



IT Contingent Labor MSP
Managed by CAI

VA-210625-CAI

Program Overview

Presented by Computer Aid, Inc.

September 30th, 2021

Meeting Logistics

- Phone lines are muted
- Session is being recorded
 - Presentation and recording will be emailed to attendees and posted in VectorVMS
- Submit questions through Teams Chat feature
 - We will attempt to answer all questions but may hold questions for additional follow up
- Questions after the webinar can be submitted to CAI help desk: VAITCL.Help@cai.io

Agenda

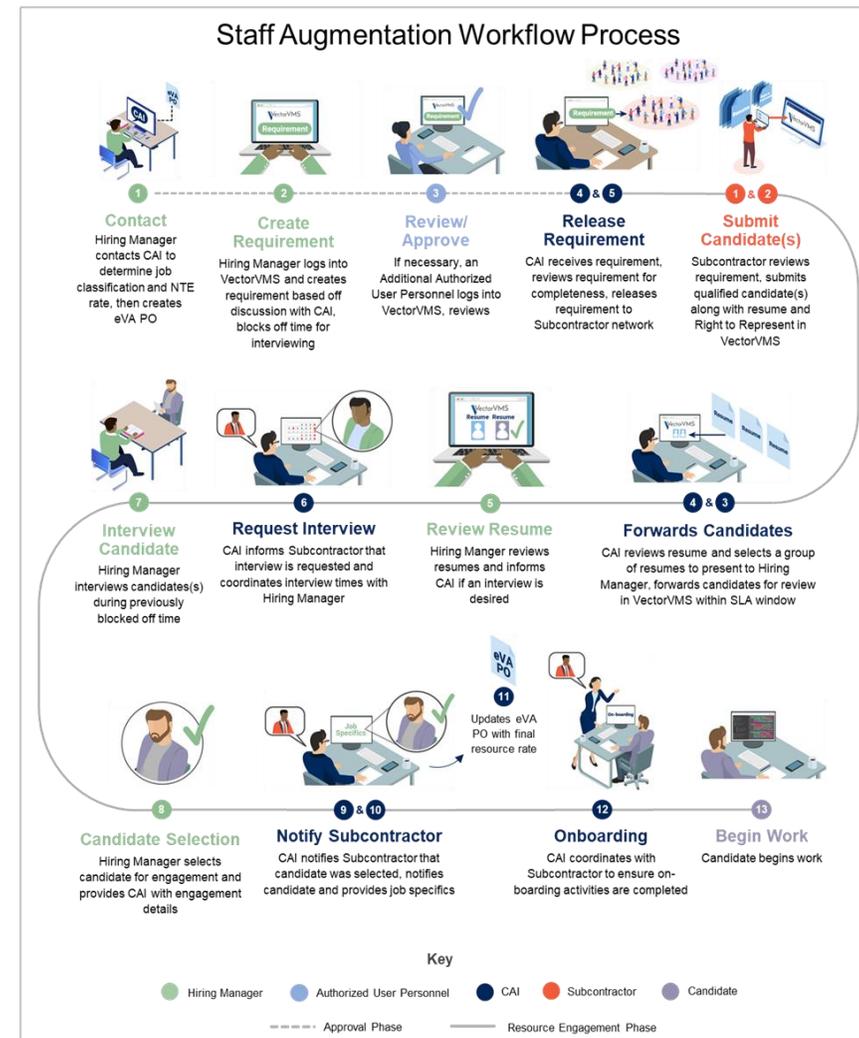
- Introductions – CAI Team
- Program Overview
- Transition Overview
- Re-Enrollment Process
- Staff Augmentation Transition
- Statement of Work (SOW) Transition
- Best Practice Reminders
- Implementation Key Dates
- Q&A

Introductions – CAI Team

- Linda Leiby – CAI Vice President CWS
- Chris Tilley – CAI Director of CWS Operations
- Christy Butcher – CAI VAITCL Program Manager

Program Overview – What remains the same?

- Same system – VectorVMS
- Same login credentials
- Same Richmond-based CAI account team
- Staff Aug and SOW options



Program Overview – New contract benefits

- New job titles to meet agency demand
 - Data Analyst
 - Data Scientist
 - Datawarehouse/BI Developer
 - UI/UX Designer and Developer
 - AI and Robotics Engineers
- New staff augmentation rate card
 - Not to exceed rates updated based on current market salary data
 - Rate reductions to COVA through reduced MSP fee
- Reduced and tiered MSP fee for SOWs (includes eVA and IFA fees)

Program Overview – What changes?

- Focus on increased competition and SWaM Spend
 - SWaM only option for staff augmentation and SOW requirements
 - SWaMs still receive 48-hour head start on requirements released to full network
 - New exception process for staff augmentation named resources or SOWs
 - Approval by agency CIO
 - Signed exception form uploaded by agency as attachment to VectorVMS requirement
 - Signed exception form also emailed to VITA
 - Exception reporting to CIO of the Commonwealth
- Increase in SOW limit from \$2M to \$3M
- Focus on vendor participation
 - Vendor participation response on every requirement
 - Tracking and reporting on vendor participation
- Compliance fee for re-enrollment due to lapsed contract documentation

Program Overview - On-boarding requirements

- New Contractor Code of Conduct
- Standard background check run by vendor
 - County criminal search – 7 years
 - Statewide criminal search – 7 years
 - Federal criminal search
 - Sex Offender Registry search
 - Social security trace
- E-Verify
- Other agency specific on-boarding requirements

Transition Overview

- All staff augmentation vendors must re-enroll with CAI from 10/1/21 – 10/31/21
- All current SOW vendors must be requalified to participate
 - Qualification questionnaires emailed on 10/1/2021
 - Vendor responses due by 10/25/2021
 - CAI notifies vendors of decisions by 11/30/2021
 - Vendors complete enrollment in Supplier Management Portal by 12/31/2021
- Vendors with active staff augmentation or SOW engagements will be prioritized
- All staff augmentation and SOW engagements will be transitioned to new contract effective 1/1/2022
- New VectorVMS requirements (staff aug) and POs (both staff aug and SOW) required for all engagements
- Transition activities occur 10/1/2021 – 12/31/2021
- Freeze on new staff augmentation and SOW requirements from 12/1 – 12/31

Re-Enrollment Process

- New criteria for participation document and subcontractor agreement available 10/1/2021 on VAITCL website: <https://cai.io/msp/virginia>
- All enrollment activities handled within CAI's Supplier Management Portal: <https://cai.service-now.com/sm>
- Vendors already enrolled in Supplier Management Portal will use same login credentials
 - All active vendors were sent login credentials in February
 - For assistance logging into Supplier Management Portal: SMPortal.Help@cai.io

Re-Enrollment Process

- Re-enrollment process overview:
 - Vendors who are already enrolled/active in the Supplier Management Portal will only need to submit new subcontractor agreement and new insurance certificate
 - On 10/1, these items will be marked as “Expired” within the Portal and a notification will be distributed to your portal administrators:

End Date
2021-08-03 
2021-08-03 

- Submitting these items will clear the flag and indicate successful re-enrollment
 - Those who did not previously enroll in the Portal will need to supply all required documentation
- Vendors with engaged resources must submit these documents by 10/31/2021
- Questions related to enrollment documents should be directed to the “Contact Us” link within the Supplier Management Portal

Vendor Enrollment - New subcontractor agreement

- New \$1M Cyber Liability insurance requirement
- Increase from \$1M to \$2M for E&O insurance
- Change in payment terms
 - Standard payment term is seven days of receipt of payment from COVA
 - 15-day payment term offered for 1% fee
 - 2-day payment term offered for 3% fee
- Limitation of liability terms remain the same
- New Conflict of Interest policies
 - Owner-operated vendors restricted from placing resources at the agency where they are engaged as contractor
 - COVA employees with any interest in a staffing firm enrolled in the program restricted from placing resources at the agency where they are employed
 - Current engagements grandfathered – **details pending**

Staff Augmentation Transition

Staff Augmentation Transition Activities	Schedule
CAI provides spreadsheets to agencies listing current engagements and new contract rates	10/04/21 – 10/15/21
Agency confirms contractor list and rates	10/04/21 – 10/15/21
CAI creates new requisitions in VectorVMS	10/19/21 – 11/16/21*
Agency submits new PO to CAI reflecting new contract number and revised rate	No later than 11/19/21*
Vendors submit candidates against new requirements	11/19/21 - 12/31/21*
CAI creates new engagements	11/19/21 - 12/31/21
Contractors begin work on new engagements	1/1/22

*Contractors starting after 11/19/21 under the current contract will also need new requirements, POs and engagements prior to 12/31/21 to transition to the new contract

Statement of Work (SOW) Transition

SOW Transition Activities	Schedule
CAI works with agencies to review outstanding milestones on current SOW engagements	11/01/21 – 12/01/21*
CAI drafts Change Orders on active SOWs documenting transfer of the SOW under the new contract and reduced payments on outstanding milestones	11/15/21 - 12/31/21*
CAI and agencies execute Change Orders	11/15/21 - 12/31/21*
Agency submits new PO to CAI reflecting new contract number and outstanding milestone payments at reduced amounts	11/22/21 - 12/31/21*
CAI executes Change Order with vendor	12/01/21 - 12/31/21
CAI revises VectorVMS engagements for remaining milestone payments	12/01/21 – 12/31/21
Vendor begins submitting milestones under new engagement	1/1/22

*O&M SOW engagements can be transitioned earlier due to fixed payment schedule. Other SOWs will be reviewed for outstanding milestones on 12/01/21

*SOWs executed and engaged under the current contract in December will still need Change Orders, new POs and engagements by 12/31 to transition under the new contract

Best Practices

- Keep contact info in Vector updated and respond quickly to all CAI emails
- Follow established workflows
 - Do not provide resumes directly to agencies
 - Do not quote rates to agencies
- Sell your candidates to CAI by providing notes in the “Summary of Qualifications” section in Vector
- Carefully screen your candidates for remote vs. onsite work requirements
- Do NOT allow staff augmentation or SOW contractors to start work until authorized by CAI
 - All compliance items must be completed
 - Engagement must be finalized in VectorVMS
- Ensure contractor timesheets are entered by 12pm on Mondays
- Notify CAI Contract Manager immediately if contractor has resigned or is no longer working
- Track SOW milestones against contracted schedule and notify CAI of needed Change Requests to adjust schedule

Implementation – Key dates

Event	Target Date
Program Overview Session – Vendors	September 30, 2021
Staff Augmentation Vendor Re-enrollment Begins	October 1, 2021
SOW Vendor Qualification Kickoff	October 1, 2021
Deadline for SOW Qualification Responses	October 25, 2021
Deadline for Staff Augmentation Vendor Enrollment	October 31, 2021
Deadline for Staff Augmentation Transition POs from Agencies	November 19, 2021
SOW Vendor Qualification Complete	November 30, 2021
Freeze on New Staff Augmentation Requisitions / SORs	December 1, 2021
Statement of Work Transition Kickoff	December 1, 2021
Deadline for SOW Vendor Enrollment	December 31, 2021
Deadline for Statement of Work Transition POs from Agencies	December 31, 2021
Go-Live of New Contract	January 1, 2022

