



Guide to Contingent Labor Management

A COMPREHENSIVE CHECKLIST

In today's dynamic business environment, effectively managing contingent labor has become essential for your organization's success. This thorough checklist includes proven strategies across four dimensions of contingent workforce management to show you how to maximize value while minimizing risk. Whether you're looking to establish a new program or enhance existing processes, our actionable guidance will help you transform your temporary labor strategy from a cost center into a strategic advantage.

Guide to Contingent Labor Cost Savings



- ☐ Define clear job requirements and success metrics before sourcing begins
- ☐ Establish standardized job classifications with fixed rate cards
- ☐ Consolidate your supplier base and leverage volume discounts
- ☐ Implement VMS technology for spend visibility
- ☐ Create consistent onboarding/offboarding procedures
- ☐ Develop clear SOWs with measurable deliverables for project-based work

Program Optimization Strategies



- ☐ Analyze spend patterns quarterly to identify optimization opportunities
- ☐ Build pre-qualified talent pools for high-demand, frequently filled positions
- ☐ Consider direct sourcing options for specialized roles
- ☐ Implement a total workforce management approach (blending FTE/contingent strategies)
- ☐ Establish regular business reviews with key suppliers
- ☐ Measure and reward supplier performance against agreed KPIs

Engagement Best Practices



- ☐ Monitor time tracking against project milestones
- ☐ Conduct regular pay rate and bill rate benchmarks against market standards
- ☐ Review overtime authorizations and implement approval workflows
- ☐ Evaluate tenure management to avoid co-employment risks
- ☐ Implement regular performance evaluations tied to contract terms
- ☐ Standardize extension request processes with lead time requirements

Risk Mitigation Essentials



- ☐ Verify consistent classification practices (W2 vs. 1099)
- ☐ Ensure compliance with regional labor regulations and tax requirements
- ☐ Maintain clear documentation of worker status
- ☐ Implement consistent offboarding protocols, including system access removal
- ☐ Conduct regular audits of supplier compliance based on contractual terms
- ☐ Create contingency plans for critical contract roles

Why Partner with Acara Solutions for Your Contingent Labor Needs

Implementing these best practices requires expertise, technology, and dedicated resources. By partnering with Acara Solutions, you gain more than just a service provider—you secure a strategic ally committed to optimizing your contingent workforce program for success.

Our comprehensive approach delivers measurable advantages through:

Simplified Management and Enhanced Bargaining

Power: We consolidate your vendor network into a single, trusted partnership, dramatically reducing your administrative burden while leveraging our market position to secure preferential rates and terms across all contingent labor categories.

Superior Talent Acquisition: Our recruitment expertise and extensive talent networks provide access to high-quality candidates often missed by traditional recruitment channels. We combine deep market intelligence with salary benchmarking to make competitive and cost-effective hiring decisions.

Scalable Innovation Without Capital Investment:

Partnering with Acara gives you access to cutting-edge workforce technologies and flexible staffing solutions that adapt quickly to changing business demands—all without the investment or internal restructuring typically required.

Financial Optimization: Our contract expertise delivers immediate savings through volume discounts, standardized rate cards, and strategic term negotiation, while our compliance monitoring protects your organization from costly regulatory risks.

Operational Excellence: Experience transformative efficiency gains with Acara's streamlined processes that reduce time-to-hire and administrative burden, allowing your team to refocus on strategic initiatives while we handle the complexities of contingent workforce management.

Acara Solutions doesn't just help you manage contingent labor—we elevate your entire approach to workforce optimization, delivering measurable value and a competitive advantage in today's challenging talent landscape.

Interested in learning more about Hybrid MSP or MVP solutions?

Contact us today!

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Learn more about Acara Solutions
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