

TEMPORARY PERSONNEL SERVICES



Getting started

Teams in need of temporary personnel to bridge gaps in their workforce should refer to the Temporary Personnel Services contract available on the annuals page:

<https://www.leegov.com/procurement/awarded-annual-contracts>

Requests made to the appropriate department leadership should include the following:

- Reason for the request
- Type of work
- Duration
- Position billing rate



Positions and their rates are available in Exhibit B of the contract.



Departments shall make every effort to utilize the lowest priced vendor for the specified job category. Prices are itemized on the price

verification tab sheet available on the annual contracts page. The County may contact additional awarded vendors when the lowest priced vendor is unable to meet the needs of the requesting department.

Not sure which job category your team needs? No problem! More detailed information is available in Exhibit A Section 4 Job Categories.

Internal Controls

Departments may consider a formal request procedure assigning the responsibility of securing temporary personnel services to certain staff members as to improve the segregation of duties.

Invoicing

Check your invoices!

As per Exhibit A Section 2.5 Invoicing, each invoice **must** show the following:

- PO number
- Work location
- Date(s) of service
- Employee Name
- Hourly rate
- Hours worked
- Job category



Timesheets should always be included with the invoice and properly signed by the employee and supervisor - not prior to the last workday.

Be sure to review your timesheets and invoices for completeness before approving for payment.

For more information, please refer to the Temporary Personnel Services Contract on our annuals page.



Recordkeeping

Departments shall maintain complete and accurate records of all service requests and ensure those records are uploaded to OnBase for timely processing.

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