

How Do I Buy...

Temporary Employment Services

Buyer Contact Information:

[Kimberly Dulaney](#)

Current Contract Vendor(s):

[Express Employment Professionals](#)

[Manpower](#)

[Personnel Pool of Virginia, Inc.](#)

[Apex Systems, Inc.](#)

[Caliper](#)

[Savera Works, LLC.](#)

[Goodwill Industries of the Valley Works, Inc.](#)

Description of Purchase Process:

Temporary employment service contracts were established for use by all university departments. Each contractor offers various position titles. The number of job titles offered and hourly billing rates vary between companies, depending on their specialty.

We recommend that you contact the firms under contract directly (see Procurement website for name and contact numbers of contracted vendors) to determine if they offer the position needed and have resources available. If the position and resources are available, arrange with the firm for the temporary employment services, and ask that invoices be sent directly to you. Upon receipt of the invoice, process a purchase requisition using the “non-catalog” form for payment processing.