GOVERNMENT STAFFING REQUIREMENTS CHECKLIST

Prepare these details before discussing an agency requirement, task order or statement of work with MNCP Staffing.

ORGANIZATION & REQUIREMENT

Agency / prime contractor: _____

Contact / email / phone: _____

Solicitation / contract / task order number: _____

Proposal due date (if applicable): _____

WORKFORCE SCOPE

[ ] Labor categories, duties and minimum qualifications

[ ] Headcount by role, site and shift

[ ] Place of performance, onsite/remote arrangements and start date

[ ] Expected duration, hours and surge or continuity needs

[ ] Credentials, screening, site access and training requirements

ORDERING & DELIVERY

[ ] Applicable contract vehicle and awarded scope reviewed

[ ] Wage/benefit requirements and pricing assumptions identified

[ ] Time-entry, approval and invoice-reference requirements defined

[ ] Reporting cadence, account contact and escalation path agreed

[ ] Security and information-handling requirements discussed

NEXT STEP

Email the requirement to rboyce@mncpstaffing.com or call 844-579-6627. Provide non-sensitive scoping information first; coordinate a suitable transfer method for restricted documents.

MNCP reviews availability, contract alignment and delivery requirements before confirming scope or pricing.

PRIME-CONTRACTOR TEAMING CHECKLIST

Use this checklist to define recruiting and workforce responsibilities before proposal support or subcontract delivery begins.

OPPORTUNITY DETAILS

Customer / program: _____

Solicitation / task order: _____

Prime contractor / point of contact: _____

Proposal deadline / milestone dates: _____

Locations / anticipated performance period: _____

DEFINE THE SUPPORT REQUEST

[ ] Roles, labor-category mappings and candidate qualifications

[ ] Expected recruiting volume and resume submission schedule

[ ] Key-personnel requirements and candidate availability confirmation

[ ] Requested staffing approach, onboarding and continuity support

[ ] Relevant experience or certification documentation needed

AGREE ON RESPONSIBILITIES

[ ] Recruiting ownership, selection process and communication cadence

[ ] Pricing assumptions, requested workshare and scope

[ ] Permission to use candidate resumes and company materials

[ ] Confidentiality and document-handling expectations

[ ] Post-award payroll, supervision, timekeeping and reporting roles

[ ] Subcontract terms and commitments reviewed before execution

START THE DISCUSSION

Contact Renee Boyce at rboyce@mncpstaffing.com or 844-579-6627. Share the solicitation number, deadline, roles and the support you need.

This checklist is a planning aid. It does not establish exclusivity, workshare, subcontract terms, placement guarantees or a binding teaming commitment.

SAMPLE WORKFORCE STATUS REPORT

ILLUSTRATIVE DATA ONLY - A suggested reporting format, not MNCP performance history or a live system dashboard.

SAMPLE WEEKLY SUMMARY

Example period: Week 1 | Example program: Administrative support | Sites: A and B

Account owner: Designated MNCP contact | Client approver: Designated customer contact

Reporting field	Illustrative value	Review purpose
Requested positions	6	Demand by role and site
Candidate submissions	9	Recruiting activity
Selected candidates	5	Client selection status
Onboarding completed	4	Readiness for assignment
Assignment starts	4	Confirmed start status
Hours awaiting approval	16	Timekeeping follow-up
Open workforce issues	1	Owner and next action

ISSUE & ACTION LOG

Example issue: Site B supervisor approval needed for 16 hours.

Owner: Client time approver | Next action: Review submitted time | Due: Agreed approval cutoff

Escalation: Designated customer and MNCP account contacts if unresolved.

CONFIGURE FOR THE REQUIREMENT

Agree on definitions, reporting frequency, required invoice or funding references, approval owners and access permissions before delivery.

A fill percentage needs an agreed denominator and reporting period. Track actual outcomes separately from pipeline activity.

Report fields, system access and export/integration methods are confirmed for each assignment. Do not include personal or sensitive worker details in a public sample.