

**TOWN OF VIENNA****Request For Waiver**

<b>Dept</b> Finance	<b>Date</b> 01/06/2021	<b>Dept Head Signature</b> <small>DocuSigned by:</small> <i>Marion Surfass</i> 01/07/21   8:14 AM PST	<b>Proposed Vendor</b> VAPFS, LLC-HIRESTRATEGY	<b>Amount</b> \$ 41,000
A Request For Waiver is required by the Town's Procurement Policies and Procedures. Check the box below that best applies.				
<b>Sole Source/Proprietary</b>	<input type="checkbox"/>	<b>Emergency Procurement</b>	<input type="checkbox"/>	<b>Waive Purchase Procedures</b>
				<input checked="" type="checkbox"/>

**CHECK JUSTIFICATION(S) BELOW THAT APPLY TO THE PROPOSED PURCHASE AND SUPPLY DOCUMENTATION/EXPLANATION AS REQUIRED**

- \_\_\_ 1. Commodity/Service is from the original manufacturer or provider. There are no other distributors. (Findings must be documented below or attached)
- \_\_\_ 2. The product is an integral part of existing equipment. Other brands not interchangeable. (State manufacturer and model number of existing equipment below.)
- \_\_\_ 3. Only known product that meets the specialized needs of the department to bring about continuity of results. (Explain in detail below or attached)
- ☒ 4. Staff has had extensive training and/or experience with the product. Purchase of other than proposed product would incur substantial cost in re-training. (Explain in detail below or attached)
- \_\_\_ 5. Purchase of this item/service is of an urgent nature because it is essential to public health & safety. (Describe in detail below)
- \_\_\_ 6. Unable to obtain 3 or more quotes for item/service (Explain in detail below or attached)
- ☒ 7. Competitive negotiation (or quotes) is either not practicable or not fiscally advantageous, as described below.
- \_\_\_ 8. Confirming Purchase Order (Explain reason for expenditure without issuance of PO below)

**Explanation:**

The Town hired a temporary worker to cover duties of two staff people who stayed home for child care duties as allowed under the CARES act over the summer. It was anticipated that the total would be under \$30,000. Since that time, the two people have returned to the workplace and have been promoted to fill vacancies left by a retiring employee. The Finance department is currently filling the last vacancy, and wishes to keep the temporary employee no later than the end of February, when the last vacant position should be filled. The temporary position will be terminated as soon as the position is filled.

This increases the original cost of the PO for temporary services from \$29,400 to \$41,000, an increase of \$11,600. These costs have been charged to the water and sewer fund since October, as the position is covering water and sewer duties.

we initially obtained 3 quotes for specialized temporary services. It is impractical to go out for bid or find a ridable contract at this point in time because the worker has been on the job and trained. The Finance department wishes to waive competitive procurement and add \$11,600 to the PO.

This item will go to Council on January 25, 2021.

Reviewed by: DocuSigned by: *Gina Gilpin* Date: 01/06/21 | 3:22 PM EST  
751ACFD4560244B3  
Purchasing Agent

Reviewed by: DocuSigned by: *Steven D. Briglia* Date: 01/07/21 | 11:57 AM EST  
CED5D98EBB494F1  
Town Attorney

Reviewed and Approved by: DocuSigned by: *Marion Surfass* Date: 01/07/21 | 10:19 AM PST  
D80B88B20E7D492...  
Finance Director

Reviewed and Approved by: DocuSigned by: *Mercury Payton* Date: 01/07/21 | 3:25 PM EST  
5BF8AB3E2009459...  
Town Manager





Town of Vienna  
Accounts Payable

# Purchase Order

Fiscal Year 2021

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **20210163-04**

Delivery must be made within  
doors of specified destination.

B  
I  
L  
L  
T  
O

AP  
VIENNA TOWN HALL  
ACCOUNTS PAYABLE  
127 CENTER STREET S  
VIENNA VA 22180

V  
E  
N  
D  
O  
R

ADDISON PROFESSIONAL FINANCIAL SEARCH (APFS) LLC  
7076 SOLUTIONS CENTER  
CHICAGO IL 60677

S  
H  
I  
P  
T  
O

VIENNA TOWN HALL  
127 CENTER STREET S  
VIENNA VA 22180

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				21000203			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
08/19/2020	4026					EMERGENCY SERVICES	
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
	TEMPORARY HELP The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading						
1	TEMPORARY HELP DURING COVID-19 TO ASSIST WITH RECEPTION AND WATER & SEWER 100-103-1031-13150-43308- \$9,587.52			1.0		\$9,587.520	\$9,587.52
2	TEMPORARY HELP DURING COVID-19 TO ASSIST WITH CASHIERING 100-103-1031-13150-43308- \$12,532.98			1.0		\$12,532.980	\$12,532.98
3	TEMPORAR SUPPORT FOR W&S DUE TO STAFFING CHANGES 500-501-0000-50113-43308- \$7,279.50 CHANGE ORDER ISSUED ON 10/22/2020 TO REALLOCATE FUNDS FROM CASHIER TO RECEPTIONIST AS STAFFING PRIORITIES HAVE CHANGED. CHANGE ORDER ISSUED ON 9/14/2020 TO ADD ADDITIONAL FUNDS FOR RECEPTIONIST TO WORK ADDITIONAL HOURS THROUGH SEPTEMBER. CHANGE ORDER ISSUED ON 08/21/2020 TO INCLUDE ADDITIONAL TEMP SUPPORT FOR CASHIERING. COSTS ARE PER HOUR OF TIME WORKED @ \$30.93/HOUR. ANOUAR SAKTA TO SUPPORT CASHIERING. PER PRICES QUOTED ON EMAIL RECEIVED AUGUST 7, 2020. COSTS ARE PER HOUR OF TIME WORKED @ \$32.53/HOUR MARIAM DAVIES TO SUPPORT RECEPTION AND WATER & SEWER			1.0		\$7,279.500	\$7,279.50

By *Manam Shepin*  
Purchasing Agent

PURCHASING COPY

Total Ext. Price  
PO Total

\$29,400.00  
**\$29,400.00**

**TERMS AND CONDITIONS**  
**VENDOR:** THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND BECOME A DEFINITE PART OF EACH PURCHASE ORDER AND/OR OTHER AWARD ISSUED BY THE TOWN OF VIENNA, VIRGINIA, UNLESS OTHERWISE SPECIFIED.

SUBJECT TO STATE, COUNTY AND LOCAL LAWS AND ALL RULES, REGULATIONS AND LIMITATIONS IMPOSED BY LEGISLATION OF THE FEDERAL GOVERNMENT. THROUGHOUT THIS DOCUMENT "THE TOWN" REFERS TO THE TOWN OF VIENNA.

1. **CONDITION OF ITEMS:** All items bid/proposed shall be new and in first class condition, including containers suitable for shipments and storage, unless otherwise indicated in bid invitation/proposal request. Verbal agreements to the contrary will not be recognized.

**SUBSTITUTIONS:** No substitutions or cancellations permitted without prior written approval by the Purchasing Agent.

**DEFAULT:** In case of failure to deliver goods/services in accordance with the contractual terms and conditions, the Town of Vienna, Virginia, after due oral or written notice, may procure them from other sources and hold the defaulting Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.

**ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the Town of Vienna, Virginia.

4. **F.O.B. DESTINATION:** All orders for goods and services are to be F.O.B. DESTINATION unless otherwise specified on the Purchase Order.

5. **DELIVERY:** Delivery shall be made during working hours, Monday through Friday 8:15 AM – 4:15 PM excluding holidays, unless otherwise specified. Inside delivery is required unless otherwise specified on the Purchase Order, or unless prior approval has been given by an authorized Town Official.

**LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this agreement are "Hazardous Substances" as defined by 3.1 250 of the Code of Virginia (1950), as amended, 42 U.S.C. § 11001 et seq., or 42 U.S.C. § 9601 et seq., then the vendor, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products that the bidder/offer does not violate any of the prohibitions of Sec. 3.1 252 or the Code of Virginia or Title 15 U.S.C. Sec. 1263.

**MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets (MSDS) and descriptive literature shall be provided upon delivery of each chemical and/or compound offered.

**TAX EXEMPTION:** The Town of Vienna is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the vendor and become a part of real property.

8. The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

9. **RIGHTS OF THE TOWN OF VIENNA:** The Town reserves the right to accept or reject all or any part of this order or cancel the order in its entirety.

**ANTI-TRUST:** By entering into a contract, the vendor conveys, sells, assigns, and transfers to the Town of Vienna all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Vienna under said contract.

10. **INDEMNIFICATION:** The Contractor agrees to indemnify, defend and hold harmless the Town of Vienna, Virginia, its officers, agents, and employees from any claim, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of

11. any materials, goods, or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using department or to failure of the using department to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. The vendor agrees to protect the Town from claims involving infringement of patent or copyrights.

12.

13. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, Request for Quotation , the signed bid/proposal submitted by the vendor, the Town of Vienna's standard Purchase Order, any approved change orders issued, specifications, the Mandatory/Special Terms and Conditions, and the General Terms and Conditions, all of which shall be referred to collectively as the Contract Documents.
14. **LICENSE REQUIREMENT:** All firms doing business in the Town of Vienna are required to be organized or authorized to transact business in the Commonwealth of Virginia or include in its bid or proposal a statement describing why the vendor is not required to be so authorized. Additionally all firms doing business in the Town of Vienna are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Finance Department, Business License Office, Telephone number (703) 255 6321. The BPOL License number must be indicated on the submitted bid form.
15. **ANTI-DISCRIMINATION:** By acceptance of this agreement the vendor certifies to the Town of Vienna that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act .
16. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the Town of Vienna. A copy of these provisions may be obtained from the Purchasing Agent upon written request.
- By acceptance of this agreement, vendors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other vendor, supplier, manufacturer or subcontractor in connection with their bid, proposal, or quote and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
17. **CRIMINAL SANCTIONS:** The provisions referenced in Ethics of Public Contracting supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2 498.1 et seq.), and Articles 2 (§§ 18.2 438 et seq.) and 3 (§§ 18.2 446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
18. **APPLICABLE LAW AND COURTS:** This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
19. **INSURANCE:** The vendor shall provide the Purchasing Agent with a Certificate of Insurance PRIOR to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum limits of liability shall be:
- Workers' Compensation -- Standard VA Workers' Compensation Policy  
Broad Form Comprehensive General Liability--\$1,000,000.00.  
Combined Single Limit coverage to include:  
Premises - Operations; Products/Completed Operations;  
Contractual; Independent Contractors; Owners and Contractors  
Protective; Personal Injury  
Automobile Liability--\$500,000.00 Combined Single Limit.
20. **DEBARMENT STATUS:** By acceptance of this agreement, vendors certify that they are not currently debarred by the Commonwealth of Virginia or any Political Subdivision from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

## Riddle, Gwen

---

**From:** Davis, Jamie (04530) <Jamie.Davis@accountemps.com>  
**Sent:** Friday, August 7, 2020 12:42 PM  
**To:** Riddle, Gwen  
**Cc:** Santram, Mahil (04533); Clarke Bennett, Irene (04530)  
**Subject:** RE: Town of Vienna - Temporary Need for Cashier Clerk  
**Attachments:** AT - Nicole.docx; AT - Erin Dymond.docx; AT- Mariia.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Gwen,

Please see my top candidates provided for this position! All three candidates have **cashier and customer service experience!** They are all available to interview as soon as next week, Let me know who you'd like to move forward with. Thanks! 😊

### Nicole – Bill Rate : \$33.00/hr

- Nicole's most recent position was at Chenega where she was a Data Entry Clerk.
  - **Here she validated information, utilized Excel for spreadsheet purposes, emailed correspondence, tracked information, and communicated with leadership.**
- She previously worked at Kroger for a Kitchen Place Lead.
  - Here she restocked items, merchandise upkeep, priced items, **provided customer service, cashier handling, cash and credit processing.**
- **Software:** MS Office Suite, *states she is proficient in Excel.*

### Maria – Bill Rate : \$34.50/hr

- Maria's most recent position at TuSuva. LLC is where she was responsible **for greeting guests, data entry, billing, processing credit cards and cash, and performing other office duties as required.**
- Prior she assisted Proplocat Realty by performing **administrative tasks regularly, prepared pay checks, processed credit cards, and received mail.**
- Maria also has extensive experience working for the Ukrainian **government!**
- **Software:** QuickBooks, Microsoft Excel

### Erin – Bill Rate : \$35.00/hr

- Erin's most recent position was at Merrifield Garden Center as a **Cashier.**
  - **Here she was responsible for handling cash and credit processing, ensured customer satisfaction, wholesale customers, and resolved customer complaints and inquiries.**
- She also has experience working for a Dental Office as a Receptionist.
  - Here she organized patient charts, communicated with insurance companies, ensured cleanliness of rooms, ensured tools are correct and cleaned, logged patient files, scheduled appointments, and answered incoming phone calls.
- **Software:** MS Office Suite

Sincerely,

*Jamie Davis*

**Jamie Davis**

Staffing Manager

[Jamie.Davis@accountemps.com](mailto:Jamie.Davis@accountemps.com)

703.760.7662 x50127 fax 703.760.9207

Partnered with Mahil Santram, Brynn Yousef, and Irene Clarke Bennett

**Robert Half Accountemps** | 1751 Pinnacle Drive | Suite 1600 | McLean | VA 22102 USA | [roberthalf.com](http://roberthalf.com)



---

**From:** Davis, Jamie (04530)

**Sent:** Thursday, August 6, 2020 3:48 PM

**To:** [griddle@viennava.gov](mailto:griddle@viennava.gov)

**Subject:** Town of Vienna - Temporary Need for Cashier Clerk

Hi Gwen,

It was a pleasure speaking with you today and thanks again for thinking of us to help you with this need!

As discussed on our call, I will send you our top candidates for this position that will not exceed an hourly rate of \$36.00/hr. I'll do my best to send you different level of candidates with different bill rates as well!

I'm looking forward to partnering with you! Thanks 😊

Sincerely,

*Jamie Davis*

**Jamie Davis**

Staffing Manager

[Jamie.Davis@accountemps.com](mailto:Jamie.Davis@accountemps.com)

703.760.7662 x50127 fax 703.760.9207

Partnered with Mahil Santram, Brynn Yousef, and Irene Clarke Bennett

**Robert Half Accountemps** | 1751 Pinnacle Drive | Suite 1600 | McLean | VA 22102 USA | [roberthalf.com](http://roberthalf.com)



## Riddle, Gwen

---

**From:** Allison Bouchard <Allison.Bouchard@AccountingPrincipals.com>  
**Sent:** Tuesday, August 11, 2020 3:55 PM  
**To:** Riddle, Gwen  
**Cc:** Macy.Weaver@Ajilon.com; Andrew.Rector@AccountingPrincipals.com  
**Subject:** Cashier Candidates  
**Attachments:** Grace\_Adithela\_Ajilon\_Resume\_.pdf; Zachary\_Stein\_AP\_Resume.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Gwen,

Looks like one of the recruiters has already linked up some candidates who are interested in your role. Please see details below and let me know if you would like to schedule a video interview with either or both. Also, please standby for more resumes shortly.

**Grace Adithela; \$36.50/hr bill rate**  
**Available to interview: Flexible**

- May 2018 graduate with a Bachelor of Science degree in Biology from the University of Mary Washington
- In her most recent role, Grace managed office operations while supporting a financial advisory firm. Duties included: maintaining office supplies, vendor coordination, and calendar support.
- Proficient in Excel, PowerPoint, Windows, Word, Quickbooks, and ADP
- Well-versed in processing employee expense reports, reconciling financial statements, and managing monthly/annual budgets. Served as the primary point of contact within the organization and was the go-to for financial questions.
- Experienced, personable, and detail-oriented professional

**Zachary Stein; \$36.50/hr bill rate**  
**Flexible to interview and start**

- Bachelor of Science in Consumer Studies from Virginia Tech.
- Worked with East Coast Inspections (a Real Estate Inspection Company) as an Administrative Assistant. Duties included: filing, assisting with multiple client closings, client/bank contact via phone & email, bank deposits, and other administrative tasks.
- Extensive experience throughout school working with clients through email and phone, creating presentations and spreadsheets, and assisting with marketing efforts.
- Zachary is a quick-learner, has a great client/customer service background, and can work well independently or in a team.

Thanks,

**Allison M. Bouchard**  
Business Development Manager

T 703.287.8225

M 703.314.1830

E [allison.bouchard@accountingprincipals.com](mailto:allison.bouchard@accountingprincipals.com)

**Accounting Principals**  
8200 Greensboro Drive  
Suite 275

McLean, VA 22102

<https://www.accountingprincipals.com>

This message is intended only for the designated recipient(s). It may contain confidential or proprietary information and may be subject to other contractual or confidentiality protection. If you are not a designated recipient, you may not review, copy or distribute this message. If you receive this message in error, please notify the sender by reply email and delete this message.



## Riddle, Gwen

---

**From:** Michael Verga <Michael.Verga@addisongroup.com>  
**Sent:** Friday, August 7, 2020 3:40 PM  
**To:** Riddle, Gwen  
**Subject:** RE: Temp Need  
**Attachments:** APPIAH, ROSE - AG.docx; JEFFREY LIU - Addison (1).docx; Davies, Mariam.docx; Stephanie Boateng-Addison.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Gwen,

It was nice speaking with you earlier. Please see attached and below the top contenders for review. Let me know who you feel would be best for the role. Thanks!

*Side note* – I feel Mariam will likely be the best option based on our experience with her background and having temped for us before with great reviews. I still wanted to provide you with other comparison options.

### **Candidate: Rose Appiah**

Rose is currently pursuing her bachelor's degree from GMU online and is looking for an opportunity that will enhance her skill set. She most recently worked for PNC Bank as a Service/Branch Sales Associate. In this role, she worked with customers to manage financial transactions, handled cash, and managed the different services that the bank provided with customers. Prior to that, she worked a customer facing role where she dealt with hitting sales targets, handling transactions & cash, and customer service.

- BS, Accounting, GMU (In Progress), *Minor in Government*
- Relevant Skills: worked at a bank dealing with customers financial information & transactions, data entry
- "Rose is a hard worker, very dedicated, and punctual." – A previous reference
- Technical Skills: Advanced Excel, Word, PPT

**Bill Rate:** \$29.85/hour

### **Candidate: Stephanie Boateng**

Stephanie is a sharp, professional junior financial candidate who recently earned her degree in Economics. While at JMU she held several internship and leadership roles. In the office of Advancement Gifts and Records, Stephanie worked under strict deadlines to enter and verify financial data, create efficient excel spreadsheets, and handle confidential information. In a previous Accounting Internship, Stephanie handled cash amounts between \$10,000 and \$50,000 per batch. She recorded this data, reconciled this with billing invoices and credit card payments, and created excel reports for the accounting staff.

- BS, Economics, JMU, May 2020
- Handled cash amounts between \$10,000 and \$50,000 per batch; recorded, reconciled this with billing invoices and credit card payments, created excel reports
- Accurately verified JMU student financial data and maintained confidential electronic documents
- Excellent communication and leadership skills used to plan program events while allocating and tracking budgets for each event
- Office administration, help with filing statements and customer information
- Technical Skills: Advanced Excel



**Bill Rate:** \$29.85/hour

**Candidate: Jeff Liu**

Jeff recently consulted for an Addison Group client, Iron Bow Technologies in IT Support. In this role he inputted data/information into an online database and was able to successfully produced over 23,000 devices for the Veteran Affairs. Beforehand he has held multiple retail and automotive sales jobs where he has gained extensive cash/credit handling experience. A previous position was with Tesla as a Product Specialist where he engaged with customers in person and over the phone assisting them with their concerns and providing product knowledge.

- AA, Business Marketing, Northern Virginia Community College, In Progress
- 2 years of sales experience & under 1 year of exposure to finance and accounting
- Experience in cash/card handling
- Software Skills: Salesforce, Microsoft Office, Excel

**Bill Rate:** \$30.91/hour

**Candidate: Mariam Davies**

Mariam is a well-organized individual who has the ability to prioritize and multi-task efficiently with numbers. Mariam most recently worked for USAC as an Invoice Data Entry Specialist through Addison Group. Unfortunately, she was laid off due to COVID. Her role before that was with Howard Bank as a Final Document Assistant. In this role, she was primarily responsible for assisting clients with completing their loan application. She would review and deliver the applications through the database Encompass as well as assisted with clerical support. Mariam also holds prior experience with sending out Accounts payable invoices, assisting with billing discrepancies, and calculating debts. Mariam is currently pursuing her bachelor's degree from Towson University and is looking for an opportunity while she completes this degree. Her classes are online so that would not interfere with a full time position.

- Associate's Degree, Prince George's Community College
- Relevant skills: assisted with AP invoices, updated spreadsheets with budget information, reviewed invoices, & data entry
- "Mariam is strengths include detailed, inquisitive, intelligent. She can grasp things very easily." – A previous reference
- Technical Skills: Encompass, Access, & Excel (Pivot tables & V-Lookups)

**Bill Rate:** \$32.53/hour

**Michael Verga**

*Branch Manager, Finance & Accounting*



**Addison Group**

[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)

---

703.547.6735 Office    703.563.9687 Fax  
Reston, VA

Addison Group also specializes in: HR/Admin, Engineering, Healthcare, and IT.

**OFFICES IN:**

Atlanta · Austin · Boston · Charlotte · Chicago · Dallas · Denver · Gaithersburg · Houston · Los Angeles · Menlo Park · Minneapolis · Nashville · New York · OKC · Orange County · Philadelphia

· Phoenix · Reston · San Antonio · San Francisco · Schaumburg · Seattle · Tulsa · Washington D.C.



---

**From:** Riddle, Gwen <[griddle@viennava.gov](mailto:griddle@viennava.gov)>  
**Sent:** Thursday, August 6, 2020 4:12 PM  
**To:** Michael Verga <[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)>  
**Subject:** RE: Temp Need

Yes, talk to you then.



**Gwen L Riddle**  
**Finance Operations Manager**  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

(703) 255-7824 (Voice)  
(703) 938-5560 (Fax)

[griddle@viennava.gov](mailto:griddle@viennava.gov)  
[www.viennava.gov](http://www.viennava.gov)

---

**From:** Michael Verga <[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)>  
**Sent:** Thursday, August 6, 2020 3:59 PM  
**To:** Riddle, Gwen <[griddle@viennava.gov](mailto:griddle@viennava.gov)>  
**Subject:** RE: Temp Need

Hi Gwen,

Thank you and sounds great. I have a few scheduled internal calls in the morning, but would 10:30am work for you?

Kind regards,  
Michael

**Michael Verga**

*Branch Manager, Finance & Accounting*



[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)

---

703.547.6735 Office    703.563.9687 Fax  
Reston, VA

Addison Group also specializes in: HR/Admin, Engineering, Healthcare, and IT.

**OFFICES IN:**

Atlanta · Austin · Boston · Charlotte · Chicago · Dallas · Denver · Gaithersburg · Houston · Los Angeles · Menlo Park · Minneapolis · Nashville · New York · OKC · Orange County · Philadelphia · Phoenix · Reston · San Antonio · San Francisco · Schaumburg · Seattle · Tulsa · Washington D.C.



---

**From:** Riddle, Gwen <[griddle@viennava.gov](mailto:griddle@viennava.gov)>  
**Sent:** Thursday, August 6, 2020 3:57 PM  
**To:** Michael Verga <[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)>  
**Subject:** RE: Temp Need

Thank you for your message Michael.

Let's talk tomorrow AM. I'm here starting at 8:00 AM.

Thank you,  
Gwen



**Gwen L Riddle**  
**Finance Operations Manager**  
Town of Vienna  
127 Center Street, South  
Vienna, VA 22180

(703) 255-7824 (Voice)  
(703) 938-5560 (Fax)

[griddle@viennava.gov](mailto:griddle@viennava.gov)  
[www.viennava.gov](http://www.viennava.gov)

---

**From:** Michael Verga <[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)>  
**Sent:** Thursday, August 6, 2020 3:34 PM  
**To:** Riddle, Gwen <[griddle@viennava.gov](mailto:griddle@viennava.gov)>  
**Subject:** Temp Need

Hi Gwen,

I'm sorry I missed your phone call earlier and tried calling you back from my cell phone. You probably didn't recognize the New Jersey area code. I forgot to set my call forwarding yesterday when I left the office to my cell.

I appreciate you reaching out and getting my information from Marion. Please feel free to let me know what time works best for us to speak further about the temp need.

I look forward to speaking with you.

Kind regards,

## Michael Verga

Branch Manager, Finance & Accounting



## Addison Group

[Michael.Verga@addisongroup.com](mailto:Michael.Verga@addisongroup.com)

---

703.547.6735 Office    703.563.9687 Fax  
Reston, VA

Addison Group also specializes in: HR/Admin, Engineering, Healthcare, and IT.

### OFFICES IN:

Atlanta · Austin · Boston · Charlotte · Chicago · Dallas · Denver · Gaithersburg · Houston · Los Angeles · Menlo Park · Minneapolis · Nashville · New York · OKC · Orange County · Philadelphia · Phoenix · Reston · San Antonio · San Francisco · Schaumburg · Seattle · Tulsa · Washington D.C.



\*\*\* VIRGINIA FREEDOM OF INFORMATION NOTICE \*\*\*

NOTICE: This e-mail and any of its attachments may constitute a public record under the Virginia Freedom of Information Act. Accordingly, the sender and/or recipient listed above may be required to produce this e-mail and any of its attachments to any requester unless certain limited and very specific exemptions are applicable.

Town of Vienna, Virginia 2015

Website: <http://www.viennava.gov>

Facebook: <http://www.facebook.com/TownofViennaVA>

Twitter: <http://www.twitter.com/TownofViennaVA>

\*\*\* VIRGINIA FREEDOM OF INFORMATION NOTICE \*\*\*

NOTICE: This e-mail and any of its attachments may constitute a public record under the Virginia Freedom of Information Act. Accordingly, the sender and/or recipient listed above may be required to produce this e-mail and any of its attachments to any requester unless certain limited and very specific exemptions are applicable.

Town of Vienna, Virginia 2015

Website: <http://www.viennava.gov>

Facebook: <http://www.facebook.com/TownofViennaVA>

Twitter: <http://www.twitter.com/TownofViennaVA>