

## REQUEST FOR QUOTE

U.S. Probation, Middle District of Florida, is soliciting quotes from temporary staffing agencies to provide seasonal clerical staff in the following market areas:

- Tampa (4 positions)
- Orlando (2 positions)
- Fort Meyers (1 position)
- Jacksonville (2 positions)

Employees will be tasked with varied clerical duties, to include, scanning, filing, receptionist, performing court runs, etc...

Referrals must be organized, detailed oriented, quick learners with the ability to lift at least 20 pounds. Some experience working with database is preferred. In the Tampa area they will be required to work between two offices withing walking distance of each other.

Services provided will consist of recruitment in certain market areas, and both recruitment and payroll services in others. The individuals will be housed in federal courthouses or offices and therefore must not have a criminal record.

U.S. Probation will conduct fingerprint checks on all referrals.

The term of contract will be approximately 12 weeks commencing mid June and terminating sometime in September.

If you are interested in submitting a quote, please provide your mark-up bill rate percentage for:

1. Recruiting employees
2. Payrolled employees

All quotes should be submitted to [Janice\\_Heath@flmp.uscourts.gov](mailto:Janice_Heath@flmp.uscourts.gov)