



DEPARTMENT OF INFORMATION TECHNOLOGY

IT PROFESSIONAL SERVICES

The Department of Information Technology currently has four vendors on the IT Professional Services Master Agreements. The intention of this contract is for all using agencies to get the most qualified consultant at the best price. All agencies entering into a new project must shop the four vendors for the lowest cost, best qualified candidate who fulfills their business needs. An explanation is required if the vendor selected is not the lowest, qualified. New projects may be subject to OPM's Hiring Freeze Guidelines. See revised DOIT-2 Interview Selection Sheet.

Master Agreements were awarded to four (4) IT Consulting Firms. One (1) vendor is a DAS certified Minority-owned Business Enterprise (MBE). Each vendor developed a website for agency and political subdivision use. An on-line "fillable" form is available for contract users to make a request. Each vendor is required to e-mail the requestor a minimum of three (3) qualified resumes within five (5) business days from the date of the request. Any resource requested must be available within one (1) week from the date of the purchase order unless otherwise agreed to by the agency.

Each vendor's website has a link to the Vendor Performance Report. Should a vendor not respond within the five business day window, a report should be submitted. Agencies can also submit comments, issues and suggestions on this form. This will enable DOIT to track contract compliance and make improvements to the process.

Any immediate issues concerning a consultant should be directed to the vendor. An escalation procedure is posted on each vendor's website. Should those efforts fail, DOIT Contracts and Purchasing should be contacted.

For additional information on the IT Professional Services Master Agreements and processes contact: Elizabeth Basso, DOIT Contracts and Purchasing at elizabeth.basso@ct.gov or (860) 622-2037.

IT PROFESSIONAL SERVICES SELECTION PROCESS

AGENCY

1. Consultant Requirements:
 - Projects: Develop Statement of Work. Determine class, type, quantity and duration.
 - Staff Augmentation: select lowest qualified vendor. Determine class, type, quantity and duration.
2. Request resumes via the on line "fill-able" form on each vendor's website. Classifications are listed with associated pricing. A statement of work or job details may be downloaded to a vendor's form or cut and pasted into the appropriate section. If a project requires a consultant that does not fall into one of the existing classifications, contact DOIT with the requirements and a new class and pricing will be developed and added to the Master Agreement by way of a Product Schedule update. Vendors are required to submit three (3) qualified resumes within five (5) business days. Once a request has been submitted, the agency should receive an email confirmation from the vendor.
3. Agencies should evaluate resumes to ensure that the candidates meet all of the requirements for the requested classification and the interview selected candidates.
4. To request candidates, depending upon which system is in use for your agency, prepare a DOIT-10 in the DCP²S System or a CORE-10 in the CORE System. The following needs to be included and/or attached:
 - DOIT-2 Interview/Selection for Data Processing Consultant Form and appropriate form of identification. If needed, include the necessary documentation required for proof of eligibility to work in the United States.



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ELECTRONIC REQUEST

1. The system will route the electronic request to the proper approving authorities within an agency.
2. Agency submits to DOIT Business Development Directors (Steve Casey, Chuck Hoadley, Suzanne Niedzielska).
3. BDD's review for completeness and route for approvals.
4. Contracts and Purchasing Division (CPD) reviews and approves.
5. DCP²S notifies requestor upon final approval. Monitor the CORE System for approval verification.

VENDOR PERFORMANCE

Each vendor's website has a link to the Vendor Performance Report. Agencies should submit comments, issues and suggestions on this form. This will enable DOIT to track contract compliance and make improvements to the process. Any immediate issues concerning a consultant should be directed to the vendor. An escalation procedure is posted on each vendor's website. Should those efforts fail, DOIT Contracts and Purchasing should be contacted.

AGENCY

Issue Purchase Order to vendor(s).

VENDORS

Corporate Information Technologies, Inc. - <http://ctvendor.corpit.com/>
314 Farmington Avenue – Suite 130 – Farmington, CT 06032
Robert Sherry, Phone (860) 676-2720, Fax (860) 676-8273
Core-CT Vendor ID #: 0000010408
Master Agreement # B-05-002; **Expiration Date 12/14/2009**
In Core-CT, use Contract ID #04ITZ0007A

*Hallmark TotalTech, Inc. - <http://www.hallmarkit.com/ct/>
DBA Hallmark Information Technology
1160 Silas Deane Highway, Wethersfield, CT 06109
Andrew Parker, Phone (860) 529-7500, (800) 876-4255, Fax (860) 529-9800
Core-CT Vendor ID #: 0000010399
Master Agreement # B-05-003; **Expiration Date 12/14/2009**
In Core-CT, use Contract ID #04ITZ0007B
*** Certified MBE Vendor**

On-Line Systems, Inc. - <http://www.on-linesystems.com/CTMain.aspx>
790 Farmington Avenue – Suite 3-D – Farmington, CT 06032
Jamie Martin, Phone (860) 678-1300, Fax (860) 678-1919
Core-CT Vendor ID #: 0000010340
Master Agreement # B-05-004; **Expiration Date 12/14/2009**
In Core-CT, use Contract ID #04ITZ0007C

TriCom Consulting Group, LLC - <http://www.tricomgroup.com/stateofct/>
333 Industrial Park Road, Middletown, CT 06457
Karl Hespeler, Phone (860) 635-9600, Fax (860) 635-9300
Core-CT Vendor ID #: 0000011031
Master Agreement # B-05-005; **Expiration Date 12/14/2009**
In Core-CT, use Contract ID #04ITZ0007D



WEBSITE FEATURES

- 1. Resources, Pricing and Request a Resume form**
- 2. The Interview/Selection form (DOIT-2)** - The top portion of this form should be completed for each candidate an agency interviews at the time of the interview. Only the candidate selected and an agency representative are required to fully execute the entire form (including signatures). The Interview/Selection form and required documents must be attached to a DOIT-10 when requesting a consultant through the DOIT Contracts and Purchasing Paperless System (DCP²S). http://www.ct.gov/doit/lib/doit/purchase/awards/interviewselectionrev_10_30_08.pdf
- 3. MBE/SBE DAS Certificate of Eligibility** – The certificate on the website will have a watermark across the front which indicates it is an “unofficial” document. This will ensure that certificates are not printed and improperly submitted with other procurements.
- 4. Master Agreements** – The Master Agreement contains all the terms and conditions of the contract.
- 5. Escalation Policy** – Lists vendor contact information and complaint resolution process.
- 6. Vendor Performance Form** – DOIT encourages all contract users to utilize this form to track contract compliance
- 7. Website Accessibility Policy** – All vendor sites have been reviewed and certified by the State of Connecticut Accessibility Committee.

Each quarter all vendors are required to submit to DOIT Contracts and Purchasing Division a management report. The report must contain the following data; Contracted dollars by agency by vendor (if subcontractors are used) and total number of dollars paid to SBE/MBE vendors by company. This will ensure an ongoing commitment to provide equal opportunity to Small Business Enterprises and Minority-owned Business Enterprises.