



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

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AGENCY PROCEDURES FOR SMART STAFFING CONTRACT RELEASE

- Use new Smart Staffing Master Contract Agreement.
- Each Agency will do a Contract Release for the entire balance of the year encumbering control value listed on the spreadsheet.
- Each release turns into a Standard PO.
- The PO may have multiple lines:
 - Description = Agency plus Position Name as listed on sheet (i.e.: 069Admin).
 - Accounting Code = tied to the Position Name
 - Price = total hours left and hourly rate for position (rates are with 22.5% mark up)
- Before submittal, release will be double checked for content and accuracy.
- Submit contract release for approval.

Notes:

Agency must have following information available when going to the Bullpen:

- Position Name
- Hours left (latest)
- Hourly rate (latest)
- Accounting information (if the position is funded through multiple accounts at the same time then % of split must be calculated – if the position is funded by

different accounts at different times at 100% then position will need to be entered as separate line items)

This information will be completed on spreadsheet that is provided by email.

- Balances left on existing PO in order to create a new release. (check w/ Budget Agent)
- Current releases will be cancelled prior to new contract releases being entered.

Agency must review all timesheets prior to submitting to Smart Staffing. (make sure timesheets have: proper account number, PO number, and PO line item #)

Change Process

- Agency will verify if any outstanding timesheets exist before submitting PO to be cancelled.
- Agency will submit a PO Change Order form and original Standard PO will be cancelled.
- Central Purchasing ONLY will cancel PO and inform Agency.
- Agency will submit new complete contract release including changes (completed in Bullpen).
- New Standard PO will be created.

Invoice

- Accounts & Control will receive an electronic billing from Smart Staffing. This will automatically match the proper Standard PO with the line item numbers and deduct appropriate hours and dollars from each PO.