

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Temporary Staffing Services for your Neighborhood Council

How to Request Temp Services:

After an NC Board has approved a plan to obtain temporary staffing services, the NC may contact any one of the Temporary Staffing Services Contractors (vendor), listed below, to request the staffing service. The Board action to secure the services should indicate services needed, such as minute-taker, office clerk, etc., the approximate number of hours per week, and the Board Member serving as the main point of contact for the vendor and temporary staff member assigned to the NC.

The NC may request that the temporary staff have specific qualifications and request to see resumes as well. The vendor will respond via e-mail, with a summary of the staffing service requested including the requestor information, location of services and bill rate per hour for said services. If an NC is not satisfied with the resumes, services or rates proposed by one vendor, they can request to see additional resumes and/or are free to obtain information from the other vendor. Once an NC has acquired a list of potential candidates, they may conduct interviews if they chose to do so.

If, upon assignment of a temporary staff member to an NC, the NC finds that the work quality does not meet the minimum standards needed, then the NC should contact the vendor and request that the service of the temporary staff be terminated/cancelled. The NC can then request that the vendor assign a different temporary staff member, or opt go to a different vendor altogether.

Payment Processing:

The vendor will submit invoices, to the NC for the work performed. Invoices shall be accompanied by a statement detailing the work completed. Each invoice shall specify the following: name of the NC for which work was performed, description of work performed, dates of work performed, total amount due and payable, contract number, and signature of vendor authorized representative attesting that invoice submitted is true and accurate.

The NC will review the invoice for accuracy and submit the invoice to the Clerk's NC Funding Program for payment.

Funds will not be released to the vendor from the NC account until the CITY has verified that the work provided is a contracted service and is satisfied with the documentation included in the invoice. Invoices and supporting documents shall be prepared at the sole expense and responsibility of the vendor. Invoices shall be paid in accordance with standard CITY payment processing methods.

Vendors:

Emploi Inc

Contact: Josee Minero
(562)309-4607/(562)400-5278
Joseem@atwork.com

Partners in Diversity

Contact: Frances Martinez
(626)793-0020
Frances.Martinez@p-i-d.biz

Cogent Infotech

Contact: Casey Brinkman
(469)843-9455
Casey.Brinkman@coagentinfo.com

Description of Key Services Offered

Administrative Support Services - Temporary administrative office support opening and routing mail, answering phones, providing customer service at public counters, drafting general correspondence, preparing minutes or transcripts of meetings, and other related administrative support duties.

Accounting and Financial Services - Temporary accounting staff responsible for but not limited to reconciling accounting records, preparing accounting reports and budgets.

Neighborhood Council Outreach, Meeting Assistance and Training -

Temporary assistance for outreach, meeting support and capacity development/training services for Neighborhood Councils. Services could include but are not limited to: drafting and editing of outreach materials; direct mail distribution of outreach materials (for example, door-to-door distribution); web-based distribution of outreach materials including social media; and providing capacity development, training and education services in the form of sessions or seminars on a variety of topics such as strategic planning, leadership development, board dynamics, resource development, building effective collaborations, needs assessments, program designs and evaluations, fiscal management, community outreach, and special events planning.

Parliamentary Assistance - Parliamentarian related services which may include assistance researching parliamentary rulings, questions and laws which affect parliamentary procedure.

Arbitration and Dispute Resolution Services - Temporary Arbitration and Dispute Resolution services support that would be responsible for but not limited to mediating conflicts and disputes, reviewing, and investigating factual issues related to such matters, issuing written memoranda, providing recommended consequences to parties, holding any necessary meetings to address such matters and other related duties as assigned. Temporary staff would have to be certified in arbitration and dispute resolution. Proof of certification would be required.