



## Official Memoranda

### HUMAN RESOURCES

**TO:** Agency Personnel Administrators  
**FROM:** Tina Lawson, Director  
**RE:** Personal Services Agreements with Temporary Medical Contractors  
**DATE:** April 23, 1997

Effective immediately, and covering the period 5/1/97 to 4/30/99, all agencies, unless otherwise exempt by statute, must make use of the new temporary medical contractors who have been awarded DAS RFP 044.

Enclosed is an information package pertaining to Temporary Services contractors who may provide temporary medical services.

The package consists of the following:

1. Ten "county" charts listing providers of temporary medical help;
2. A listing of towns in each "county";
3. A listing of vendors by name, address, phone #, and contact person;
4. Standards for payment of overtime, premium and holiday pay;
5. A "Temporary Services Performance Evaluation" Form

Agencies may contact the appropriate medical contractors when the need for temporary services arises. **However, notifications of the use of temporary services must be sent directly to Ms. Joan Donahue, Room 411, State Office Building 165 Capitol Avenue, Hartford, CT 06106 as soon as the orders are filled.** Upon completion of the temporary services, agencies are asked to continue filling out the Temporary Services Evaluation forms and

forwarding them to Ms. Donahue.

**Agencies are reminded that use of temporary services must be on a rotating schedule so as to provide equal opportunity to all temporary services vendors. This is critical to small business set-aside requirements.**

Feel free to contact Joan Donahue on 860.566.8009 or facsimile 860.566.1735 if you have any questions or concerns relative to notification procedures.

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Tina Lawson, Director of Human Resources

Encls.

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