

Ohio IT Staff Augmentation Services Contract

Agency Process Guidelines

Job Classification Determination

- Contact CAI Account Manager to discuss your specific needs
- Together, identify the right job classification (job title, experience level, and if applicable, skill category)
- Estimate the number of hours and resources needed to meet your needs/timelines
- Calculate your cost based on the fixed hourly bill rate for the position multiplied by the total number of hours and resources needed
- Initiate “Release and Permit” and OAKS Purchase Order (P.O.) approval process

Peoplefluent Requirement Creation

- Follow all steps in your Training Guide
- Customize the generic job description to specifically reflect your need
 - Include all key tasks (**A Day In the Life**)
 - Eliminate tasks that are not required
 - Give precise details on required tasks, as well as names and versions of software being used, applications, database platforms, etc.
 - Consult the Skill Matrix to ensure proper skill level is selected
- Customize Required/Desired Skills
 - Add unique details or tasks that are not mentioned in the generic description
 - Include the following information, when applicable, and be sure to include years of experience:
 - Network Platform and version
 - Operating System and version
 - Software and version
 - Database and version
- If requesting a specific vendor or person, provide ample justification as to why
- If wishing to reimburse expenses, be sure the expenses are within State guidelines and are included in the P.O.
- Make every effort to secure funds and all internal budget approvals before releasing the requirement to the network

Response Management

- Provide CAI Account Manager with feedback on candidate submittals within two business days
- If uninterested in specific candidate, provide a detailed explanation to your CAI Account Manager so that the screening process can be refined, if necessary
- Provide preferred interview dates/times
- Allow for a brief interview debriefing session soon after the interview to update the CAI Account Manager
- Select candidate within 48 hours of interviews
- Engage the candidate using the Request Engagement option within Peoplefluent. In the email, please include the selected candidate's name, the planned start date and time, and who the candidate should report to on the first day
- If you haven't done so already, provide CAI with "Release and Permit" number/PO
 - Resource cannot begin assignment without PO
- Start date should occur within two weeks of requesting engagement

On-Boarding

- Conduct an orientation on the first day of work to include:
 - Project and position overview
 - Expectations
 - Any Agency-specific business processes

Time Approval

- Approve Peoplefluent timesheets by 12:00PM every Tuesday

Performance Evaluations

- Complete the Peoplefluent evaluation as soon as you are sent the email notice

Engagement Extensions

- Request extensions a minimum of 30 days before the engagement is set to expire