

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA
U.S. Probation / Pretrial Services**

Kristi Pickering
Chief U.S. Probation Officer

P.O. Box 1645
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918-684-7970
Fax -918-684-7971

**REQUEST FOR QUOTE
TEMPORARY SERVICES**

Our office is interested in contracting qualified personnel as Presentence writers for the U. S. Probation Office. After qualified staff has been located, we are requesting a quote on the **fees assessed** over and above the agreed on hourly rate that the Probation office would pay as well as what fees are absorbed by your company.

We are looking to have contract staff work (3) three (8) eight hour days every week for (40) forty weeks in the next year.

Example: Hourly rate agreed to by U. S. Probation Office \$50.00 per hour
Quote for Fees to Temporary Agency per hour **\$XXX**

Temporary Agency fees cover: **(sample: any administrative service costs, any payroll costs, insurance costs, etc)**

Please respond by email to: Teresa Maddocks, Administrative Supervisor
teresa_maddocks@okep.uscourts.gov