



Georgia IT Temporary Staffing Services Contract Project Based Purchasing Process

All Information Technology hourly or fixed price project work must be purchased under the IT Temporary Staffing statewide contract, SWC99999-001- 0000149-0001, with **Computer Aid, Inc.** (“CAI”). For information on how to order services on this contract, you may contact the Georgia CAI Program Manager, Tim Brodrick at (678) 427-3660 or by email at timothy.brodrick@cai.io.

PROJECTS BUDGETED AT \$500,000 TO \$3M

Step 1: The State Government Entity or Authorized User (AU) must create a Statement of Requirements (“SOR”) document which details the project requirements and deliverables. The AU must create a Service Requisition within CAI’s Vendor Management System (VMS) to submit the SOR. Once the requisition is complete and approved, CAI releases the SOR to the Staffing Resource Provider (SRP) network via the VMS.

Step 2: SRPs review the SOR. If the SRP can meet the requirements specified in the SOR, they will respond to the requisition with a Scope of Work (SOW) through the VMS.

Step 3: CAI receives all SOWs via the VMS.

Step 4: CAI forwards three (3) or more SOWs to the Authorized User for review.

Step 5: The AU must review at least three (3) of the provided SOWs (or the total number of SOWs provided by CAI if less than three provided) and determine the most competitive SOW based on the AU’s needs.

Step 6: The AU may contact the SRP directly to negotiate pricing and deliverables to finalize the SOW. However, no contract is signed.

Step 7: The AU completes the IT Temporary Staffing Project Based Award Justification form (see Attached) detailing why the selected SOW is superior to the others in (1) quality and (2) value. This justification form must be reviewed and signed by the AU’s APO/CUPO and the Chief Information Officer.

Step 8: The AU emails the SOW and justification form to contract.management@doas.ga.gov for approval.

Step 9: DOAS reviews the SOW and justification form and responds to the Authorized User. (DOAS’ standard response time is three (3) business days. Complex or incomplete solutions may take up to six (6) business days.)

The following DOAS personnel are authorized to approve the IT Temporary Staffing project engagements:

Jim Barnaby – State Purchasing Deputy Commissioner
Clarence Ingram – Deputy State Purchasing Officer
Carrie Steele – Agency Sourcing Director
Carl Hall – Contract Management Group Manager

Step 10: Upon receipt of DOAS approval, the AU and selected SRP sign the SOW.

Step 11: Authorized User provides CAI the signed SOW, with complete engagement details, including project start date; and DOAS' written approval.

- **GTA will also be notified when any AU has a project reaching or exceeding \$1M.**
- **Projects utilizing this contract must not exceed \$3M, without State Purchasing Division's approval. Projects over \$3M are required to be competitively bid unless the AU has a written waiver from State Purchasing Division.**

For questions regarding the Project Approval process, please contact:

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Georgia Department of Administrative Services
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