



ITCL statewide contract fact sheet for Virginia private non-profit institutions of higher education

Background:

Virginia Information Technologies Agency's (VITA) statewide contracts are now available to Virginia's private non-profit institutions of higher education. VITA has central IT procurement authority for the Commonwealth of Virginia and one of VITA's duties is to compete and create statewide contracts that leverage the state's buying power. This allows VITA to provide easy to use, pre-competed contracts for state government agencies and other public bodies in Virginia, such as cities, towns and state institutions of higher education. As of July 1, 2014, the Code of Virginia was amended to allow private institutions of higher education chartered in Virginia and granted tax-exempt status under 501(c)(3) of the Internal Revenue Code to utilize VITA's contracts.

What is available in the ITCL contract (VA-130620-CAI)?

This agreement utilizes a managed service provider (MSP) that provides IT hourly based resources. Users work directly with the MSP, Computer Aid, Inc. (CAI). CAI provides a lifecycle of services that compete, select, engage, on-board, manage and off-board IT contingent resources. CAI develops, maintains and manages an extensive network of subcontractors that provide the resources based on user requirements. The hiring managers control the selection of the resource(s), choosing from the top pre-screened resumes.

When to use the contract?

When you need IT skills that are paid on an hourly basis, this agreement provides:

- A prime contractor that manages the contractor lifecycle for you - providing you the benefit of their expertise and experience in locating IT contractors in Virginia.
- The benefit of competition because each request is competed among the CAI's large subcontractor network - CAI does not provide its own resources.
- Quick and consistent process that levels the playing field for subcontractors.
- Pre-structured, yet flexible job classifications and rate card based on required IT skills and experience with the flexibility to meet current and emerging needs.

How do the services work?

- Computer Aid (CAI) will assist you with the initial preparation and set up needed to utilize the contract, including the Web-based system that supports the processes (PeopleFluent).
- Based on the skills you need, determine the job classification and enter the requirements into the PeopleFluent system (Contact CAI for assistance).
- Issue a PO to CAI.
- Review the resumes of candidates submitted to fill the request and interview candidates, if desired.
- Make selection of the best candidate to fill the position and inform CAI account manager of decision.
- Adjust purchase order if necessary; assist CAI with on-boarding the resource.
- Approve timesheets each week in the PeopleFluent system.
- Pay invoices monthly (please note: payment terms are net 30 days)
- Inform CAI when the work is completed or it is time to terminate an engagement, assist with off-boarding.
- Complete customer survey at end of engagement.

Workflow Process Overview:



How to get started:

Please set up an initial meeting with CAI to discuss your needs, including:

- User set-up within the PeopleFluent System
- Invoicing and tax
- Resource on boarding and selection criteria
- Background check requirements
- PeopleFluent access and training

More information:

Process documents, policies, rate card, job descriptions and additional information is available through VITA website, see User Resources at this link:

<https://www.vita.virginia.gov/supply-chain/it-contingent-labor/>

- Contract: <http://vita2.virginia.gov/procurement/contracts/docs/abstracts/va-130620-cai.pdf>
- Computer Aid's Account Executive, Christy Butcher at 804-288-4320 or Christy.Butcher@cai.io
- VITA questions: SCMInfo@vita.virginia.gov