporary staffing services to be performed will be determined and communicated via the work order process, as they arise.

The COURT makes no representations hereunder about the amount of work that may be given to a service provider pursuant to this RFQ; however, the information provided below is illustrative only of the general work requirements which the temporary staffing agency will be asked to provide.

Pursuant to work orders issued under a master agreement, perform temporary staffing agency services.

1. Staff temporary job openings, on request and in the requested time frame, with individuals who possess the required qualifications to perform the job to the fullest capacity.
2. Provide regular daily follow-up with Project Manager on temporary positions that have not been filled.
3. Provide and conduct background checks and thorough past employee references for selected candidates within a reasonable time frame.
4. Provide the billing mark-up rate for temporary agency services.
5. Provide detailed temporary staffing reports that include data such as: name of employee, COURT unit in which temporary employee worked, start and end dates (or anticipated end date), billing rate, classification, total regular hours worked, total overtime hours worked, and total amount invoiced, etc.
6. Provide a single point of contact to support the entire COURT account.

It is expected that all temporary staffing agencies responding to this RFQ will offer the firm’s government or comparable favorable rates. Proposals should not include proposed costs for overtime or travel related expenses. **The Court will only pay the Agency Mark-up for straight time for actual hours worked. The Court will not pay the Agency Mark-up on Overtime.**

PRICING

Please list the Agency’s mark-up charge from its employees’ pay or salary rates which when added to its employees’ pay or salary rates, results in the billing rates to the COURT).

<i>No.</i>		<i>Mark-up Rate – Initial Term 1/21/11-6/30/12</i>	<i>Mark-up Rate - 2nd Term Option 7/1/12-6/30/13</i>	<i>Mark-up Rate – 3rd Term Option 7/1/13-6/30/14</i>
1	Agency Mark-up			

EXPERIENCE

Please include detailed information on the Agency’s experience with public sector temporary staff placement.