

Utah IT MSP Contract

Managed by CAI

Utah IT Contingent Staffing Services Contract T&M Requisitioning Process

The following narrative describes the T&M requisitioning process for the Utah IT Contingent Staffing Services Contract, overseen by Computer Aid, Inc. (CAI).

Step 1: Once the requirement is complete and approved, the CAI Contract Manager releases the requirement to the Supplier network via the web-based Vendor Management System (VMS).

Step 2: Supplier reviews the requirement. If the Supplier has resources who they feel fit the description of the need, they will submit their information and resumes through the VMS.

Step 3: The CAI Contract Manager monitors the online tool and receives all submitted resumes from the Supplier network.

Step 4: The CAI Contract Manager reviews the resumes and selects a group of resumes to present to the Agency Authorized User, based on skill and experience match and availability. The CAI Contract Manager then forwards the resume matches the Authorized User for review. Please note: This must happen within the required time frame identified in the contract's service level agreements.

Step 5: The Agency Authorized User reviews the forwarded resumes and selects an appropriate number of resources to interview.

Step 6: The Agency Authorized User then notifies the CAI Contract Manager of his or her selection.

Step 7: The CAI Contract Manager notifies the selected Supplier/candidate and coordinates interviews with the Agency Authorized User and interview committee.

Step 8: The Agency Authorized User and committee interviews the candidate by phone, web meeting, or in-person.

Step 9: The Agency Authorized User and committee score the candidates interviewed. DTS Contracts is then notified once all interviews and scoring are complete.

Step 10: DTS Contracts compiles the final Scorecard results with cost included, and notifies the Agency Authorized User and CAI.

Step 11: The CAI Contract Manager receives the justification documentation.

Step 12: The CAI Contract Manager then notifies the Subcontractor Network that a candidate has been selected, and extends the position offer to the selected supplier. The CAI Contract Manager also ensures that all applicable background checks, drug tests, and all other on-boarding tasks are completed.

Step 13: The Supplier of the selected candidate notifies the candidate of selection and provides all job details to the candidate. The Supplier also assists the candidate in completing all on-boarding activities (i.e. background checks and drug tests).

Step 14: The CAI Contract Manager forwards final hire details to the Agency Authorized User and Supplier.

Step 15: The candidate begins work.