VA-210625-CAI

Program Overview

Presented by Computer Aid, Inc.

September 28th, 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
- 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 of 4.75% (includes eVA and IFA fees)

- Reduced and tiered MSP fee for SOWs (includes eVA and IFA fees)

<table>
<thead>
<tr>
<th>Contract Annual Spend Amount</th>
<th>MSP Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $20 million</td>
<td>6.25%</td>
</tr>
<tr>
<td>$21 - $50 million</td>
<td>6.00%</td>
</tr>
<tr>
<td>Over $50 million</td>
<td>5.75%</td>
</tr>
</tbody>
</table>
Program Overview – What changes for agencies?

- Focus on increased competition and SWaM Spend
  - SWaM only option for staff augmentation and SOW requirements
  - New exception process for named resources or SOWs
    - Approval by agency CIO
    - Signed exception form uploaded as attachment to VectorVMS requirement
    - Signed exception form also emailed to SCMInfo@vita.virginia.gov
    - Exception reporting to CIO of the Commonwealth

- Policy and process changes
  - Increase in SOW limit from $2M to $3M
  - COVA Contractor Code of Conduct as new on-boarding document
  - Request for one agency POC responsible for tracking contractor POs, extensions, timesheets
Program Overview – What changes for vendors?

- New Subcontractor Agreement with CAI
- New $1M Cyber Liability insurance requirement
- Increase from $1M to $2M for E&O insurance
- Change in standard payment terms
  - Seven days of receipt of payment from COVA
  - Prompt pay of CAI invoices by agencies is critical
- New Conflict of Interest policy
  - Owner-operated vendors restricted from placing resources at the agency where they are engaged as contractor
- Participation response tracking on every requirement
- Vendor and contractor agree to comply with new Code of Conduct
Transition Overview

- All staff augmentation and SOW engagements will be transitioned to new contract effective 1/1/2022
- New VectorVMS requirements and POs required for all engagements
- Transition activities occur 10/1/2021 – 12/31/2021
- CAI outreach in October to confirm agency specific process:
  - User lists
  - Approval workflows
  - Invoicing process
  - On-boarding requirements
- CAI works with agencies in October to identify transitioning resources and SOWs
- Freeze on new staff augmentation and SOW requirements from 12/1 – 12/31
- Large volume of POs to be generated in November and December – agencies must plan accordingly, especially considering the holidays
## Staff Augmentation Transition

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

*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

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

*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

- Follow established workflows
  - Do not post positions outside of VectorVMS
  - Do not accept resumes/SOWs directly from Vendors
- Interview candidates quickly!
- Contractors cannot begin working until authorized by CAI
  - PO must be executed
  - Engagement must be finalized in VectorVMS
- Approve timesheets no later than COB each Tuesday
- Notify CAI Contract Manager immediately if contractor is being terminated, has resigned, or is no longer working
- Process invoice payments in a timely manner
- Proactively track contractor hours to monitor PO funds
# Implementation – Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview Session – Agencies</td>
<td>September 28, 2021</td>
</tr>
<tr>
<td>Program Overview Session – Vendors</td>
<td>September 30, 2021</td>
</tr>
<tr>
<td>Vendor Re-enrollment Begins</td>
<td>October 1, 2021</td>
</tr>
<tr>
<td>Staff Augmentation Transition Kickoff</td>
<td>October 1, 2021</td>
</tr>
<tr>
<td>Statement of Work Transition Kickoff</td>
<td>November 15, 2021</td>
</tr>
<tr>
<td>Deadline for Staff Augmentation Transition POs</td>
<td>November 19, 2021</td>
</tr>
<tr>
<td>Freeze on New Staff Augmentation Requisitions / SORs</td>
<td>December 1, 2021</td>
</tr>
<tr>
<td>Deadline for Statement of Work Transition POs</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Go-Live of New Contract</td>
<td>January 1, 2022</td>
</tr>
</tbody>
</table>