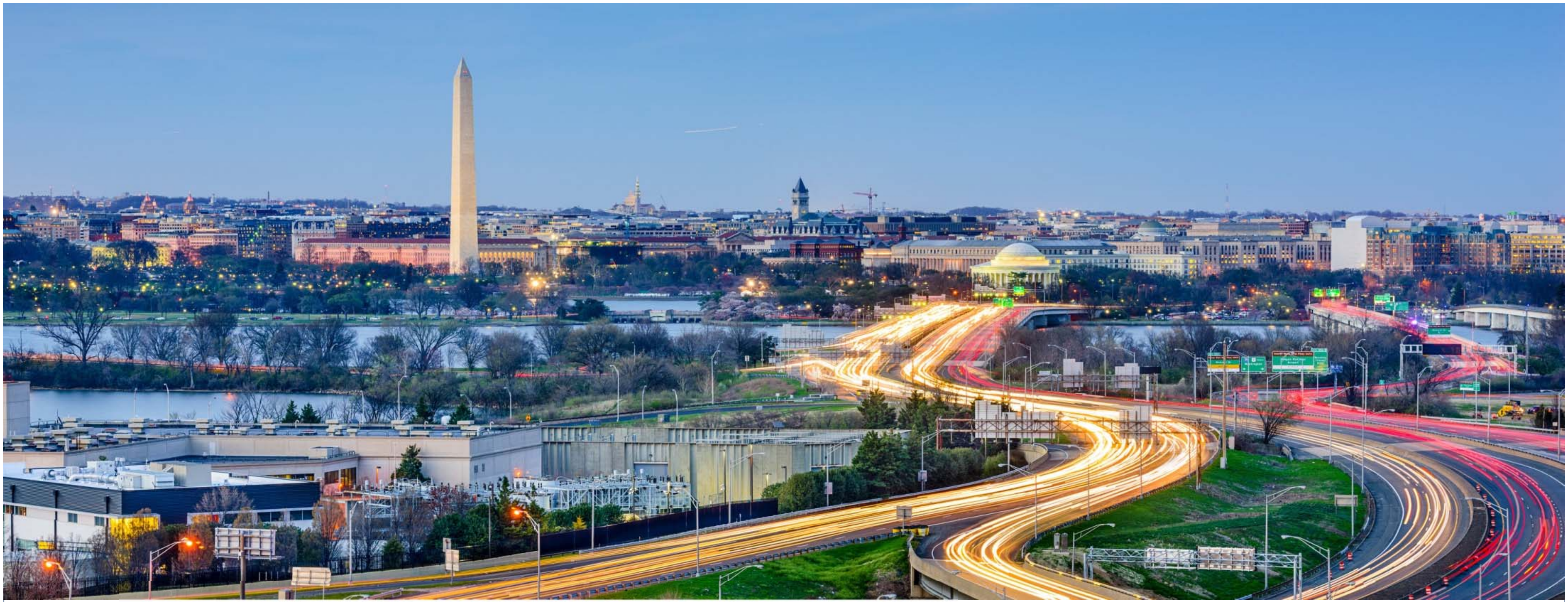


DC IT Pipeline Contract
Managed by CAI

Supplier Webinar

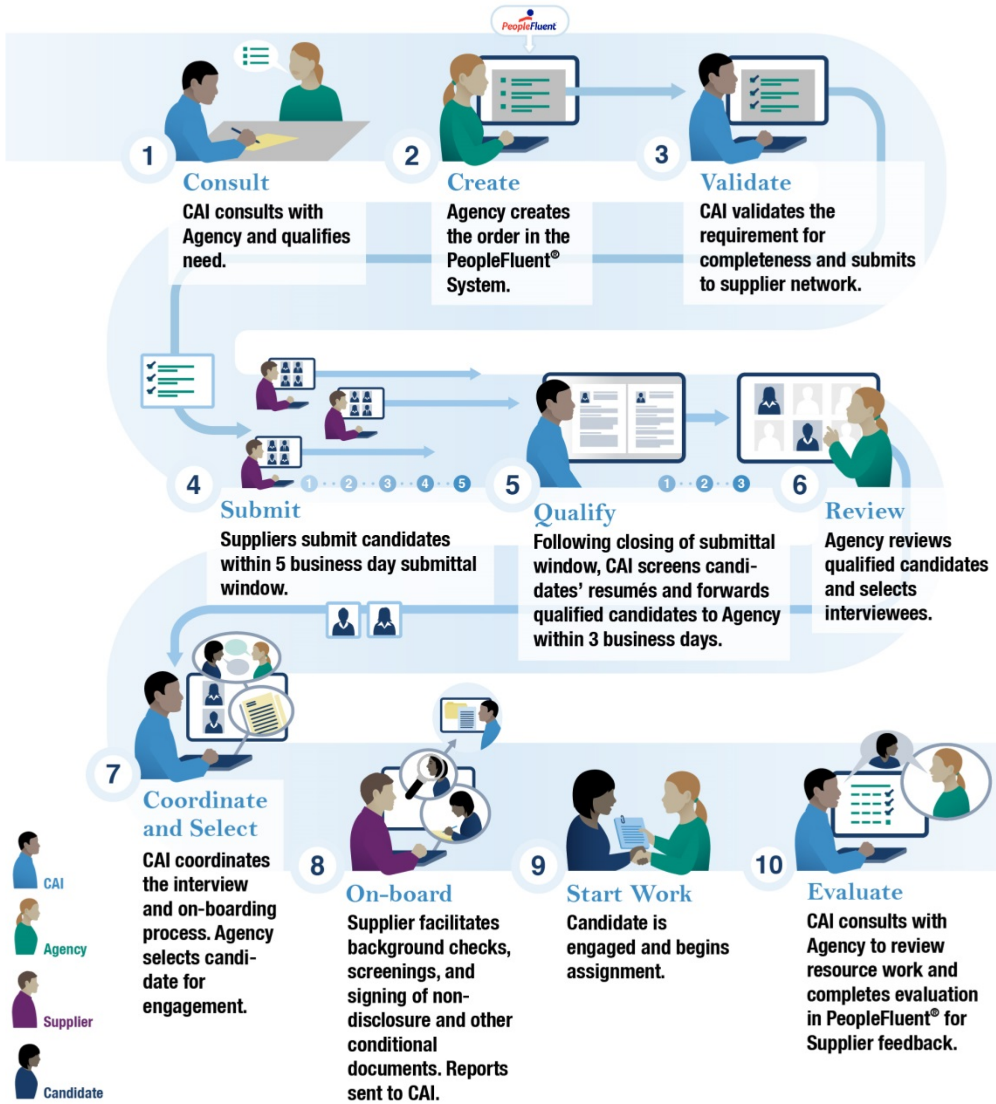
Presented by Computer Aid, Inc.
August 30, 2017

Agenda

- Process Overview
- Candidate Submission
- Compliance
- CAI Screening Process
- PeopleFluent
- Time Entry
- Additional Information
- Questions

You may submit questions at any time using the chat feature, located in the sidebar.

Process Overview

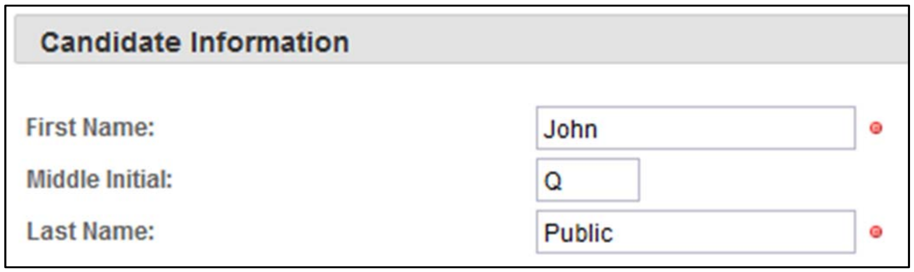


Candidate Submission

- All reqs are open for competition
- Educate your candidates on the process
  - Email critical job-specific details to candidate, so they are informed.
  - Validation requirements (both ERTR and during screening call). We will not screen candidates that do not comply with validation requirements
  - Instill sense of Urgency
- Provide accurate candidate contact information
- Candidate Profile Data Integrity
  - Skills
  - Resume
- Proactive recruiting for core District skill sets
- Resumes should include req specific content in resume body, not just Technical Summary

Compliance

- **For ALL candidate submissions, please use following naming convention**
  - Use "true" first and last names, no shortened or nicknames (i.e. James changed to Jim etc.)
  - Include candidate's middle initial in ALL candidate submissions



- **Candidate profile name & supporting compliance documentation name MUST match exactly**
  - First and Last Names should mirror legal documents (i.e. Driver's License/Passport)
    - Middle initial can be used in lieu of legal middle name, but 1st and Last Names must be identical to legal documents
- **Name must also match name listed on certified payroll checks being collected for audits**

Compliance (cont.)

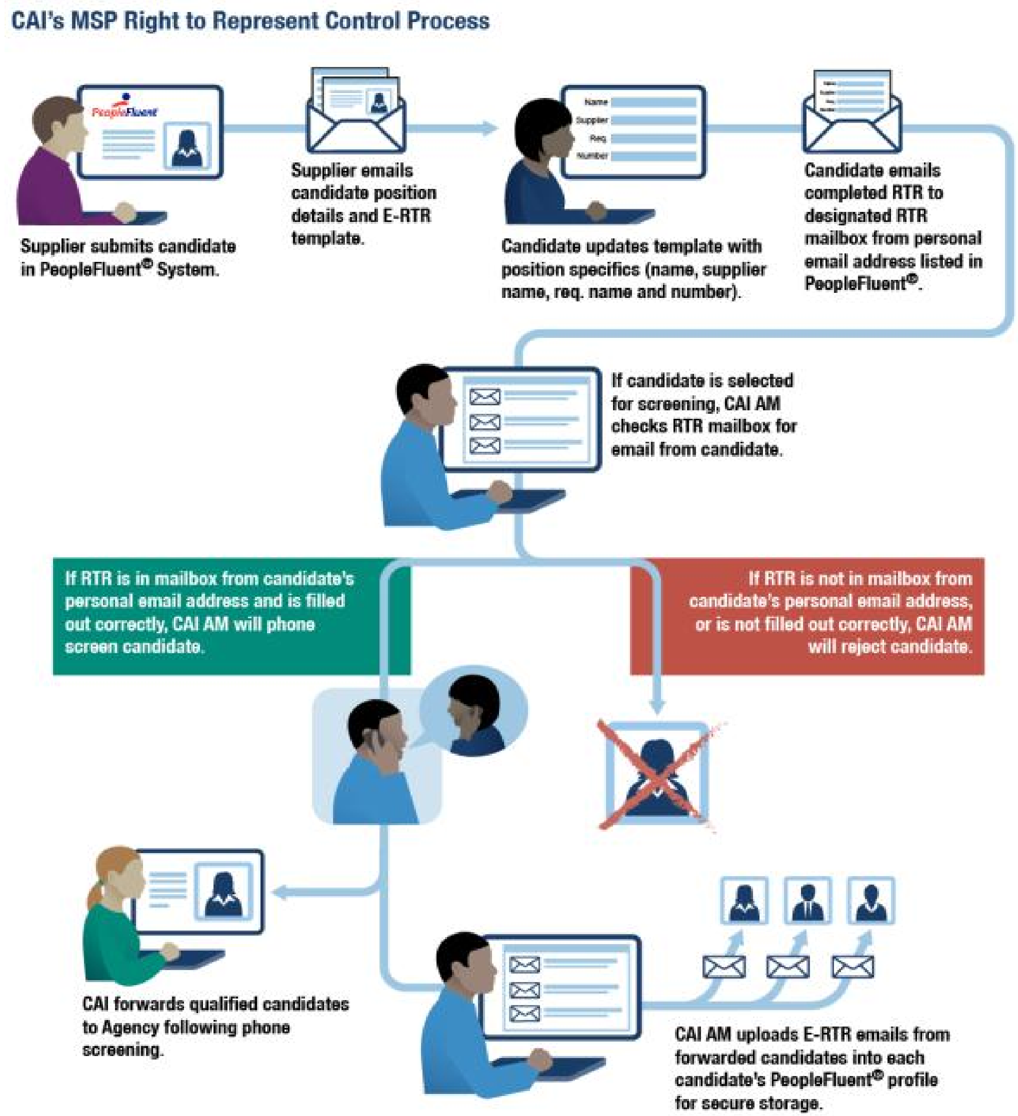
- CAI will validate skills listed in resume and PeopleFluent candidate profile to ensure they are accurate and meet contract requirements
  - If Education is listed on the resume – it MUST be verified in supporting Compliance documentation
- Background Checks & Compliance Items must all be performed by a 3rd party
  - This includes Education and Certification verifications
- Review Compliance tab in each req for agency/req specific compliance requirements
- Contractual Compliance: ALL Candidates MUST have direct W2 or 1099 Relationship
  - Important: Watch communications for audits

CAI Screening Process

CAI's on site team conducts quality control for each req- all candidates are reviewed

- Validate the ERTR from the candidate is sent following proper protocol
- Review résumé content and computerized scores for submitted candidates
- Call candidates meeting requirements to discuss availability and validate professional experience.
    - Baseline information covered during call:
        - Validation of submitting firm
        - Location and availability for interview/start
        - Skills and communication validation
        - Current and prior experience
        - Position specific questions provided by the client
    - Screening starts during the 5 day submission window, and is completed within the 3 day SLA window CAI has to forward candidates to the client.
- CAI forwards only the most qualified candidates for consideration
    - CAI will send a notification email via PeopleFluent for candidates who are forwarded to the client. If you do not receive a PeopleFluent notification, your candidate was not forwarded.

CAI Screening Process (cont.)



PeopleFluent

- Requirement Status
  - Open, Interviews Occurring, Filled
- Candidate Status
  - New, Active, Schedule Interview, Engagement Requested
  - Keep candidates informed
  - Update candidate status as needed
- Additional Information
  - Bill Rate vs. Vendor Rate
  - Required/Desired Skills section must be completed accurately with candidate’s actual years of experience

Time Entry

- All engaged resources must have access to the District's PASS time entry system
  - Candidates should contact his/her District PM and CAI Contract Manager if they do not have PASS access. Candidates should follow up with supervisor to make sure they have setup their User Maintenance so the candidate can access PASS
- Engaged candidates must submit timesheets by <u>12:00 PM each Monday</u> in the District's PASS time system
- "Zero –hour" timesheets must be submitted in PASS if a candidate does not work a given week during their engagement tenure
- Engaged candidates DO NOT need to submit timesheets in the PeopleFluent VMS system
  - Timesheets will be uploaded from the District's PASS time system into the PeopleFluent VMS system by close of business each Thursday
  - If time is not showing in PeopleFluent, it was either not entered or not yet approved in PASS

Additional Information

- PO Continuation Process Transparency
  - Local CAI Team is working with DC agencies to process continuation POs for engagements with end dates on, or beyond 9/30/17
    - Remaining hours can be viewed when resources enter timesheets in District's PASS system
- Engagements have a maximum duration of twelve months. If service needs to continue after one year, a new requirements is developed detailing that need for service and the requirement is opened for competition.
  - No Extensions beyond the listed end date will be granted
- Pay attention to PeopleFluent notifications
- All communications are to be directed to CAI, not the PM's. Infractions may result in corrective action
  - Email is best way to initiate communication

Questions?