



## COMMONWEALTH of VIRGINIA

### Virginia Information Technologies Agency

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February 21, 2008

The Honorable Viola O. Baskerville  
Secretary of Administration  
Patrick Henry Building  
1111 East Broad Street  
Richmond, Virginia 23219

Dear Secretary Baskerville:

This letter is being sent to acknowledge and to commend Computer Aid, Inc. (CAI) in their continued, extraordinary efforts to support the Governor's initiative to enhance opportunities for small, women and minority owned (SWaM) businesses through the statewide Supplier Managed Staff Augmentation (SMSA) Program.

In November, 2005 Computer Aid was awarded a contract through competitive solicitation to provide a solution for managing the state's IT temporary staffing needs for all public bodies. Some of the goals were to implement substantial service improvements, gain visibility through comprehensive reporting, manage the Commonwealth's spend against market labor rates and to rationalize our supplier base. Prior to this award, there were approximately 80 statewide contracts for IT staff augmentation services.

Transition of resources to the CAI contract began in January, 2006 and in August Governor Kaine enacted Executive Order 33 which called for the need to maximize the participation of small, women and minority owned businesses in state procurement processes.

In order to accomplish this objective, CAI has managed and grown an open network of suppliers many of which are SWaMs. CAI has continued to respond to the Governor's challenge by systematically working one on one with small companies as mentors, providing guidance on what is needed to successfully respond, and placed qualified candidates with state agencies.

Also, during the period of January 2006 through January 2008, the number of SWaM's participating in the SMSA program has grown to over 110 suppliers. Sixty percent of the Commonwealth's spend has directly been paid to SWAM businesses.

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Another example of CAI's exemplary efforts is their willingness to pay subcontractors prior to receiving payment from the Commonwealth. This process change was initiated and implemented by CAI in response to SWaM's citing challenges with their ability to make payroll. CAI is absorbing interest and risk by providing these funds to their subcontractors and is far exceeding their contractual requirements and the requirements of the *Code of Virginia*.

This practice along with ongoing mentoring promotes inclusion of small businesses and embodies the spirit of Executive Order 33 and is indeed a desired model of success for the Commonwealth of Virginia.

Please join the Virginia Information Technologies Agency in acknowledging and commending CAI as a proven business partner to the Commonwealth of Virginia.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lemuel C. Stewart, Jr.", written in black ink.

Lemuel C. Stewart, Jr.

c: The Honorable Wayne Turnage, Chief of Staff  
Sara Wilson, Director, Department of Human Resource Management  
Judy Napier, Deputy Secretary of Technology  
Jim Roberts, Director, VITA Finance and Administration