

NASPO VALUEPOINT
SAMPLE MASTER AGREEMENT INFORMATION SHEET
INFORMATION TECHNOLOGY (IT) VENDOR MANAGED SERVICE PROVIDERS

Overview

States are required to sign a NASPO ValuePoint Participating Addendum to purchase from a NASPO ValuePoint Master Agreement. Please contact your state's Central Procurement Office/Chief Procurement Officer for information specific to the Participating Addendum for your state.

The items provided below are a starting point. Participating Entities should consider the inclusion of the items such as:

- Ordering Instructions
- Contract Information
- Contract Benefits
- State Specific Terms & Conditions
- Product Information
- Service Definitions

NASPO ValuePoint Master Agreement Title:

Information Technology (IT) Vendor Managed Service Providers (VMSP)

The goals of the VMSP include:

- Adding value in the areas of contingent IT labor procurement and utilization;
- Reducing the costs associated with contingent IT labor engagement and management;
- Providing one-point-of-contact for securing contingent IT labor, minimizing the time spent engaging contingent resources and ensuring compliance with the state policies and procedures;
- Developing processes and policies that ensure compliance with legal, statutory, and regulatory requirements;
- Tracking, monitoring and managing supplier performance;
- Providing reports that will help the state with budgeting and give visibility into its contingent workforce spending;
- Increasing the overall quality and speed of contingent IT labor replacements;
- Allowing other governmental entities to utilize the VMSP Program and contracted rates.

Awarded Service Categories:

The resulting Master Agreements are intended to establish new, replace and/or supplement current IT contingent labor contract(s) as they expire or are otherwise terminated. The Lead State reserves the right to expand the services presented in the Contract to include additional IT Professional categories and a VMS to manage contingent labor workforce. Position Titles and hourly rates for regions identified below are listed in most recent Master Agreement Pricing Schedule located on NASPO ValuePoint website.

New England States, Northeast States and Caribbean, Mid-Atlantic States, Southeast Sunbelt States, Great Lakes States, Heartland States, Greater Southwest States, Rocky Mountain States, Pacific Rim States, Northwest Arctic States, Capitol Area.

Awarded Vendors:

This solicitation resulted in multiple awards. The Master Agreement numbers shown below are by supplier and contract number. Individual State Participating Addendum numbers may vary by each state.

- Computer Aid, Inc. 14PSX0338AA
- Guidesoft d/b/a Knowledge Services 14PSX0338AB
- uWork.com d/b/a Covendis 14PSX0338AC

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NASPO ValuePoint Master Agreement Terms:

Effective Dates: September 1, 2017 through September 1, 2020

Potential Renewal Options: Up to 1 additional year

Ordering Processes:

The following administrative processes are guides that can be tailored to meet specific Participating Entity needs.

EXAMPLE

Process for Securing IT Contingent Labor and Project-Based Work:

1. The requisition/Statement of Work (SOW) is submitted to the VMSP.
2. The VMSP must post positions for standard job orders, urgent job orders and SOWs within timeframe determined by the Participating Entity.
3. The VMSP notifies all Subcontractors/Suppliers.
4. The Subcontractors/Suppliers submit responses.
5. The VMSP waits until the posting expires, then reviews résumés and selects the top Candidates to present to the Requestor.
6. The Requestor reviews, interviews and selects the Candidate/Proposal and notifies the VMSP.
7. The VMSP notifies the Subcontractors/Suppliers of the selected/non-selected Candidates/Proposal.
8. The Requestor initiates the standard process for creating and expediting an Order. Candidate cannot begin work until all paperwork has been completed.
9. The VMSP arranges the start date as approved by the Requestor.
10. Time/Deliverable(s) is entered daily or weekly by the Resource/Project through the VMS and approved/denied by the Requestor.
11. Invoices are generated as indicated in the Participating Addendum.
12. For any change to the SOW associated with Project-Based work, a Change Order is recommended using the same approvals as identified above.

Pricing Detail: The Master Agreement pricing reflects both the VMS fee for different regions and minimum/maximum hourly rates by position title for experience levels 1-4. Each authorized state's Participating Addendum may contain the applicable VMS fee for the region and spend threshold pricing.

Experience Levels:

- 1: <2 years
- 2: 2-5 years
- 3: 6-8 years
- 4: >9 years

Master Agreement Restrictions:

The Master Agreements have no known major restrictions.

Public Solicitation:

This contract is the result of the publicly posted NASPO ValuePoint solicitation number 14PSX0338 led by the State of Connecticut.

Procurement Related Documents:

See the NASPO ValuePoint web page for the following documents:

- Solicitation
- Award Information

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- Proposals from Awarded Vendor(s)
- Master Agreement(s)

Lead State Contact Information:

State of Connecticut
Purchasing Agent: Elizabeth Basso
Phone #: 860-713-5611
Email: Elizabeth.Basso@ct.gov

NASPO ValuePoint Cooperative Development Coordinator:

Tim Hay
Phone #: 503-428-5705
Email: THay@NASPOValuePoint.org

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

450 Columbus Boulevard, Hartford, CT 06103

Elizabeth Basso
Contract Specialist

860-713-5611
Telephone Number

CONTRACT AWARD NO.:

14PSX0338

Contract Award Date:

1 September 2017

RFP Due Date:

1 December 2016

CONTRACT AWARD

IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

DESCRIPTION:

Multi State NASPO Cooperative for INFORMATION TECHNOLOGY VENDOR MANAGED SERVICE PROVIDERS

FOR:
**Department of Administrative Services, All Using State Agencies,
Political Subdivisions, and Not-for-Profit Organizations, NASPO, All
Participating States
450 Columbus Boulevard
Hartford, CT 06103**

TERM OF CONTRACT:

**September 1, 2017 through September 1, 2020,
with extension options up to one year**

AGENCY REQUISITION NUMBER:

IN STATE (Non-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
\$0.00	\$0.00	Est. \$50,000,000.00	Est. \$50,000,000.00

NOTICE TO CONTRACTORS: This notice is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Procurement Manager concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

CASH DISCOUNTS: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

CONTRACTOR INFORMATION:

REFER TO THE CONTRACT ON THE DAS PROCUREMENT WEB PAGE FOR THE MOST CURRENT CONTRACTOR INFORMATION. (<http://das.ct.gov/mp1.aspx?page=8>)

See Page 2 for list of Contractors.

All Contractors were awarded all 11 regions. Pricing and VMS Fees are specific to each region. Regions are:

- New England (CT, ME, MA, NH, RI, VT)
- Northeast & Caribbean (NJ, NY, USVI, PR)
- Mid-Atlantic (DE, MD, PA, VA, WV)
- Southeast Sunbelt (AL, FL, GA, KY, MS, NC, SC, TN)
- Great Lakes (IL, IN, MI, MN, OH, WI)
- Heartland (IA, KS, MO, NE)
- Greater Southwest (AR, LA, NM, OK, TX)
- Rocky Mountain (CO, MT, ND, SD, UT, WY)
- Pacific Rim (AZ, CA, HI, NV)
- Northwest Arctic (AK, ID, OR, WA)
- National Capital (DC)

Contract Number: 14PSX0338AA
Company Name: uWork.com, Inc. dba Covendis
Company Address: 200 Walker Street SW, Unit B, Atlanta, Georgia 30313
Tel. No.: (770) 903-9990
Fax No.: (770) 903-9992
Contract Value: Estimated \$16,666,667.00
Contact Person: Raymond Tsao
Company E-mail Address: RTsao@covendis.com
Company Web Site: www.covendis.com
Purchase Order Address: same as above
Remit to Address: same as above
Prompt Payment Terms: Net 45

Contract Number: 14PSX0338AB
Company Name: Computer Aid, Inc.
Company Address: 1390 Ridgeview Drive, Allentown, Pennsylvania 18104
Tel. No.: (717) 651-3075
Fax No.: (717) 651-3202
Contract Value: Estimated \$16,666,667.00
Contact Person: James Cooney
Company E-mail Address: Jim_Cooney@compaid.com
Company Web Site: www.compaid.com
Purchase Order Address: 3801 Paxton Street, Harrisburg, PA 17111-2103
Remit to Address: P.O. Box 785526, Philadelphia, PA 19178-5526
Prompt Payment Terms: Net 45

Contract Number: 14PSX0338AC
Company Name: Guidesoft, Inc. dba Knowledge Services
Company Address: 5875 Castle Creek Parkway N Drive, Suite 400, Indianapolis, Indiana 46250
Tel. No.: (317) 806-6104
Fax No.: (317) 578-7600
Contract Value: Estimated \$16,666,667.00
Contact Person: Cindy Davis
Company E-mail Address: CindyD@knowledgeservices.com
Company Web Site: <http://go.knowledgeservices.com/l/265642/2017-01-03/4qsk>
Purchase Order Address: same as above
Remit to Address: same as above
Prompt Payment Terms: Net 45
