IT PROFESSIONAL SERVICES

The Department of Information Technology IT Professional Services Master Agreements are available to All Using State Agencies and Political Subdivisions. Agencies may choose a vendor based on the best qualified candidate who fulfills their business needs. The lower pricing and electronic processing will further the state's cost saving efforts.

Master Agreements were awarded to four (4) IT Consulting Firms. Two (2) of the vendors are DAS certified Small Business Enterprises (SBEs), one (1) vendor is a Minority-owned Business Enterprise (MBE) and one (1) vendor is a large business that has an affiliation with two (2) SBE vendors.

The position classifications were collapsed into eleven (11) categories and twenty-six (26) position titles. Each vendor developed a website for agency and political subdivision use. An on-line "fill able" 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.

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. 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 (DCP^2S). http://www.ct.gov/doit/lib/doit/purchase/awards/interviewselection1.doc
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.

REPORTING

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.

DOIT's goal is a consolidated, streamlined and electronic approach to reduce costs for the State of Connecticut.

RFP 04ITZ0007
Master Agreements

These Master Agreements replace the following contract awards:
SBE 012-A-27-7008 -C & 012-A-27-7007

Corporate Information Technologies, Inc. - http://ctvendor.corpit.com/
314 Farmington Avenue – Suite 130 – Farmington, CT 06032
Core-CT Vendor ID #: 0000010408
Master Agreement – B-05-002; Expiration Date 12/12/2009
Core-CT #04ITZ0007A

Hallmark TotalTech, Inc. -http://www.hallmarkit.com/ct/
1160 Silas Deane Highway, Wethersfield, CT 06109
Core-CT Vendor ID #: 0000010399
Master Agreement – B-05-003; Expiration Date 12/12/2009
Core-CT #04ITZ0007B

On-Line Systems, Inc. - http://www.on-linesystems.com/CTMain.aspx
(note new address)
790 Farmington Avenue – Suite **3-D** – Farmington, CT 06032
Core-CT Vendor ID #: 0000010340
Master Agreement – B-05-004; Expiration Date 12/12/2009
Core-CT #04ITZ0007C

TriCom Consulting Group, LLC - http://www.tricomgroup.com/stateofct/
333 Industrial Park Road, Middletown, CT 06457
Core-CT Vendor ID #: 0000011031
Master Agreement – B-05-005; Expiration Date 12/12/2009
Core-CT #04ITZ0007D

Each website contains additional vendor information and links to required DOIT-2 form.

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

DEPARTMENT OF
INFORMATION TECHNOLOGY

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. As statement of work, or job details may be downloaded to a vendor's form or cut and pasted in 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, prepare a DOIT-10 in the DCP^{2}S System. The following should be included and/or attached:
    - DOIT-2 Interview/Selection for Data Processing Consultant Form. Include the necessary documentation required for proof of eligibility to work in the United States.
    - DOIT-3 Information Technology Acquisition Request (ITAR). The system will automatically generate an ITAR if Professional Services is chosen as a commodity.

DOIT-10

1. DCP^{2}S will route the DOIT-10 to the proper approving authorities within an agency.
2. Agency submits to DOIT Business Development Directors (Steve Casey, Chuck Hoadley, Charles Dew).
3. BDD's review for completeness and route for ITAR approvals.
4. Contracts and Purchasing Division (CPD) reviews and approves.
5. DCP^{2}S notifies requestor upon final approval.

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).

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