

## **SWC #422 IT Workforce Professional Services Contract** **Information and Usage Instructions**

### **Contract Period:**

Start Date: October 16, 2023

Initial End Date: October 15, 2026

Final End Date: October 15, 2028 if the State exercises the two (2) one-year renewal options.

### **Summary/Background Information:**

This Contract is for the provision of Information Technology (IT) workforce professional services, including the identification of technical resources, providing niche technical training/support. The Contractor shall provide the State access to a strategic talent pool of Contractor Consultants within the IT industry to continually fill key highly skilled and niche IT positions and enabling Authorized Users to build in-house technical talent to create a long-term, promotable pipeline of IT resources.

The full scope of this Contract can be found in Contract Section A.

The Contract is open to local governmental units, members of the University of Tennessee or Tennessee Board of Regents systems, and nonprofit entities identified in Tenn. Code Ann. § 33-2-1001.

### **State CPO Contract Administrator:**

Kelly Bekele

Category Specialist

Central Procurement Office

615-253-1637

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### **Supplier Contact Information:**

Eight Eleven Group, LLC dba Brooksource

Edison Contract #: 80662

Walker Whitehead- Account Executive

6215 N. College Ave,

Indianapolis IN 46220

[wwhitehead@brooksource.com](mailto:wwhitehead@brooksource.com)

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### **Usage Instructions**

Contractor will provide Contractor Consultants two and a half (2 ½) hours of weekly training in addition to their contracted roles for the State. Contractor will vet any Contractor Consultants with both technical training and soft skills prior to deployment with the State.

This Contract is for staff augmentation and is **not** for project-based work.

The requesting State Agency or Authorized User (collectively referred to as “Agency”) will use the following procedures for this contract.

1. Contractor Consultant needs identified within the Agency.
2. Manager sends approval request to the Agency’s designated approver.
3. Agency’s designated approver engages Brooksource by email with information on Contractor Consultant needs. The Contractor Consultant request will include, at a minimum, the following:
  - Request Date
  - Requesting Manager
  - Description of the Project; Technologies and Duties
  - Requested Labor Category, Track and Skill Set
  - Anticipated Begin and End Dates
  - Maximum Rate from Rate Card
  - New Request or Backfill
  - Location where work will be performed
  - Hardware and Software provided by the State, if applicable
  - Definition of Completed Work
4. Brooksource schedules meeting with hiring manager to further discuss details and logistics of the role(s).
5. Brooksource kicks off recruiting process (48-72 hr. process depending on interview timeline request). In addition to the resumes, the State will require, if necessary, the following:
  - Phone interviews
  - Face-to-face interviews
  - Skills testing for determination of capabilities
6. Brooksource identifies top Contractor Consultant Candidate(s) and sends back to hiring manager.
7. Agency conducts interviews and selects Contractor Consultant Candidate of their choice for onboarding.
8. Agency extends offer to Contractor Consultant Candidate.

9. Once offer is accepted, Brooksource notifies hiring manager, collaborates on start date, and shares Contractor Consultant onboarding information with the Agency for CJIS fingerprints.
10. Brooksource launches onboarding (background check, drug screen, I9, etc)
11. Depending on the Agency's needs, Brooksource provides equipment to Contractor Consultant or confirms whether the Agency will provide the equipment.

### **Prompt Pay Discount**

A prompt pay discount of two percent (2%) shall be extended to all Authorized Users of the contract for payments received within fifteen (15) days of the invoice date.

### **Overtime/On Call Work**

Most services will be performed within normal State business hours (8:00 AM to 4:30 PM CT), excluding weekends and State holidays. However, the State may require the Contractor Consultant to work hours outside the normal State business hour timeframe. These hours will be mutually agreed to by the Parties; however, the State will have final approval. A Contractor will not be compensated for overtime hours worked without prior written approval from the State and then only at the payment rate submitted in response to the Contractor Consultant request.

**All overtime and on call work or reimbursement for travel must be pre-approved with email confirmation that is sent to Brooksource with the request.**

### **Requisition and Purchase Order Generation:**

For additional resources, please visit TeamTN where you can find helpful Job Aids and Webinars by visiting the following links below:

<https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>