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

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Above the Rest Staffing, Inc. (ATR):
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Email: Jennifer.leach@atrstaffing.net

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

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.

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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:
<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Support Services Positions</td>
<td>$49.70</td>
</tr>
<tr>
<td>Communications Infrastructure Services Positions</td>
<td>$49.70</td>
</tr>
<tr>
<td>Information Technology Security Positions</td>
<td>$56.00</td>
</tr>
<tr>
<td>Information Technology Software/Application Developers Positions</td>
<td>$57.40</td>
</tr>
<tr>
<td>Information Technology System Engineers Positions</td>
<td>$72.10</td>
</tr>
<tr>
<td>Audiovisual (AV) Technology Services Positions</td>
<td>$40.60</td>
</tr>
<tr>
<td>Information Technology Data Center Positions</td>
<td>$30.10</td>
</tr>
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</table>

*Markup is 30% for all Infojni positions*

**LanceSoft:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Support Services Positions</td>
<td>$28.75 - $41.82</td>
</tr>
<tr>
<td>Communication Infrastructure Services Positions</td>
<td>$52.28 - $98.02</td>
</tr>
<tr>
<td>Information Technology Security Positions</td>
<td>$58.81 - $98.02</td>
</tr>
<tr>
<td>Information Technology Software/Application Developers Positions</td>
<td>$65.35 - $91.49</td>
</tr>
<tr>
<td>Position</td>
<td>Minimum - Maximum</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Information Technology System Engineers Positions</td>
<td>$51.81 - $84.65</td>
</tr>
<tr>
<td>Audiovisual (AV) Technology Services Positions</td>
<td>$28.75 - $58.81</td>
</tr>
<tr>
<td>Information Technology Data Center Positions</td>
<td>$58.81 - $84.95</td>
</tr>
</tbody>
</table>

*Markup is 32% for all LanceSoft positions*

Temp Agency Pricing Sheet

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**Professional Services Commodity Manager**

*Elise Ridgway*

- **Email:** Elise.Ridgway@cu.edu

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**Purchasing Agent**

*Katie Wilson*

- **Email:** Katie.Wilson@cu.edu

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Source URL: [https://www.cu.edu/psc/how-buy-temporary-services](https://www.cu.edu/psc/how-buy-temporary-services)

Links

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