



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR

52 Chambers Street – New York, NY 10007

MEMORANDUM

May 19, 2005

TO: All Regional Operating Centers (ROCs) and Financial Management Centers

FROM: Lawrence Becker, Senior Deputy Executive Director *Lawrence F. Becker*
Division of Human Resources

SUBJECT: Employment Agency for Professional Services with Regard to Individual Consultants – GoodTemps

The Department of Education will be entering into contract with GoodTemps to secure individual consultants to provide professional services effective, July 2005. GoodTemps will be replacing Tempforce, the current provider of those services. All ROCs are urged to disseminate this information to applicable Learning Centers and District Schools in their respective Regions.

Good Temps will accept referrals for registration at any time at one of the five Goodwill Centers listed below. Arrangements can be made, in advance, to have a Goodwill representative provide on site registration for groups of 20 or more. Each ROC/FMC should complete the following steps when referring potential consultants to Good Temps. It is strongly suggested that registration begin as soon as possible:

- Step 1 – Complete a GoodTemps Consultant Requisition Fax Sheet and fax it to GoodTemps (Attached)
- Step 2 - Contact Kenneth Pryde (212) 986-9566, Ext. 204, or Hilda Rivera (212) 986-9566, Ext 203, to schedule an appointment for your referral(s) to register with GoodTemps at one of the five registration sites. You may email your request for an appointment to: NYCDOEReferrals@goodwillny.org
- Step 3 – Beginning July 1, 2005, and prior to the commencement of a consultant's services, you must fax or mail an encumbered purchase order to Goodwill Industries of Greater NY and Northern NJ, Inc. GoodTemps Division, Dept. NYCDOE, 219 East 44th Street, 6th Floor New York, New York, 10017 – Telephone # (212) 986-9566 FAX # (212) 986-3008. The Purchase order must reflect the name and SS# of the consultant, the date they were fingerprinted, the start and end date of services, the total number of days the consultant will be working, along with the daily rate, not to exceed \$300 per day and total. **Please be advised that an additional rate of 20% mark-up is added to the daily rate paid the consultant. If for example the consultant is paid at the maximum daily rate of \$300 per day, you would add a 20% mark-up bringing the total to \$360. The \$60 would be considered the professional fee that is due GoodTemps for services rendered.**

- Step 4 - GoodTemps will ensure that all new professionals identified for consultant services have met fingerprinting clearance prior to commencement of services. Fingerprinting and analysis will be performed by the NYCBOE, with the fees paid by the professional.

Please review the Division of Financial Operations, Standard Operating Procedures Chapter: Utilization of Consultants prior to the procurement and commencement of consultant services. In addition please be advised of the following highlights from the Chapter:

Rates:

- GoodTemps will not pay any individual consultant above the maximum amount of \$300 per day without pre-approval
- GoodTemps will not pay any individual consultant more than \$25,000 during the fiscal year of July 1st – June 30th without the District or FMC interviewing three individuals or upon the submittal of a **waiver signed by the respective Deputy Chancellor.**
- Please note that **NO** individual that participated in the 2002 Early Retirement Incentive can be rehired as an employee pursuant to Section 211 or 212 of the New York State Retirement and Social Security Law, or as a consultant.

Time Procedures

- GoodTemps payroll cycle is weekly and ends on the Friday of each week. Individual consultants are paid by the Friday following the week worked. At 3:00 PM each Monday (12:00 PM on Tuesday when Monday is a holiday), approved time sheets must be submitted to GoodTemps for processing. Time sheet information received after deadline will be paid in the following payroll cycle
- GoodTemps will provide the consultants with an individual time sheet form that they use and submit to their supervisors.
- Supervisors are required to adhere to the following policy:
 1. Receive completed time sheet from consultant.
 2. **Initial (Do not sign)** approved individual time sheet and return a copy to the consultant
 3. **Authorized supervisor must sign** the individual time sheet and fax it to GoodTemps at ((646) 487-1133.
 4. No signed individual time sheet is to be given to the consultant. A consultant receives *an initialed individual time sheet only.*
 5. Where applicable, Group Time sheets may be submitted by an authorized supervisor only. Details available from GoodTemps upon request.
 6. Provide GoodTemps with the name(s) of an alternate supervisor(s) or authorized person(s) to sign in the absence of the primary supervisor.

Tax Information

- By January 31 of each year, individual consultants will be provided with a W-2 for the previous calendar year.

Once again, you are urged to begin the registration process as soon as possible. Please remember to call for an appointment. Also, you must bring a photo ID and Social Security Card on the date of registration. Although not mandatory, you may, if you wish, provide GoodTemps with a copy of a resume.

Registrants are advised that at the time of their appointments you will be required to fill out the following forms:

- Employment Application
- W-4
- I-9
- Employment agreement
- Consent for substance testing and investigation
- Date of last NYCDOE fingerprint analysis
- Banking forms for direct deposit

Registration Sites

Midtown Manhattan
GoodTemps Main Office
219 East 44th Street, 6th Floor
(Between 2nd & 3rd Avenues)

Astoria (Queens)
Goodwill Headquarters
4-21 27th Avenue
(Corner of 27th Avenue & 4th Street)

Two Downtown Brooklyn Locations

Workforce 1 Career Center
9 Bond Street (Off Livingston Street)

Goodwill Family Learning Center
42 Bond Street
(Corner of Schermerhorn)

Harrison, New Jersey

Goodwill New Jersey Headquarters
400 Supor Blvd.

c: Kathleen Grimm
Bruce E. Feig
Elizabeth Arons
David Ross
Monica A. McDonald
Alan B. Friedman