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Latest Version:	1.0	Revision Date:	09/09/2016
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Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	Enterprise Programs
Title:	Statewide Contract #1025 Solicitation and Selection of IT Staffing Vendors SOP		
Description:	This document is the operating standard for the solicitation and selection of IT staffing vendors for Statewide Contract #1025.		

Statewide Contract #1025 Solicitation and Selection of IT Staffing Vendors Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the process of soliciting and selecting IT staffing vendors for Statewide Contract #1025.
2. Scope
 - 2.1. This document applies to the process of hiring 1025 vendors.
3. Discipline
 - 3.1. Project Management Standards
4. Terms and Definitions
 - 4.1. 1025 Vendor – A company that was awarded as a supplier of IT Staff Augmentation Services through Statewide Contract SW1025.
5. Instructions
 - 5.1. The Project Manager drafts a vendor Statement of Work (SOW) using form **OMES-FORM-CP-050** from the OMES Central Purchasing website.
 - 5.1.1. OMES-FORM-CP-050 -
https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=299
 - 5.2. The Project Manager uses the 1025 Vendor List from the OMES Central Purchasing website to determine which vendors are within the discipline for which they are seeking resources.
 - 5.2.1. 1025 Vendor List -
<https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=2279>
 - 5.3. The Project Manager emails all the suitable vendors, with the blind carbon copy (BCC) function, using the **1025 Vendor Email Template** and attaching the OMES-FORM-CP-050. It is preferable to give the vendors 2 to 4 weeks to respond.
 - 5.4. The Project Manager chooses at least 2 evaluators to review résumés. It is preferable to have a combination of technical and business evaluators. At least one of the evaluators must be from the service team for which the role is assigned.
 - 5.5. Once the vendor responses return, the Project Manager enters each vendor’s costs in the **Vendor Evaluation Tool**.
 - 5.6. The Project Manager then sends the updated Vendor Evaluation Tool and all the responses to the evaluators, either via email or shared location, depending on size constraints.

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- 5.7. When all the evaluations have been returned, the Project Manager should combine the results into one spreadsheet. Generally, the Project Manager will schedule interviews with the top vendors.
 - 5.7.1. The Project Manager should use interview questions for the appropriate role for which they are requesting.
 - 5.7.2. If interviews are performed, the Project Manager should modify the Vendor Evaluation Tool to include interview scores.
 - 5.8. The Project Manager should review the results with the evaluators and come to an agreement on a selected vendor or vendors.
 - 5.8.1. If necessary, the Program Manager can request a budget modification from the OMES IS Finance Group.
 - 5.9. Once one or more vendors have been selected, the Project Manager submits the signed OMES-FORM-CP-050 (if provided), the vendor SOW(s), the Vendor Evaluation Tool and the winning response(s) (usually in the form of a résumé) to Legal via a PPM Tool Legal Request.
 - 5.10. If another agency is going to pay for 1025 services, the Project Manager creates an agency Statement of Work (*not the OMES-FORM-CP-050*) between OMES and the agency for the project to include the 1025 vendor costs and all other internal and external costs.
 - 5.10.1. Agency SOW Template - http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Statement_of_Work_Template.dotx
 - 5.11. Once Legal has completed their review of the OMES-FORM-CP-050 and it has been signed by both the vendor and OMES, the Project Manager submits a Purchase Request in the PPM Tool.
 - 5.12. When a Purchase Order (PO) has been received from the agency and OMES, the Project Manager sends the OMES PO to the vendor and schedules the work to be completed.
6. Roles and Responsibilities
- 6.1. Project Manager
 - 6.1.1. Completes the OMES-FORM-CP-050.
 - 6.1.2. Uses the 1025 Vendor List to determine which vendors are within the discipline for which they are seeking resources.
 - 6.1.3. Emails all the suitable vendors using the 1025 Vendor Email Template and attaching the OMES-FORM-CP-050.
 - 6.1.4. Chooses at least 2 evaluators to review résumés.
 - 6.1.5. Enters each vendor's costs in the Vendor Evaluation Tool.
 - 6.1.6. Sends the updated Vendor Evaluation Tool and all the responses to the evaluators.

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- 6.1.7. Combines all the evaluations into one spreadsheet.
- 6.1.8. Modifies the Vendor Evaluation Tool to include interview scores, if applicable.
- 6.1.9. Reviews the results with the evaluators and come to an agreement on a selected vendor.
- 6.1.10. Submits the OMES-FORM-CP-050, the Vendor Evaluation Tool and the winning response to Legal via a PPM Tool Legal Request.
- 6.1.11. Creates an agency SOW between OMES and the agency for the project to include the 1025 vendor costs and all other internal and external costs.
- 6.1.12. Submits a Purchase Request in the PPM Tool.
- 6.1.13. Sends the OMES PO to the vendor and schedules the work to be completed.
- 6.2. Program Manager
 - 6.2.1. Requests a budget modification from the OMES IS Finance Group, if necessary.
- 7. References
 - 7.1. OMES-FORM-CP-050 - https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=299
 - 7.2. 1025 Vendor List - <https://www.ok.gov/dcs/solicit/app/solicitationDetail.php?conID=2279>
 - 7.3. 1025 Vendor Email Template
 - 7.4. Vendor Evaluation Tool
 - 7.5. Agency SOW Template - http://eclipse.omes.ok.gov/ISD/guidances/reusableassets/resources/Statement_of_Work_Template.dotx