

Guidelines for Successful Submissions

Utah IT Managed Services Provider Contract · Managed by CAI · Effective June 2026

SUBMISSION CHECKLIST Every submission requires ALL of the following:

- CAI Resume Template** — contact info removed; skills experience listed
- CAI Candidate Cover Sheet** — all 6 sections completed
- E-RTR PDF** — full email thread saved as PDF, uploaded to candidate's VMS profile
- Candidate email address, phone number, and day & month of birth** entered in SimplifyVMS

01 Receiving Jobs & Preparing Your Candidate

- ✓ **Opt In** to the requisition in SimplifyVMS before submitting. You have **7 calendar days** from posting to submit at your best rate.
- ✓ Job postings include full position details, local/remote requirements, max bill rate, and minimum qualifications, plus desired skills.
- ✓ Candidate prep (do before completing any documents): share the job description; align on rate, employment type (W-2/1099), and payment schedule; confirm interview travel responsibility; inform them CAI may call directly to validate qualifications.
- ✓ Limit: **2 submissions per supplier per req** — submit only your best. **Only 1 layer of subcontracting** is permitted.

Timeline: Offer process ~30 days + background check and onboarding ~2 weeks. Candidate must be able to wait 6–8 weeks. Confirm in **Cover Sheet \$5**.

02 Completing the Submission Package

Resume: Use the CAI Resume Template only. Remove all candidate contact information. List actual years of experience per required and desired skill.

Candidate Cover Sheet: Required for every submission — all 6 sections must be complete:

1	Req & Resource Details	Req number, agency, candidate name, location, interview availability, employment type, sub-vendor, availability / start date.
2	Subcontracting	Confirm one (1) layer only. Acknowledge IRS compliance for 1099/W-2.
3	Candidate Qualifications	Key engagements (last 2 yrs), State of Utah work history, relevant experience, recruiter highlights / notes.
4	Interest & Competing Offers	Why candidate wants role; status in other active processes.
5	Availability Confirmation	Confirm candidate accepts ~30-day offer + 2-week onboarding. Document any planned time off.
6	E-RTR Tracking	Record E-RTR email sent/confirmed dates. Confirm PDF uploaded to VMS. See E-RTR steps below.

Electronic Right to Represent (E-RTR) Follow all 4 steps, in order, for every submission:

1	Prepare Email	Subject line: AGENCY NAME – REQ TITLE AND ID # (exact format, no changes).
2	Complete Form	Fill in ALL required/desired skills with candidate's actual years of experience. Attach to email.
3	Candidate Reply	Candidate replies to original thread (not a new email) with full legal name as on govt-issued ID.
4	Save & Upload	Save entire thread (incl. attachments) as one PDF. Upload to candidate's VMS profile BEFORE submitting.

E-RTR reminders: Reply must be on the **original thread** — not a new email. Full legal name must **exactly match** govt-issued ID. Save the **complete thread + attachments** — candidate reply alone is not sufficient. Upload PDF to VMS **before** submitting.

03 Submitting in SimplifyVMS

- ✓ Enter the candidate's **email address** (used for automated onboarding notifications — do not use supplier email), **direct phone number** (not supplier's — CAI may call directly; **missing numbers may disqualify the candidate**), and **day & month of birth**.
- ✓ Provide accurate responses to all skill questions — responses are validated against the resume and E-RTR. Submit your **best bill rate** — you cannot exceed the max rate listed.
- ✓ Attach: **CAI Resume Template** and **CAI Candidate Cover Sheet** to the submission. Upload the **E-RTR PDF** to the candidate's VMS profile (separate from the submission attachments).

04 Candidate On-Boarding

- ✓ e-Verify: **Initial Case Result** required within **3 days** of engagement start date.
- ✓ Some agencies require additional onboarding items — these will be listed in the requirement in SimplifyVMS.
- ✓ Once all onboarding documents are collected, upload to the candidate's VMS profile and notify the associated CAI Account Manager.

Questions? Contact the CAI MSP Help Desk: Utah.Help@cai.io — Account Manager is also available to assist directly.