

IT Contingent Labor Exception Form For Executive Branch Agencies



Prior to completing this form, please review the IT Contingent Labor Policy found on the User Resources page under [VITA ITCL Policy](#).

For Staff Augmentation requisitions, please complete, sign, and attach this form in the Vector "Justification Attachments" section on the requisition "Approval" screen before submitting your requisition to CAI.

Step-by-step instructions for submitting/attaching the completed and signed form in Vector may be found on the User Resources page under [ITCL Instructions to Attach Exception Form](#).

For named Statements of Work (SOWs), email the completed and signed form to the CAI account manager.

Date:

Agency:

Contact name:

Email address:

Phone number:

Choose one of the following:

Staff Augmentation: Non-Standard Job Title

Staff Augmentation: Rate Exception – Standard Job Title

Statement of Work: Named Resource/Supplier

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JUSTIFICATION - STAFF AUGMENTATION: NON-STANDARD JOB TITLE

1 - What is the job title you are hiring for?

2 - Provide a description of job responsibilities.

3 - Document your research and the negotiations you conducted to prove the price of the staff augmentation resource is fair and reasonable.

JUSTIFICATION - STAFF AUGMENTATION: RATE EXCEPTION – STANDARD JOB TITLE

1 - What is the job title you are hiring for?

2 - What is the Not to Exceed Rate on the Rate Card?

3 - What rate have you negotiated?

4 - Document your research and the negotiations you conducted to prove the price of the staff augmentation resource is fair and reasonable.

5 - What is the justification to support the rate being paid?

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JUSTIFICATION - NAMED SOW

1 - Explain why this is the only SOW supplier that can meet the needs of your agency.

2 - Document your research and the negotiations you conducted to prove the price of the SOW supplier is fair and reasonable.

Signed: _____
Agency head

Date: