



IT Contingent Labor MSP

Managed by CAI

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

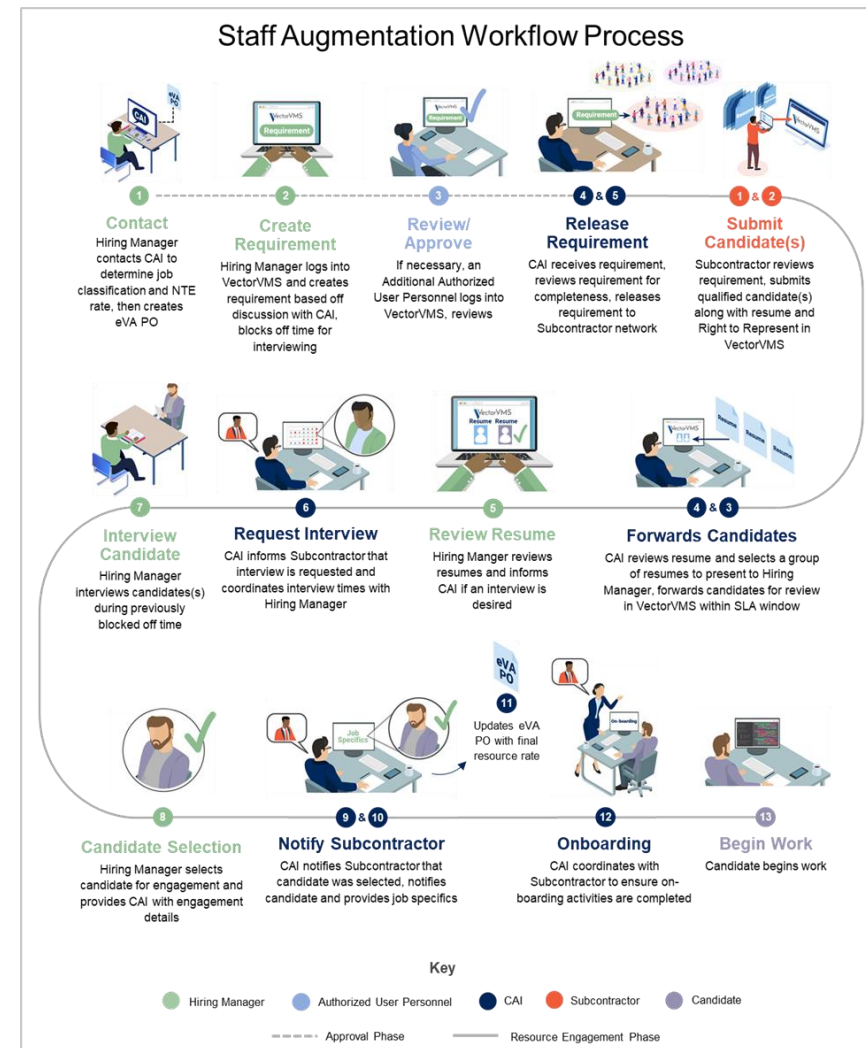
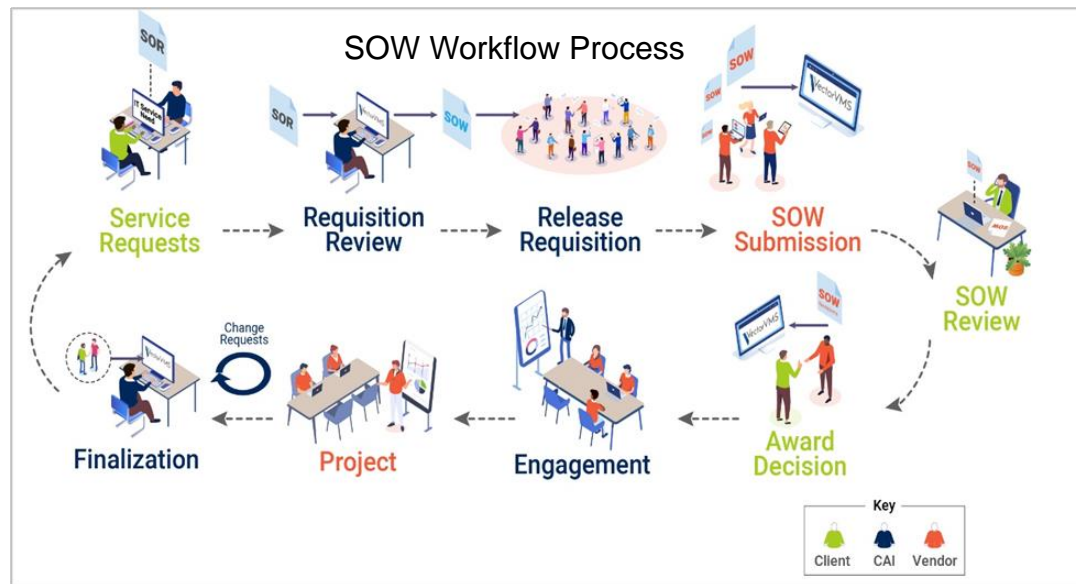
- Introductions – CAI Team
- Program Overview
- Transition Overview
- Staff Augmentation Transition
- Statement of Work (SOW) Transition
- Best Practice Reminders
- Implementation Key Dates
- Q&A

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)

Contract Annual Spend Amount	MSP Fee
\$1 - \$20 million	6.25%
\$21 - \$50 million	6.00%
Over \$50 million	5.75%

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

Staff Augmentation Transition Activities	Schedule
CAI provides spreadsheets 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

- 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

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

