



# Procurement made Simple

## HGACBuy

Helping Governments Across the Country Buy

February 2009

### Federal Economic Stimulus...End-users Are You Ready?

The package contains targeted efforts in clean, efficient energy, modernizing roads, bridges, transit and waterways. Governors, mayors or others are making funding decisions to appropriately invest the money where it is needed. **HGACBuy** can help you with the many products, equipment and services already available on contract or send us your request for items not listed. We need your help to find out your exact needs.

Send your request to:  
[HGACBuy@h-gac.com](mailto:HGACBuy@h-gac.com)

## Vendor Highlights

### Temporary Personnel and Staffing Services

TS06-07

**WHEN IT HAS TO BE RIGHT ...**

**DONOVAN WATKINS**  
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Donovan & Watkins is a full service staffing firm specializing in providing clerical and administrative, accounting and finance and legal professionals for direct hire and contract placement in Texas. Headquartered in Houston, Donovan & Watkins is a part of the Willis Group, a company whose affiliates address personnel needs in IT Services, Geosciences, and Engineering. With over 25 years of experience in the industry, we take pride in our approach to staffing because we invest time and effort to align ourselves as your partner committed to understanding your needs, establishing your goals and objectives, and successfully managing the process through to completion.

Relationships are developed with corporate customers to understand requirements to fill jobs, as well as with candidates to learn about their skills. Donovan & Watkins has over 120 years of combined staffing experience. Our candidates are sourced through direct recruiting, referrals from candidates we have placed, and networking. Our network provides access to candidates whose resumes are not posted on the Internet. Currently we average 225 contractors working each week in various industries.

One of our core competencies is staffing in the legal industry. In addition to providing paralegal and legal secretary support, we have a specific emphasis on e-discovery. Currently we have recruited, registered and networked with over 450 attorneys. Each candidate is interviewed in person. Bar cards are verified, conflicts are checked, along with any history of reprimand by the State Bar of Texas. At our client's request, criminal background checks are run to provide information regarding any civil litigation related to professional activity as an attorney. Donovan & Watkins also offers a

## Quick Links

[HGACBuy Website](#)

[MARC](#)

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three-day guarantee for each attorney assigned to a project. A review center with exceptional bandwidth capabilities was built on-site for the sole purpose of attorney review.

We provide an extremely professional atmosphere including 24-hour secure access, separate offices for Project Managers, as well as free parking. Performance reviews received on our recent e-discovery projects were exceptional. Not only were our attorneys above average, but the various phases of the process were flawless, from communication amongst members on our team to onboarding contractors and processing payroll. Donovan & Watkins has the administrative infrastructure to provide quality performance on demand. In today's high performance business culture, it is imperative for companies to achieve superior results. Change can come unexpectedly and our clients rely on us to help them grow seamlessly. We value candid feedback and strive to provide immediate, effective solutions that keep pace with our client's business objectives.

As an approved vendor under the HGACBuy contract TS06-07, we are glad to serve as a source for quality staff and consultants in the greater Houston area for positions including but not limited to the following:

Office Management	Staff/Senior Accountants
Human Resource Staff	Financial Analysts
Administrative/Executive Assistants	Bookkeepers
Data Entry/File Clerks	Accounting Clerks
Receptionists	Attorneys
CFOs/VPs/Treasurers	Administrators
Controllers	E-discovery Staff
Accounting Managers	Legal Secretaries
Paralegals	

Contact:  
Chantal Contreras  
Account Manager  
1400 Post Oak Boulevard, Suite 200  
Houston, Texas 77056  
Main # 713-547-4400  
Direct # 713-547-4404  
Fax # 713-547-4410  
Email:  
[ccontreras@donwat.com](mailto:ccontreras@donwat.com)  
[www.donwat.com](http://www.donwat.com)  
[www.willisgroupus.com](http://www.willisgroupus.com)

## Other Temporary Personnel and Staffing Services Contractors

### **Burnett Staffing**

Specialists Texas-wide Receptionist, clerk, secretary, exec asst, fin analyst, accountant, ofc mgr, admin asst, data entry, auditor, budget analyst, etc.

Rick Burnett  
(P): 800-364-4777

### **Corbett Personnel**

Services Houston, TX Secretary, adm asst, data entry, clerks, cust svc rep, accountant, ofc mgr, legal secretary, computer spec, telemarketer, etc.

Mary Stamos  
(P): 713-974-3800

### **Robert Half**

International Nationwide Receptionists, clerks, secretaries, admin assts, bookeepers, analysts, administrators, accountants, managers, network engineers, paralegals, graphic designers, etc.

Ray Shepard  
(P): 972-503-3787

## Welcome End Users

Capitan, Village of, NM  
Danbury, City of, CT  
Dixie Volunteer Fire Department, TX  
Denton County Transportation Authority, TX  
Anthony Water and Sanitation District, NM  
Sun Lakes Fire District, AZ  
Bryant, City of, AR  
Old Dominion University, VA  
Salem, City of, OR  
Roger Mills County, OK  
The Intergenerational School, OH  
Los Alamos Public School, NM  
Whitney, City of, TX  
Southwest Center for the Developmentally Disabled, Inc, KY  
Crestview, City of, FL  
Frederick County Sanitation Authority, VA  
Teague Hospital District, TX  
Whitney Fire Protection District, ID

## Welcome Vendors

HGACBuy contracts have been awarded by virtue of a competitive bid or RFP process in accordance with state purchasing statutes.

Contracts awarded:

- FL03-09: Fleet Management & Maintenance Equipment

Please visit the HGACBuy website for Vendor details regarding awards.

## Upcoming Conferences- Hope to see you there...

Texas Association of School Business Officials (TASBO), San Antonio, TX- February 23-27, 2009  
Georgia Purchasing Conference and Expo, Atlanta, GA- March 24-25, 2009  
Fire Department Instruction Conference (FDIC), Indianapolis, IN- April 23-25, 2009  
Lone Star Purchasing Conference (SETAPP), Galveston, TX- May 3-6, 2009  
National Association of Regional Councils (NARC), Denver, CO- June 1-3, 2009  
National Institute of Government Purchasing (NIGP), St. Louis, MO- August 23-25, 2009  
National Purchasing Institute, (NPI)- September 13-16, 2009  
Texas Association of Regional Councils (TARC), South Padre, TX- September 16-18, 2009  
Texas Municipal League Annual Conference and Exhibition (TML), Fort Worth, TX- October 21-23, 2009

**HGACBuy Cooperative Purchasing Department values our members and contractors!**

## HGACBuy would like to hear from you...

Tell us what type of contracts you would like to see offered. Do you have any announcements to post? Give us your customer feedback on the HGACBuy Program!

Send correspondence to Tanya Campbell at [tanya.campbell@hgac.com](mailto:tanya.campbell@hgac.com) in a Word document attachment (75 words or less)

HGACBuy welcomes your feedback. Send letters to [HGACBuy@h-gac.com](mailto:HGACBuy@h-gac.com).

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