



INTEROFFICE MEMO

To: Procurement File
From:
Date:
Subject: IT Staff Augmentation Justification
DIR IT Staffing Augmentation Contract No. _____

(Division/program name) is providing justification for the purpose of utilizing a staff augmentation contractor.

1. Do the skills required currently exist within the agency? Yes/No

2. If applicable, do current employees with the required skill set have the capacity/bandwidth to perform the required tasks?

3. If the current staff does not have the required skills, how long will it take for current employees to develop the skills?

4. Is the skill set needed to fill a temporary or project specific need or will the skills be needed for longer or shorter than six months? (NOTE: If skills are needed for longer than 6 months, consideration should be given to hiring an FTE with the appropriate skills or providing training to existing staff.)

5. Are there more cost-effective alternatives available to complete the required tasks/projects?

6. Was the funding for the contractor included in the Board approved operating budget?

Signature of Approval: _____