A **'Right to Represent' (RTR)** is a statement from the candidate giving your company permission to represent them for this position. Please note, RTRs are posting specific, and unfortunately, we cannot accept "blanket" RTRs, meaning a RTR must be obtained for each posting to which the candidate is submitted. To be valid, the RTR must be completed from within the timeframe the posting was open to submittals, contain the posting ID number listed, and contain a statement of approval from the candidate giving your company permission to submit. Please attach this document into the candidate's profile in dotStaff™ at the time of submission.

Process for completing RTR:

1. Send email to Contractor requesting ability to submit
2. Contractor acknowledges request and gives approval to submit for dotStaff™ Posting ID 'X'
3. Copy and Paste email (showing timestamp and email accounts) into .doc, .docx, or .pdf
4. Title document in the following format, "Posting #XXXXX"
5. Attach file to Contractor Profile in dotStaff™ VMS

Example Statement from Contractor:

"I, John Doe, give "Company Name", permission to submit my resume to Posting ID 12345 and I fully understand and agree to the hybrid work environment."

From: Candidate Name <email@email.com>
Sent: Monday, March 22, 2021 11:08 AM
To: Supplier Company Contact <contact@suppliercompany.com>
Subject: RE: MIMSP Right to Represent – Posting ID 12345

I "Candidate Name", give "Supplier Company Name", permission to submit my resume to Posting ID 12345 and I fully understand and agree to the hybrid work environment.

Thank you,

Candidate Name

From: Supplier Company Contact <email@suppliercompany.com>
Sent: Monday, March 22, 2021 10:50 AM
To: Candidate Name <email@email.com>
Subject: MIMSP Right to Represent – Posting ID 12345

Please confirm that "supplier company name" has the right to submit you for consideration to the .Net Developer position at "State Agency name" under posting ID 12345. This also acknowledges a hybrid work environment which will require onsite presence two (2) days per week, effective immediately upon start of the assignment. Additionally, I acknowledge the State reserves the right to modify the work schedule at any time throughout the duration of the assignment.

Thank you,

Supplier Company Contact Name