BUYER'S GUIDE

For Participating Addendum #9436

uWork.com, dba COVENDIS

IT VENDOR MANAGED SERVICE PROVIDER (VMSP)

Version 1.1 dated 1/07/2020

DESCRIPTION OF SERVICES

Purpose. This Participating Addendum is intended for Information Technology hourly services and is NOT intended for deliverable-based project work.

Goals. The goal of this agreement is to add value in the area of contingent IT labor procurements and utilization; reduce costs associated with contingent IT labor engagements and management; provide one point of contact for those engagements; minimize the time spent engaging contingent resources and ensuring compliance with the state policies and procedures; and improve reporting capabilities for providing reports that will help Authorized Purchasers with budgeting and give visibility into its contingent workforce spending.

This agreement is meant to compliment the IT Professional Business Services agreements, offering a way to procure IT contingent labor at an hourly rate for a defined set of services. This agreement does not allow any project deliverable based work.

BACKGROUND

These services are made available through a NASPO cooperative agreement. The State of Connecticut, Department of Administrative Services issued a Request for Proposal to solicit responses for Information Technology Vendor Managed Services ("Contractors"). Connecticut awarded master contracts to three Contractors to deliver an end to end technology solution. The Contracts may be used by state governments (including departments, agencies, institutions), institutes of higher education, political subdivisions (e.g. colleges, school districts, counties, cities), the District of Columbia, territories of the United States. The initial term of the Contract is three years, with a one-year renewal provision.

The Department of Administrative Services, Procurement Services (DAS PS), on behalf of Oregon Authorized Purchasers conducted a second round selection process and awarded a Participating Addendum to one of the three Contractors, Covendis. Covendis will perform the overall program management and candidate engagements for an IT

contingent workforce for Authorized Purchasers in the State of Oregon. Covendis' responsibilities include program reporting and tracking, and candidate evaluation and selection. Covendis also will provide supplier management tool(s), performance oversight, need analysis and consultation, as well as consolidated billing and help desk support.

The Oregon Participating Addendum may be used by all Oregon state agencies, boards, commissions, departments and divisions and by all members of the Oregon Cooperative Purchasing Program.

Process Summary

| Understand the Participating Addendum | → | Login & Start Your Requisition | → | Proposal Evaluation & Work Order Contract |

Understand how to use the Participating Addendum

1. Review this Buyers Guide and understand the key elements of this Participating Addendum.
2. Review the **Position Description** to determine the service availability.
   https://www.oregon.gov/das/Procurement/Documents/ITPositionDescription.pdf
3. Review the **Pricing Schedule** to determine the service pricing.
   https://www.oregon.gov/das/Procurement/Documents/ITProductPricing.pdf

Covendis Vendor Management System (VMS)

4. Review the VMS **Quick Reference Guide**.
   https://www.oregon.gov/das/Procurement/Documents/ITTriFoldHandOut.pdf
5. Get your profile setup and login into the VMS (call **1-866-268.3634** or email **ORMS@Covendis.com**).
6. The VMSP must post positions for standard job orders, urgent job orders within timeframe determined by the Participating Entity.
7. The VMSP notifies all Subcontractors/Suppliers and they submit responses.
8. The VMSP waits until the posting expires, then reviews résumés and selects the top Candidates to present to the Requestor.

Evaluations and Work Order Contract Development

9. The Authorized Purchaser reviews, interviews and selects the Candidate/Proposal and notifies the VMSP.
10. The VMSP notifies the Subcontractors/Suppliers of the selected/non-selected Candidates/Proposal.
11. The Authorized Purchaser initiates the standard process to create a **Work Order Contract**. Candidate cannot begin work until all paperwork has been completed.
    https://www.oregon.gov/das/Procurement/Documents/ITWOCTemplate.docx
12. The VMSP arranges the start date as approved by the Requestor.
13. Time is entered daily or weekly by the Resource through the VMS and approved/denied by the Requestor.
14. Invoices are generated as indicated in the Participating Addendum.

FOR FULL AGREEMENT DETAILS, ALWAYS REFER TO THE PARTICIPATING ADDENDUM DIRECTLY.

DOJ AND DAS PS REVIEW

For State Agency Authorized Purchasers: Unless otherwise exempt, State Agencies must submit all Public Contracts over $150,000 to the Department of Justice for legal sufficiency review and approval. State Agencies under DAS authority must also submit a purchase request thru ORPIN to DAS PS.

ENTERING THE WOC ON ORPIN

For State Agencies under DAS authority, any WOC over $10,000.00 must be posted on ORPIN under the PA #9436. For easy to use directions, please find "Entering a WOC" document under the Attachment section in ORPIN.

PRIMARY CONTACTS

CONTRACT ADMINISTRATOR: DAS PS – Debbie Davis, State Procurement Analyst Phone: (503)378-5345 Email: debbie.m.davis@oregon.gov	VENDOR MANAGER: DAS EIS – Jason Rood, Strategic Sourcing Specialist Phone: (503)383-6291 Email: Jason.Rood@oregon.gov

RESTRICTIONS

Restrictions for Participating Addendum are based on the Policies and authority to which Authorized Purchaser is subject.

ALL AUTHORIZED PURCHASERS must follow all:

- Statutes to which they are subject
- Policies to which they are subject
- Rules to which they are subject
- All Participating Addendum instructions

BASECAMP, Additional Information

This Participating Addendum with Covendis is a part of the Basecamp Program. The State of Oregon established the Basecamp Program to provide greater access and improve the quality and delivery of information technology (IT) solutions across the state. The Program provides vendor management services by managing costs, supporting technology alignment, managing contractor compliance, improving stakeholder-contractor relationships, and strategically working with Authorized Purchasers.

Purchasing Transparency:

The Basecamp program maintains a catalog about master agreements that can be used by Authorized Purchasers to make data-driven decisions including: vendor performance, who is using the master agreements, rates being paid, solutions purchased, market related trends, and contacts to learn more.

To see what is available on the Basecamp IT Catalog visit:
https://www.oregon.gov/basecamp/Pages/IT-Catalog.aspx

Improvement Requests:

Basecamp's vendor managers work with Authorized Purchasers to provide an additional layer of support with managing vendor relationships, including issue resolution. If you would like assistance, we invite you to contact us. Filling out an improvement request will initiate this process: https://www.oregon.gov/basecamp/Pages/Vendor-Management.aspx

Feedback:

To help ensure these master agreements meet the needs of Authorized Purchasers, Basecamp occasionally will seek feedback from Authorized Purchasers regarding experiences working with the master agreements and contractors. The information provided is critical to the successful use of these master agreements across the State. Authorized Purchasers' contributions are the foundation of our performance management and aides in improving vendor engagements and procurement decisions.

The Vendor Management program sends a quarterly customer satisfaction survey to a sample of Authorized Purchasers. This survey is designed to be completed in approximately 5 minutes.

Knowledge Center:

Basecamp has developed a resource repository for lessons learned, helpful project documents and kickoff event recordings for authorized purchasers and project teams. Learn more by following the link below to the Knowledge Center User Guide.

https://www.oregon.gov/basecamp/Documents/Knowledge_Center_User_Guide.pdf