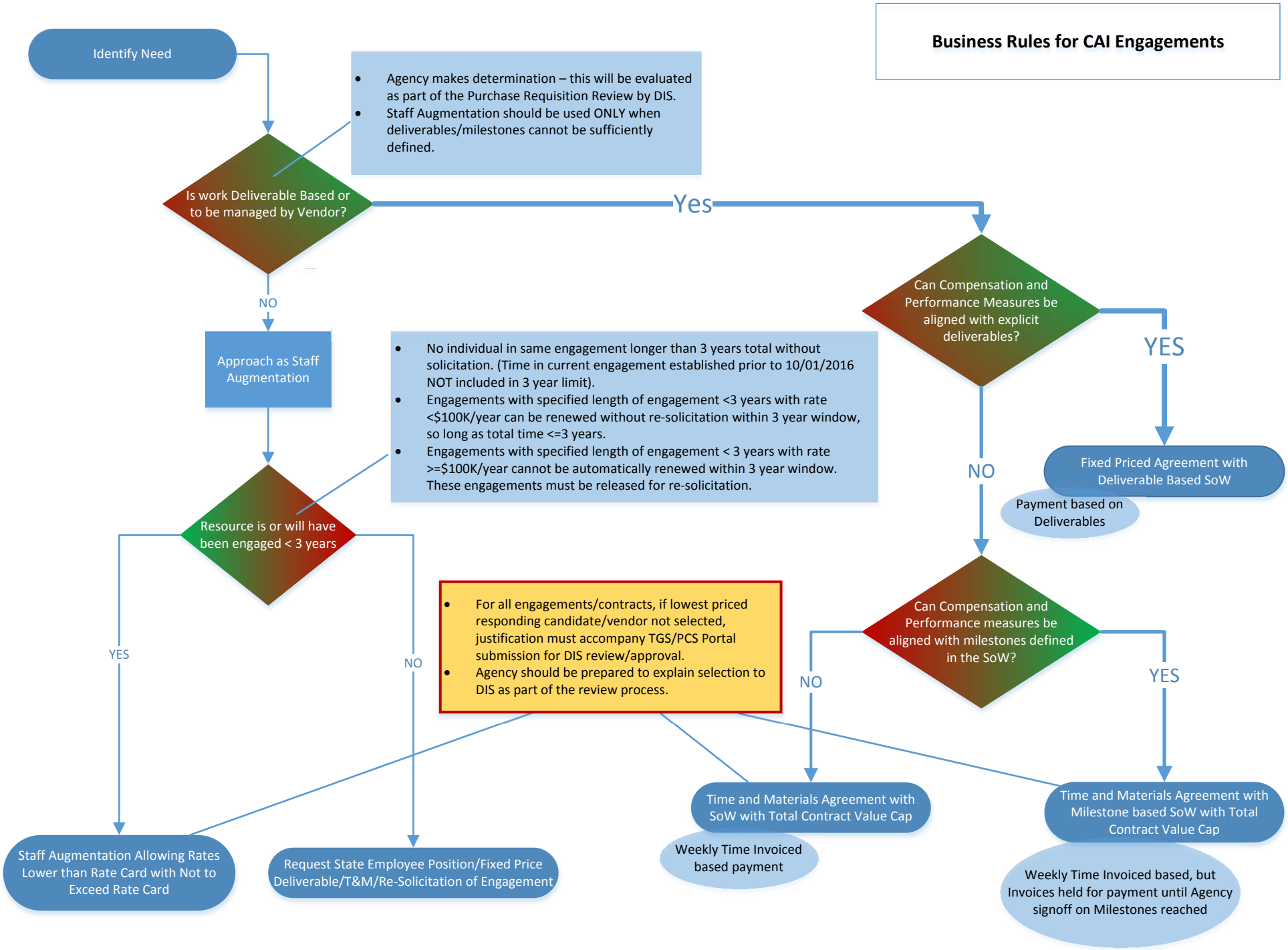
Business Rules for CAI Engagements
Identify Need
Agency makes determination – this will be evaluated as part of the Purchase Requisition Review by DIS.
Staff Augmentation should be used ONLY when deliverables/milestones cannot be sufficiently defined.
Is work Deliverable Based or to be managed by Vendor?
Yes
NO
Approach as Staff Augmentation
No individual in same engagement longer than 3 years total without solicitation. (Time in current engagement established prior to 10/01/2016 NOT included in 3 year limit).
Engagements with specified length of engagement <3 years with rate <$100K/year can be renewed without re-solicitation within 3 year window, so long as total time <=3 years.
Engagements with specified length of engagement < 3 years with rate >=$100K/year cannot be automatically renewed within 3 year window. These engagements must be released for re-solicitation.
Resource is or will have been engaged < 3 years
YES
NO
Staff Augmentation Allowing Rates Lower than Rate Card with Not to Exceed Rate Card
Request State Employee Position/Fixed Price Deliverable/T&M/Re-Solicitation of Engagement
Can Compensation and Performance Measures be aligned with explicit deliverables?
YES
Fixed Priced Agreement with Deliverable Based SoW
Payment based on Deliverables
NO
Can Compensation and Performance measures be aligned with milestones defined in the SoW?
NO
YES
For all engagements/contracts, if lowest priced responding candidate/vendor not selected, justification must accompany TGS/PCS Portal submission for DIS review/approval.
Agency should be prepared to explain selection to DIS as part of the review process.
Time and Materials Agreement with SoW with Total Contract Value Cap
Weekly Time Invoiced based payment
Time and Materials Agreement with Milestone based SoW with Total Contract Value Cap
Weekly Time Invoiced based, but Invoices held for payment until Agency signoff on Milestones reached