

IT Contingent Labor Glossary

Term	Definition
Candidate	A person who is submitted by a Supplier for a temporary position at the Commonwealth of Virginia; this person has been screened and interviewed by the Supplier and meets the qualifications required for the position.
Contract/SOW	An SOW that has been agreed and signed off by all parties.
Contractor	A candidate engaged for an assignment as a temporary worker for an agency.
Employee	A person employed with the Commonwealth of Virginia.
eVA	The Commonwealth of Virginia's eProcurement system.
Full Background Check	A Full Background Check includes: 10 Year National County Criminal Sex Offender check SSN Verification Education Verification 5 Year Employment Verification Fingerprinting
Hiring Manager	The Commonwealth of VA person responsible for staff augmentation and SOW approvals and other related responsibilities.
Independent Contractor	An independent contractor is a person, business, or corporation that provides goods or services for an agency of the Commonwealth under terms specified in a contract. In order to be classified as an Independent Contractor, the person or business must qualify under the IRS guidelines.
ITCL Program	IT Contingent Labor (ITCL) Program is the Commonwealth of Virginia's effort to reduce costs and risks associated with temporary IT workers contracted by agencies and other public bodies.
MSP Program	The IT Contingent Labor Managed Services Provider Program (MSP) provides day-to-day staff augmentation and statement of work engagements on behalf of the Commonwealth of VA. <small>NOTE: The Commonwealth of Virginia has contracted with Computer Aid, Inc. to provide these services. Computer Aid has contracted with suppliers participating in the program.</small>
Named Resource	A candidate or Supplier pre-identified by a Hiring Manager (without competitive bidding) for an engagement at a Commonwealth of Virginia agency.
NTE Bill Rate	The not to exceed bill rate is the highest bill rate approved for the job title within the rate card.
PMO – Program Management Office	The Project Management Office (PMO) for IT Contingent Labor is the group that coordinates all aspects of ITCL daily transactions.
Procurement Officer	Agency employee that has access to eVA and may be responsible (if Hiring Manager does not have eVA access) for entering requisitions in the online system for temporary labor.
Requestor	The requestor is the person who completes the online requisition. This can be the Procurement Officer or the Hiring Manager (with eVA access).
Resource, Worker (used interchangeably)	A person working on either a temporary or permanent assignment at the Commonwealth of Virginia.
Proposal/SOR – Statement of Requirements	A document describing the requirements for a contractual Statement of Work. The SOR is released to the pool of suppliers in order to elicit proposals for getting the work done
Staff Augmentation	IT Staff Augmentation is the temporary engagement by an agency of a person to do hourly paid IT work for a defined period of time. This contract worker's activity is directed or managed by the agency.

IT Contingent Labor Glossary

Statement of Work (SOW)	A service for temporary, project-based work. The formal SOW document captures and defines the work activities, deliverables and timeline a supplier will execute against in performance of specified work for an agency. Detailed requirements and pricing are included in the Statement of Work, along with standard regulatory and governance terms and conditions.
Supplier	An organization contracted by the MSP to support staff augmentation and SOW requirements by supplying temporary workers.
Target Rate	This rate captures the low end of the rate card; all users should utilize this rate when possible to obtain the highest level of savings.