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## Georgia IT Temporary Staffing Services Contract Statement of Work Requisitioning Process (Where the Amount of the Project Requisition is \$1,000,000 or Greater)

The following narrative describes the Statement of Work (“**SOW**”) requisitioning process for the Georgia IT temporary Staffing Services Contract, overseen by Computer Aid, Inc (“**CAI**”), **where the project requisition is in the amount of \$1,000,000 or Greater.**

**Step 1:** The authorized user will create a Statement of Requirements (“**SOR**”) document which details the fixed price deliverable project requirements. The Authorized User will submit a Service Requisition within the VMS which will include the SOR as an attachment. Once the requirement is complete and approved, the CAI Contract Manager releases the requirement to the Subcontractor network via the VMS.

**Step 2:** Subcontractor reviews the Service requisition and attached SOR. If the Subcontractor can provide services to complete the project as defined in the SOR, they will submit their information and SOW through the VMS.

**Step 3:** The CAI Contract Manager monitors the online tool and receives all submitted SOWs from the Subcontractor network.

**Step 4:** The CAI Contract Manager reviews the SOWs for completeness.

**Step 5:** The CAI Contract Manager then forwards a minimum of 3 completed SOWs to the Authorized User for review. The Authorized User is required to review a minimum of three (3) completed SOWs, received from CAI.

**Step 6:** The Authorized User reviews the forwarded SOWs and negotiates pricing and deliverables directly with the Subcontractor.

**Step 7:** The Authorized User selects the SOW.

**Step 8:** The Authorized User completes and emails the IT Temporary Staffing Approval Request Form to Georgia Technology Authority (“**GTA**”) at [EPMO@GTA.GA.GOV](mailto:EPMO@GTA.GA.GOV) for approval.

**Step 9:** GTA reviews completed IT Temporary Staffing Approval Request Form and responds to Authorized User. (GTA’s normal review turnaround time is 3 business days. Complex solutions may take up to 6 business days.)

- The following GTA personnel are authorized to approve the IT Temporary Staffing Approval Request Form:

Calvin Rhodes – State CIO and GTA Executive Director

Joe Webb – Deputy Executive Director

Steve Nichols – Chief Technology Office

Teresa Reilly – Director, Enterprise Portfolio Management Office



**Step 10:** Authorized User provides the CAI Contract Manager (1) the selected SOW, with complete engagement details, including project start date; and (2) Approved IT Temporary Staffing Approval Request Form.

**Step 11:** The CAI Contract Manager receives the engagement information (the selected SOW and Approved IT Temporary Staffing Approval Request Form) and reviews for accuracy. The CAI Contract Manager then notifies the Subcontractor Network that an SOW has been selected and notifies the appropriate Subcontractor that their SOW was selected.

**Step 12:** The Subcontractor begins the project.

**Step 13:** The Subcontractor submits fixed price deliverables in the VMS as completed.

**Step 14:** Authorized User reviews deliverables and approves them for payment in the VMS.

**Step 15:** Change Orders: Where the total requisitioned amount of a project reaches \$1Million, as a result of Change Orders, CAI will alert the Authorized User that the Agency is required to then submit the IT Temporary Staffing Approval Request Form to GTA for approval. GTA will also be notified the total amount requisitioned for the project has reached \$1Million.

For questions regarding the IT Resource Request Approval Form, please contact:

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For questions regarding the IT Temporary Staffing Contract, please contact:

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