

**CONTRACT USER GUIDE**  
**PERSONNEL SERVICES - TEMPORARY**  
**MASTER PRICE AGREEMENT (“MPA”) #157**  
**BID SOLICITATION #7549070**  
**CONTRACT TERM 2/1/2015 – 12/31/2015**  
**WITH 1 RENEWAL OPTION FOR A 1-YEAR TERM**  
**AT THE SOLE OPTION OF THE STATE**

**BACKGROUND:**

To provide Temporary Personnel Services on an “as needed” basis at various state agencies. The State reserves the right to extend this agreement for a period of one (1) year at the same terms and conditions.

Sixteen vendors were considered and evaluated; ten vendors were chosen. In the best interest of the State of Rhode Island contracts were awarded to vendors whose total price for all items was less than \$431.06, and, whose average price per line was less than \$17.96.

**CONTRACT SUMMARY:**

One One-Year Renewal Option is allowed at State discretion per the MPA Bid Solicitation.

**WHO CAN USE THIS CONTRACT:**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**AGENCIES SHOULD BE AWARE OF THE FOLLOWING CONDITIONS;  
CONTAINED IN THE ORIGINAL SOLICITATION:**

Certification to the State that a Bureau of Criminal Investigation (“BCI”) background checks has been conducted and reviewed by the vendor on all proposed temporary employees.

**VENDOR AWARDS ARE LISTED FROM LOWEST TO HIGHEST AVERAGE PRICING**

**VENDOR AWARDS CONTACT INFORMATION**

**Purchase Order # 3408645**

**Vendor Name: R.I. Temps**

New Accounts

Contact Name: Scott F. Seaback  
Tel: 401-781-8400  
Fax: 401-781-2280  
E-mail: scott@ritemps.com

**Purchase Order # 3408652**

**Vendor Name: Premier Staffing Source, Inc.**

New Accounts

Contact Name: Elizabeth Harris  
Tel: 301-306-0774  
Fax: 866-723-1338  
E-mail: eharris@premierstaffingsource.com

**Purchahse Order # 3408654**

**Vendor Name: Westaff**

New Accounts

Contact: Lisa Giannitelli  
Tel: 401-274-7990  
Fax: 401-274-7994  
E-mail: [lgianitelli@westaff.com](mailto:lgianitelli@westaff.com)

**Purchase Order # 3408658**

**Vendor Name: Co-Worx Staffing Services, LLC**

New Accounts

Contact Name: Tracy Simone, CSP  
Branch Manager  
Tel: 401-351-5111  
Fax: 401-351-5522  
Cell: 401-487-0732  
E-Mail: [tracy.simone@coworxstaffing.com](mailto:tracy.simone@coworxstaffing.com)

**Purchase Order # 3408656**

**Vendor Name: Flagship Staffing Services, Inc. (MBE)**

New Accounts

Contact Name: Susan Fabrizio  
Tel: 401-277-2266  
Fax: 401-277-2244  
Email: susan@flagshipstaffing.com

**Purchase Order # 3408651**

**Vendor Name: Management Registry, Inc.**

New Accounts

Contact Name: Stacey Dlouhy  
Tel: 888-851-3588  
Fax: 866-288-3775  
Email: sdloyhy@managementregistry.com  
Website: www.managementregistry.com

**Vendor Name:** TS Staffing Services, Inc.

This vendor has not been issued a PO at the time of this publication.  
Upon Receipt of Required Documentation an award will be issued  
and the User Guide will be Amended Accordingly.

**Purchase Order # 3408649**

**Vendor Name: Colony Personnel Associates Inc. (MBE)**

New Accounts

Contact: Elaine Atturio  
Tel: 401-739-0670  
Fax: 401-738-0429  
E-mail: accounting@colonypersonnel.com

**Purchase Order # 3408647**

**Vendor Name: Savvy Staffing Solutions LLC**

New Accounts

Contact: Marcus Collier  
Tel: 508-809-6506  
Fax: 508-809-6507  
E-mail: marcus@savvystaffing.com

**Purchase Order # 3408643**

**Vendor Name: Adil Business Systems, Inc.**

New Accounts

Contact Name: Lori Mendoza  
Branch Manager  
Tel: 401-331-0755  
Fax: 401-331-0757  
Email: lorim@adil.com



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**ALL ATTACHMENTS ARE DENOTED BY ☒, AND APPEAR IN THE FOLLOWING ORDER:**

- CONTRACT USER GUIDE
- SAMPLE AGENCY NOTIFICATION LETTER TO VENDOR
- CHANGE ORDER TO ORIGINAL PURCHASE
- ALL PRIOR CHANGE ORDERS TO ORIGINAL PURCHASE (sequential order is most recent to #1)
- ORIGINAL PURCHASE AWARD (VENDOR AWARD)
- VENDOR AMENDMENT/S
- PRODUCT AND PRICING (IF NOT INCLUDED ON PURCHASE ORDER)
- SPECIAL INSTRUCTIONS
- TERMS AND CONDITIONS
- SUPPLEMENTAL ANALYSIS INFO – SEE MPA SEARCH RESULTS WEBPAGE
- OTHER – DESCRIPTION:

**DIVISION OF PURCHASES CONTACT:**

Name: Cheryl A. McGurn  
Title: Buyer II  
Tel: 401-574-8130  
Email: [cheryl.mcgurn@purchasing.ri.us](mailto:cheryl.mcgurn@purchasing.ri.us)