



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950


LAWTON CHILES, GOVERNOR

WILLIAM E. LINDNER, SECRETARY

January 6, 1997

MEMORANDUM NO.: 16 (96-97)

TO: State Agency Purchasing Office Addressed

FROM:  George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: Temporary Clerical Employment Services Contract

The Division of Purchasing is considering the development of a contract for temporary clerical employment services. In order to properly evaluate contract interest and need, please complete the survey on the reverse. Please return by January 17, 1997, to the address listed, or you may fax it to (904) 488-5498, suncom 278-5498.

If you have any questions, please call Kelly S. Sanders at (904) 487-4640, Suncom 277-4640. Thank you for your assistance.

GCB/ks



1) Does your Agency have a need for temporary clerical employment services? _____yes _____no

2) Does your Agency currently have a temporary employment service contract in effect? _____yes _____no

If yes, what services does the contract offer and who are the vendors? _____

3) Please circle from the general categories listed below the types of temporary employment services your agency would require.

General Laborer

General Clerk

Clerk Typist

Word Processor

Data Entry Clerk

Computer Operator

Fiscal Clerk

Secretary

Other: _____

4) Of the services circled, how many positions of each would your agency require, and how many approximate man hours on an annual basis?

5) Your agency name and address: _____

Please return this survey to: Florida Department of Management Services
Division of Purchasing
4050 Esplanade Way, Ste. 315
Tallahassee, FL 32399-0950

or fax to: (904) 488-5498