

CAPABILITY STATEMENT

Started in 1983 NE Georgia Temporary Service, Inc. (NEGA Temps) is a woman-owned employment and staffing agency. NEGA Temps specializes in providing well-qualified temporary to permanent employment staff in the following areas: clerical and light industrial, with emphasis in administrative assistants and IT workers. NEGA Temps provides staffing for mid-sized and large companies beginning with those whose annual sales are \$10 million and higher.

The values of NEGA Temps are fairly simple values that have been around for hundreds of years—have the best customer service in place by all the staff members and applicants; treat the client's business as if it were their own; don't send to the client what you would not want in your own place of business; be courteous, kind and respectful to everyone; and make it where the client cannot survive without the agency. NEGA Temps wants to keep the same respect that it has been given by the staff and temporary workers since 1983.

The vision of NEGA Temps is to be the very best small business in the southeast. The company keeps its integrity and never forgets that everything can be taken away at a moment's notice. The vision is to be that company that is different for not only the obvious reasons, but for more! The company that continuously, no matter how small the account still delivers pay checks and picks up the time tickets from the client, in whatever city or location NEGA Temps may be working.

The purpose of NEGA Temps is to make sure that every person in the southeast is employed in one way or another and matched perfectly to the best company for employment. We fully intend to provide the greatest customer service in the history of the staffing industry.

NEGA Temps handled approximately \$200,000.00 worth of business over the past year.

Our service has an unconditional four hour guarantee on all of our temporary employees. If we send a temporary employee to a client and that client is not fully satisfied, we will re-evaluate the assignment and replace the temporary immediately.

NEGA Temps does not base our hiring on an applicant's age, race, religion, national origin, or sex—in no way will any applicant be identified by the above. We function under the Federal Human Rights Law, which strictly prohibits the applicant being identified by the above. It has been our practice to work with all applicants who have quality skills and qualify for the assignment regardless of age, race, religion, national origin or sex.

NEGA Temps always remains flexible in the area of determining client needs for personnel. We feel that we have a commitment to the client to be flexible and creative.

Examples: **Emergency Service**- When the number of workers you need for a particular department, program or project does not show up through normal absenteeism, you can supplement your work force with temporaries? We have on a "stand by" basis, a number of employees available at reasonably short notice. In most cases, we can have a qualified employee at your door within 45 minutes of your call. Additionally, we are constantly reviewing our employees' work history and the performance evaluation made by each client who has utilized the employee in a temporary work situation, which helps us constantly upgrade both the pay and skill levels of our employees and helps keep our turnover well below the industry average. **Multiple Group Service**- For companies requiring several workers of the same type who do the same type of work, we can provide a team of workers with a supervisor. The supervisor would be requested to come in before a normal temporary work force for orientation and training. This would allow the supervisor to provide future training and supervision to the work force. Additionally, the supervisor will serve as liaison between the workers provided through the multiple group service and our company. This obviously gives the advantage of using a large number of workers with a minimum amount of supervision. Our employees also know that the rates we pay are competitive and, in many cases, higher than those paid by any other temporary service company and that we will frequently adjust pay to an

employee on a long-term assignment to ensure continuity. In addition, in many cases, special end-of-project bonuses and pay accruals are given, again ensuring a high retention rate with our employees.

Some of our clients are as follows, some up to (29) years, but not limited too:

PROCTER & GAMBLE
THE ATHENS-CLARKE CO. GOV.
THE FULTON CO. GOV.
THE ATHENS HOUSING AUTHORITY
THE UNIVERSITY OF GEORGIA
DENSO/TOYOTA

Our terms: **Net (10) days**