IT Staff Augmentation Contracts (ITSAC) Portal

ITSAC Portal - Customer User Guide

Version: 3.0

1.0   SERVICE SOLICITATION REQUEST (SSR) – CUSTOMER

The Customer ITSAC Portal will be used to post Solicitation Requests (either Request for Resumes or Statement of Work Solicitations), review details related to submitted Solicitations, cancel/withdraw the Solicitation, review candidates submitted by Vendors or Vendor SOW Responses, and ultimately Award the Solicitation and mark which candidates or Vendors were hired or selected.
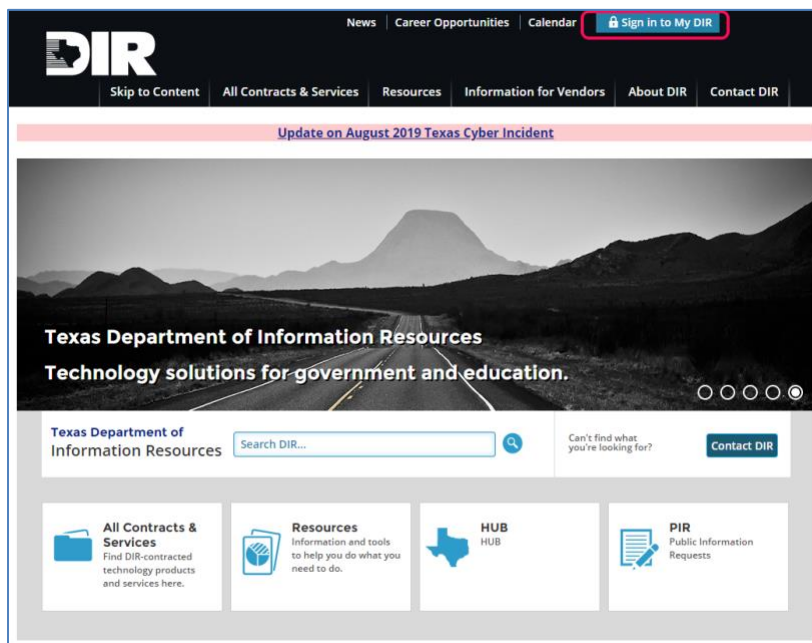
Note: Customers are encouraged to use the ITSAC Portal to help manage the Solicitation process, but may choose to do this process manually via Email.
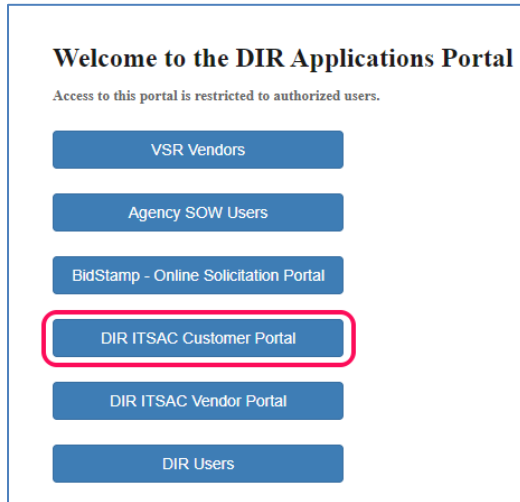
1.1   Submitting a Request for Resumes Solicitation

1.1.1   Open a web browser and navigate to the DIR website at https://dir.texas.gov/.

   Note: The ITSAC Portal is optimized for Google Chrome or Mozilla Firefox.

1.1.2   Click on the **Sign into My DIR** button.

1.1.3   Navigate to the DIR ITSAC Customer Portal link.

Welcome to the DIR Applications Portal

Access to this portal is restricted to authorized users.

VSR Vendors

Agency SOW Users

BidStamp - Online Solicitation Portal

DIR ITSAC Customer Portal

DIR ITSAC Vendor Portal

DIR Users

1.1.4   Log into the ITSAC Portal with your credentials.

ITSAC Customer Login

Vendor@email.com

••••••••••

Log in

Forgot your password?
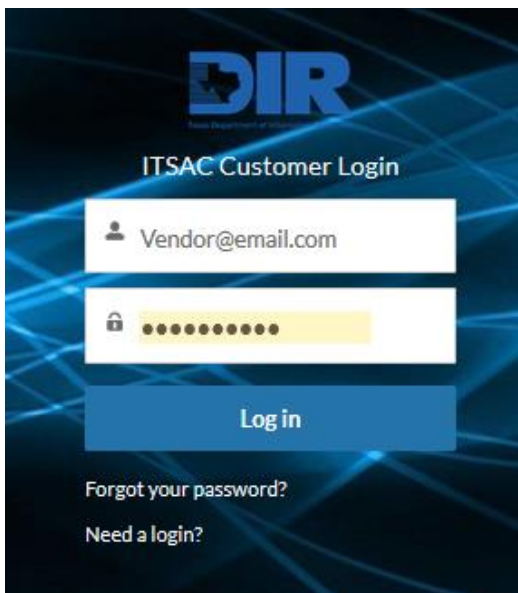
Need a login?

Note: Request a temporary password by clicking on the **Forgot your password?** link. If you do not have an account, click on the **Need a Login?** button.

Enter the following information and DIR Staff will review your account request.

Note: Multiple accounts per customer are allowed and can be requested through the portal. However, users are restricted to only view solicitations that was posted by their account. If a solicitation owner needs to be transferred to a different user, contact DIR Staff at DIRStaffAugmentation@dir.texas.gov.

1.1.5   Once logged in, submit a new Solicitation Request by clicking on the **Submit New Request for Resumes** link.

1.1.6   <u>**New Request for Resumes Solicitation**</u>

<u>Solicitation Details</u> - Begin the Solicitation Request by entering the following information. Click **Next** once complete.

Note: The Solicitation Reference Number is a unique value that is created and assigned by the Customer for reference throughout the Solicitation process.

Submit ITSAC Request for Resumes Solicitation

Step 1	Step 2	Step 3	Step 4

* Solicitation Reference Number

SolicitationABC1234

* Working Title

Internal Agency Title

* Estimated Start Date

Oct 1, 2020   🗓

Estimated End Date

Oct 30, 2020   🗓

* Number of Positions Available

5

* Number of estimated hours per Worker

150

Next

Note: At any time during the process, click on the Home button to exit the Solicitation submission. Do **not** use your browser back arrow.

1.1.7   Job Details - Enter the following Job details then click Next.

Note: If the position can be done remotely, enter 'Work from Home' or 'Remote Work' in the 'Work Location' field.

Submit ITSAC Request for Resumes Solicitation

* Description Of Job Duties

| Salesforce Sans ▼ | 12 ▼ | B | I | U | S | ☰ | ☰ | ⇥ | ⇤ | ☰ | ☰ | ☰ |

T_x

Test Description of Duties

* # of Resumes Allowed per Vendor

1

Enter a number between 1-5

* Work Location (full address with zip code)

123 St

* Work Hours Start

8:00 AM

* Work Hours End

5:00 PM

* Full Time or Part Time

● Full Time
○ Part Time

Enter Other Special Requirements below:

| Salesforce Sans ▼ | 12 ▼ | B | I | U | S | ☰ | ☰ | ⇥ | ⇤ | ☰ | ☰ | ☰ |

T_x

Other Special Requirements

Enter Additional Terms and Conditions below:
Note - Additional Terms and Conditions cannot contradict or weaken the ITSAC Terms and Conditions.

| Salesforce Sans ▼ | 12 ▼ | B | I | U | S | ☰ | ☰ | ⇥ | ⇤ | ☰ | ☰ | ☰ |

T_x

Additional Terms and Conditions

Previous   **Next**

1.1.8 Job Details (cont.) – Enter the **Job Category, Title, and Level.** Refer to contract documentation under RFO 445 for detailed explanations of the following:

   1.1.8.1   Defined Title – Refers to a set Category, Title, and Level with a defined Not To Exceed (NTE) Rate. For example, a Category **IT Marketing**, Title of **Customer Relationship Management (CRM),** and Level of **Intern 2** has a NTE Hourly rate of $29.26.

Submit ITSAC Request for Resumes Solicitation

| ✓ | ✓ | Step 3 | Step 4 |

Category *

IT Marketing   ⌄

Title *

Customer Relationship Manager (CRM)   ⌄

Level *

Customer Relationship Manager (CRM) Intern 2   ⌄

Previous   **Next**

   1.1.8.2   Undefined Title – Refers to set a Category, but an Undefined Title. A Suggest Title and Suggested Rate will be required for Vendors to reference. For example, a Category of **Technical Services, Help Desk and**

Operations can have an **Undefined Title,** a Suggested Title of **Drone Operator,** and a Suggested Rate of **$99.50.**

Submit ITSAC Request for Resumes Solicitation

Step 3 ✓ ✓ Step 3 Step 4

Category *
Technical Services, Help Desk and Operations ⌄

Title *
Undefined Title: Technical Services, Help Desk and Operations ⌄

Suggested Title * ⓘ
Drone Operator

Suggested NTE Rate * ⓘ
99.50

Previous   Next

1.1.8.3   <u>Specialist Level</u> – Refers to a set Category and Title, but has a Specialist Rate because of specific skills or job duties that exceed the DIR Job Category and Title. For example, a Category of **Project Management,** Title of **Agile Scrum Master,** and a **Specialist** level. Note: The rate will be

negotiated between the Customer and Vendor and will be finalized during Award.

Submit ITSAC Request for Resumes Solicitation

1.1.9   Candidate Skills – Based on contract requirements for the job posting, add the **Required Skill(s)** and the corresponding minimum required number of Years. You may also add

any Preferred Skills with the corresponding number of years. Note – Undefined Titles and Specialist Rates do not require a defined number of years for skills.

Click on the **Range of Years of Experience for All Types/Levels** for a tablelized contract reference list of Categories, Titles, Min. and Max. # of Years of Experience, and NTE Rates.

Range of Years of Experience for All Types/Levels

	Title & Level ↑		Min Years		Max Years		NTE Rate	
1	Agile Coach 1		1		3		$76.26	
2	Agile Coach 2		4		7		$121.88	
3	Agile Coach 3		8		99		$167.65	
4	Agile Coach Intern 1		0		0		$30.50	
5	Agile Coach Intern 2		0		0		$45.76	

Note: Number of Years for Required or Preferred Skills must be a numeric value. For skills that do not have a numeric value (such as certificates), default to 1.

Click **Save Draft** once complete. A confirmation message will be displayed once the Solicitation has been drafted and saved. Click **Finish** to be re-directed to the Home Page.

Submit ITSAC Request for Resumes Solicitation

The draft Solicitation has been saved and available for review.

Click the Finish button below to review the Draft Solicitation and download the Solicitation documents. Click **Edit Draft** to make any final changes prior to posting.

Once complete, click **Post** to select the Vendor(s) for notification and to set a deadline date for Vendor Responses. Otherwise, click **Withdraw** to delete this draft solicitation.

Finish

Note: The Solicitation is in a **Draft** status and must be Posted with a Deadline Date before eligible vendors are notified. It is advisable for you to review the draft solicitation documents within your agency prior to posting for vendor responses.

1.1.10 Review Solicitation – On the ITSAC Customer Home Page, all Solicitations and their current status is displayed (see table below). Click on the **Solicitation Reference Number Link** of the draft Solicitation to review and make final edits prior to posting.

	Open Solicitations						
	Solicitation ID ↑ ⌄	Working Title ⌄	Status ⌄	Deadline Date ⌄	Category ⌄	Level ⌄	SSR Type
1	bad202022	Newyear2020bad	Draft		Applications/Software Develo...	Business Analyst 2	
2	baspecialist	Newyear2020	Draft		Applications/Software Develo...	Specialist	
3	jeansep17	database2	Draft			1	
4	Newyear2088	Newyear2020	Draft			Intern 2	
5	SolicitationABC123	Internal Title	Draft		Project Management	Specialist	Resume

Note: Solicitations can have the following statuses:

Solicitation Status	Description
Draft	Solicitations that have been created by the Customer but has not been posted and sent to vendors for review. A deadline date has not been set and few edits can be done prior to posting.

Solicitation Status	Description
Posted	Solicitations that have been posted and sent to vendors for review. Vendors can review and submit candidates up until the Deadline Date.
Customer Reviewing	Solicitations that have passed the Deadline Date. Customer can review all eligible candidates and begin the selection process.
Awarded	Solicitations that have been awarded by the customer and candidate(s) have been interviewed and hired.
Cancelled	Solicitations that have been cancelled by the Customer after the Solicitation has been posted.
Closed – No Response	Solicitations that have been posted and the deadline date has passed but no Candidates have been submitted by Vendors. *Note:* If you wish to re-submit a Solicitation, submit a New Solicitation with the previously used Solicitation Reference ID with a 'R' added to the end.

Selecting a Solicitation will contain three tabs: **Solicitation, Request Detail,** and **Candidates.**

1.1.10.1   Solicitation – This tab will contain the Word document of the Solicitation Request. Click **Download Solicitation** to save a local copy.

Note: Once the Solicitation is posted, a list of notified vendors and the corresponding contract number will appear at the bottom of this page.

Solicitation
SolicitationABC123

| Post | Withdraw | Edit Draft | ▼ |

SOLICITATION   REQUEST DETAIL   CANDIDATES

Download Solicitation

IT STAFFING SERVICES SOLICITATION UNDER
DEPARTMENT OF INFORMATION RESOURCES
IT STAFF AUGMENTATION CONTRACT (ITSAC)
RFO DIR-CPO-TMP-445

Solicitation Reference Number: SolicitationABC123	Working Title: Internal Title	Title/Level: Agile Scrum Master Specialist
Category: Project Management	Full Time	NTE Rate: To Be Determined

1.1.10.2   <u>Request Detail</u> – Contains details regarding the Solicitation.

SUBMIT REQUEST FOR RESUMES   SUBMIT STATEMENT OF WORK   VIEW CLOSED SOLICITATIONS

Solicitation
SolicitationABC123

Post   Withdraw   Edit Draft

SOLICITATION   **REQUEST DETAIL**   CANDIDATES

Reference Number	Working Title
SolicitationABC123	Internal Title
Category	Status
Project Management	Draft
Title	
Agile Scrum Master	
Suggested Title	
Level	Estimated Start Date
Specialist	10/1/2020
NTE Rate	Estimated End Date
$0.00	10/30/2020
Suggested NTE	Work Hours Start
	8:00 AM
Number of Positions Available	Work Hours End
5	5:00 PM
Number of Estimated Hours	Customer Name
150	Williamson County
# of Resumes Allowed Per Vendor	
1	
Work Location	
123 St	
Full Time or Part Time	
Full Time	

∨ **Description of Duties**

Description of Duties
Test Description

∨ **Special Requirements**

Special Requirements
Other

∨ **Additional Terms and Conditions**

Additional Terms and Conditions ⓘ
Additional Terms and Conditions

Skills (2)
Updated a few seconds ago

	Type ↓	Years of Experience	Skills and Experience	Created By	
1	Required	10	Java Programming	TestTony Tran	
2	Preferred	1	Microsoft Certificate	TestTony Tran	

View All

To make any edits, click on the **Edit Draft** button to launch the wizard-view for the Solicitation.

Edit Draft

Step 1 → Step 2 → Step 3 → Step 4 → Step 5

Edit Solicitation Reference Number : SolicitationABC123

* Working Title

Internal Title

* Estimated Start Date

Oct 1, 2020

Estimated End Date

Oct 30, 2020

*Number of Positions Available

5

Next

Changes will be saved on Step 5 when clicking **Save Draft.**

1.1.10.3 Candidates – Candidates will not be reviewable until the Solicitation has been posted, vendors have submitted candidates, and the Deadline Date has passed.

Note: You will be able to view the number of candidates that have been submitted at any time. Use this information to determine whether the solicitation deadline should be extended. This number is not final and can fluctuate at any time.

Solicitation
TDI66156

Extend Deadline   Cancel Solicitation

SOLICITATION   REQUEST DETAIL   **CANDIDATES**

There are currently 3 candidates submitted for this solicitation

Candidates will not be visible until the Solicitation has been Posted and the Deadline Date has passed.
Note: number of candidates may change if candidates are disqualified.

Note: If changes need to be made to the Deadline Date after posting, navigate to the Solicitation and click on the **Extend Deadline** button. For any other changes, the Solicitation must be withdrawn or cancelled, then resubmitted. Re-submit quickly using the **Clone Solicitation** button on any Solicitation.

1.1.11   Posting Solicitation – Once the Solicitation is reviewed and updated, click on the **Post** button and enter the **Deadline Date** for vendors to submit candidates. Click **Next** once complete.

Note: If you are a State Agency, you will need to accept the following acknowledgement per TGC 2157.068.

Click **Next** to view a list of Vendors to post the Solicitation to.

Click Save to post the Solicitation and allow Vendors to post Candidates.

1.1.12 <u>Confirmation</u> – The email associated with your account and chosen vendors will receive an email notification of the Solicitation posting. Click **Finish** on the confirmation message to be directed to the Home page.

Note: The Solicitation status is updated from 'Draft' to 'Posted' with a Deadline Date.

Example of Vendor Email notification:
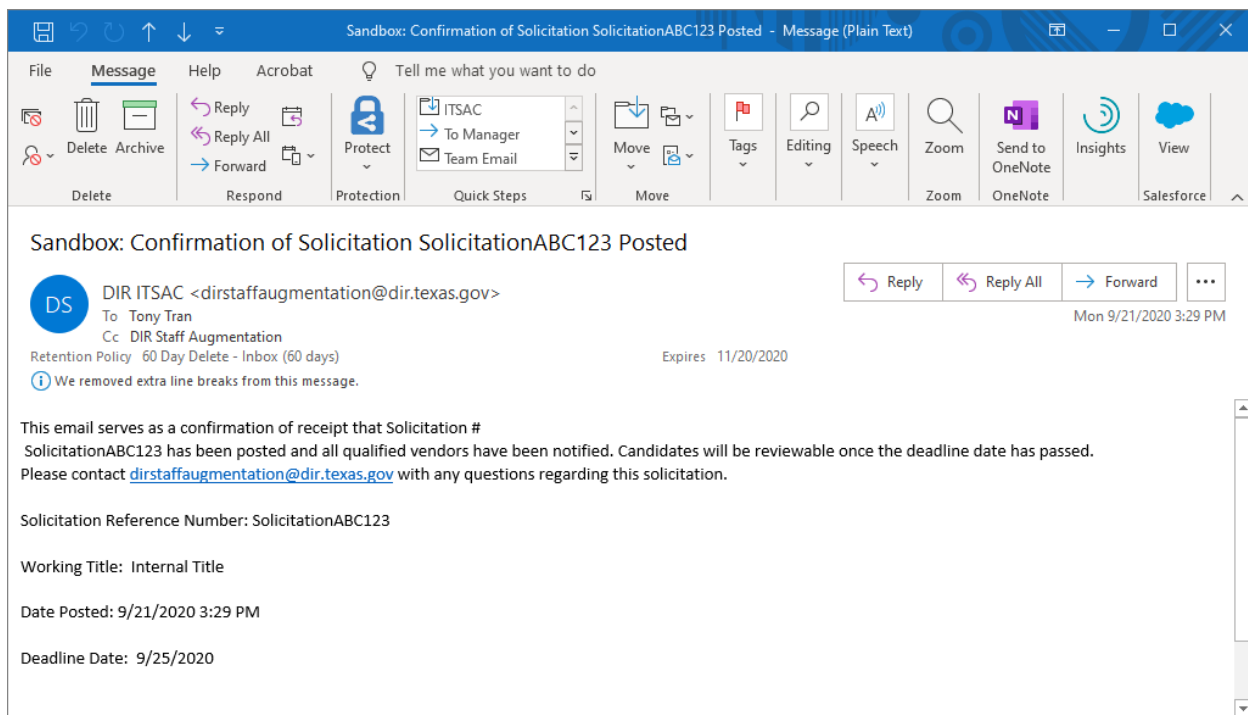
Note: Contact your IT Department to ensure that emails coming from DIR are whitelisted and not marked as spam.

1.1.13 <u>Cancel Solicitation</u> – At any point after the posting of the Solicitation, Customers may cancel the Solicitation by clicking on the Solicitation link and clicking the **Cancel** button.

Provide the cancellation reason then click **Next.**

All eligible vendors will be notified via email of the cancellation.

1.2 Awarding a Request for Resumes Solicitation

At 5:00 PM (Central Time) on the Deadline Date, vendors will no longer be able to submit candidates and the Solicitation will be reviewable for award. Customers will be able to review the submitted candidates and begin reaching out to selected vendors for negotiations, and possible Award

1.2.1   Navigate to the **DIR ITSAC Customer Portal Home Page.** Solicitations that have passed the deadline date will have a status of 'Customer Reviewing'. On the Home Page, click on the **Solicitation Reference Number** to begin reviewing candidates.

	Solicitation ID	Working Title	Status ↑	Deadline Date	Category	Level	SSR Type
1	at8888	cloud drifter	Customer Reviewing	2020-08-22	Applications/Software Develo...	Cloud Solutions Architect 1	Resume
2	DIRSpecialistTest123	Specialist Test	Customer Reviewing	2020-09-20	IT Marketing	Specialist	Resume
3	DIRUndefinedTest123	Undefined Test	Customer Reviewing	2020-09-20	IT Marketing		Resume
4	Thresholdsforresumes	Thresholdsforresumes	Customer Reviewing	2020-08-22	Information Technology Servic...	Process Improvement Manage...	Resume

1.2.2 Click on the **Candidates** tab to view a list of candidates that were submitted by vendors.

Note: If the Solicitation deadline has passed and no candidates were submitted, the Solicitation will have a status of 'Closed – No Responses'. If you choose to re-submit the Solicitation, you must a New Solicitation Request. Expedite this step by cloning the solicitation to re-submit the draft.

Descriptions of each column in the Candidates screen.

Candidate Table Field	Description
Checkbox	Used to select individual candidates to download a subset of candidate resumes.
Comments	Contains comments related to the candidate added by the Vendor. Customers can also add comments that will only be displayed to the customer. *Note*: Any comment added can be subject to public information requests.
Candidate ID	Unique ID for the candidate. Click on this link to access more detail on the candidate.
Full Name	Candidate's Full Name (First + Last Name)
Skills	Contains the skills added by the vendor.
Vendor Information	Contact Information of the vendor that submitted the candidate.

Candidate Table Field	Description
DIR Contract Number	Contract number that the vendor is associated with.
Date of Availability	Date that the candidate is available to begin working.
Availability Status	Available – Candidate is cleared and available. Withdrawn – Candidate was removed by the vendor and no longer available. Resumes will **not** be available for these candidates. *Underqualified - Years – Candidate did not meet the minimum number of required years as set per the solicitation request. *Possible Duplicate – Candidate was possibly added by multiple Vendors and is a potential duplicate. Hired – Candidate is marked as Hired by the Customer when Solicitation is awarded. * Note - Although these statuses do not disqualify a Candidate from being reviewed and awarded, the status will inform you as the Customer of a Candidate's viability.
Hourly Rate	Cost per hour for the candidate.
Resume	Hyperlink to download the PDF uploaded for the candidate.

1.2.2.1　　　Candidate List - Click on the **Candidate List** button to download an Excel spreadsheet of all candidates submitted with detailed information.
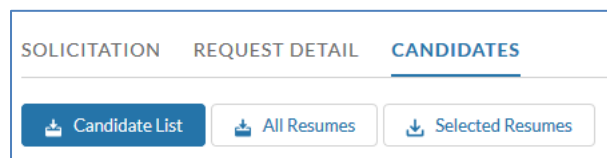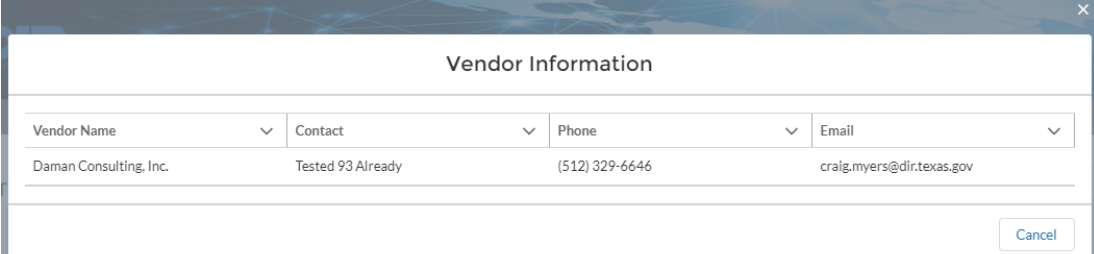
1.2.2.2   <u>Download Resumes</u> – Resumes can be downloaded in a variety of ways:

- All resumes of available candidates can be downloaded by clicking the **All Resumes** button (ZIP file containing all available resumes) **Note – If more than 50 candidate resumes are available, multiple zip files will be created.****
- Select candidate resumes can be downloaded by selecting each candidate in the checkbox column and clicking the **Selected Resumes** button
- Clicking individual links for each candidate in the Resume column.

1.2.2.3   <u>Vendor Information</u> – Click on the **Vendor Information link** to view contact information for the vendor.

Reach out to potential vendors to begin interviewing candidates and negotiations. Note: Rates can be further negotiated during this phase. A final negotiated rate must be entered to close out the solicitation.

1.2.2.4   Candidate Details – Click on the **Candidate ID** to view Additional Details for the candidate.

First Name		Is Candidate being Subcontracted?
Craig		☐
Last Name		Subcontracted Vendor Name
Myers		
Availability Status		Percent Subcontracted
Underqualified - Years		
Date of Availability		Subcontract HUB Type ⓘ
9/28/2020		
# Estimated Hours		Vendor HUB Type ⓘ
2,000		AS/M
Hourly Rate		Vendor Comments ⓘ
$70.00		
Hourly Total		Customer Comments ⓘ
$140,000.00		
Final Negotiated Rate		
Vendor Contact Name		
Tested 93 Already		
Email		
craig.myers@dir.texas.gov		
Phone		
(512) 329-6646		
Category		
Project Management		

1.2.2.5   Candidate Skills – Click on the **Skills** button to view the skills provided by the vendor.

Candidate Skills

Requested Years	⌄	Candidate Years	⌄	Skill Type	⌄	Skills and Experience	⌄	Comments	⌄
3		3		Required		Techincal Writing			
5		5		Required		Telecom Setup			

Cancel

1.2.3   Cancel Solicitation – At any time, Customers can cancel the Solicitation Request. All eligible vendors will receive a notification of cancellation.

Award Solicitation	Cancel Solicitation

Provide the reason why the Solicitation was cancelled. Click **Next** to Confirm.

1.2.4   Award Solicitation – Click on the **Award Solicitation** button once candidate(s) have been selected for hiring.

Note: Awarding the Solicitation will close out the Solicitation and no further actions can be done. Only proceed with this step once *all* Purchase Orders have been completed and candidates have been selected for award.

After clicking Award, a confirmation message will appear.

Click **Continue**. Click on the Hired column to enter details for each Candidate chosen.
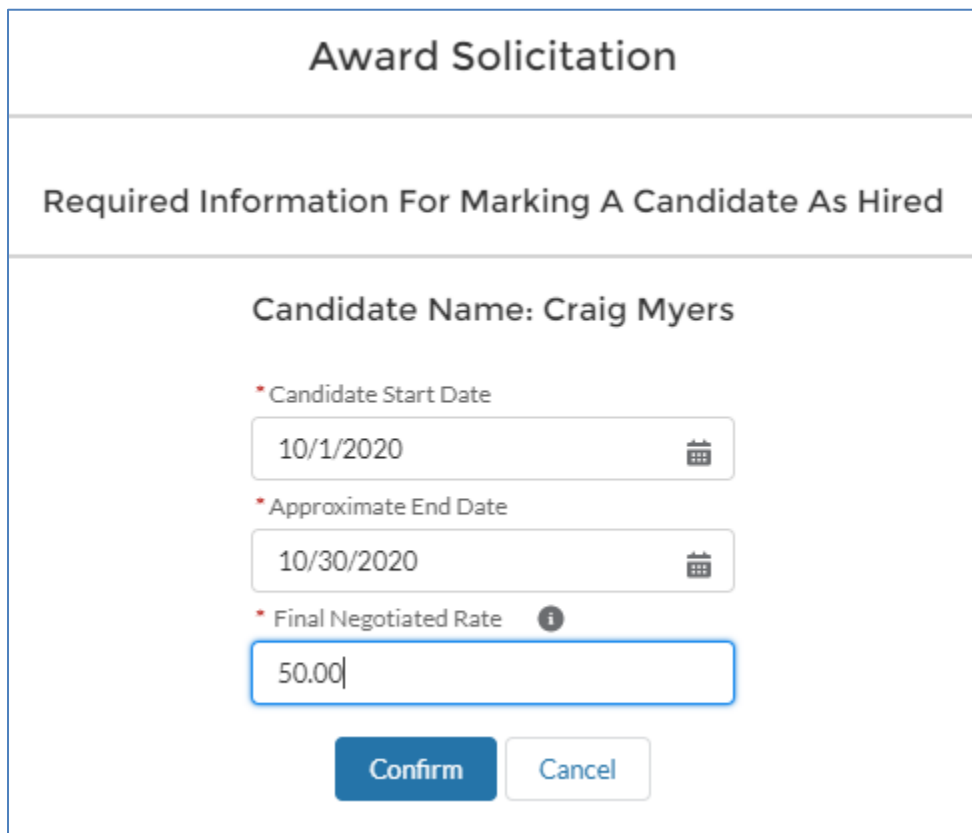
Add the Candidate Start Date, Approximate End Date, and Final Negotiated Rate.

Note: If you are awarding an Undefined Title, a Final Negotiated Title must be provided.
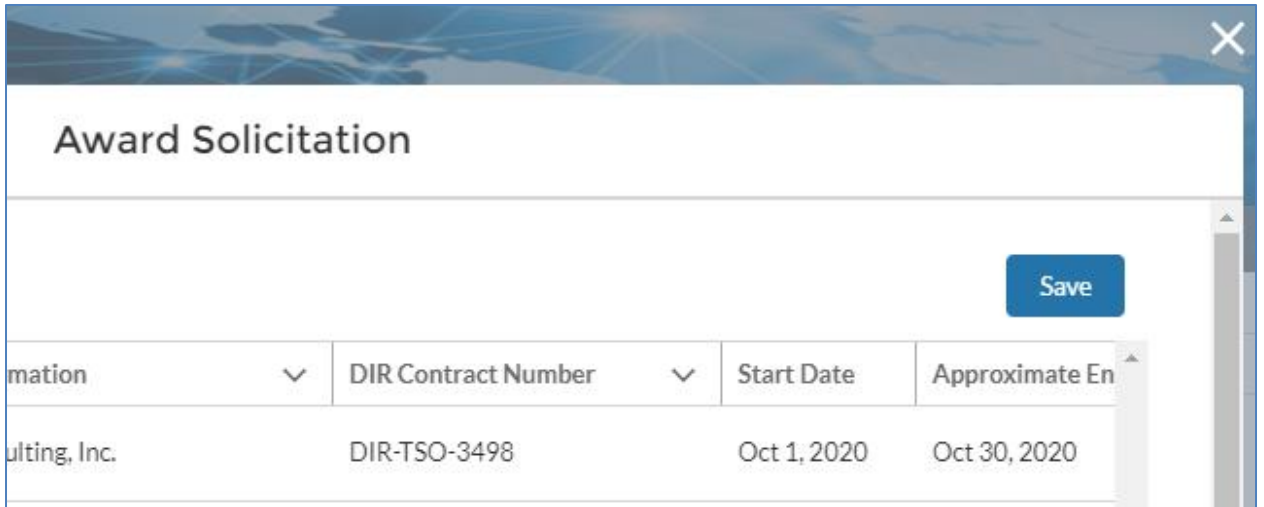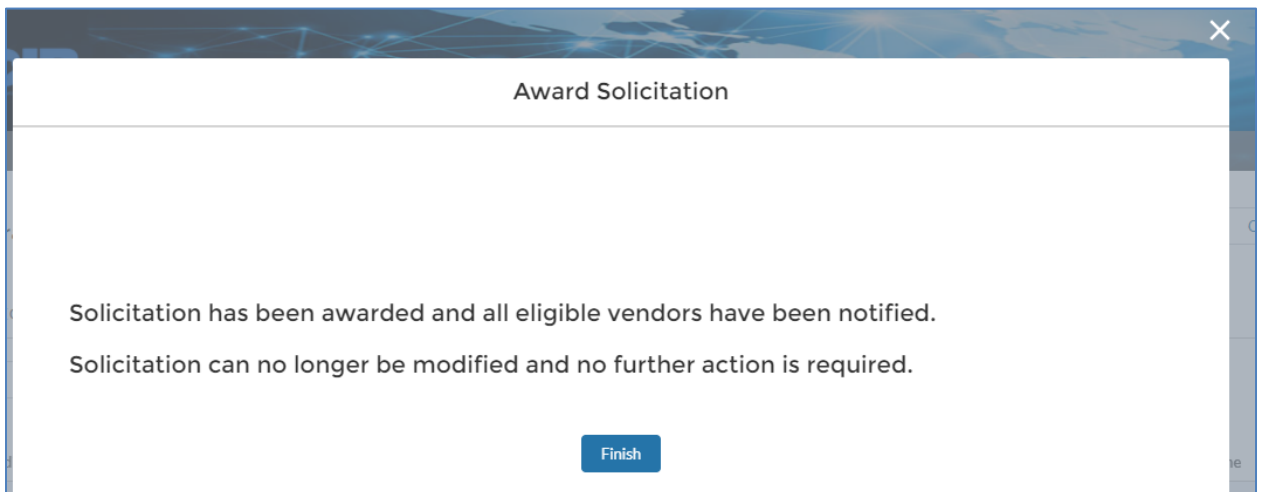
Click on the Save button once all Candidates have been updated. The Solicitation will be closed and eligible vendors will be notified via email.

Confirmation message appears:

An email will be sent to all eligible Vendors of the Solicitation Award:

Sandbox: Solicitation Reference Number DIRTestTrain123 has been awarded

DS DIR ITSAC <dirstaffaugmentation@dir.texas.gov>
To   Tony Tran

Retention Policy 60 Day Delete - Inbox (60 days)   Expires 11/27/2020
ⓘ We removed extra line breaks from this message.

Solicitation Reference Number DIRTestTrain123 has been awarded and candidates will no longer be considered for this Solicitation.

Solicitation Number: DIRTestTrain123

Customer Name: Texas Comptroller of Public Accounts

Number of Awarded Position : 1

Awarded Vendor Name : Daman Consulting, Inc., Final Negotiated Rate : 50

Texas Department of Information Resources (DIR) IT Staff Augmentation Contracts (ITSAC) DIRStaffAugmentation@dir.texas.gov
https://dir.texas.gov
#DIRisIT

1.3   Submitting a Statement of Work (SOW) Solicitation

Customers will be able to submit Statement of Works (SOW) to Vendors to propose solutions regarding IT Staff Augmentation Contracts. SOW examples may include staff on retainer over a period of time, a proposal of a team of different titles and positions to address an upcoming project, etc.

1.3.1   Log into the ITSAC Customer Portal. On the banner, click on **Submit Statement of Work.**

1.3.2   Enter the SOW details then click Next.

Submit New Statement Of Work

* Solicitation Reference Number

TestSOWSolicitation

* Working/Project Title

Customer Project

Estimated Start Date

Oct 1, 2020

Estimated End Date

Oct 30, 2021

* Description/Scope

| Salesforce Sans ▼ | 12 ▼ | B | I | U | S | ≔ | ⅑ | ᐸ | ᐳ |

Project Scope

Next

1.3.3   Upload any documents associated with the SOW for Vendors to review. Click Next.

Submit New Statement Of Work

Instructions for Uploading SOW Documents

1. Allowed file extensions: .pdf, .doc, .docx, xls, .xlsx
2. Maximum allowed file size for upload: 100 MB
3. Maximum numbers of files allowed for upload: 20
4. File naming convention rule: Do not use special characters such as ~ ! @ # + $ % ^ & * ( ) ` ; < > ?, [ ] { } ' " / \ |

Upload SOW Documents Here

Please note: You can upload more than one document at a time.

⬆ Upload Files   Or drop files

Test SOW Document.docx ✕

Next

* You must upload at least one file to continue

1.3.4   Confirmation Message – The SOW has been drafted and is ready for review. Click Finish to return to the Home Screen.

Submit New Statement Of Work

The solicitation has been drafted and saved.

Please review and make any final changes on the Request Details tab. Once complete, click on the Post button to notify eligible vendors.

Finish

1.3.5   Once your agency has reviewed the draft, you may post it to eligible Vendors. Locate the Solicitation in Draft Status and click the Solicitation ID. You will be taken to the Solicitation Detail page.

Solicitation
TestSOWSolicitation   Edit Draft   Post   Withdraw

SOW DETAILS   SOW RESPONSES

∨ Information

Reference Number   Status
TestSOWSolicitation   Draft

Estimated Start Date   Working Title
10/1/2020   Customer Project

Estimated End Date   Customer Name
10/30/2021   Williamson County

∨ Description/Scope

SOW Scope
Project Scope

Solicitation SOW Documents   ⬆ Upload Files

Document Name   Action

1   Test SOW Document   Delete

1.3.6   Review the details. If an edit is required, click on the 'Edit Draft' button.

If files need to be edited, click on the Upload Files button or Delete button under Solicitation
SOW Documents.

You may also withdraw the Solicitation and no Vendors will be notified.

1.3.7   Click the Post button to select Vendors for notification. Set a deadline date for Vendors
to provide responses.

* Deadline Date (Must be between 3 and 15 days from today)

[📅]

[Next]

Note: For State Agency Customers (not including Higher Education), SOWs must be reviewed by
DIR prior to posting to Vendors and must adhere to all guidelines under Texas Government
Code 2157.068.

🏠 SUBMIT REQUEST FOR RESUMES   SUBMIT STATEMENT OF WORK   VIEW CLOSED SOLICITATIONS

SOW Acknowledgement

I certify, as a State Agency Customer using the services offered under IT5AC RFO-445, that DIR has reviewed and approved this Statement of Work to be sent to eligible
Vendors for response.

[I Agree]   [Cancel]

TGC 2157.068 Acknowledgement

State Agency Customers (not including institutions of higher education), must adhere to the requirements of Texas Government Code 2157.068 relating to DIR
Cooperative Contracts. Texas Government Code 2157.068 requires state agencies to adhere to the following purchasing thresholds:

Contract Value	Number of DIR Successful Respondents
$50,000 or less	May award directly to WorkQuest. Otherwise, the agency must solicit a response from WorkQuest and one (1) other Contract holder.
$50,000.01 to $1,000,000.00	Three (3) (or all DIR Contract Holders in a category with less than three (3) Contract Holders); WorkQuest may count as one (1) and must be included.
$1,000,000.01 to $5 million	Six (6) (or all DIR Contract Holders in a category with less than six (6) Contract Holders); WorkQuest may count as one (1) and must be included.
More than $5,000,000.01	Agencies must conduct an independent procurement and cannot use DIR Cooperative Contracts

By clicking I Agree, you as a State Agency Customer acknowledge and agree to the thresholds outlined by TGC 2157.068.

Otherwise, click Cancel to close this window.

[I Agree]   [Cancel]

1.3.8   Select the eligible Vendors to send the SOW Solicitation. Click Finish and notifications will be sent.

ITSAC Contract Vendor List

Please select the contract/vendors from the list below:

- ✔ Select All
- ✔ 22nd Century Technologies, Inc. (DIR-TSO-3485)
- ✔ 3rd test company (DIR-CPO-8894)
- ✔ Abdeladim & Associates (DIR-TSO-3563)
- ✔ Access Sciences Corporation (DIR-TSO-3582)
- ✔ Ajanta Consulting, LLC (DIR-TSO-3586)
- ✔ Bansar Technologies Inc (DIR-TSO-3491)
- ✔ Cogent Data Solutions LLC (DIR-TSO-3596)
- ✔ Currier McCabe and Associates, Inc. (DIR-TSO-3566)
- ✔ Daman Consulting, Inc. (DIR-TSO-3498)
- ✔ Five Points and Associates, Inc. (DIR-TSO-3501)

- ✔ Loblolly Consulting, LLC (DIR-TSO-3510)
- ✔ Luke Skywalker's computer emporium (DIR-CPO-8889)
- ✔ PMCS Services, Inc. (DIR-TSO-3520)
- ✔ Rapisource LLC (DIR-TSO-3523)
- ✔ Test Company for IA (DIR-CPO-8888)
- ✔ Test Sub 1 (DIR-CPO-8895)
- ✔ Testforce USA Inc (DIR-CPO-8893)
- ✔ Validate Incorp (DIR-CPO-8891)
- ✔ WorkQuest (DIR-TSO-3503)
- ✔ test Jean's theory (DIR-CPO-8892)

[Save] [Cancel]

Your request has been successfully posted and eligible vendors notified.

[Finish]

Email Notification:

Sandbox: Solicitation Reference # TestSOWSolicitation has been posted - Message (Plain Text)

File   Message   Help   Acrobat   ♀ Tell me what you want to do

Sandbox: Solicitation Reference # TestSOWSolicitation has been posted

DS   DIR ITSAC <dirstaffaugmentation@dir.texas.gov>
To Tony Tran

Retention Policy   60 Day Delete - Inbox (60 days)   Expires 11/23/2020
ⓘ We removed extra line breaks from this message.

Reply | Reply All | Forward
Thu 9/24/2020 12:29 PM

A new ITSAC Solicitation has been posted.

Solicitation Reference #TestSOWSolicitation

Customer Name: Williamson County

Deadline Date: September 28, 2020 @ 5PM CT

If you would like to respond please go to: https://staging-dircommunity.cs32.force.com/itsacvendor/s/itsac-vendor-response/a4zr00000005qqkAAA.

Texas Department of Information Resources (DIR) IT Staff Augmentation Contracts (ITSAC) DIRStaffAugmentation@dir.texas.gov
https://dir.texas.gov
#DIRisIT

Once the deadline date has passed, check the SOW Response tab to begin review. If more time is desired for Vendor submissions, click on the Extend Deadline button.

 At any time, you may Cancel the Solicitation and all eligible Vendors will be notified.

Cancel Solicitation	Extend Deadline

1.4   Awarding a Statement of Work (SOW) Solicitation

Once the deadline date for a posted SOW Solicitation has passed, Customers may access the portal to review submissions. Reach out to potential vendors and begin negotiations for Award. Use the Portal to Award the SOW and close the Solicitation.

1.4.1   Once the deadline date has passed at 5:00 PM Central, the Solicitation Status will change to 'Customer Reviewing'.

16	TTest08182020	Test SOW	Customer Reviewing	2020-09-04		SOW

Click on the Solicitation ID of the Solicitation in the 'Customer Reviewing' Status. This will bring you to the Solicitation Details page.

Solicitation
TTest08182020

Cancel Solicitation   Award Solicitation

SOW DETAILS   SOW RESPONSES

⌄ Information

Reference Number	Working Title
TTest08182020	Test SOW
Estimated Start Date	Status
9/7/2020	Customer Reviewing
Estimated End Date	Customer Name
9/28/2020	Williamson County
Deadline Date	# of Selected Contracts
9/4/2020	19
Posted Date	SOW Responses Submitted
9/1/2020 10:33 AM	1

⌄ Description/Scope

SOW Scope
Test SOW Description

📄 Solicitation SOW Documents

	Document Name
1	TEX-AN Service Agreement
2	Texas HHS _Google Cloud Platform Pilot Assessment Plan_Data Analytics_6.4.20

📑 ITSAC Selected Contracts

	DIR Contract ⌄	Vendor Name ⌄
1	DIR-TSO-3485	22nd Century Technologies, Inc.
2	DIR-TSO-3563	Abdeladim & Associates
3	DIR-CPO-8894	3rd test company
4	DIR-TSO-3501	Five Points and Associates, Inc.
5	DIR-TSO-3588	Ardent Technologies, Inc.
6	DIR-TSO-3566	Currier McCabe and Associates, Inc.
7	DIR-TSO-3498	Daman Consulting, Inc.
8	DIR-TSO-3510	Loblolly Consulting, LLC
9	DIR-TSO-3491	Bansar Technologies Inc
10	DIR-CPO-8889	Luke Skywalker's computer emporium
11	DIR-TSO-3520	PMCS Services, Inc.
12	DIR-TSO-3619	Prolim Global Corporation
13	DIR-TSO-3577	TEKsystems, Inc.
14	DIR-CPO-8888	Test Company for IA
15	DIR-CPO-8893	Testforce USA Inc
16	DIR-CPO-8891	Validate Incorp
17	DIR-TSO-3503	WorkQuest
18	DIR-CPO-8892	test Jean's theory
19	DIR-TSO-3596	Cogent Data Solutions LLC

1.4.2   Click on the SOW Response tab to view all Vendor responses. Click on either the SOW Response ID link or the Download buttons to review responses.

1.4.3   Click on the SOW Response ID to view more details and view documents.

1.4.4   Retrieve Vendor contact information by clicking on the Vendor Name.
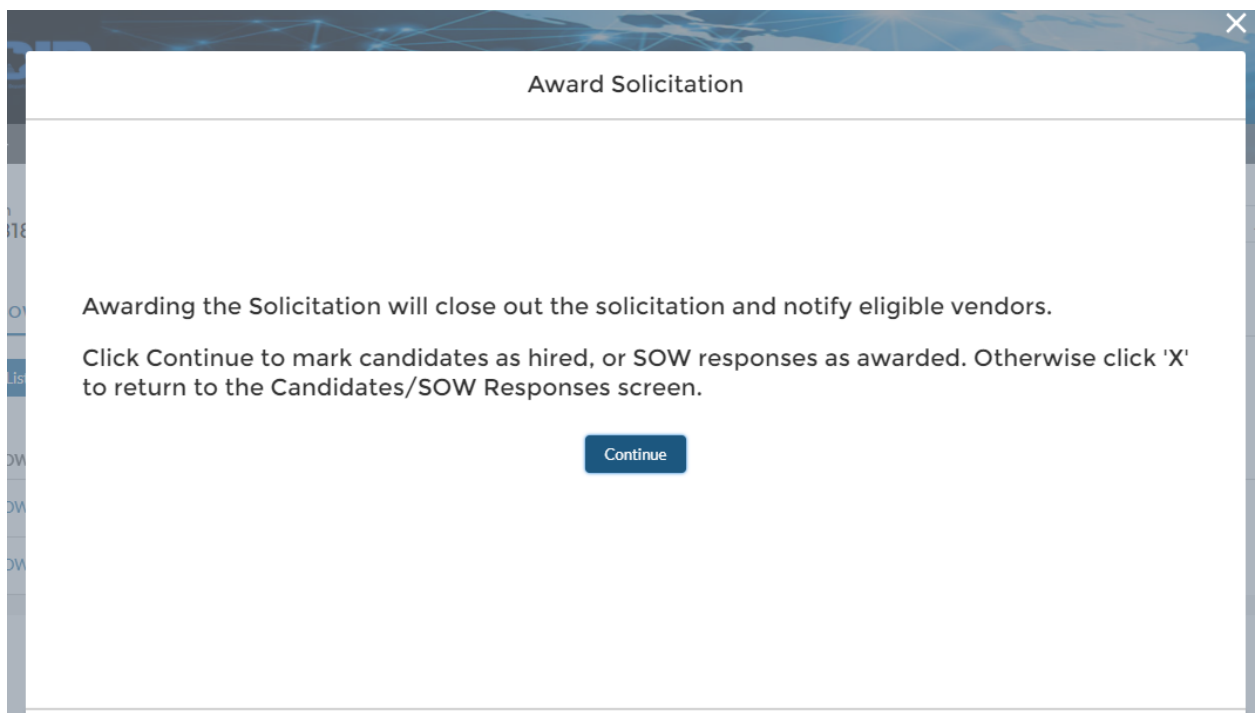
Reach out to vendors and begin negotiations.

1.4.5   To begin the Award process for a selected Vendor or Vendors, click on the **Award** button.

Note: You may cancel a Solicitation at any time.
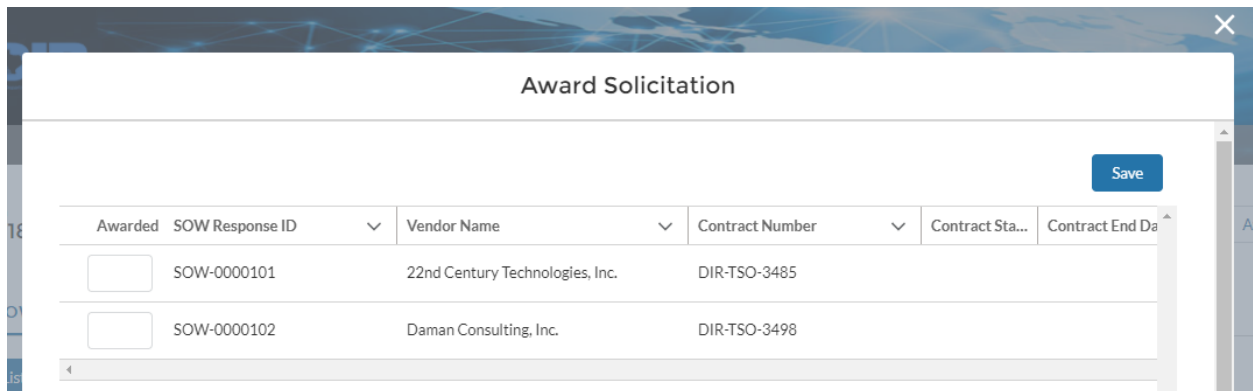
Note: State Agencies must review all final SOW documents prior to Award.
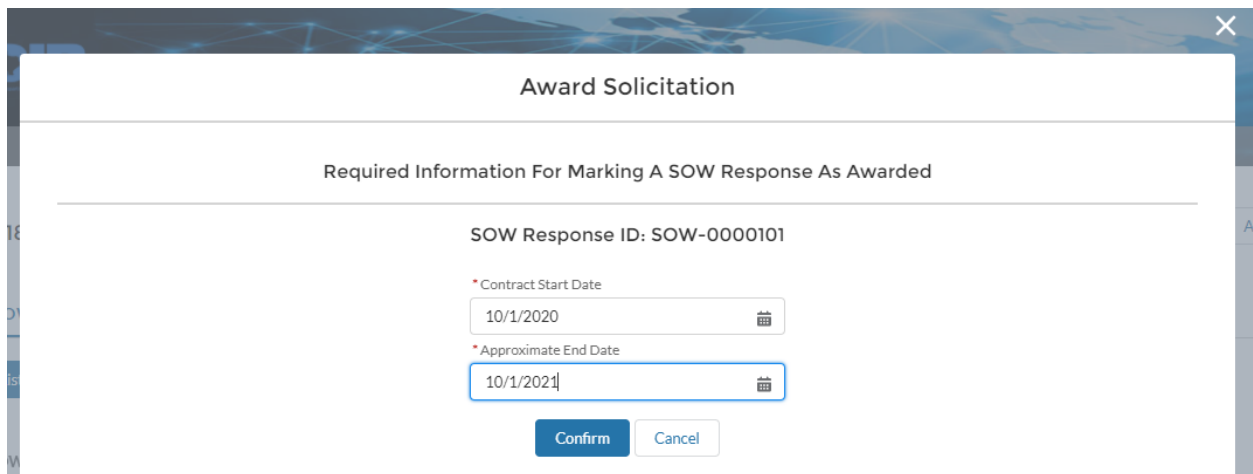
1.4.6   A list of notified Vendors will appear. Click on the Awarded column for each vendor that was Awarded the SOW solicitation.

You will be asked to enter Contract Start and approximate End Dates.

Once all vendors have been selected, click Save to Award and close the Solicitation.

A confirmation message will appear:

All eligible Vendors will receive an email notification that the Solicitation has been closed.
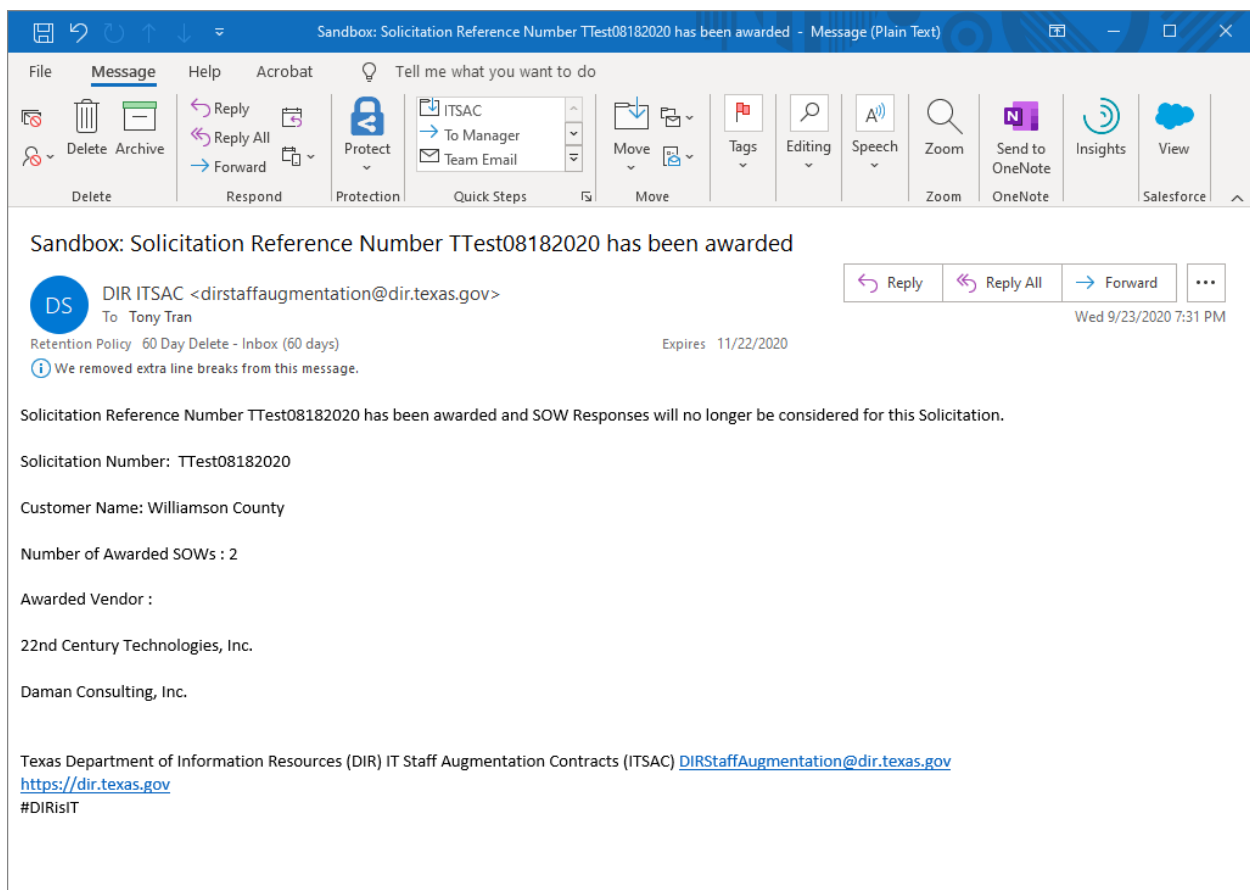
1.5   Cloning a Request for Resumes Solicitation

Any Request for Resumes Solicitation posted in the Portal for RFO 445 may be cloned at any time to expedite the Solicitation process. SOW Solicitations cannot be cloned.

1.5.1   Locate an Open Solicitation (on the Home Page) or a Closed Solicitation (on the View Closed Solicitation Tab) and click on the Solicitation ID.

Open Solicitations

	Solicitation ID ↓	Working Title	Status
1	workinghours	databasenew	Draft
2	WilliamTest030502	TW	Reviewing Resumes
3	TTest08282020C	Edit Test 2	Draft
4	TTest08252020	Undefined to Defined	Draft
5	TTest08242020	Test SOW Title	Draft
6	TTest08182020B	Test Title	Draft
7	TTest08172020C	Test Title	Draft

Note: Any open Solicitation, regardless of status, may be Cloned. Only closed solicitations posted under RFO 445 may be cloned.
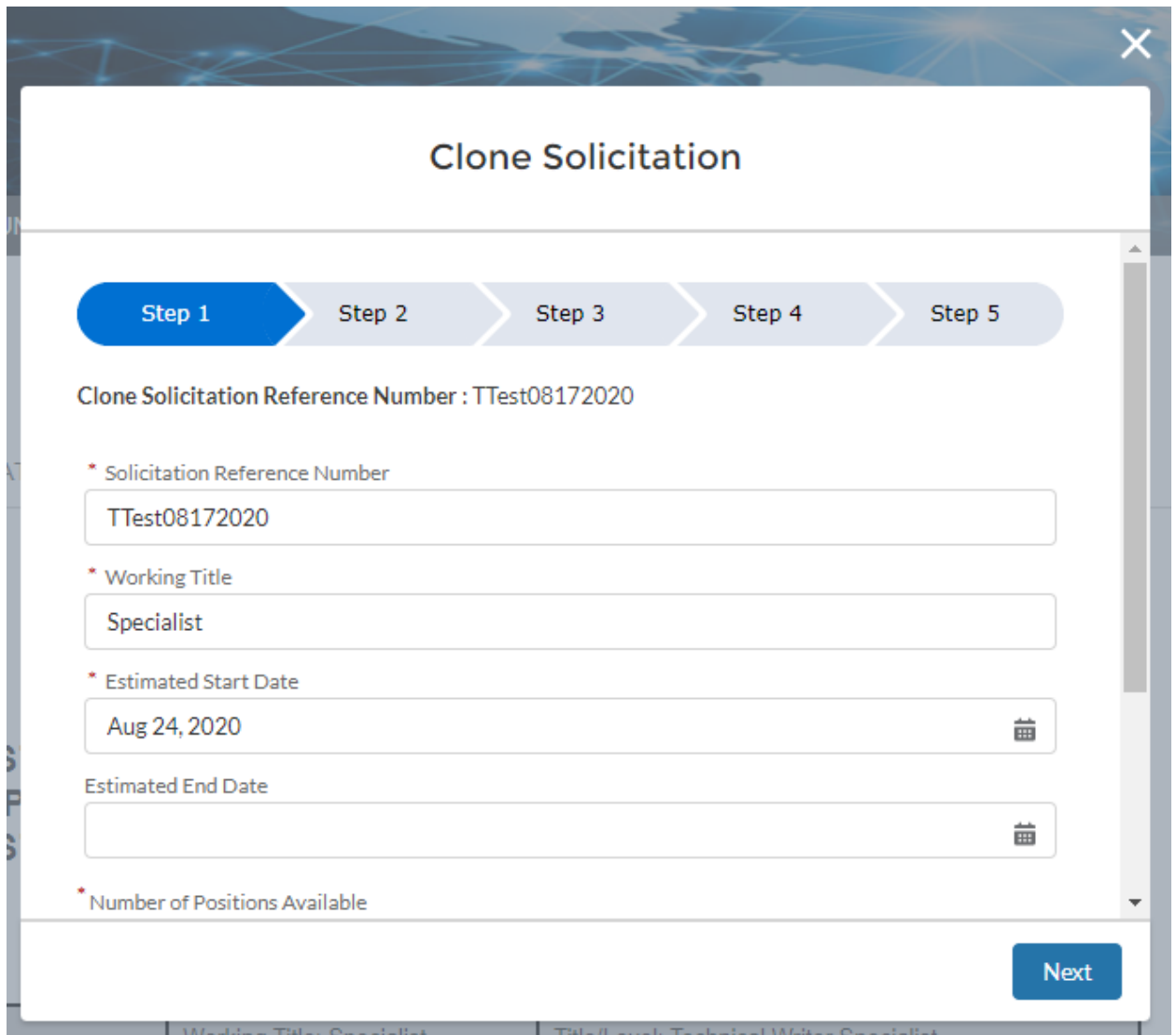
1.5.2   The clone link can be accessed on the Solicitation page.

Note: The link (depending on Solicitation status) can be accessed through a Down arrow or may be presented as a button.

Post	Withdraw	Edit Draft	▼

Clone Solicitation

Clone Solicitation
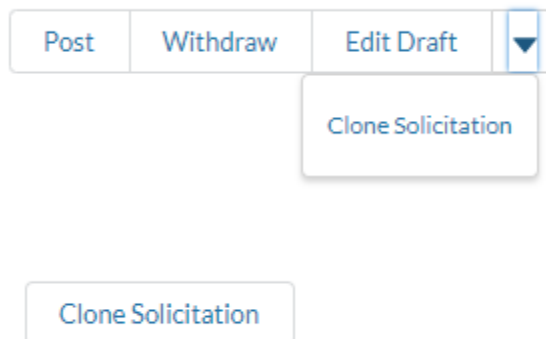
Click on the Clone link to begin.

1.5.3   The clone link can be accessed on the Solicitation page.

All details from the cloned Solicitation will be presented and can be edited. You must provide a new Solicitation Reference number.

1.5.4 Once you have completed all the steps, click **Save Draft** and the Solicitation will be saved in Draft status. You may then review and either Withdraw the draft Solicitation or begin the Post process.

Confirmation Message. Refer to previous sections in this document to proceed with posting the Solicitation.

Clone Solicitation

A draft solicitation has been updated.

Finish
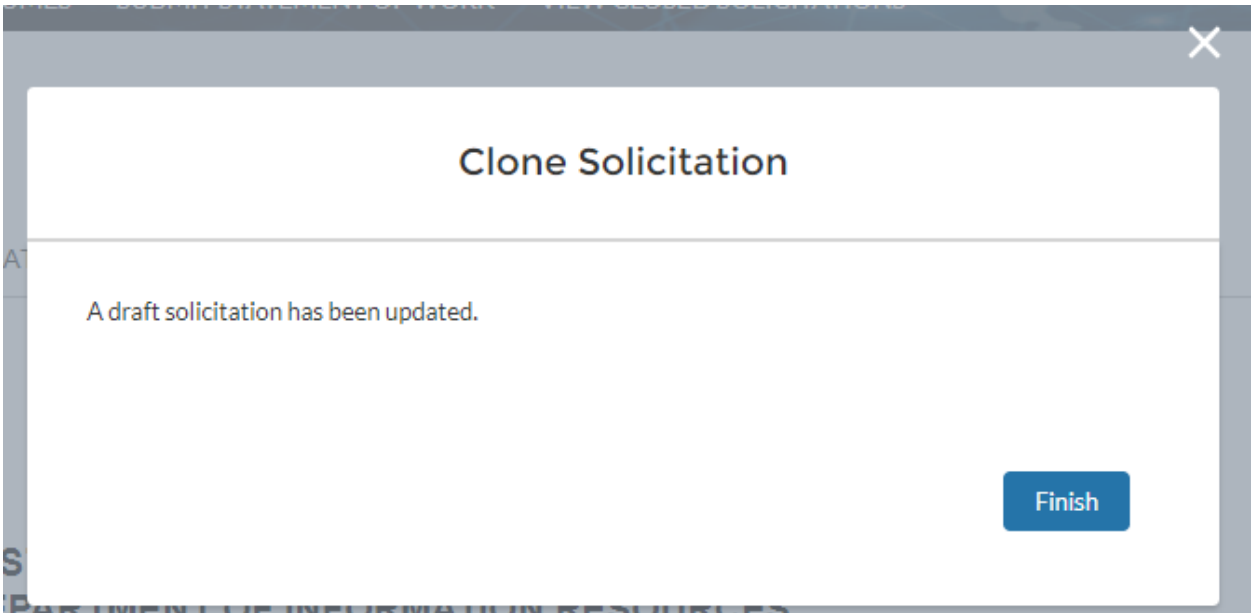
2.0   VERSION HISTORY

Version Number	Release Date	Comments
1.0	2/24/2020	Initial Release
2.0	3/16/2020	Updated changes to include resume download file limit, allowing multiple accounts per customer, and displaying number of candidates posted prior to deadline date.
3.0	10/1/2020	Updated changes to reflect modified process to accommodate RFO 445. Added steps for SOW process and Cloning Solicitations process.