**Steps for Utilizing IT Staffing Support Contracts**

1. Using Agency determines need for IT Staffing Support.
2. The Using Agency reviews the Staffing Support Areas document to determine in which of the six Staffing Support Areas the agency’s staffing support need is located.
3. After the Staffing Support Area of need is determined, a Request for Response (RFR) must be created. A RFR is an informal process used to seek additional information to assist the Using Agency in making a best value determination.
4. The RFR may include, but is not limited to, the following:
5. A performance-based statement of work that includes such things as:

* Work to be performed;
* Location of the work;
* Period of performance;
* Deliverable schedule;
* Competitive bidding opportunity;
* Applicable performance standards;
* Acceptance criteria; and
* Any special requirements (e.g. security clearances, special knowledge, etc.).

1. A request for submittal of a task level methodology and information on the Contractor’s experience and/or past performance performing similar tasks.
2. A request for submittal of hourly rates for the service not exceeding the maximum hourly rates in the Contractor’s Tier One Staffing Support Contract.
3. A minimum of one week will be provided for submittal of a response to a RFR.
4. The State Chief Information Officer (CIO) may issue a Task Order by allowing Contractor(s) to give oral presentations in lieu of a written response to a RFR.
5. The RFR or invitation to give oral presentations shall be sent to all Tier One Contractors holding a contract in the pertinent Staffing Support Area(s).
6. Determine all Contractors holding a contract in the Staffing Support Area of need.
7. Open the Awarded Contractors Spreadsheet on the OSP IT Staffing Support website.

Note: As the list is constantly being updated, the spreadsheet should be opened from the website rather than from a saved copy.

1. The Staffing Support Areas are columns E-J.
2. Click the filter button (looks like a down arrow) in row 1 for the desired Staffing Support Area.
3. Click (Blanks) button to remove (Blanks) as a selection and click Ok.
4. This is the list of all Contractors holding a contract in the Staffing Support Area of need.
5. Email the RFR to all Contractors in the Staffing Support Area. The email addresses can be copied and pasted as a group from the Excel spreadsheet into an email.
6. Each Contractor should respond to the RFR with either a RFR Response or a written notification that no RFR Response will be submitted.
7. Evaluation and Selection
8. Evaluation

The Using Agency determines which RFR Response represents the best value determination by considering price and such factors as the Contractor’s:

* Technical qualifications;
* Qualifications and experience of proposed staff;
* Compatibility with the Using Agency’s environment;
* Effective utilization of Contractor and State resources; and
* Understanding of the State’s needs.

1. Task Order

The Using Agency will issue an IT Staffing Resource Task Order which will incorporate OTS and project specific information as necessary. It will also incorporate a Statement of Work (SOW) specifying the deliverables, and details of the work to be performed and authorized under the Task Order.

If an agreement is not reached on the terms of the Task Order within 10 business days or if the selected Contractor fails to deliver the specified resources within 10 business days or an alternative schedule approved by the Using Agency, the Using Agency may elect to cancel the Task Order and issue the Task Order to the Contractor offering the next best value to the Using Agency.

The terms and conditions of the Staffing Support Contract shall not be re-negotiated in the Task Order.