



VITA Guidance on using IT Contingent Labor Services

Guidance on using the services of IT Contingent Labor through eVA

Orders for IT contingent labor must be routed to VITA for review and approval. The process for acquiring an IT Contractor is as follows:

- Hiring Manager gains internal approval for acquiring IT contingent labor. For requests related to major projects, the hiring manager obtains necessary project approval and includes contractor hiring needs in IT procurement portion of IT strategic plans.
- Contact Computer Aid, Inc. to determine the job classification for the resources needed. Based on the not-to-exceed hourly rate for the job classification and the number of hours needed the purchase requisition is entered into the eVA system
- For public bodies that do not utilize eVA the PO is obtained via the appropriate process and faxed to CAI.
- The hiring manager logs into the Peopleclick online tool and creates a new requirement, entering the PO number and customizing the generic job description to include additional required/desired skills. The hiring manager completes the engagement process utilizing the Peopleclick tool.
- Contact Computer Aid, Inc. for Statement of Work (SOW) based engagements. The hiring manager completes the Statement of Requirements (SOR) and submits to CAI. After the subcontractor is selected, the hiring manager creates the eVA requisition and attaches the completed SOW.

In the eVA requisition,

- **Vendor:** Computer Aid, Inc.
 - **Vendor Contact:** Computer Aid, Inc.
 - **Commodity Code:** 96269
 - **Quantity and Price:** [in accordance with the IT Contingent Labor contracted rate card]
 - **Contract Number:** VA-051123-CAI
 - **Bill-to Address:** Agency, Institution or Locality placing order
 - **PO Category:** VR1
 - **Description:** <Sample description for contractor> IT Services for 1920 hours in accordance with the terms and conditions of the above referenced contract: FROM: 01/01/2011 – 06/30/2011; Consultant's Name: [name]; Title: [job title, e.g., Business Analyst]; Rate of Pay: [hourly amount]
 - **Description:** <Sample description for SOW> IT Services for [Title of Project]: accordance with the terms and conditions of the above referenced contract: FROM: 01/01/2012 – 06/30/2012; Subcontractor's Name: [name]; SOW Total: [Total engagement cost]
 - If the requisition is for an SOW, attach the statement of work.
- The VITA IT Contingent Labor Program Manager reviews the request and communicates with the hiring manager.
 - If total requisition cost is \$100,000 or greater, the request is submitted for CIO approval. (The requisition follows the approval workflow in eVA set up by the agency and VITA.)
 - Upon completion of the eVA approval process, a PO is created by eVA to Computer Aid, Inc. for the agreement amount.
 - Computer Aid, Inc. invoices the public body per the fee and payment schedule in the PO.

For VITA IT Contingent Labor processing support, please contact Computer Aid, Inc. at 800-635-5138

For VITA IT Contingent Labor program information, see the VITA website at:
<http://www.vita.virginia.gov/scm/default.aspx?id=11906>