

Agency contracting with SW1025/SW1050 suppliers user guide

Overview

This document provides steps for agencies to contract with SW1025 IT Staff Augmentation Services and SW1050 Deliverable Based IT Services suppliers.

Procedure

Step 1: Download form [CP139 SW1025/SW1050 IT Statement of Work](#) from the [Central Purchasing Library of Forms and Reports](#) website.

- a. Complete CP139 form.
- b. Provide specific project requirements in the REQUIREMENTS section of the form.
- c. Be specific and write, in about 50 words, the exact work needed to hire someone to complete. This will help determine the best candidate and acknowledge understanding of the assignment.

Step 2: View the list of [SW1050 Suppliers](#) or the [SW1025 Suppliers](#) for the corresponding category on the [CP website](#).

- a. Category descriptions should be included with the list of suppliers awarded in the different categories.
- b. Select a supplier(s) from the list based on the technology category for which you are hiring.
- c. Please note, OMES Central Purchasing recommends obtaining quotes and resumes from at least three suppliers to ensure competitive purchasing.
 - (1) Maintain documentation of quotes in your procurement file showing multiple suppliers were considered.

Step 3: Once you have interviewed and selected a candidate:

- a. Log in to [ServiceNow](#) using your employee ID number or State Microsoft 365 email address, as prompted.
- b. Open a ticket for a background check on the candidate and a fully executed agreement:

- (1) Select **Browse Catalog** (Figure 1).

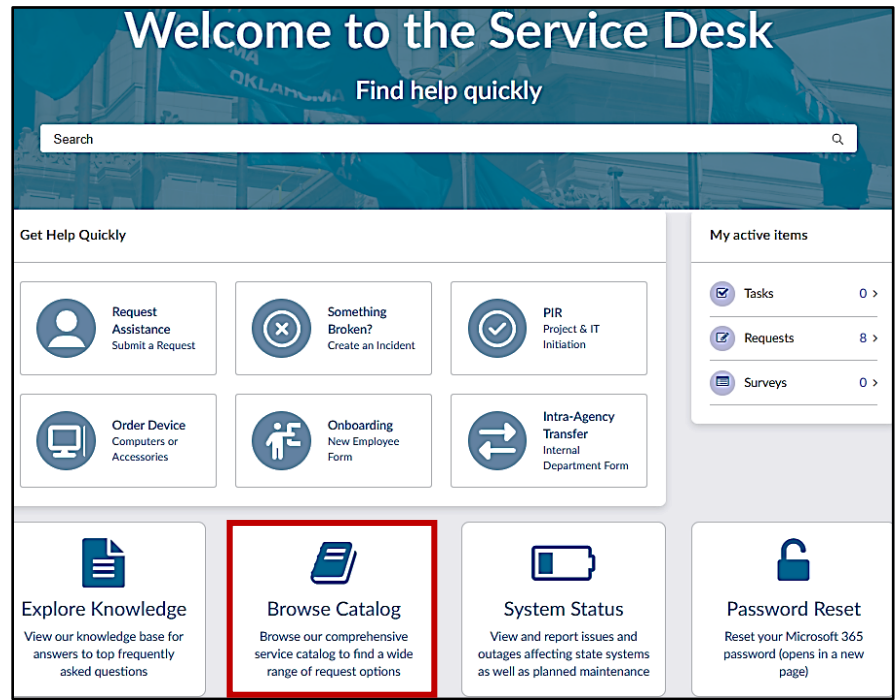


Figure 1. Service Desk.

- (2) Select **Central Purchasing** from the Catalog filters (Figure 2).

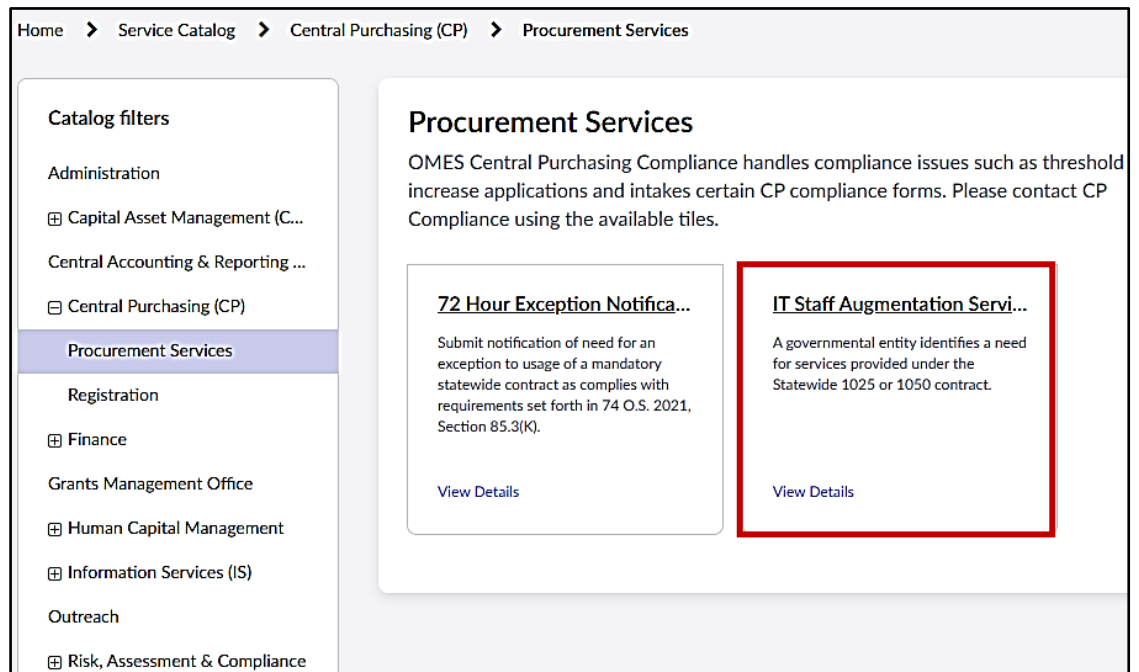


Figure 2. IT Staff Augmentation Services Tile.

- (3) Select **Procurement Services**.
- (4) Select the **IT Staff Augmentation Services** tile and complete the form.

- i. The completed form will be automatically routed via ServiceNow for Legal, OMES Chief Information Officer (CIO) and any other required parties for review and approvals.
- ii. The fully executed agreement will be returned you.

- c. Following internal processes, submit an eProcurement requisition in PeopleSoft with a copy of the signed agreement.
 - (1) Create your agency PO.
 - (2) Send the PO to the supplier.
- d. Submit a [ServiceNow](#) ticket to onboard the contractor.
 - (1) Select **Browse Catalog** (Figure 1).
 - (2) Select **Information Services (IS)** dropdown from the Catalog filters (Figure 3).
 - (3) Select **Access & Accounts**.
 - (4) Select [Employee Onboarding](#) and complete the form.

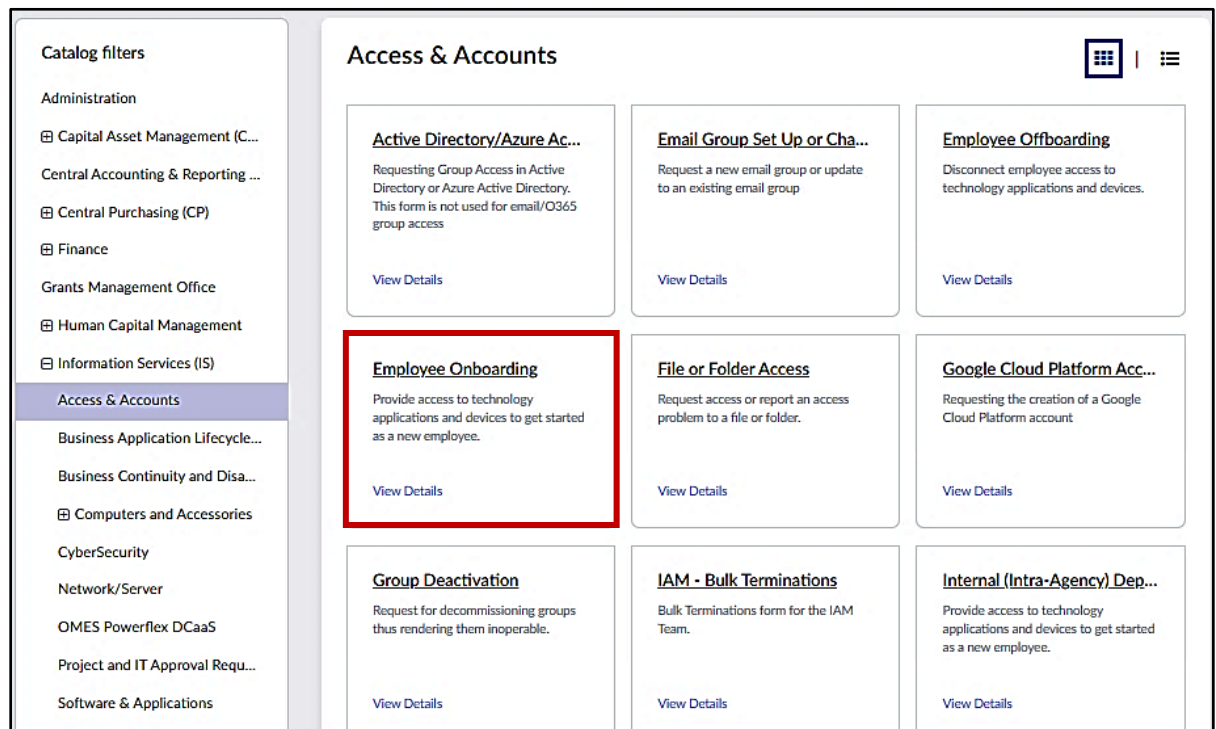


Figure 3. Employee Onboarding.

Step 4: If additional assistance is needed from OMES Information Services:

- a. Submit a [ServiceNow](#) request for Project Initiation Request (PIR).
- b. Select [PIR Project & IT Initiation](#) tile from the service portal (Figure 4).

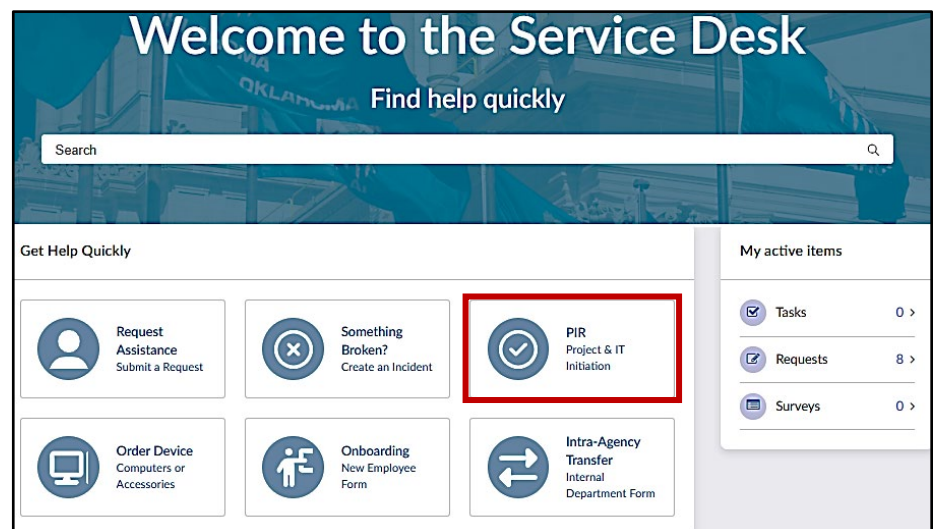


Figure 4. Project and IT Approval Initiation Request.

Step 5: Additional notes:

- a. SW1025 agreements are created for one year with two options to renew for a total of three years.
- b. An agency can complete a change order to renew the contract for two more years if using the same resource at the same rate.
- c. Background checks are valid for five years; renewals do not need to be processed through ServiceNow within the five-year period.
- d. If the resource and/or rate are changing, the agency will need to repeat the ServiceNow process to obtain an updated background check and executed agreement signed by the CIO and supplier.
- e. Once there are no more renewals to the agreement, the agency must submit their Form CP139 to the listed suppliers once more.