



Georgia SRP Transition Update

Presented by Computer Aid, Inc.
October 9, 2019



Agenda

- Introductions
 - Tim Brodrick: GA Lead Program Manager
 - Susan Lewis-Yizar: GA Account Manager
- Screening Process Overview
- Compliance
- Transition Updates
- Transition Process Overview
- Best Practices
- Communications
- Q&A

Screening Process Overview

- **3 Day SLA: Includes day req released**
 - Candidates should be prepared to receive screening call at any point during this time
- **CAI Screening Process**
 - **Candidate profile/resume review:** CAI calls candidates matching req criteria (if RTR received and rate is compliant)
 - **Screening call:** CAI confirms SRP representation, candidate location, interview/start availability, communication skills, skills/experience validation
 - If candidate misses CAI's call... Urgency is KEY!
 - **CAI forwards the Top 3-5 candidates per opening**
 - CAI team notifies SRPs representing selected candidates via VectorVMS notification
 - If you do not receive a VectorVMS notification, your candidate was not presented to the client
 - Req moves from **Open** to **Interviews Occurring** once notifications sent to SRPs of selected candidates

Compliance

- Please carefully review Compliance section of every req
 - Agency/Req-specific compliance items listed
- eVerify
- Background Checks: **NATIONAL** (not Federal- there is a difference)
 - 7 year background check
 - Must upload summary of findings for ALL included/required items
 - IF you choose to use InfoCubic, use “US Criminal Record Locator”
- **ACA & GA Sexual Harassment Policy Acknowledgement Templates**
 - Templates attached in **Compliance** section of all VectorVMS reqs
 - **ACA**: Only check one box, not both

Transition Updates

- **TRANSITIONS ARE UNDERWAY!!!**
- **Candidate Pay Data:** If you haven't provided pay data, please do so NOW!
- **CAI confirming transition approach and dates for all remaining agencies**
 - Some agencies transitioning contractors individually, other agencies all at once
- **Rate methodology developed along with, and approved by DOAS**
- **Transition Deadlines:**
 - **T&M Transitions:** ALL must be completed by **12/31/2019**
 - **No time entry will be permitted in Covendis system after 12/31/2019**
 - **SOW Transitions:** Targeted to be completed by **12/31/2019**
 - Exceptions will only be granted due to funding restrictions, or with State approval

Transition Process Overview

- **Process Overview**
 - Data collection efforts for agencies and SRPs wrapping up
 - Data review & rate finalization with agencies underway
 - Transition rates MUST comply with terms of contract.
 - Rates listed in transition reqs represent final State procurement decisions.
- **Transition req released to SRP for candidate submission**
 - **Transition reqs include:** Agency, Job Title, Candidate 1st Initial and Full Last Name
 - **SRP needs to submit:** Candidate Profile, Resume and all Compliance items
 - **Background Checks:** New background checks needed for all contractors due to differences in contractual requirements from old contract vs. new.
 - **ACA Acknowledgement Form:** Please only check 1 box, not both
- **Candidate submission reviewed and processed by CAI**
- **Engagement finalized in VectorVMS**
 - Login credentials sent directly to candidate's personal email address

Best Practices

- **Proactive Recruiting**
 - Use The Weekly Update
 - Upcoming reqs
 - Core skillset trends
- **Candidate Resumes: Make sure all req-specific experience is included**
 - Be sure to use resume template found on SRP Portal site
- **Candidate Education and Awareness**
 - Educate candidates on process and what to expect
 - Make sure candidate is expecting our screening call within 3 day window
 - Urgency is important
 - Provide candidate with job description, location, pay rate and other details
 - **Interview Prep:** Make sure candidate researches client's business
- **Please be responsive to information requests, requests for action throughout the process etc.**

Communications

- CAI Points of Contact
 - Local CAI Team:
 - GA Lead Program Manager: Tim Brodrick: Timothy.Brodrick@cai.io
 - GA Account Manager: Susan Lewis-Yizar: Susan.Lewis-Yizar@cai.io
 - For questions pertaining to specific VectorVMS reqs, or to check the status of submitted candidates, please contact the CAI team member listed as the point of contact for that specific req
 - Transition Team:
 - Service Delivery Manager: Scott Edwards: Scott.Edwards@cai.io
 - Sr. Contract Manager: Amy MacDonald: Amy.Macdonald@cai.io
 - General Contract Questions or VMS Support
 - SRP Help Desk: MSP_VendorMgmt@compaid.com
 - SRP Portal Site: <http://georgia.compaid.com/>
 - We want to hear from you! General Questions, Feedback, Challenges with particular reqs
 - Email is the best method to contact team

Thank You!