

**TEMPORARY EMPLOYMENT SERVICES  
GSS10112-TEMP\_EMPL**

**HOW TO FILL A TEMPORARY POSITION**

After an agency has determined they have a need to hire a temporary employee the person assigned the task of filling the placement needs to review the most current information in the contract. The contract provides you with the currently covered position titles and descriptions along with which vendor(s) is/are awarded the position and the awarded rates.

Vendors are only permitted to fill those positions for which they have been awarded. Only Job Descriptions found on the Classification list will be used for the purposes of the initial solicitation and any contract additions. Requests for additional positions are to be routed through the assigned contract officer.

Certain positions in the contract are Set-Aside in accordance with the State Law Use Commission through Delaware Association of Rehabilitation Facilities (DELARF). DELARF is the first point of contact for placements falling under the following job titles:

- Mail Clerk
- Data Entry Technician
- Social Worker/Case Manager
- Accounting Technician
- Operations Support Specialist
- Administrative Specialist I
- Administrative Specialist II
- Administrative Specialist III

In the event DELARF is unable to fill your need a waiver will be issued for you to fill the position through another vendor. You will be instructed to contact the contract officer for vendor contact information and rates. The waiver is only good for the one placement and valid for one year. Should the requesting agency still need the position after one year they will be required to either hire the employee on a permanent basis or contact DELARF/Goodwill for a replacement employee. Requesting Agency is required to forward this waiver approval to the State Contract Officer once the position has been filled, to include information relating to the position: Temporary Agency Utilized & Temporary Employee Name.

The person assigned the task of filling the placement will then decide based on the number of vendors awarded the position and the awarded rates if they want to contact one or all vendors awarded the selected position for resumes.

Awarded contract rates cannot be negotiated to allow for a higher pay and/or bill rate than what is listed.

When contacting the Temporary Agency for resumes you should only provide them with the Job Title you are looking to fill; no job descriptions. Job Descriptions are included in the contract; therefore not needed when working with the Temporary Agency.

Click on Addendum History to view the most current Award Notice Addendum and Pricing Spreadsheet.