

# Helpful Hints for the Supplier Network

## Receiving Job Requirements

### Email notifications sent via VectorVMS.

- Make sure your email address is complete and accurate so you receive all VectorVMS notifications.
- Check your Spam filter to make sure the notifications were not sent there.

The IT Pipeline Contract has a 95% CBE commitment. Requisitions will be distributed to the CBE community initially and will be open to all other suppliers as needed.

Following the closing of the requisition, CAI screens candidates and forwards qualified candidates within three business days.

## Submitting Candidates

### Candidate Preparation

- No SUBLAYERING is allowed – 1099 or W-2 is OK. 1099s have to be paid to an individual (SSN vs. EIN).
- Send a copy of the job description from VectorVMS.
- Share position details – name of organization, length of project, skill sets, location, etc.
- Discuss and finalize rates with your candidate prior to submittal.
- Discuss whether you or the candidate will be responsible for any expenses incurred for travel to/from interviews with the agency, if a face to face interview is required, etc.
- Inform them that CAI will be calling them directly regarding the position to validate their qualifications.
- Be certain they can validate that your company has the authority to represent them for the position.

### Email Address

- Enter a valid email address for candidates. VectorVMS sends automatic emails to the address provided.

### Phone Number

- The CAI Contract Manager will call candidates directly. If a phone number is not provided, your candidate WILL NOT be considered.

### Summary of Qualifications

- Use this field to “sell” your candidate to the CAI Contract Manager and Program Manager.

### Required/Desired Skills

- Provide accurate responses to the list of skills on the requirement. CAI Contract Manager will validate the skills listed with the candidate.

### Resume

- Complete the resume template and remove any candidate/vendor contact information prior to submittal. List the candidate’s experience with each of the required/desired skills.

### Electronic Right to Represent

- Each candidate must have submitted a properly completed Electronic Right to Represent to the [DC.RTR@cai.io](mailto:DC.RTR@cai.io) mailbox at the time of screening. The E-RTR MUST come from the candidate’s personal email address listed in VectorVMS. If not, your candidate WILL NOT be considered.

## Onboarding

- Onboarding requirements for candidates selected for engagement will be listed within the VectorVMS requirement. Some agencies may have more thorough requirements than others. The CAI Contract Manager will work with you to ensure that all required items are completed by the time the candidate begins the assignment.

## Staying Informed

### CAI Broadcasts via VectorVMS

- Weekly updates listing open requirements with a ranking of HIGH, MEDIUM, or LOW priority, as well as upcoming needs.
- Ad-hoc communications requesting candidate availability for potential opportunities.