

Request for Services (RFS) Form

Non-IT Temporary Help Services Contract # 505ENT-M21-TEMPHELPSV-00

Directions:

1. Complete Section 1 for the initial RFS submission. You may also complete Section 2 if the information is available.
2. **Requester will put forth their best effort to notify Contractor(s) of their intent to contract services no more than 20 business days from the RFS Response Due Date so the applicants not chosen can be recruited elsewhere.**

SECTION 1- INITIAL RFS REQUEST			
AUTHORIZED USER CONTACT INFORMATION			
Agency/Campus/Municipality	Contact Name	Phone Number and E-Mail Address	
UW-La Crosse			
DATES			
RFS Response Due Date from Contractor(s)	Estimated Project Start Date	Estimated Project End Date	
PROJECT SPECIFICATIONS			
Job Classification (See Appendix B for Classifications)			Number of Staff Required
Description of Duties/Specifications Identify duties, any special skills, knowledge, or certifications required; give enough background information so Contractor(s) can provide the most qualified applicant and recommend a better suited job classification if applicable.			
What is prompting the need for services (e.g. Year End Close, Vacancies)?			Location of Assignment
SCHEDULE			
Shift (First, Second, Third, Rotating)	Start Time	End Time	Days of Week Indicate whether services are required on weekdays, State Holidays, weekends, special events, etc..
SECTION 2- BEFORE WORK COMMENCES			
REPORTING AND TRAINING			
Who will the applicant report to?		If an orientation is required before work commences, provide the estimated number of days and location of the orientation. The State shall not be charged for orientations.	
ADDITIONAL BACKGROUND CHECKS			
Criminal arrest and conviction records from the Wisconsin Department of Justice will be obtained for all applicants before work commences. If additional background checks are required, attach the pertinent background/conviction record form with this request. Additional background checks shall be performed by the Agency at no charge to the Contractor.			
<input type="checkbox"/> Yes, I have attached applicable forms. <input type="checkbox"/> No, not applicable.			
Is a drug test required before work commences?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
SECURITY REQUIREMENTS			
What are the security requirements at your facility (e.g. visible photo-ID badge, valid driver's license, etc.)?			
PARKING			
Parking on the UWL campus requires a permit. Please contact Parking and Transportation Services at 608-785-8061 for more information.			
BILLING			
Applicant's Regular and Overtime Hourly Rates will be based on the vendor contracted bill rates.		Where are the invoices sent (e.g. Authorized User e-mail, building address with floor number and ATTN to)?	
		accountspayable@uwlax.edu	