Helpful Hints for Purchasing under the GA IT Staffing Services Contract   (99999 001 SPD0000149-0001)

Accessing VectorVMS

- All requests for services are submitted via the Vendor Management System (VMS) VectorVMS

  https://vms.vectorvms.com/Login_Entry.aspx

- If you have not received your login credentials for the VMS, please email **georgia.help@cai.io**

Submitting a Requisition

For any assistance in creating your VectorVMS requisition, please contact your CAI Contract Manager or send an email to **georgia.help@cai.io**

- Information needed for req creation
  - Job Title – Refer to the "Georgia_IT_Staffing_Solutions_Job_Titles" document for a listing of the job titles and descriptions approved for use under this contract. This document is also accessible in the VMS.
  - Hourly pay rate for selected resource
  - Required/Desired skills and experience levels needed to be eligible for the position
  - Agency specific onboarding requirements
- Req Approval Process
  - After req is submitted in VMS, it will be routed through configured agency approval workflow
  - CAI will do a final review of the req before releasing it to the Supplier network through the VMS

Candidate Review and Selection

- CAI Contract Manager will forward the best 3-5 candidates to the Authorized User for consideration within 3 business days of release of the req
- Work with your CAI Contract Manager to schedule your candidate interviews as soon as possible
- Use "Request Engagement" functionality within the VMS to indicate the candidate you choose to fill the position

Onboarding and Engagement

- Send Purchase Order or Funding document to CAI help desk - **georgia.help@cai.io**
- CAI Contract Manager will ensure all onboarding tasks are completed by the Supplier and candidate prior to candidate starting work
- CAI will be responsible for all administrative tasks within the VMS (engagement creation, disengagements, extensions, timesheet tracking, user setups, etc)
- Authorized user should approve timesheets by close of business Tuesday
- Complete candidate evaluations in the VMS as requested
  - Contact your CAI Contract Manager immediately regarding any performance issues