

Employee Acknowledgement

I, _____, hereby acknowledge that I have reviewed and
(Please print name)
understand the following policies that are located on the agency's DROP Zone in the
[Staffing Services Work Order Procedures Guide](#):

REQUIRED DOCUMENTS FOR ROUTING ITSAC REQUEST

- Needs Assessment
- IT Services Request Form (for competitive solicitations only)
- Best Value Justification Letter (for best value solicitations only)
- Documentation that Senate Bill 20 threshold requirements have been met (through either a competitive solicitation or bid tabulation and emails to vendors receiving the best value solicitation)

REQUIREMENTS AFTER APPROVAL ROUTING

- Provide candidate name to Human Resources for a background check
- After candidate passes background check, have them complete the non-disclosure form
- Monitor the number of hours that the contractor works each week and sign off on the contractor's time card. Staff should use the standard time card that includes the Contractor's time and detailed activities performed.

I also acknowledge that as DIR personnel, I must complete all related documentation and provide it to Purchasing Staff to document compliance with the requirements in the Staffing Services Work Order Procedures.

Employee's Signature	
Sign Here →	Date