



STATEMENT OF WORK

Temporary Employee to Assist the Human Resources Department

August 26, 2026

The United States District and Bankruptcy Court for the District of Columbia is requesting competitive proposals to obtain temporary assistance for the Human Resources Department consisting of one individual working full-time for no more than 60 workdays (three months). The request is based on *agency need*, which, according to The Guide to Judiciary Policy, Volume 12, Chapter 5, Section 560.50.10, states "Court units are permitted to contract with temporary help service firms for the brief or intermittent use of the skills of private sector temporaries due to the absence of judiciary employees related to. . . a court unit's critical workload need that cannot be met with the court unit's current employees." The Guide to Judiciary Policy, Volume 12, Chapter 5, Section 560.50.20 stipulates that "The same private sector temporary may work at a court unit within the local commuting area for no more than 120 workdays (960 hours) in a 12-month period."

The award for this proposal will be made to the vendor whose technically acceptable proposal offers the lowest price to the Court. Please also include any other available discounts that will make your quote the most competitive.

Location:

United States District and Bankruptcy Courts
Human Resources Department
333 Constitution Avenue, NW, Suite 2712
Washington, DC 20001

Job Summary:

The temporary employee will provide assistance to the Human Resources Department supporting the United States District and Bankruptcy Courts for the District of Columbia. The temporary employee will report to the Human Resources Manager.



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Duties and Responsibilities:

The temporary employee will perform the following duties, which may include, but are not limited to:

- Manage all vacancies for the United States District and Bankruptcy Courts for the District of Columbia by ensuring positions are advertised according to the needs of the court unit, processing applications, scheduling interviews, administering tests (as requested), maintaining recruitment files, and corresponding with applicants.
- Scan and upload vacancy applications, interview responses, and all recruitment-related documentation to the network drive.
- Perform other duties as assigned in relation to recruitment.

Education and Experience:

- Possess a bachelor's degree from an accredited college or university.
- A minimum of two years of progressively responsible clerical or administrative experience.
- The ability to communicate effectively both orally and in writing.
- Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.
- Must exercise good judgment, flexibility, and initiative.
- Possess the ability to handle confidential information with tact and discretion.
- Must be able to pass a government background check (criminal records check).



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Additional Information:

1. The awarded contract will be for one temporary assistant position for 60 workdays (three months).
2. Provided candidates who show the greatest potential for full-time employment will be interviewed and selected by the Human Resources Manager of the United States District and Bankruptcy Courts to fill the position.
3. Any fees that would be associated with the permanent hire of the temporary employee by the United States District and Bankruptcy Courts should be included in the quote.
4. The temporary assistant will work Monday through Friday, 9:00 a.m. to 5:30 p.m. with 30 minutes for lunch on own time (work hours may be subject to change based on the needs of the organization).
5. The temporary assistant will not be permitted to work overtime.
6. The temporary assistant will be paid for actual hours worked (not paid for holidays or lunch breaks).
7. A fingerprint check will be conducted.
8. United States citizenship is required.
9. The temporary assistant is expected to start Tuesday, September 8, 2026.

Submit Proposals to:

Michael Bishop, Procurement Specialist
E. Barrett Prettyman U.S. Courthouse 333
Constitution Ave., NW Washington, D.C. 20001
E-mail: michael_bishop@dcd.uscourts.gov
Phone: 202-897-5277

Direct Technical Questions To:

Marion Boulden, Human Resources Manager
E. Barrett Prettyman U.S. Courthouse 333
Constitution Ave., NW Washington, D.C. 20001
E-mail: Marion_Boulden@dcp.uscourts.gov
Phone: 202-565-1355

Questions regarding this RFQ are due by 12:00 PM EST Monday, August 31, 2026

Final Proposals are due by 5:00 PM EST Wednesday, September 2, 2026.