

How to Buy Temporary Services ^[1]

Note: While standard background checks are in place with all temporary service providers, there may be additional campus specific background checks needed. Please contact your campus HR office for additional information.

This commodity covers temporary labor staffing services for three areas: 1) Administrative; 2) Manual; and 3) Information Technology. The University has mandatory contracts in place for each area. All CU departments must use these mandatory agencies for their temporary labor needs. Below are examples of some of the positions our agencies can provide. Though each agency has a specialty, they can certainly fill in other areas and positions not listed below.

Procurement Options and Procedures

Procurement Options and Procedures

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **Above \$10,000:** Submit a Purchase Requisition, or a Standing Purchase Order Requisition, through the CU Marketplace.

Supplier Information

Administrative

Manual Labor

Information Technology

The Job Store, Above the Rest Staffing, Inc. (ATR), and Infojini are the mandatory Administrative Temporary Labor providers. CU departments have the option to select one or two or all of the three awarded suppliers for their temporary Administrative labor needs. University departments are allowed to utilize any or all suppliers throughout the agreements. The agreements with The Job Store, Above the Rest Staffing, Inc. (ATR), and Infojini end June 15, 2023 although the University may extend these agreements for up to 4 additional one-year terms.

Each supplier works closely with departments to customize service requirements

and ensure that temporary associates meet the required job skills and fit with the department environment. The supplier will contact you after receiving a request. Updates will be provided until the placement is filled. Once a temporary associate is assigned, the supplier's quality control will follow up with a series of phone calls or check-ins to ensure expectations are met. Please note that the pay rates listed below are contract prices. However, each supplier has the flexibility to adjust the pay rates to meet your expectations and budget. The markup % will remain the same.

Contacts

Job Store

Denver

Jackie Chisholm, Denver Recruiting Manager
7100 E Hampden Ave., Suite A
Denver, CO 80224

Office: 303-757-7686

Email: Jackie@jobstorestaffing.com ^[2]

Boulder

Tabitha Kuhn, Area Manager
2095 W. 6th Avenue, Suite 110
Broomfield, CO 80020

Office: 303-940-9252

Fax: 303-940-9980

Email: tabitha@jobstorestaffing.com ^[3]

AMC

Barb Brinson, Area Manager
14001 E. Iliff Ave., Suite 215
Aurora, CO 80014

Office: 303-755-6449

Fax: 303-755-5141

Email: barb@jobstorestaffing.com ^[4]

UCCS

Glenda Rasmussen, Area Manager
Colorado Springs - Branch Office
5390 North Academy Blvd., Suite 100A
Colorado Springs, CO 80918

Office: 719-574-4200

Fax: 719-574-3751

Email: glenda@jobstorestaffing.com ^[5]

Above the Rest Staffing, Inc. (ATR):

All Campuses

Jennifer Leach, Chief Operating Officer
1716 Main Street, Ste A PMB 270
Longmont, CO 80501

Direct Phone: 720-716-5803

Office Phone: 720-716-5800

Fax: 720-716-5802

Email: Jennifer.leach@atrstaffing.net ^[6]

Infojini:

All Campuses

John Ball, Client Relationship Manager

Phone: 551-267-4281

Alternate phone number: 443-270-1850, Ext No: 445

Email: statebids@infojiniconsulting.com ^[7]

The Job Store and Above the Rest Staffing, Inc. (ATR) are the mandatory Manual Temporary Labor providers. CU departments have the option to select one or both of the two awarded suppliers for their temporary Manual labor needs. University departments are allowed to utilize either or both suppliers throughout the agreements. The agreements with The Job Store and Above the Rest Staffing, Inc. (ATR) end June 15, 2023 although the University may extend these agreements for up to 4 additional one-year terms.

Each supplier works closely with departments to customize service requirements and ensure that temporary associates meet the required job skills and fit with the department environment. The supplier will contact you after receiving a request. Updates will be provided until the placement is filled. Once a temporary

associate is assigned, the supplier's quality control will follow up with a series of phone calls or check-ins to ensure expectations are met. Please note that the pay rates listed below are contract prices. However, each supplier has the flexibility to adjust the pay rates to meet your expectations and budget. The markup % will remain the same.

Contacts

Job Store

Denver

Jackie Chisholm, Denver Recruiting Manager
7100 E Hampden Ave., Suite A
Denver, CO 80224

Office: 303-757-7686

Email: Jackie@jobstorestaffing.com ^[2]

Boulder

Tabitha Kuhn - Area Manager
2095 W. 6th Avenue, Suite 110
Broomfield, CO 80020

Office: 303-940-9252

Fax: 303-940-9980

Email: tabitha@jobstorestaffing.com ^[3]

AMC

Barb Brinson - Area Manager
14001 E. Iliff Ave., Suite 215
Aurora, CO 80014

Office: 303-755-6449

Fax: 303-755-5141

Email: barb@jobstorestaffing.com ^[4]

UCCS

Glenda Rasmussen - Area Manager
Colorado Springs - Branch Office
5390 North Academy Blvd., Suite 100A
Colorado Springs, CO 80918

Office: 719-574-4200

Fax: 719-574-3751

Email: glenda@jobstorestaffing.com ^[5]

Above the Rest Staffing, Inc. (ATR):

All Campuses

Jennifer Leach, Chief Operating Officer
1716 Main Street, Ste A PMB 270
Longmont, CO 80501

Direct Phone: 720-716-5803

Office Phone: 720-716-5800

Fax: 720-716-5802

Email: Jennifer.leach@atrstaffing.net

Infojini and LanceSoft are the IT temp labor providers. Please see below for contact information for Infojini and LanceSoft:

Contacts

Infojini:

- **John Ball – Client Relationship Manager**
- Phone: (551) 267-4281
- Alternate Phone Number: (443) 270-1850, Ext No: 445
- Email: presales@infojiniconsulting.com

LanceSoft:

- **Khanh To – Business Development Manager**
- Phone: (770)-361-8025
- Email: uc@lancesoft.com

Job Categories and Pricing:

Infojini:

**Pay Rate Not
Exceed**

Information Technology Support Services Positions	\$49.70
Communications Infrastructure Services Positions	\$49.70
Information Technology Security Positions	\$56.00
Information Technology Software/Application Developers Positions	\$57.40
Information Technology System Engineers Positions	\$72.10
Audiovisual (AV) Technology Services Positions	\$40.60
Information Technology Data Center Positions	\$30.10

**Markup is 30% for all Infojini positions*

LanceSoft:

Pay Rate Range

Information Technology Support Services Positions	\$28.75 - \$41.80
Communication Infrastructure Services Positions	\$52.28 - \$98.00
Information Technology Security Positions	\$58.81 - \$98.00
Information Technology Software/Application Developers Positions	\$65.35 - \$91.40

Information Technology System Engineers Positions

\$51.81 - \$84.0

Audiovisual (AV) Technology Services Positions

\$28.75 - \$58.8

Information Technology Data Center Positions

\$58.81 - \$84.9

**Markup is 32% for all LanceSoft positions*

Temp Agency Pricing Sheet ^[11]

Purchasing Agent

Katie Wilson

- **Email:** Katie.Wilson@cu.edu ^[12]

Source URL: <https://www.cu.edu/psc/how-buy-temporary-services>

Links

[1] <https://www.cu.edu/psc/how-buy-temporary-services> [2] <mailto:Jackie@jobstorestaffing.com>
[3] <mailto:tabitha@jobstorestaffing.com> [4] <mailto:barb@jobstorestaffing.com>
[5] <mailto:glenda@jobstorestaffing.com> [6] <mailto:Jennifer.leach@atrstaffing.net>
[7] <mailto:statebids@infojiniconsulting.com> [8] <mailto:jennifer@rtecstaffing.com>
[9] <mailto:presales@infojiniconsulting.com> [10] <mailto:uc@lancesoft.com> [11] <https://www.cu.edu/doc/temp-agencies-pricing-sheet-2023pdf-1> [12] <mailto:Katie.Wilson@cu.edu>