

Commonwealth of Virginia
Supplier Managed Staff Augmentation Contract
Agency Peopleclick Training Guide

Presented by Computer Aid, Inc. (CAI)



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LOGIN INFORMATION

This training guide details the web-based requisitioning system known as Peopleclick and how it's used to procure and manage IT staff augmentation resources and statement of work (SOW) projects under the Virginia Supplier Managed Staff Augmentation (SMSA) contract. This guide covers various stages of the requisitioning process, including:

- Tool navigation
- Requirement creation and approval
- Candidate/response review and selection
- Timesheet and invoice approval
- Engagement evaluation

Please feel free to use this page to record your personalized login information.

Peopleclick Login Information

URL:	https://vms.peopleclick.com
User Name:	_____
Password:	_____
Org ID:	i3680

NAVIGATING THROUGH THE SYSTEM

This section provides you with a high-level overview of Peopleclick.

Login

- Open internet browser
- Enter appropriate URL
- Enter login Information

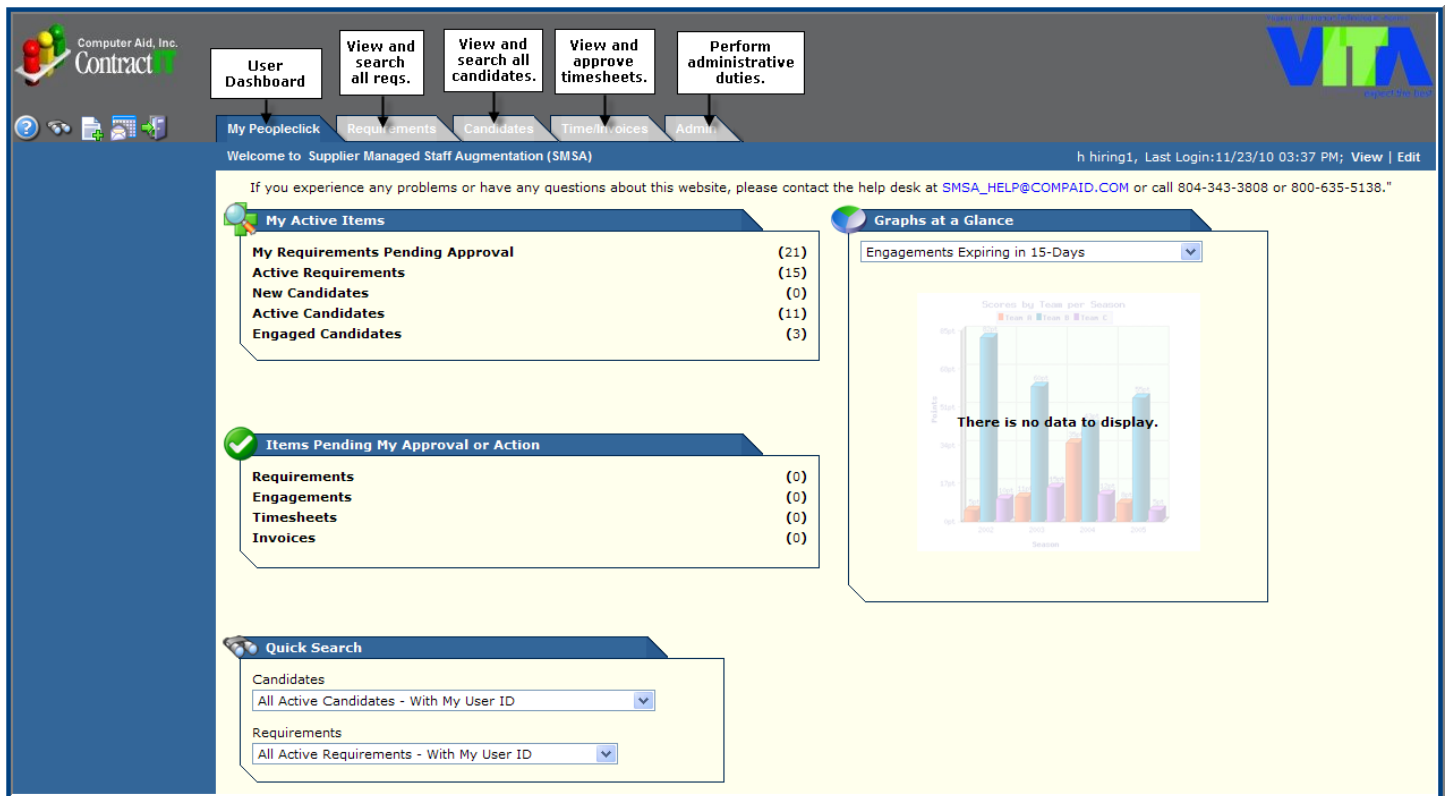
Please note: When you enter the site for the first time, you will need to sign-off on a Software Service Agreement. After your initial log-in, you won't need to do this again.

The screenshot shows the Peopleclick VMS login interface. At the top right, there is a link for "Forgot My Password/Reset Password" with an annotation: "If you can't remember your password, click here to have Peopleclick send you a new password via email. Please be sure to check your Spam filter, as the password may end up there." The main login area features the Peopleclick VMS logo on the left and a form on the right with fields for "User Name:", "Password:", and "Organization ID:". A "Login" button is located below the form. An annotation points to these fields: "Enter your login info here." At the bottom right, there is a navigation bar with links: "help | About | Services Agreement | Peopleclick®". Four annotations point to these links: "Click here for login assistance and who to contact if you have questions." (points to help), "Click here to view Peopleclick specs." (points to About), "Click here to view the Peopleclick Service Agreement." (points to Services Agreement), and "Click here to view the Peopleclick homepage." (points to Peopleclick®). The footer contains the text: "System Status/News", "Peopleclick® VMS", and "© 2009 Peopleclick, Inc. All Rights Reserved."

View Application Tabs

The following image points out the five tabs that allow you to navigate through the site. These five tabs are as follows:

- My Peopleclick
- Requirements
- Candidates
- Time
- Admin



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User Dashboard | View and search all reqs. | View and search all candidates. | View and approve timesheets. | Perform administrative duties.

My Peopleclick | Requirements | Candidates | Time/Invoices | Admin

Welcome to Supplier Managed Staff Augmentation (SMSA) | h hiring1, Last Login:11/23/10 03:37 PM; View | Edit

If you experience any problems or have any questions about this website, please contact the help desk at SMSA_HELP@COMPAID.COM or call 804-343-3808 or 800-635-5138.

My Active Items

My Requirements Pending Approval	(21)
Active Requirements	(15)
New Candidates	(0)
Active Candidates	(11)
Engaged Candidates	(3)

Items Pending My Approval or Action

Requirements	(0)
Engagements	(0)
Timesheets	(0)
Invoices	(0)

Quick Search

Candidates
 All Active Candidates - With My User ID

Requirements
 All Active Requirements - With My User ID

Graphs at a Glance

Engagements Expiring in 15-Days

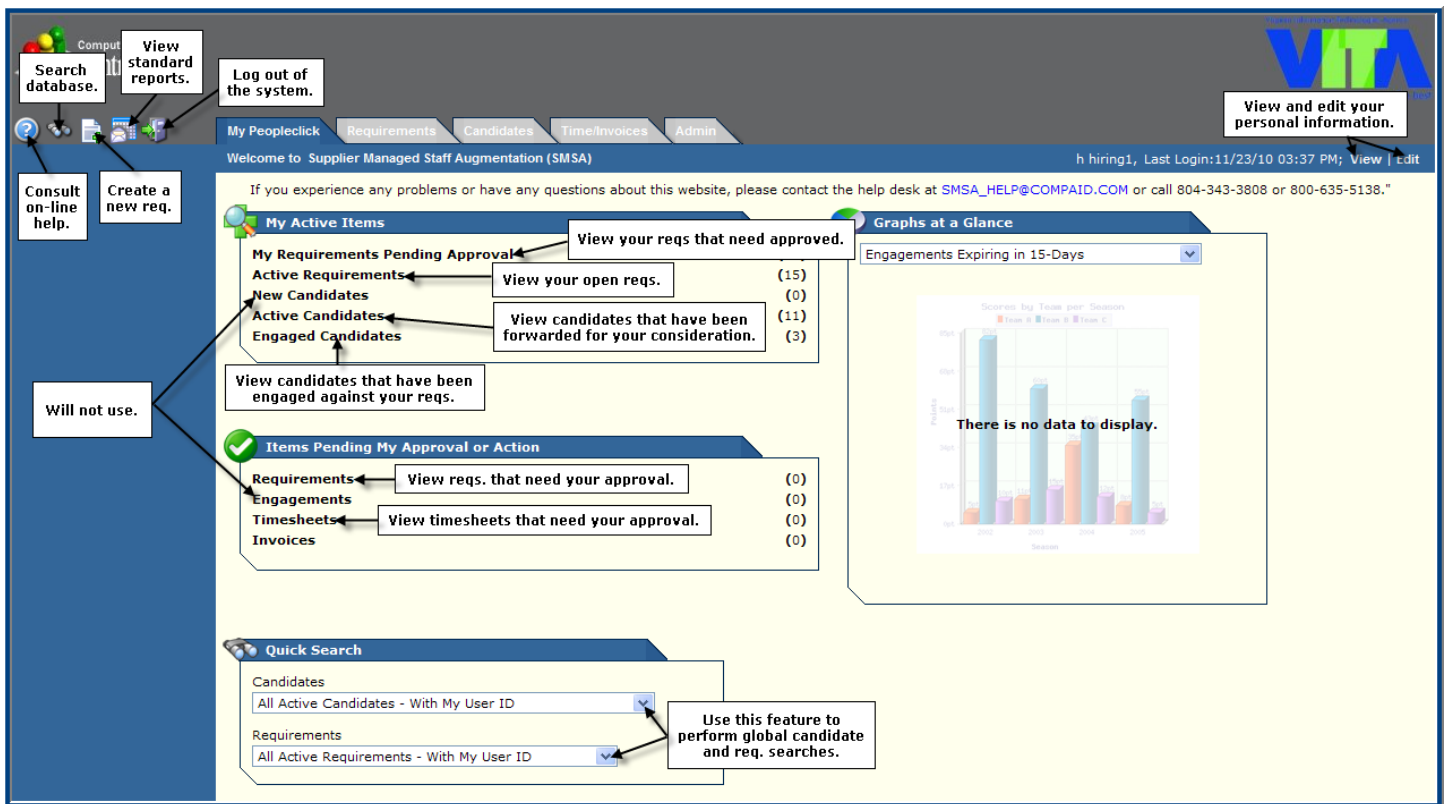
There is no data to display.

The following pages detail each tab.

My Peopleclick

This tab enables you to perform the following tasks:

- View or edit your user information
- Enter a new requirement
- Access your active items
- Access items pending your approval
- List candidates or requirements that meet the criteria you select via global searches
- Request Reports



The screenshot shows the 'My Peopleclick' dashboard for the Virginia Supplier Managed Staff Augmentation (SMSA) system. The interface includes a top navigation bar with tabs for 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Invoices', and 'Admin'. A user profile box in the top right shows 'h hiring1' with a last login of '11/23/10 03:37 PM'. The main content area is divided into several sections:

- My Active Items:** A list of items with counts:

My Requirements Pending Approval	(15)
Active Requirements	(0)
New Candidates	(11)
Active Candidates	(3)
Engaged Candidates	(3)
- Items Pending My Approval or Action:** A list of items with counts:

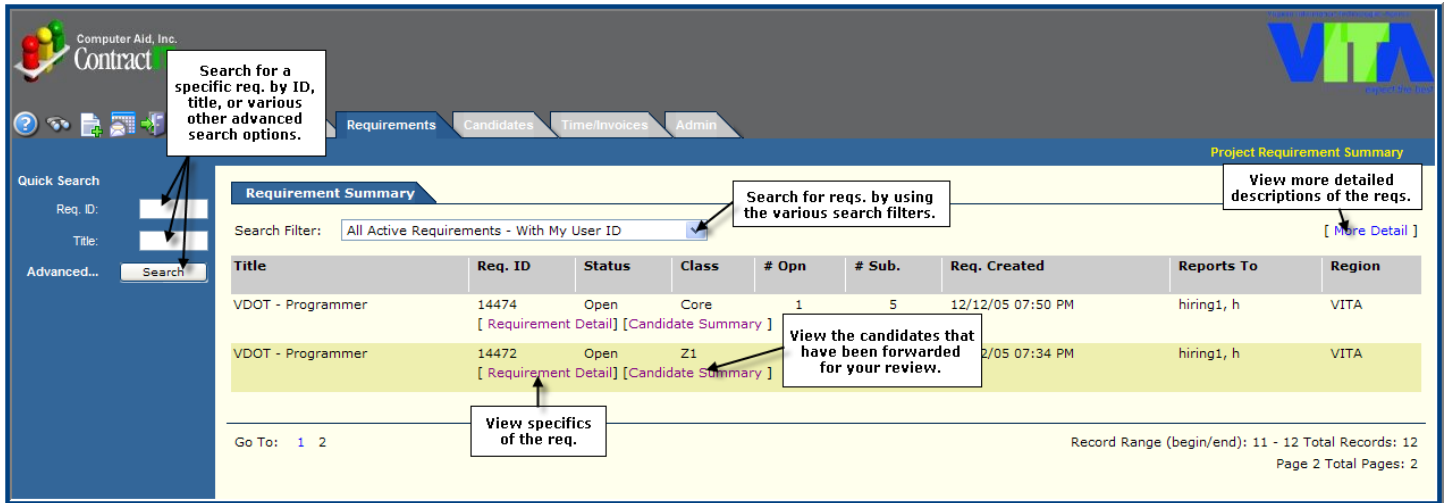
Requirements	(0)
Engagements	(0)
Timesheets	(0)
Invoices	(0)
- Quick Search:** A search box with two dropdown menus:
 - Candidates: All Active Candidates - With My User ID
 - Requirements: All Active Requirements - With My User ID
- Graphs at a Glance:** A section titled 'Engagements Expiring in 15-Days' containing a bar chart. The chart title is 'Scores by Team per Season' and the message says 'There is no data to display.' The x-axis is labeled 'Season' and the y-axis is labeled 'Points'.

Callouts provide additional context:

- 'View your reqs that need approved.' points to 'My Requirements Pending Approval'.
- 'View your open reqs.' points to 'Active Requirements'.
- 'View candidates that have been forwarded for your consideration.' points to 'Active Candidates'.
- 'View reqs. that need your approval.' points to 'Requirements'.
- 'View timesheets that need your approval.' points to 'Timesheets'.
- 'Use this feature to perform global candidate and req. searches.' points to the 'Quick Search' dropdowns.
- 'View and edit your personal information.' points to the user profile box.
- 'Log out of the system.' points to the 'Log out of the system.' button.
- 'View standard reports.' points to the 'View standard reports.' button.
- 'Search database.' points to the 'Search database.' button.
- 'Consult on-line help.' points to the 'Consult on-line help.' button.
- 'Create a new req.' points to the 'Create a new req.' button.
- 'Will not use.' points to the 'Items Pending My Approval or Action' section.
- 'View candidates that have been engaged against your reqs.' points to 'Engaged Candidates'.

Requirements

This tab displays the list of open requirements that you have created. You can search for requirements by using the **Search** feature and selecting a specific requirement.



Search for a specific req. by ID, title, or various other advanced search options.

Search for reqs. by using the various search filters.

View more detailed descriptions of the reqs.

View the candidates that have been forwarded for your review.

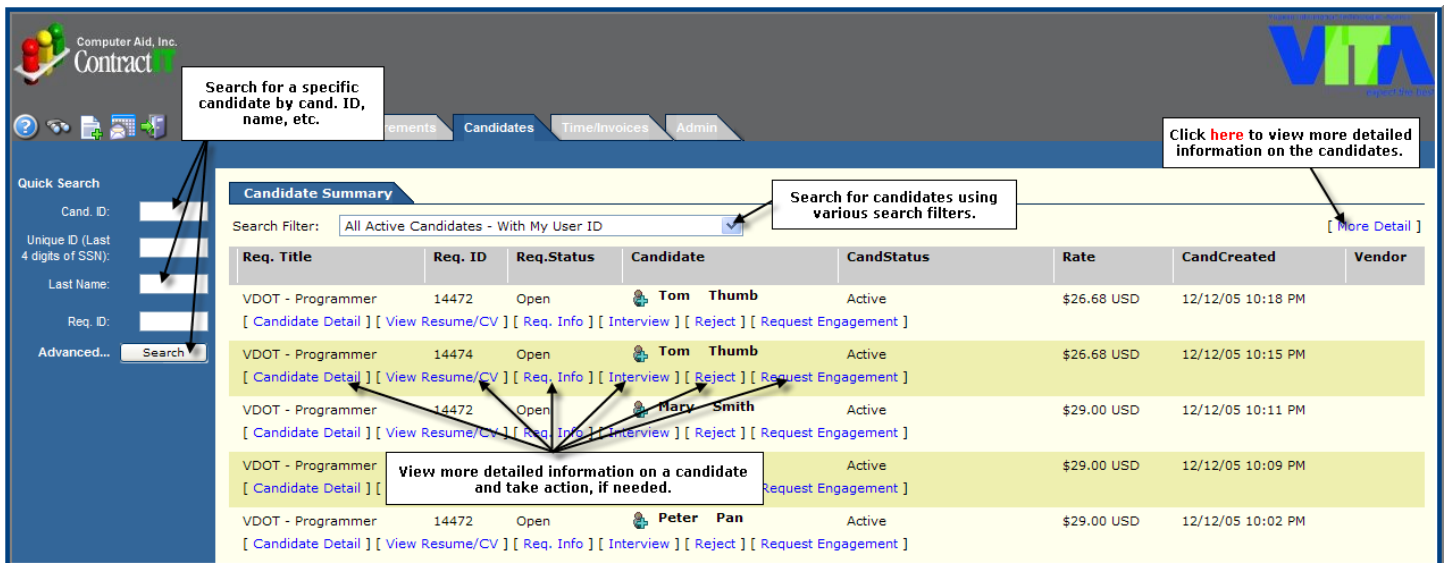
View specifics of the req.

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
VDOT - Programmer	14474	Open	Core	1	5	12/12/05 07:50 PM	hiring1, h	VITA
VDOT - Programmer	14472	Open	Z1			2/05 07:34 PM	hiring1, h	VITA

Go To: 1 2 Record Range (begin/end): 11 - 12 Total Records: 12
Page 2 Total Pages: 2

Candidates

This tab displays a list of candidates who have been screened by your CAI Account Manager and have been submitted against your requirements. You can search for candidates by using the **Search** features and selecting a specific candidate.



Search for a specific candidate by cand. ID, name, etc.

Search for candidates using various search filters.

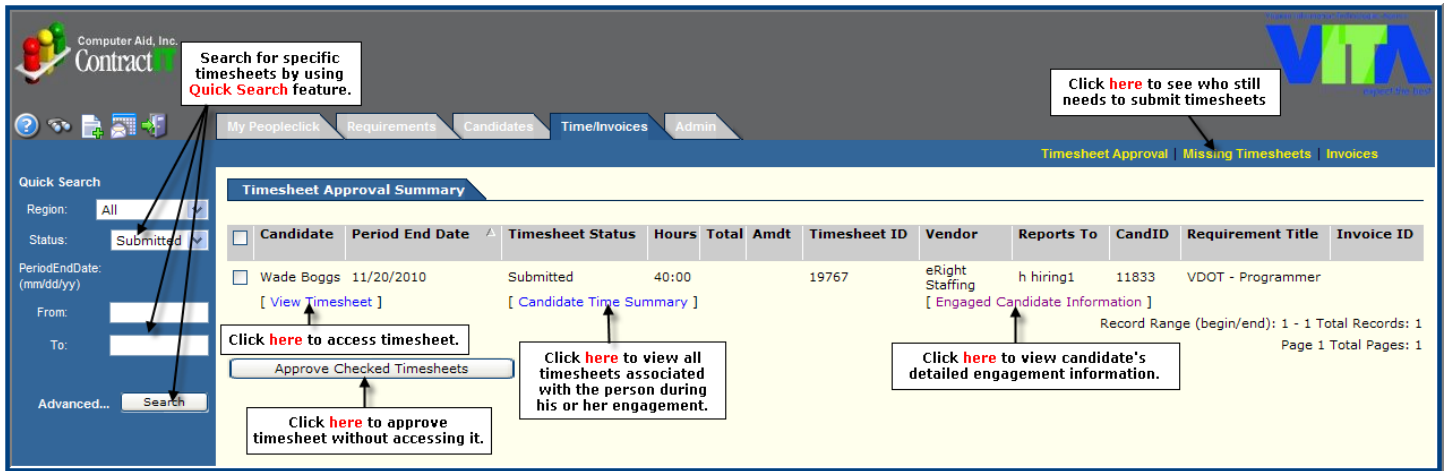
Click here to view more detailed information on the candidates.

View more detailed information on a candidate and take action, if needed.

Req. Title	Req. ID	Req. Status	Candidate	CandStatus	Rate	CandCreated	Vendor
VDOT - Programmer	14472	Open	Tom Thumb	Active	\$26.68 USD	12/12/05 10:18 PM	
VDOT - Programmer	14474	Open	Tom Thumb	Active	\$26.68 USD	12/12/05 10:15 PM	
VDOT - Programmer	14472	Open	Mary Smith	Active	\$29.00 USD	12/12/05 10:11 PM	
VDOT - Programmer				Active	\$29.00 USD	12/12/05 10:09 PM	
VDOT - Programmer	14472	Open	Peter Pan	Active	\$29.00 USD	12/12/05 10:02 PM	

Time/Invoices

This tab displays a list of engaged candidates' timesheets for which you have approval authority as well as a list of your engaged candidates who have not entered weekly timesheets for their engagement. You may approve timesheets without seeing the timesheet, or you can access the actual timesheet to get specifics of submitted time.



Search for specific timesheets by using Quick Search feature.

Click here to see who still needs to submit timesheets

Click here to access timesheet.

Click here to approve timesheet without accessing it.

Click here to view all timesheets associated with the person during his or her engagement.

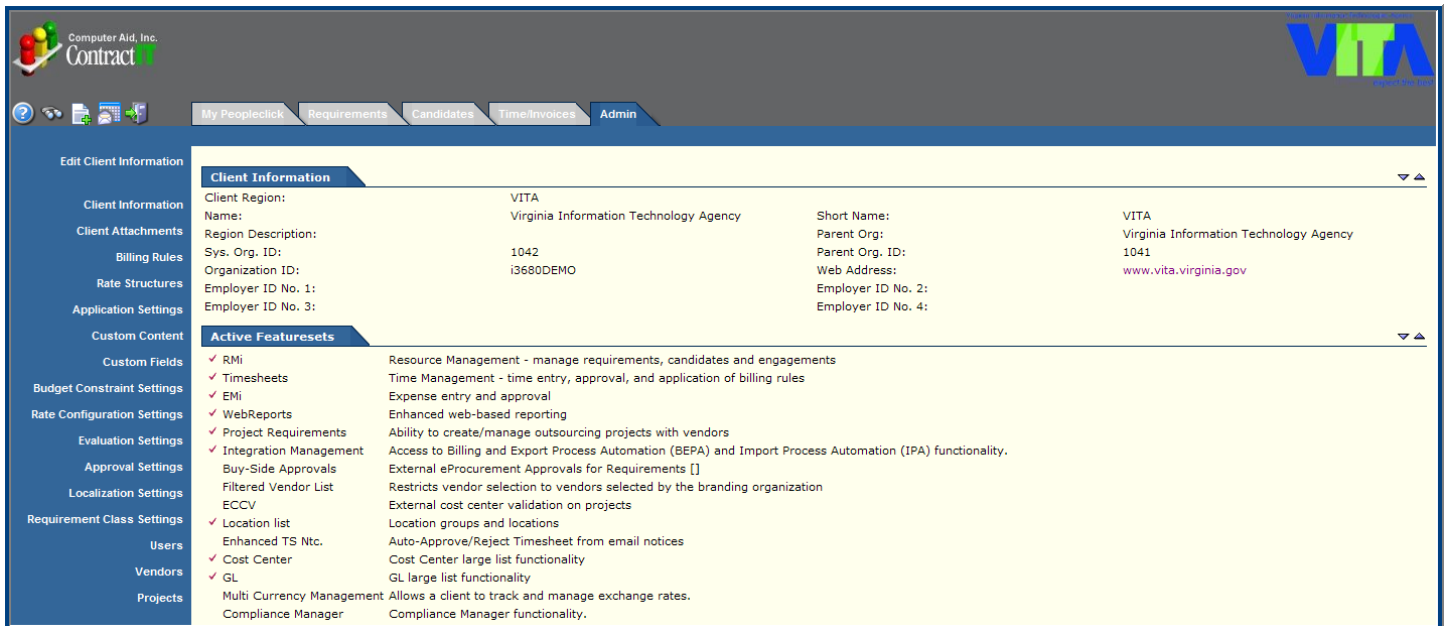
Click here to view candidate's detailed engagement information.

Candidate	Period End Date	Timesheet Status	Hours	Total	Amt	Timesheet ID	Vendor	Reports To	CandID	Requirement Title	Invoice ID
Wade Boggs	11/20/2010	Submitted	40:00			19767	eRight Staffing	h hiring1	11833	VDOT - Programmer	

Record Range (begin/end): 1 - 1 Total Records: 1
Page 1 Total Pages: 1

Admin

This tab displays your organization's information. The information is viewable by all; however it can only be edited by those with Admin authority.



Client Information

Client Region:	VITA	Short Name:	VITA
Name:	Virginia Information Technology Agency	Parent Org:	Virginia Information Technology Agency
Region Description:		Parent Org. ID:	1041
Sys. Org. ID:	1042	Web Address:	www.vita.virginia.gov
Organization ID:	i3680DEMO	Employer ID No. 2:	
Employer ID No. 1:		Employer ID No. 4:	
Employer ID No. 3:			

Active Featuresets

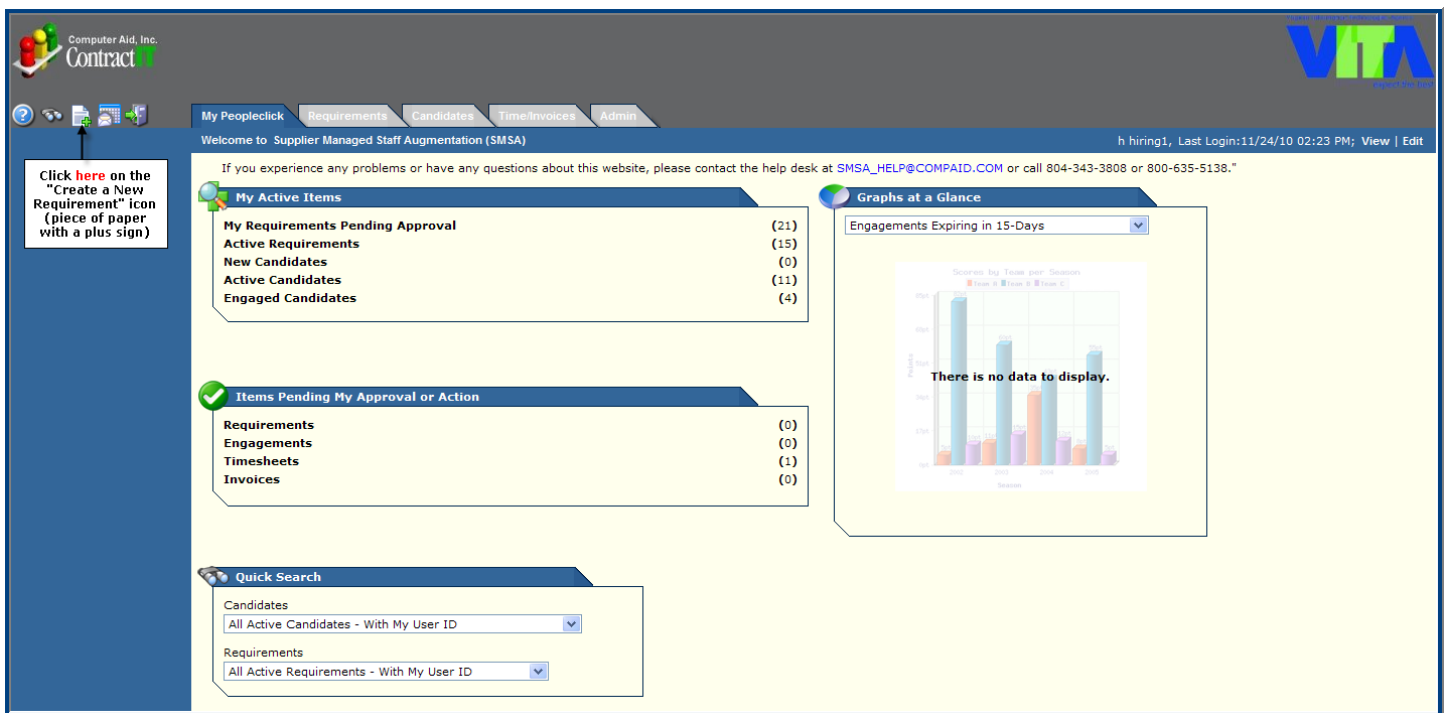
✓ RMI	Resource Management - manage requirements, candidates and engagements
✓ Timesheets	Time Management - time entry, approval, and application of billing rules
✓ EMI	Expense entry and approval
✓ WebReports	Enhanced web-based reporting
✓ Project Requirements	Ability to create/manage outsourcing projects with vendors
✓ Integration Management	Access to Billing and Export Process Automation (BEPA) and Import Process Automation (IPA) functionality.
Buy-Side Approvals	External eProcurement Approvals for Requirements []
Filtered Vendor List	Restricts vendor selection to vendors selected by the branding organization
ECCV	External cost center validation on projects
✓ Location list	Location groups and locations
Enhanced TS Ntc.	Auto-Approve/Reject Timesheet from email notices
✓ Cost Center	Cost Center large list functionality
✓ GL	GL large list functionality
Multi Currency Management	Allows a client to track and manage exchange rates.
Compliance Manager	Compliance Manager functionality.

ENTERING A STAFF AUG REQUIREMENT

The following pages detail the workflow Hiring Managers must follow in order to fulfill a staff augmentation requirement under this contract.

Initiate a New Requirement

After discussing the need with the CAI Account Manager and all appropriate internal users, you will need to enter your requirement into Peopleclick. **Please note:** Before entering the requirement, you will need your purchase order.



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My Peopleclick Requirements Candidates Time/Invoices Admin

Welcome to Supplier Managed Staff Augmentation (SMSA) h hiring1, Last Login:11/24/10 02:23 PM; View | Edit

If you experience any problems or have any questions about this website, please contact the help desk at SMSA_HELP@COMPAID.COM or call 804-343-3808 or 800-635-5138.

Click [here](#) on the "Create a New Requirement" icon (piece of paper with a plus sign)

My Active Items

My Requirements Pending Approval	(21)
Active Requirements	(15)
New Candidates	(0)
Active Candidates	(11)
Engaged Candidates	(4)

Items Pending My Approval or Action

Requirements	(0)
Engagements	(0)
Timesheets	(1)
Invoices	(0)

Quick Search

Candidates
All Active Candidates - With My User ID

Requirements
All Active Requirements - With My User ID

Graphs at a Glance
Engagements Expiring in 15-Days

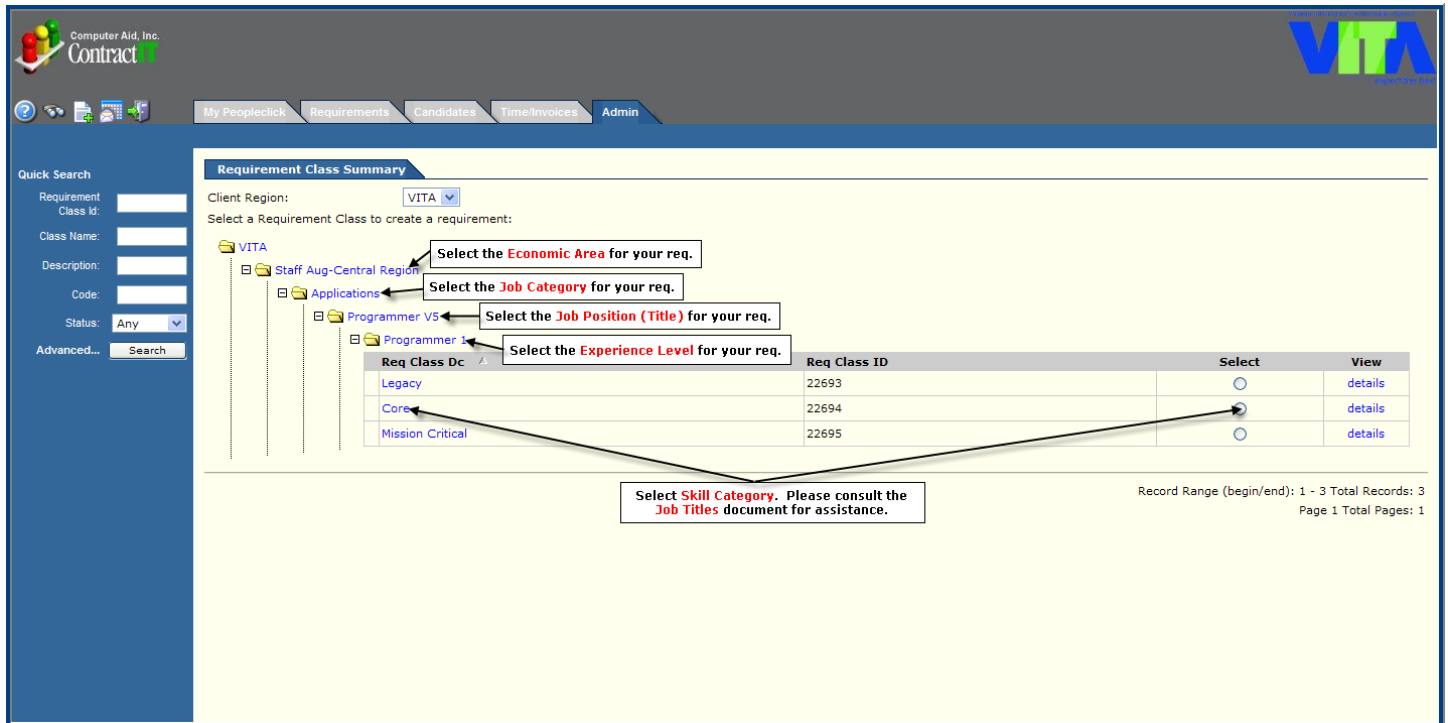
Sorted by: Total per Season
There is no data to display.

Select the Job Title and Skill Category

There are five levels to a requirement class that must be selected when creating your requirement.

- Economic Area
- Job Category
- Job Position (Title)
- Experience Level
- Skill Category

HINT: Be sure to select the Requirement Class that starts with Staff Aug...



Requirement Class Summary

Client Region: VITA

Select a Requirement Class to create a requirement:

- VITA
 - Staff Aug-Central Region
 - Applications
 - Programmer V5
 - Programmer 1
 - Req Class Dc

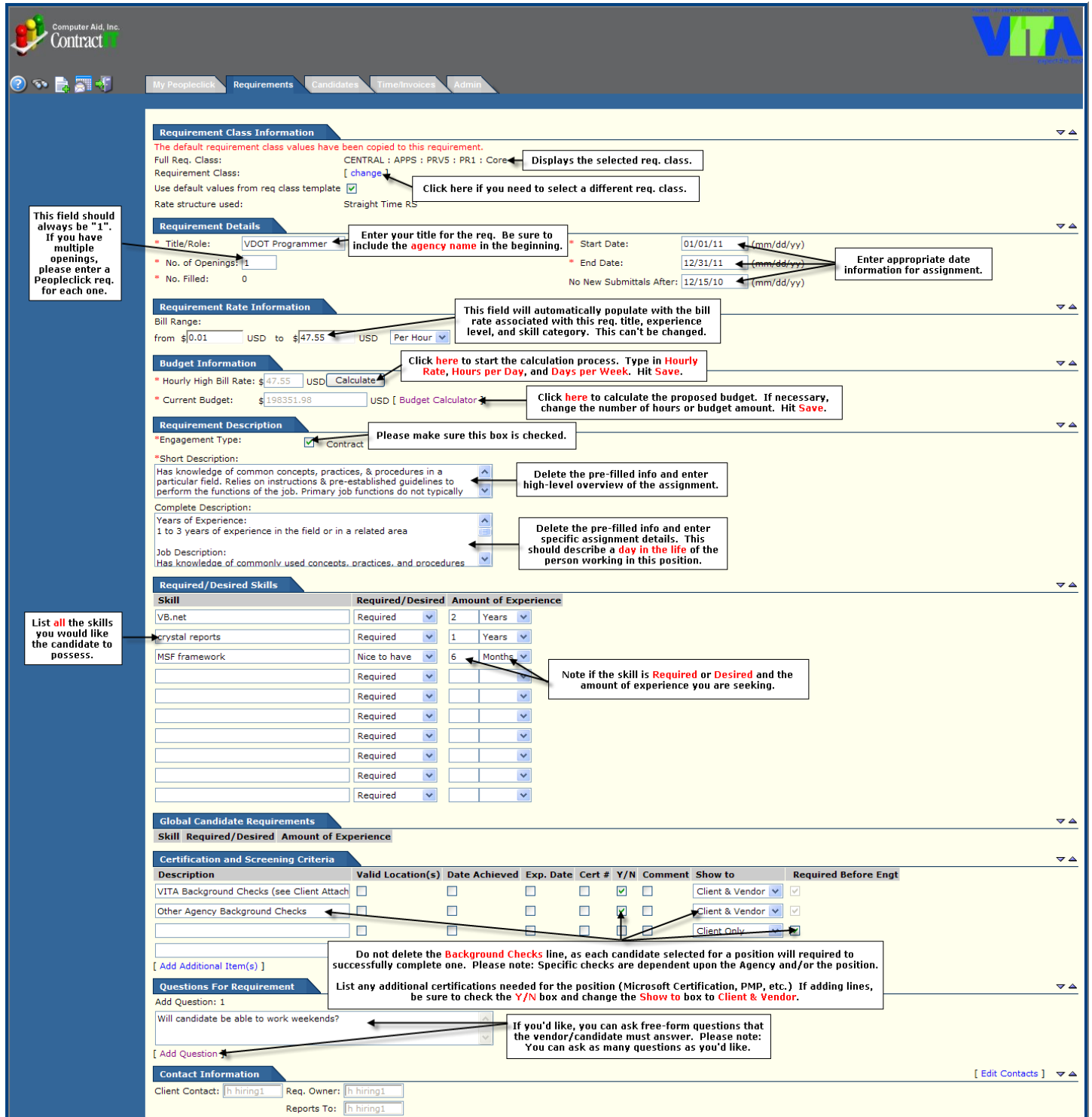
Req Class Dc	Req Class ID	Select	View
Legacy	22693	<input type="radio"/>	details
Core	22694	<input type="radio"/>	details
Mission Critical	22695	<input type="radio"/>	details

Record Range (begin/end): 1 - 3 Total Records: 3
Page 1 Total Pages: 1

Select Skill Category. Please consult the Job Titles document for assistance.

Enter the Details

After you select the requirement class, the **Requirement Detail** page appears. Some information is pre-populated depending on the template for each Requirement Class.



Requirement Class Information
 The default requirement class values have been copied to this requirement.
 Full Req. Class: CENTRAL : APPS : PRVS : PR1 : Core ← Displays the selected req. class.
 Requirement Class: [change] ← Click here if you need to select a different req. class.
 Use default values from req class template
 Rate structure used: Straight Time RS

Requirement Details
 * Title/Role: VDOT Programmer ← Enter your title for the req. Be sure to include the agency name in the beginning.
 * Start Date: 01/01/11 (mm/dd/yy)
 * End Date: 12/31/11 (mm/dd/yy) ← Enter appropriate date information for assignment.
 * No. of Openings: 1
 * No. Filled: 0
 No New Submittals After: 12/15/10 (mm/dd/yy)

Requirement Rate Information
 Bill Range: from \$0.01 USD to \$47.55 USD Per Hour
 This field will automatically populate with the bill rate associated with this req. title, experience level, and skill category. This can't be changed.

Budget Information
 * Hourly High Bill Rate: \$47.55 USD Calculate
 * Current Budget: \$198351.98 USD [Budget Calculator] ← Click here to start the calculation process. Type in Hourly Rate, Hours per Day, and Days per Week. Hit Save.
 ← Click here to calculate the proposed budget. If necessary, change the number of hours or budget amount. Hit Save.

Requirement Description
 * Engagement Type: Contract ← Please make sure this box is checked.
 * Short Description: Has knowledge of common concepts, practices, & procedures in a particular field. Relies on instructions & pre-established guidelines to perform the functions of the job. Primary job functions do not typically... ← Delete the pre-filled info and enter high-level overview of the assignment.
 Complete Description: Years of Experience: 1 to 3 years of experience in the field or in a related area ← Delete the pre-filled info and enter specific assignment details. This should describe a day in the life of the person working in this position.
 Job Description: Has knowledge of commonly used concepts, practices, and procedures

Required/Desired Skills

Skill	Required/Desired	Amount of Experience
VB.net	Required	2 Years
Crystal reports	Required	1 Years
MSF framework	Nice to have	6 Months
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	
	Required	

Note if the skill is Required or Desired and the amount of experience you are seeking.

Global Candidate Requirements

Skill	Required/Desired	Amount of Experience

Certification and Screening Criteria

Description	Valid Location(s)	Date Achieved	Exp. Date	Cert #	Y/N	Comment	Show to	Required Before Engt
VITA Background Checks (see Client Attach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Client & Vendor	<input checked="" type="checkbox"/>
Other Agency Background Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Client & Vendor	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Client Only	<input checked="" type="checkbox"/>

Do not delete the Background Checks line, as each candidate selected for a position will require to successfully complete one. Please note: Specific checks are dependent upon the Agency and/or the position.

Questions For Requirement
 Add Question: 1
 Will candidate be able to work weekends? ← If you'd like, you can ask free-form questions that the vendor/candidate must answer. Please note: You can ask as many questions as you'd like.
 [Add Question]

Contact Information
 Client Contact: [h hiring1] Req. Owner: [h hiring1]
 Reports To: [h hiring1] [Edit Contacts]

Additional Callouts:
 - This field should always be "1". If you have multiple openings, please enter a Peopleclick req. for each one.
 - List all the skills you would like the candidate to possess.

Questions For Requirement
 Add Question: 1
 Will candidate be able to work weekends?
 [Add Question]

Contact Information
 Client Contact: [hiring1] Req. Owner: [hiring1]
 Reports To: [hiring1]

Client Information
 Instructions:
 * Work Location: [Central Region] select * Cost Center:
 * GL: [A123/EP123456/L0000] select
 Project: [/DOT - 01/01/11 - HIGH]
 APR NBR: [XYZ department] *Worksite Ad:
 Account Manager: [Bowler, Patricia] *Expenses Re:
 SLA Exempt: [No1] *Priority:
 *Agency Interview Type: [In Person Only]

Change Tracking
 Created By User: Created Date:
 Last Change User: Last Change Date:

Entry Instructions
 Please review all information prior to submittal. Any changes after submittal must be handled by your designated CAI representative.

Submit Req. to Open Status Save as Draft Cancel

Contact Selection Screen
 If you have made changes, click here to Save. Save Close

To locate appropriate Contact for 'Client Contact', 'Reports To', and/or 'Req. Owner', utilize keyword search by Last or First name or by navigating through paginated links. Click radio button to make your selection. Click Update when finished.

Last Name starts with Search Use Search feature to find additional contacts.

User Name	Work Phone	Dept	State	Client Contact	Req Owner	Reports To
h hiring1	a@a.com			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h hiring1	a@a.com			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
h hiring1	a@a.com			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

All Contacts
 If you'd like to change a contact, click on the appropriate radio button corresponding to the contact.

User Name	Email	Client Contact	Req Owner	Reports To
Account Account	Linda_Leiby@compaid.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approver Approver	a@a.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Client Information
 Instructions:
 * Work Location: [Central Region] select * Cost Center: [VDOT] select
 * GL: [A123/EP123456/L0000] select Click here to select the GL associated with this req.
 Project: [/DOT - 01/01/11 - HIGH]
 APR NBR: [XYZ department] Please note the APR number, if applicable.
 Account Manager: [Bowler, Patricia] This will be reviewed/finalized by the CAI Account Manager.
 SLA Exempt: [No1] Denote the type of interview required (in-person and/or by phone).
 *Agency Interview Type: [In Person Only]

Change Tracking
 Created By User: Created Date:
 Last Change User: Last Change Date:

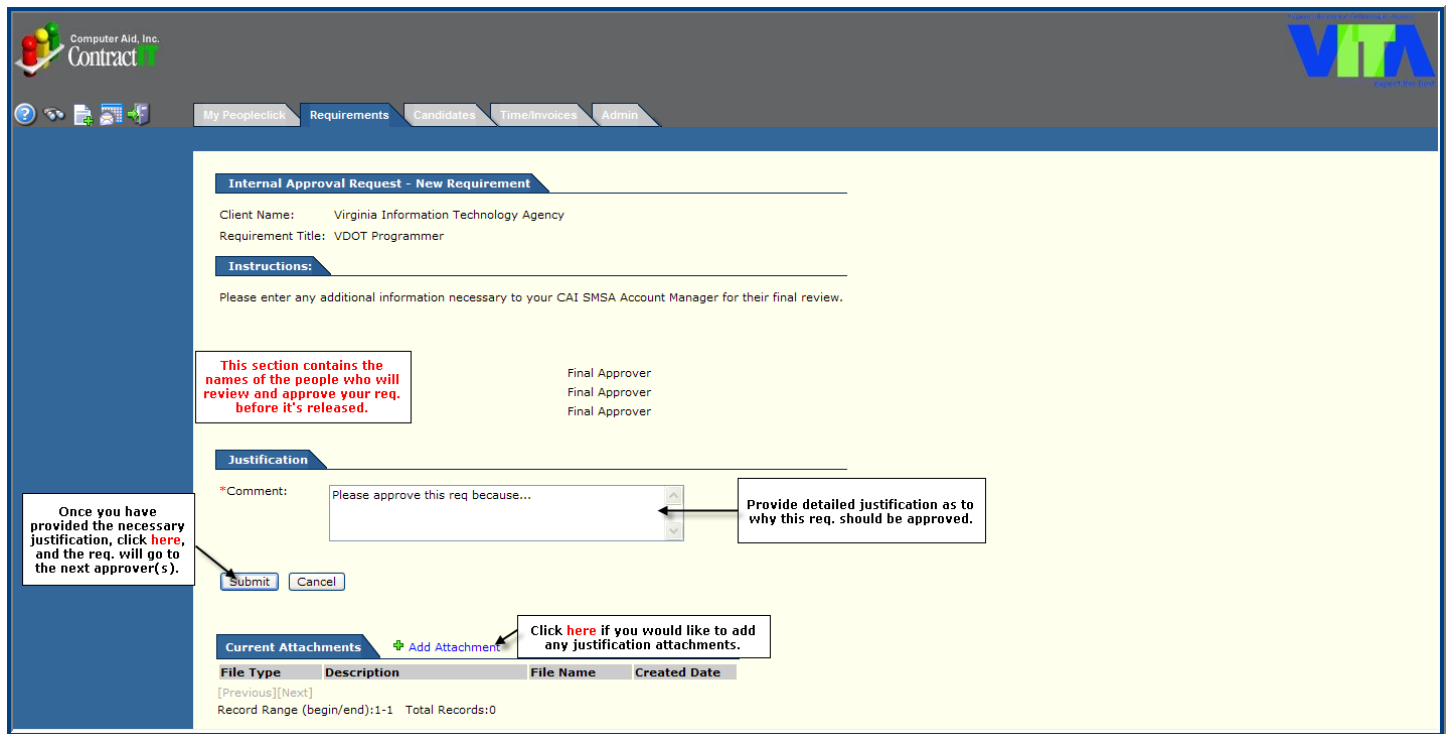
Entry Instructions
 Please review all information prior to submittal. Any changes after submittal must be handled by your designated CAI representative.

Submit Req. to Open Status Save as Draft Cancel Click here to erase your req. and start over.

Click here once you've filled in all the required fields. Remember to be as detailed as possible. Click here if you're not ready to submit.

Click here to select the appropriate Economic Region. When pop-up appears, click on Staff Aug, click on the radio button for the region, and click Save.
 Click here to choose your Agency. When the pop-up appears, click on the radio button for the Agency, and click Save. Please note: To help expedite the process, please use the Search feature to locate your agency.
 Click here to select the GL associated with this req.
 Please provide complete address, including the street.
 Please note whether the candidate can be reimbursed for expenses incurred on assignment.
 Normal: Three to five resumes in three business days.
 Urgent: Three to five resumes in two business days.

Once you submit the requirement to open status, the **Approval Request** page must be completed next. Once you have entered the necessary justification for entering this requirement and click the **Submit** button, the requirement will go to the approver for sign-off.



Internal Approval Request - New Requirement

Client Name: Virginia Information Technology Agency
 Requirement Title: VDOT Programmer

Instructions:
 Please enter any additional information necessary to your CAI SMSA Account Manager for their final review.

Final Approver
 Final Approver
 Final Approver

Justification

*Comment:

Current Attachments [Add Attachment](#)

File Type	Description	File Name	Created Date
[Previous][Next]			
Record Range (begin/end):1-1 Total Records:0			

Callouts:

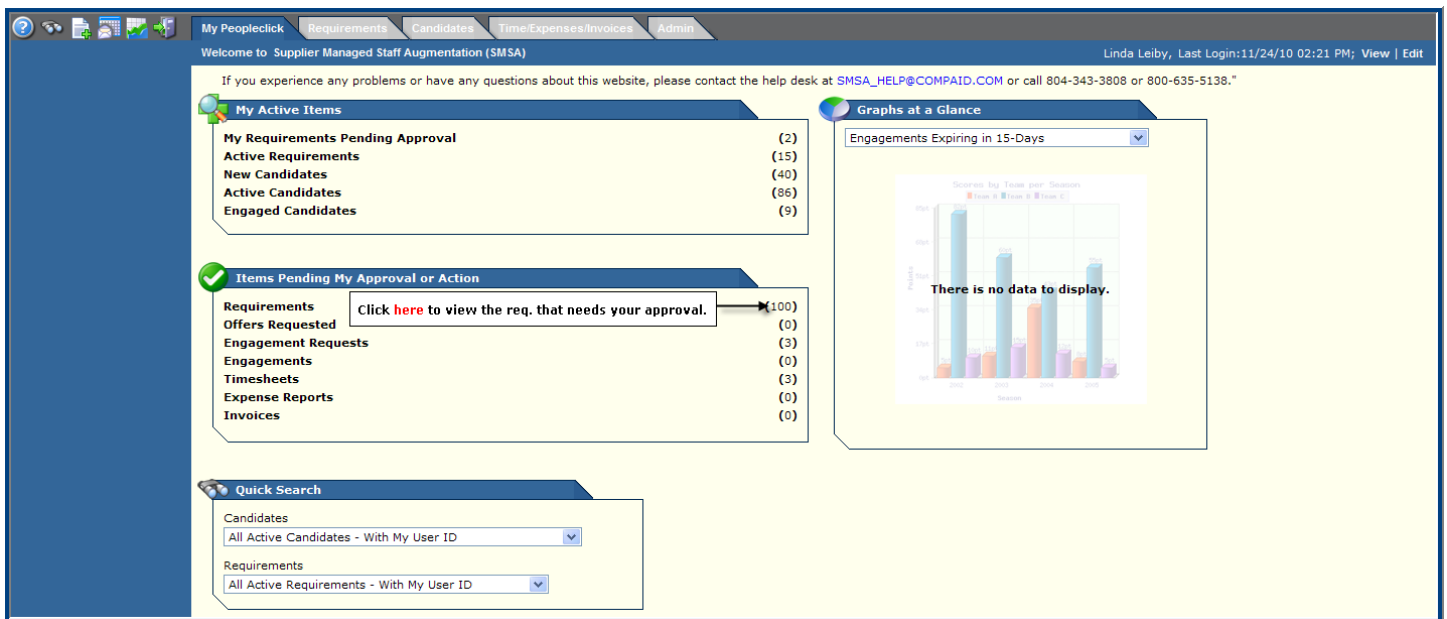
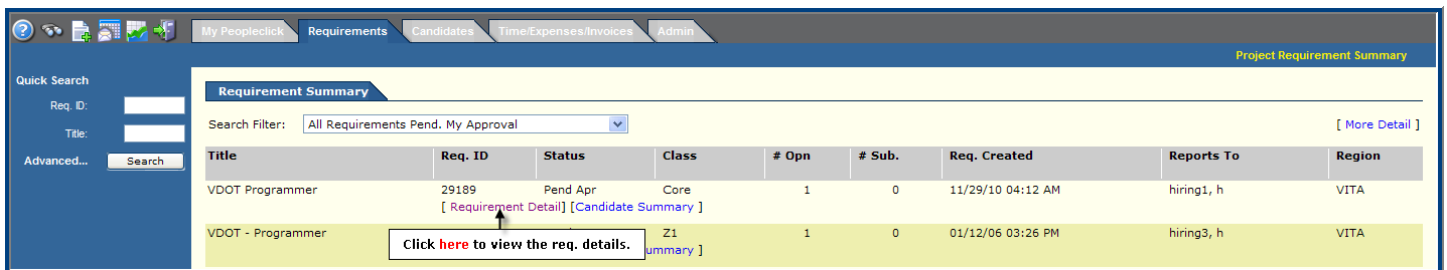
- Red box:** This section contains the names of the people who will review and approve your req. before it's released.
- Left box:** Once you have provided the necessary justification, click here, and the req. will go to the next approver(s).
- Right box:** Provide detailed justification as to why this req. should be approved.
- Bottom box:** Click here if you would like to add any justification attachments.

APPROVING A STAFF AUG REQUIREMENT

At a minimum, all requirements will be reviewed and approved by the designated CAI Account Manager who will do a final review of the requirement to ensure it is clear and complete before sending it to the vendor network.

However, if you're designated as an approver that must review and sign-off on the requirement before it's released to the CAI Account Manager, you will receive a Peopleclick email notification informing you that a requirement is awaiting your approval. Within the email, you can click on the link that will take you directly to the requirement that requires your approval.

You can also access the Peopleclick requirement in the following manner.

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
VDOT Programmer	29189	Pend Apr	Core	1	0	11/29/10 04:12 AM	hiring1, h	VITA
VDOT - Programmer	Z1	summary	Z1	1	0	01/12/06 03:26 PM	hiring3, h	VITA

Once you have reviewed the information, scroll to the **Approval** section, as illustrated below.

Contact Information

Client Contact: h hiring1 Req. Owner: h hiring1
 Reports To: h hiring1

Client Information

Work Location: Central Region Cost Center: VDOT
 GL: A123/EP123456/L00001
 Project: VDOT - 01/01/11 - HIGHWAY PROJECT
 APR NBR: XYZ department
 Worksite Address: Richmond, VA
 Account Manager: Bowler, Patricia
 Expenses Reimbursed?: No
 SLA Exempt: No1
 Priority: Normal
 Agency Interview Type: In Person Only

Submit Approval

[\[Edit Approval Process \]](#)
 Instructions: Please include any relevant reasons for your approval or rejection of this requirement.
 Justification : Please approve this position because...
 *Approval: Approve Do not approve
 Approver Comments:

Click **Approve** or **Do Not Approve** and hit **Submit**. Please be sure to include any comments if you're not approving the req. That way, the person that submitted the req. will know your reasoning for not approving and can work to correct the issue.

Approval Summary

Date	Name	Level	Status	Comments
11/29/10 04:14 AM	h hiring1	Hiring Manager	Submitted - Client Approval	Please approve this position because...
	Linda Leiby	Final Approver	Next Approver	
	Dennis Pochodzay	Final Approver	Next Approver	
	Sandra Cauffman	Final Approver	Next Approver	

Change Tracking

Created By User: h hiring1 Created Date: 11/29/10
 Last Change User: h hiring1 Last Change Date: 11/29/10

[\[Candidate Summary \]](#)
[\[Edit Requirement \]](#) [\[Copy Requirement \]](#) [\[Requirement Settings \]](#)
[\[Attachments \]](#) [\[Comments \]](#) [\[Vendor List \]](#)

If the Requirement is rejected at any point in the approval chain, the Hiring Manager will be sent an email indicating the rejection at which point the Hiring Manager may make corrections to the requirement and resubmit for approvals.

If the Requirement is approved, it will go onto the next approver in the approval chain. The process will continue until the final review is completed by the CAI Account Manager. At that point, the Requirement will be sent to the vendor network for candidate submission.

SELECTING THE RIGHT CANDIDATE

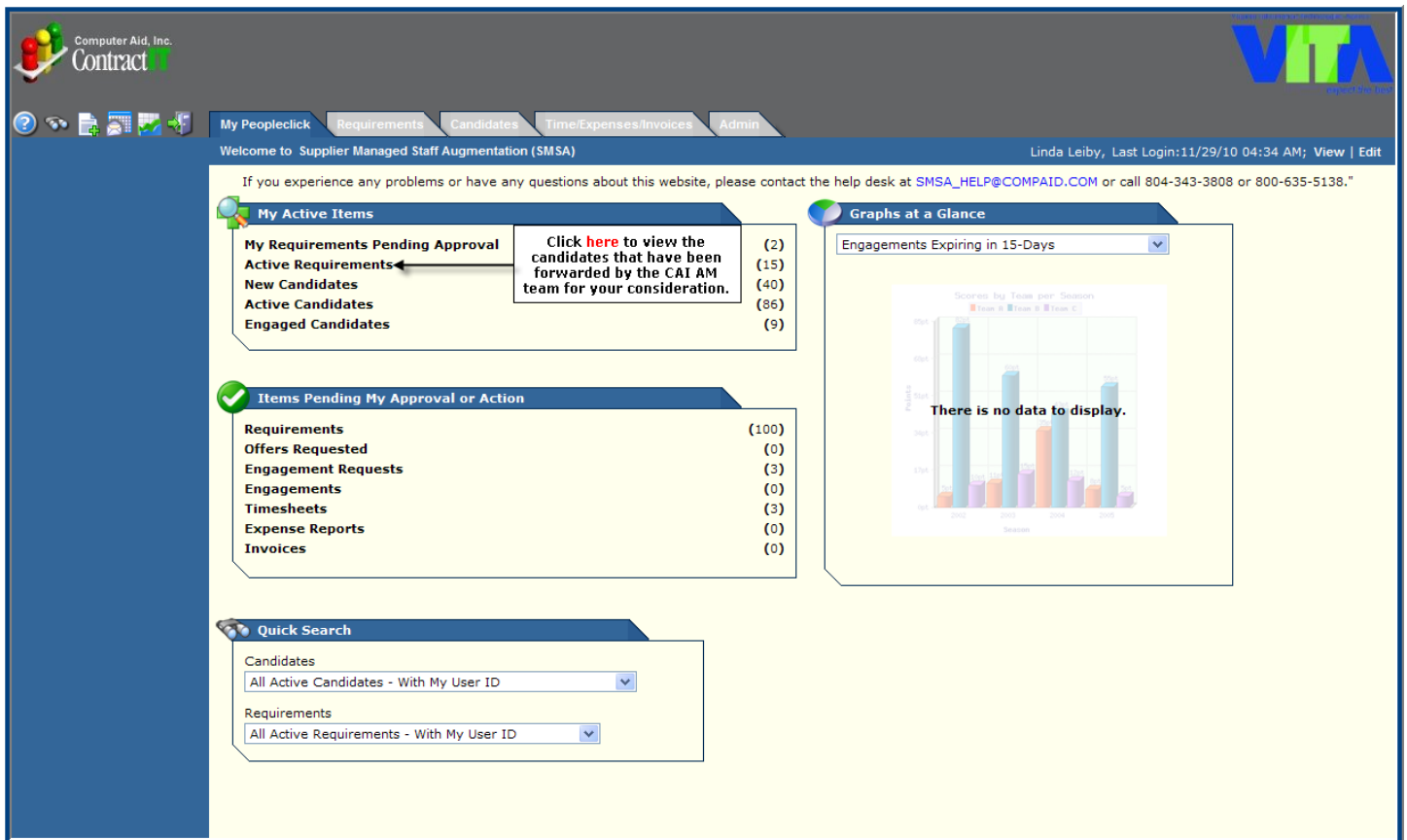
Once the requirement is released to the Vendor network and candidates are submitted, the CAI Account Manager is responsible for screening the vendor network's candidates that are submitted against your requirement. The CAI Account Manager examines the information provided for each candidate and reviews the score that has been calculated by the candidate responses in the **Required/Desired** section of Peopleclick. In addition, the CAI Account Manager will compare the responses against the resume.

If the CAI Account Manager feels the candidate has the necessary skills, he or she will call the candidate to do an initial screening of the candidate's qualifications.

If the CAI Account Manager still feels the candidate is a match for the position, he or she forwards the candidate to you via Peopleclick.

Access the Candidates

When the candidate is forwarded, you'll receive an automatic email notification from Peopleclick. Within the email, you can click on a link that will take you directly to the candidate's detail page. You can also access all candidates forwarded against your requirement by navigating through Peopleclick in the following manner.



The screenshot shows the Peopleclick web application interface. At the top, there are navigation tabs: My Peopleclick, Requirements, Candidates, Time/Expenses/Invoices, and Admin. Below the tabs, a welcome message reads: "Welcome to Supplier Managed Staff Augmentation (SMSA)" and "Linda Leiby, Last Login:11/29/10 04:34 AM; View | Edit". A help desk contact information is provided: "If you experience any problems or have any questions about this website, please contact the help desk at SMSA_HELP@COMPAID.COM or call 804-343-3808 or 800-635-5138."

The main content area is divided into several sections:

- My Active Items:**
 - My Requirements Pending Approval (2)
 - Active Requirements (15)
 - New Candidates (40)
 - Active Candidates (86)
 - Engaged Candidates (9)
- Items Pending My Approval or Action:**
 - Requirements (100)
 - Offers Requested (0)
 - Engagement Requests (3)
 - Engagements (0)
 - Timesheets (3)
 - Expense Reports (0)
 - Invoices (0)
- Quick Search:**
 - Candidates: All Active Candidates - With My User ID
 - Requirements: All Active Requirements - With My User ID
- Graphs at a Glance:**
 - Engagements Expiring in 15-Days
 - Scenarios by Team per Season
 - There is no data to display.

Computer Aid, Inc. Contract **VITA**

My Peopleclick Requirements Candidates Time/Expenses/Invoices Admin

Project Requirement Summary

Quick Search
 Req. ID:
 Title:
 Advanced...

Requirement Summary

Search Filter: All Active Requirements - With My User ID [\[More Detail \]](#)

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
VDOT - Programmer	14476	Interw	Z1	1	5	12/12/05 07:56 PM	hiring4, h	VITA
VDOT - Programmer	14474	Open	Core	1	5	12/12/05 07:50 PM	hiring1, h	VITA
VDOT - Programmer	14472	Open	Z1	1	5	12/12/05 07:34 PM	hiring1, h	VITA

Click here to view the candidates submitted against a specific req.

Go To: 1 2 Record Range (begin/end): 11 - 13 Total Records: 13
Page 2 Total Pages: 2

Computer Aid, Inc. Contract **VITA**

My Peopleclick Requirements Candidates Time/Invoices Admin

Quick Search
 Cand. ID:
 Unique ID (Last 4 digits of SSN):
 Last Name:
 Req. ID:
 Advanced...

Candidate Summary

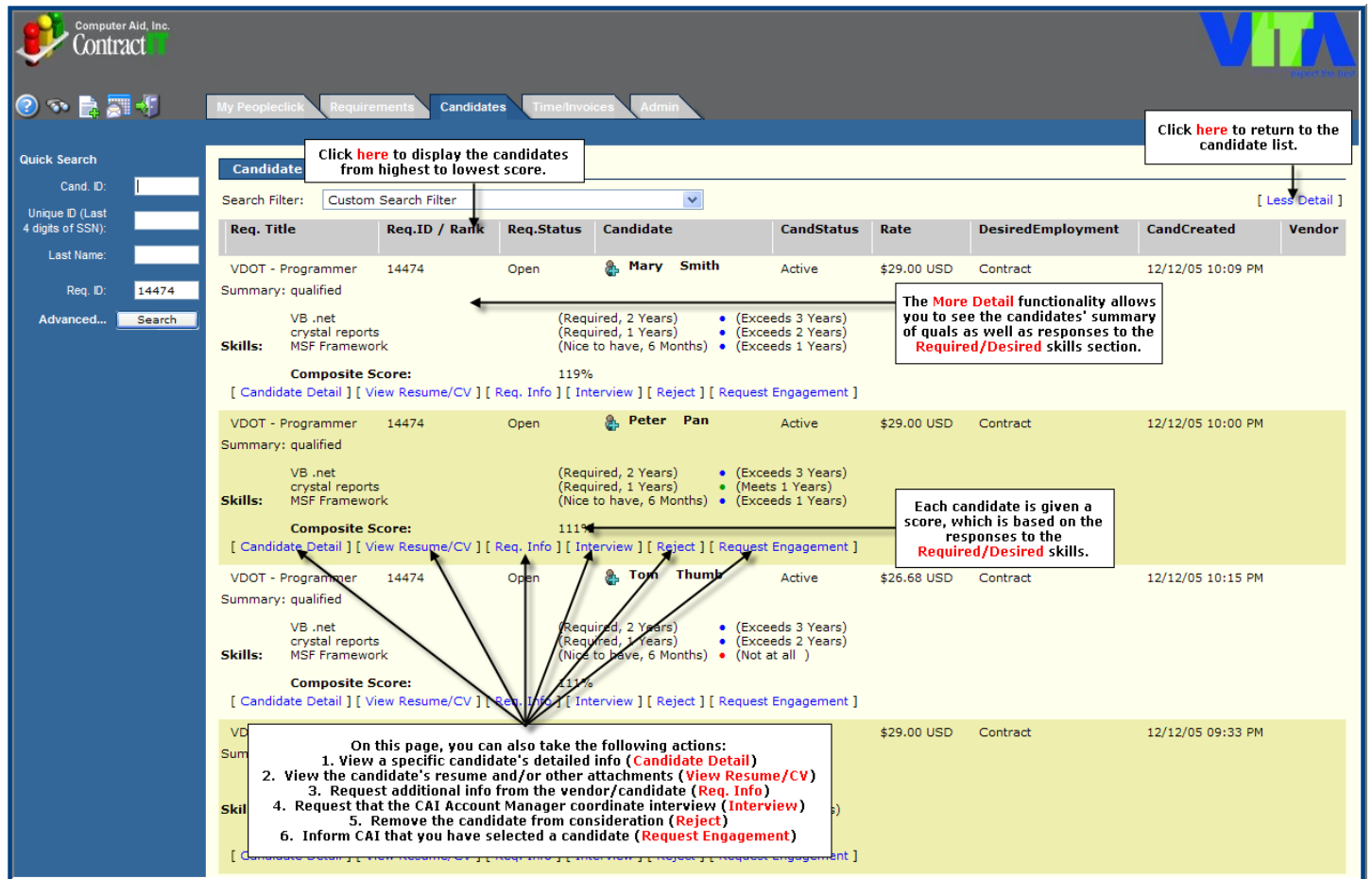
Search Filter: Custom Search Filter [\[More Detail \]](#)

Req. Title	Req. ID	Req. Status	Candidate	CandStatus	Rate	CandCreated	Vendor
VDOT - Programmer	14474	Open	Tom Thumb	Active	\$26.68 USD	12/12/05 10:15 PM	
VDOT - Programmer	14474	Open	Mary Smith	Active	\$29.00 USD	12/12/05 10:09 PM	
VDOT - Programmer	14474	Open	Peter Pan	Active	\$29.00 USD	12/12/05 10:00 PM	
VDOT - Programmer	14474	Open	John Doe	Active	\$27.84 USD	12/12/05 09:45 PM	
VDOT - Programmer	14474	Open	George Clooney	Active	\$29.00 USD	12/12/05 09:33 PM	

Record Range (begin/end): 1 - 5 Total Records: 5
Page 1 Total Pages: 1

- candidate is a possible duplicate

Click here for more details on each candidate.



Computer Aid, Inc. Contract Manager

My Peopleclick | Requirements | Candidates | Time/Invoices | Admin

Click here to return to the candidate list.

Click here to display the candidates from highest to lowest score.

Search Filter: Custom Search Filter [Less Detail]

Req. Title	Req.ID / Rank	Req.Status	Candidate	CandStatus	Rate	DesiredEmployment	CandCreated	Vendor
VDOT - Programmer	14474	Open	Mary Smith	Active	\$29.00 USD	Contract	12/12/05 10:09 PM	
Summary: qualified Skills: VB .net (Required, 2 Years) • (Exceeds 3 Years) crystal reports (Required, 1 Years) • (Exceeds 2 Years) MSF Framework (Nice to have, 6 Months) • (Exceeds 1 Years) Composite Score: 119% [Candidate Detail] [View Resume/CV] [Req. Info] [Interview] [Reject] [Request Engagement]								
VDOT - Programmer	14474	Open	Peter Pan	Active	\$29.00 USD	Contract	12/12/05 10:00 PM	
Summary: qualified Skills: VB .net (Required, 2 Years) • (Exceeds 3 Years) crystal reports (Required, 1 Years) • (Meets 1 Years) MSF Framework (Nice to have, 6 Months) • (Exceeds 1 Years) Composite Score: 111% [Candidate Detail] [View Resume/CV] [Req. Info] [Interview] [Reject] [Request Engagement]								
VDOT - Programmer	14474	Open	Tom Thum	Active	\$26.68 USD	Contract	12/12/05 10:15 PM	
Summary: qualified Skills: VB .net (Required, 2 Years) • (Exceeds 3 Years) crystal reports (Required, 1 Years) • (Exceeds 2 Years) MSF Framework (Nice to have, 6 Months) • (Not at all) Composite Score: 111% [Candidate Detail] [View Resume/CV] [Req. Info] [Interview] [Reject] [Request Engagement]								
VDOT - Programmer	14474	Open		Active	\$29.00 USD	Contract	12/12/05 09:33 PM	
Summary: qualified Skills: VB .net (Required, 2 Years) • (Exceeds 3 Years) crystal reports (Required, 1 Years) • (Exceeds 2 Years) MSF Framework (Nice to have, 6 Months) • (Not at all) Composite Score: 111% [Candidate Detail] [View Resume/CV] [Req. Info] [Interview] [Reject] [Request Engagement]								

The More Detail functionality allows you to see the candidates' summary of quals as well as responses to the Required/Desired skills section.

Each candidate is given a score, which is based on the responses to the Required/Desired skills.

On this page, you can also take the following actions:
 1. View a specific candidate's detailed info (Candidate Detail)
 2. View the candidate's resume and/or other attachments (View Resume/CV)
 3. Request additional info from the vendor/candidate (Req. Info)
 4. Request that the CAI Account Manager coordinate interview (Interview)
 5. Remove the candidate from consideration (Reject)
 6. Inform CAI that you have selected a candidate (Request Engagement)

Review a Specific Candidate

The Hiring Manager can see detailed information on a candidate, including the following:

- Availability
- Summary of qualifications
- Skills
- Previous work experience
- Resume and other attachments

The following page is an example of the **Candidate Detail** page.

Computer Aid, Inc.
Contract

My Peopleclick
Requirements
Candidates
Time/Invoices
Admin

Edit Candidate

Resume/Attachments

Request Information

Request Interview

Forward Candidate

Reject Candidate

Request Engagement

Candidate Status:

Active

Duplicate Status:

Possible Dupe

View Duplicates

Candidate Screened: Yes
 Screened Date: 12/12/05 10:26 PM

Deployable Rating:

10 - Best

Candidate Employment Information

Candidate Comments

Internal Comments

Candidate Details

Requirement

Requirement Title: VDOT - Programmer
Client Name: Virginia Information Technology Agency
Candidate Name: Mary Smith [edit]

Instructions

Candidate Details

Candidate Name: Mary Smith
 Email Address: a@a.com
 Vendor Candidate Status: Available
 Engagement Type: Contract
 Sys. Candidate ID: 11918
 Availability: immediate
 Summary of Qualifications: qualified
 Interview Date:
 Interviewed By:

Requirement Details And Candidate Match

Skill	Required Desired	Amount of Experience	Candidate Response	Candidate Experience
VB .net	Required	2 Years	Exceeds	3 Years
crystal reports	Required	1 Years	Exceeds	2 Years
MSF Framework	Nice to have	6 Months	Exceeds	1 Years

Global Candidate Requirements

No global requirements found.

Certification and Screening Criteria

Background checks: Y/N: Yes
 Show to: Client & Vendor
 Required Before Engagement: Yes

Questions For Requirement

Question: Will candidate be able to work weekends when needed?
 Response: yes

Client Defined Fields

Candidate Phone Number: 555-555-5555
 Is vendor a SWaM?: no
 Position Offered & Refused (CAI Use Only):
 Round Forwarded (CAI Use Only):

Candidate Employment Information

Is Candidate currently employed by Vendor: Yes
 Is/will be paid employee/W2 to Vendor: Yes
 Candidate Employer If subcontracted to Vendor:
 Independent Contractor: No
 Incorporated, 1099/Self-Employed Or N/A: N/A
 Was candidate ever contracted/employed by client: No
 Previous employment type:
 When did the last employment end?
 Why did the last employment end?
 Details of previous contract/employment at client:
 Citizen Status:
 Citizenship Details:

Candidate Rate Settings

Payment Basis : Per Hour

Candidate Rates

Rule Name	Bill Rate
Straight Time	\$29.00 USD

Current Attachments

File Type	Description	File Name	Created Date
Resume/CV		TEST resume.doc	12/12/2005 10:09 PM

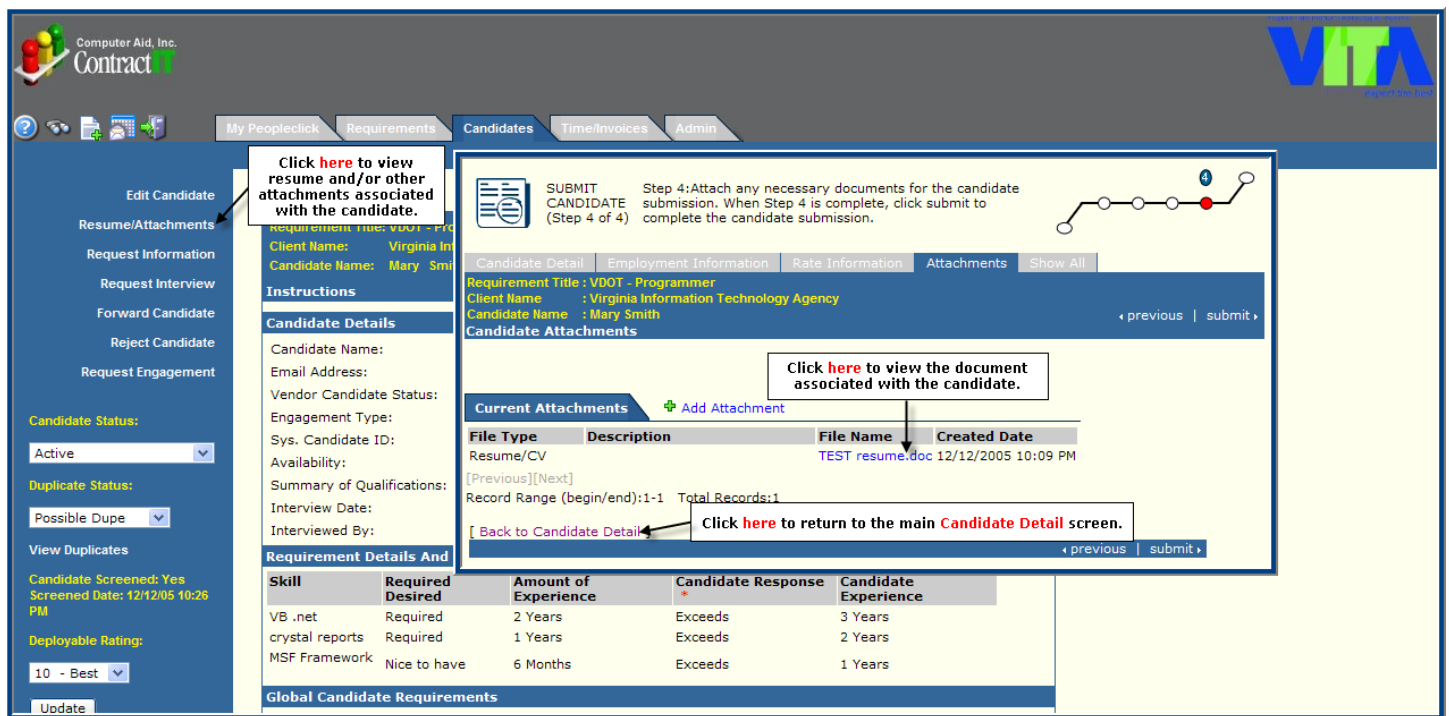
From the **Candidate Detail** page, the Hiring Manager can do the following:

- View a candidate’s resume and/or additional documents attached to the submittal
- Request additional information about the candidate
- Request an interview with the candidate
- Reject the candidate
- Request that the candidate be engaged

The following pages describe these actions in greater detail.

View Resume/Attachments

The **Resumes/Attachments** option enables you to view the resume of the candidate as well as any other attachments associated with the candidate.



Click here to view resume and/or other attachments associated with the candidate.

Requirement Title: VDOT - Programmer
 Client Name: Virginia Information Technology Agency
 Candidate Name: Mary Smith

Instructions

Candidate Details

Candidate Name:
 Email Address:
 Vendor Candidate Status:
 Engagement Type:
 Sys. Candidate ID:
 Availability:
 Summary of Qualifications:
 Interview Date:
 Interviewed By:

Requirement Details And

Skill	Required Desired	Amount of Experience	Candidate Response	Candidate Experience
VB .net	Required	2 Years	Exceeds	3 Years
crystal reports	Required	1 Years	Exceeds	2 Years
MSF Framework	Nice to have	6 Months	Exceeds	1 Years

Global Candidate Requirements

Current Attachments + Add Attachment

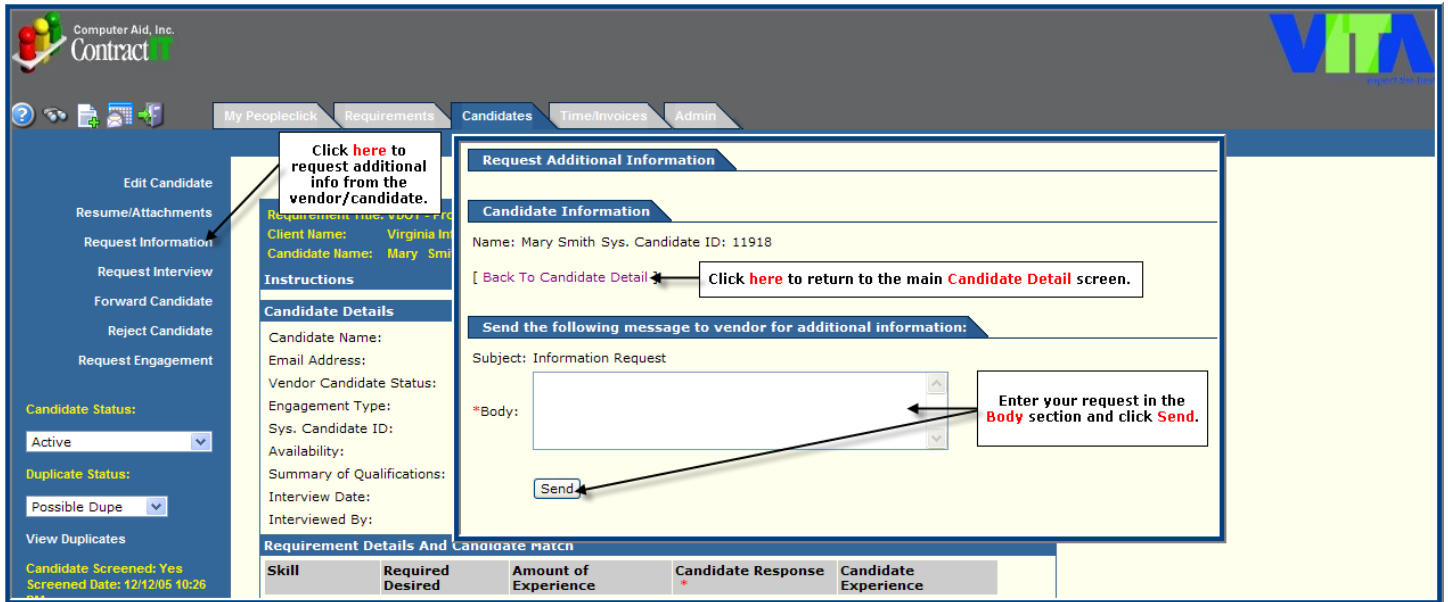
File Type	Description	File Name	Created Date
Resume/CV		TEST resume.doc	12/12/2005 10:09 PM

Click here to view the document associated with the candidate.

Click here to return to the main Candidate Detail screen.

Request Information

The **Request Information** option enables you to request additional information about the candidate. You just need to note the additional information needed in Peopleclick, and the CAI Account Manager will work directly with the vendor/candidate to get this information.



Request Additional Information

Candidate Information
Name: Mary Smith Sys. Candidate ID: 11918
[Back To Candidate Detail]

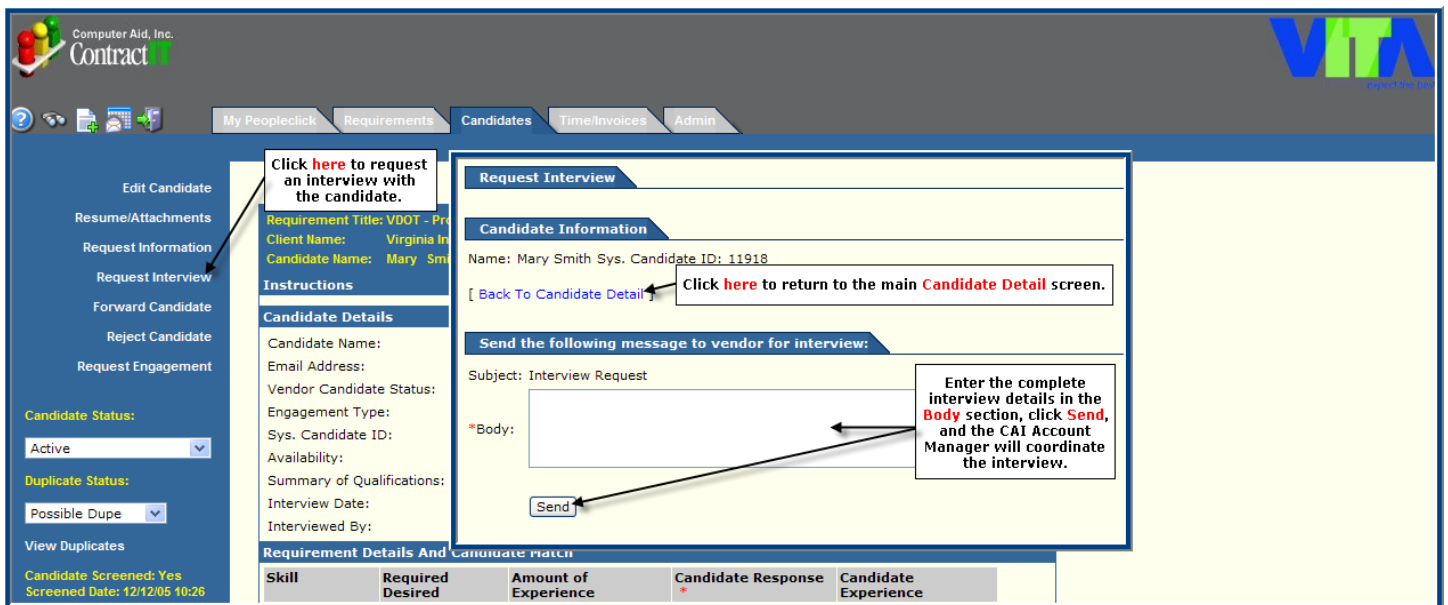
Send the following message to vendor for additional information:
Subject: Information Request
*Body:
[Send]

Requirement Details And Candidate match

Skill	Required Desired	Amount of Experience	Candidate Response *	Candidate Experience

Request Interview

The **Request Interview** option should be used to request an interview. Once again, note the complete interview details in Peopleclick (e.g. over the phone or in person), and the CAI Account Manager will coordinate the scheduling of the interview with the vendor/candidate.



Request Interview

Candidate Information
Name: Mary Smith Sys. Candidate ID: 11918
[Back To Candidate Detail]

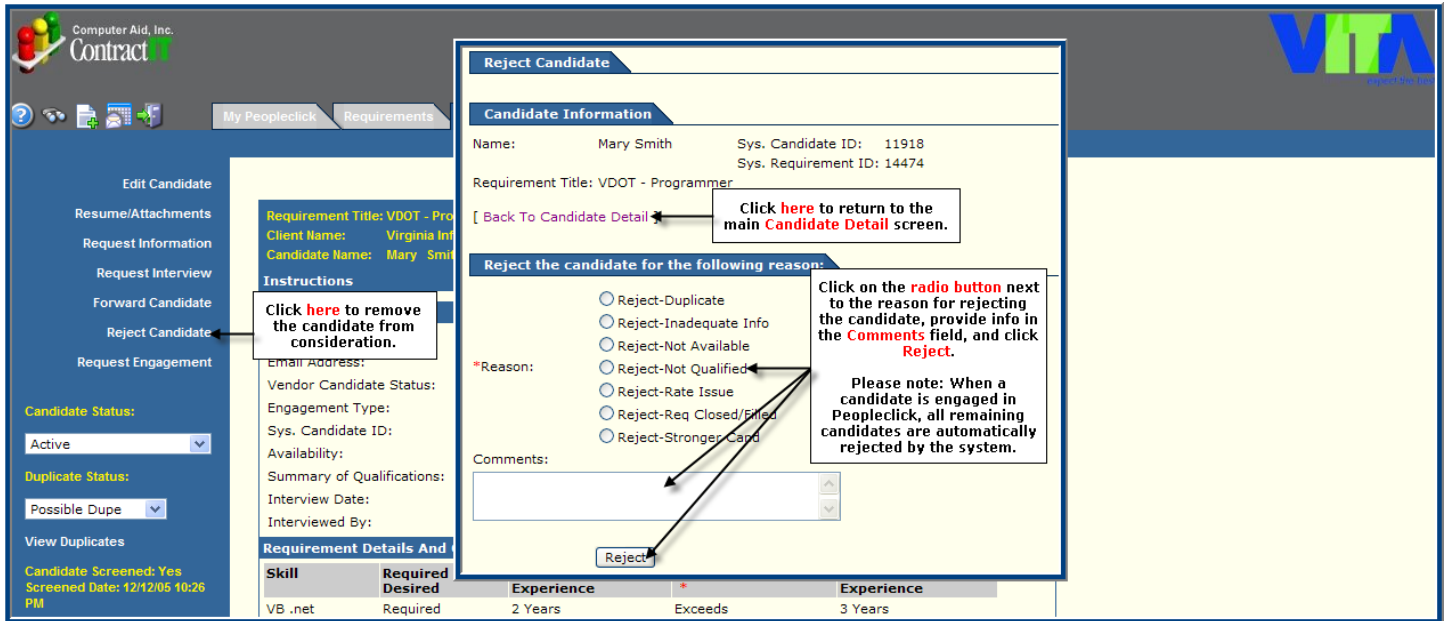
Send the following message to vendor for interview:
Subject: Interview Request
*Body:
[Send]

Requirement Details And Candidate match

Skill	Required Desired	Amount of Experience	Candidate Response *	Candidate Experience

Reject Candidate

The **Reject Candidate** option enables you to manually remove a candidate from consideration.



Reject Candidate

Candidate Information

Name: Mary Smith Sys. Candidate ID: 11918
Sys. Requirement ID: 14474
Requirement Title: VDOT - Programmer

[Back To Candidate Detail] **Click here to return to the main Candidate Detail screen.**

Reject the candidate for the following reason:

Reason: Reject-Duplicate
 Reject-Inadequate Info
 Reject-Not Available
 Reject-Not Qualified
 Reject-Rate Issue
 Reject-Req Closed/Filled
 Reject-Stronger Cand

Click on the radio button next to the reason for rejecting the candidate, provide info in the Comments field, and click Reject.

Please note: When a candidate is engaged in Peopleclick, all remaining candidates are automatically rejected by the system.

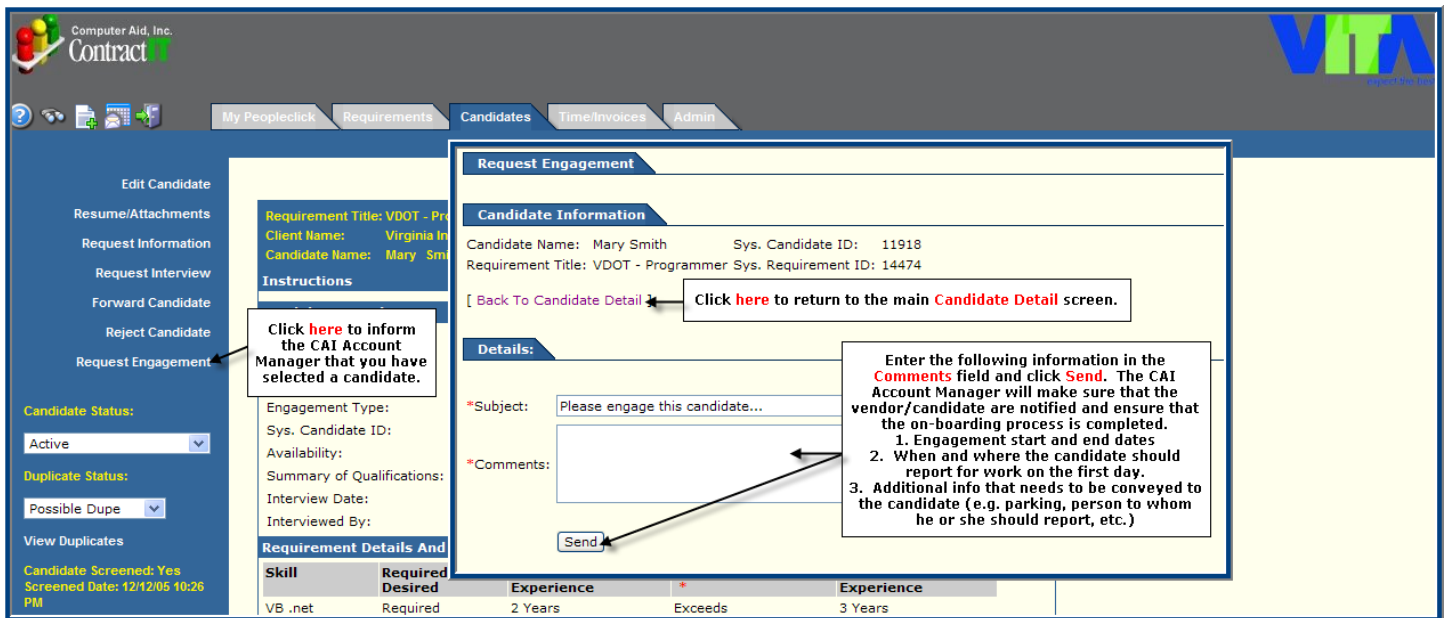
Comments:

Reject

Skill	Required	Desired	Experience	Experience
VB .net	Required		2 Years	Exceeds 3 Years

Request Engagement

The **Request Engagement** option is used when you have selected a candidate. When the CAI Account Manager receives the notification, we will begin the engagement process.



Request Engagement

Candidate Information

Candidate Name: Mary Smith Sys. Candidate ID: 11918
Requirement Title: VDOT - Programmer Sys. Requirement ID: 14474

[Back To Candidate Detail] **Click here to return to the main Candidate Detail screen.**

Details:

*Subject: Please engage this candidate...

*Comments:

Send

Enter the following information in the Comments field and click Send. The CAI Account Manager will make sure that the vendor/candidate are notified and ensure that the on-boarding process is completed.

1. Engagement start and end dates
2. When and where the candidate should report for work on the first day.
3. Additional info that needs to be conveyed to the candidate (e.g. parking, person to whom he or she should report, etc.)

Skill	Required	Desired	Experience	Experience
VB .net	Required		2 Years	Exceeds 3 Years

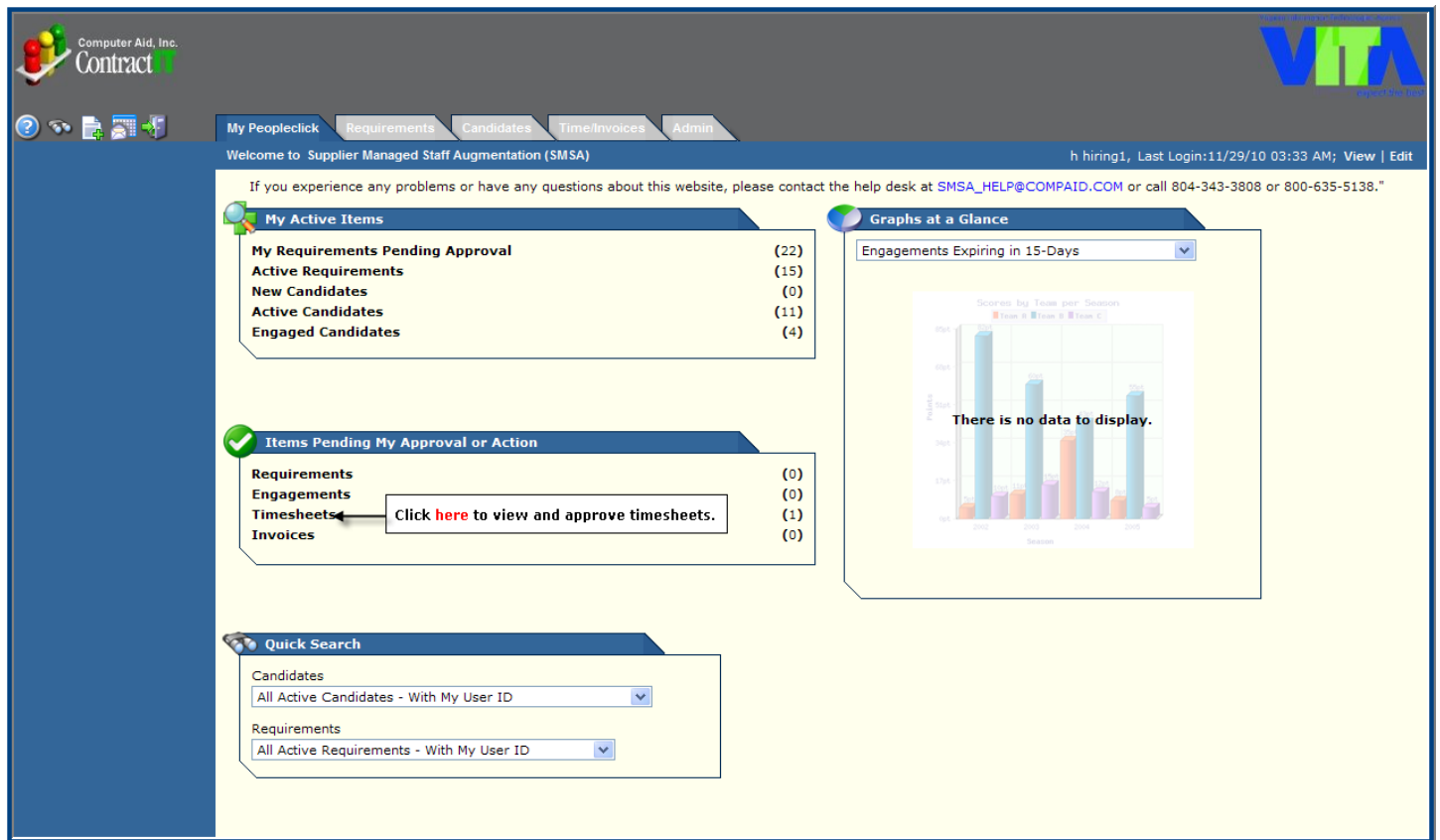
APPROVING A TIMESHEET

Each engaged candidate will be required to enter a weekly timesheet by noon on Monday into Peopleclick. If you are designated as the candidate's time approver, you will be required to approve the timesheet by **the close of business on Tuesday of each week**. This approval indicates the hiring manager has accepted the time entered as being valid and approved for invoicing.

If you are designated as timesheet approver, you will receive email notification from Peopleclick. Within the email, you can click on a link that will take you directly to the timesheet that is pending your approval. You can also access all Peopleclick timesheets pending your approval in the following manner.

Go to the Time/Invoices Tab

You can access this screen via the **My Peopleclick** page, as illustrated in the image below.

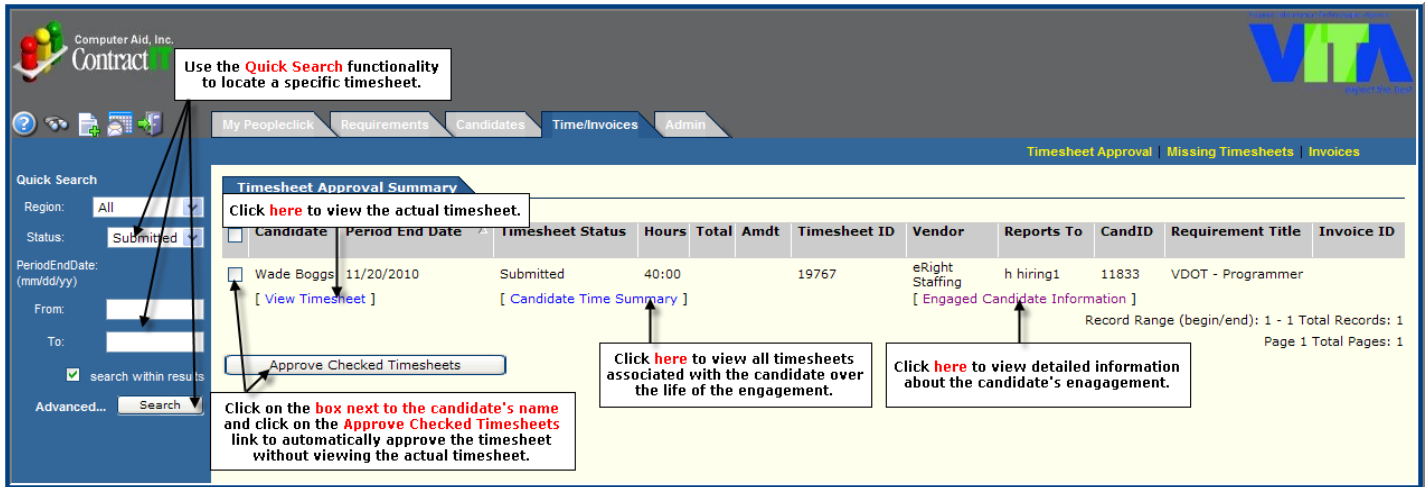


The screenshot shows the Peopleclick web application interface. At the top, there is a navigation bar with tabs for 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Invoices', and 'Admin'. The 'Time/Invoices' tab is selected. Below the navigation bar, there is a welcome message: 'Welcome to Supplier Managed Staff Augmentation (SMSA)'. A user profile section shows 'h hiring1, Last Login:11/29/10 03:33 AM; View | Edit'. A help desk contact message is also present: 'If you experience any problems or have any questions about this website, please contact the help desk at SMSA_HELP@COMPAID.COM or call 804-343-3808 or 800-635-5138.' The main content area is divided into several sections:

- My Active Items:**
 - My Requirements Pending Approval (22)
 - Active Requirements (15)
 - New Candidates (0)
 - Active Candidates (11)
 - Engaged Candidates (4)
- Items Pending My Approval or Action:**
 - Requirements (0)
 - Engagements (0)
 - Timesheets (1) - A red arrow points to this item with a text box that says 'Click here to view and approve timesheets.'
 - Invoices (0)
- Quick Search:**
 - Candidates: All Active Candidates - With My User ID
 - Requirements: All Active Requirements - With My User ID
- Graphs at a Glance:**
 - Engagements Expiring in 15-Days
 - Scorecard by Team per Season (2012-2015)
 - There is no data to display.

Access the Timesheet

Once you have accessed the **Time/Invoices** tab, you can pull up the timesheet, as illustrated in the image below.



Use the **Quick Search** functionality to locate a specific timesheet.

Click **here** to view the actual timesheet.

Candidate	Period End Date	Timesheet Status	Hours	Total Amt	Timesheet ID	Vendor	Reports To	CandID	Requirement Title	Invoice ID
Wade Boggs	11/20/2010	Submitted	40:00		19767	eRight Staffing	h hiring1	11833	VDOT - Programmer	

Record Range (begin/end): 1 - 1 Total Records: 1
Page 1 Total Pages: 1

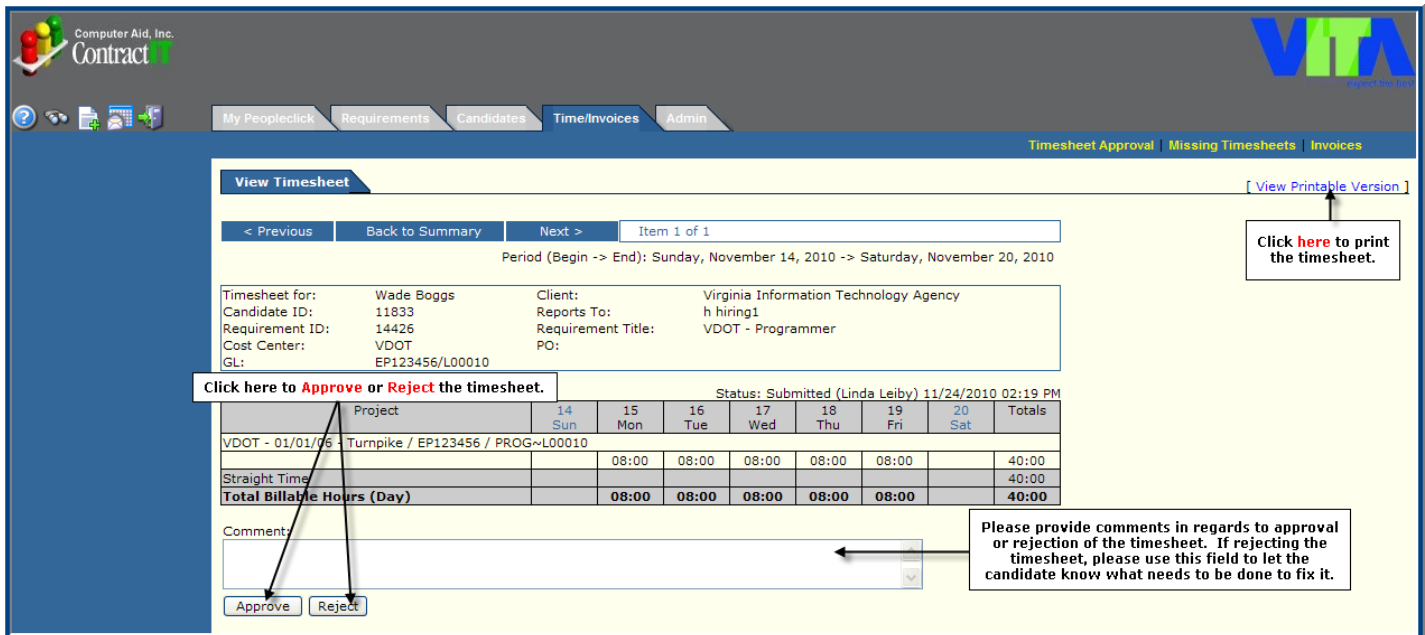
Click on the **box** next to the candidate's name and click on the **Approve Checked Timesheets** link to automatically approve the timesheet without viewing the actual timesheet.

Click **here** to view all timesheets associated with the candidate over the life of the engagement.

Click **here** to view detailed information about the candidate's engagement.

Approve the Timesheet

The process for approving (or rejecting) a timesheet is highlighted in the image below.



Click **here** to print the timesheet.

Click **here** to **Approve or Reject** the timesheet.

Please provide comments in regards to approval or rejection of the timesheet. If rejecting the timesheet, please use this field to let the candidate know what needs to be done to fix it.

Project	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	Totals
VDOT - 01/01/06 - Turnpike / EP123456 / PROG~L00010								40:00
Straight Time								40:00
Total Billable Hours (Day)		08:00	08:00	08:00	08:00	08:00		40:00

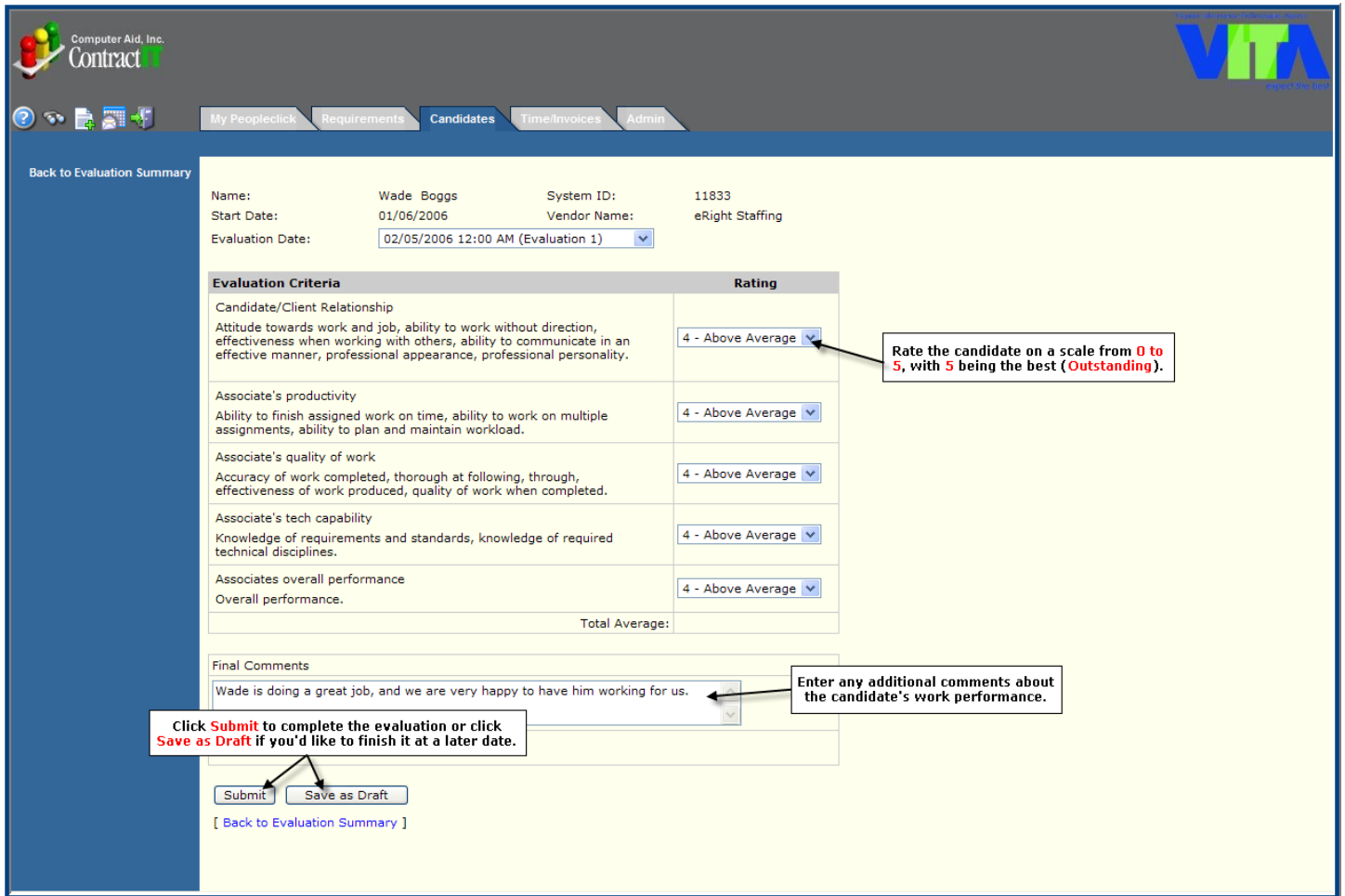
If you reject the timesheet, the candidate will be notified via another Peopleclick email and will have the opportunity to resubmit a corrected timesheet for approval. This process will continue until the timesheet is approved.

If it is determined that a timesheet was submitted in error after it was approved, an amendment can be done to the timesheet. However, only the CAI Administrator can create an amendment. Please note: You will need to approve the amendment just as you would the regular timesheet.

EVALUATING A CANDIDATE

For each candidate you have engaged under the Staff Augmentation contract, you will also receive an email request to complete an engagement evaluation form. Evaluation requests will be made after first thirty (30) days, six (6) months, and one (1) year. The evaluations are not required but highly recommended as they will be available for future reference.

To complete the evaluation, simply click on the link within the Peopleclick email notification and fill in the fields as instructed in the following image.



Computer Aid, Inc. Contract VITA

My Peopleclick | Requirements | **Candidates** | Time/Invoices | Admin

Back to Evaluation Summary

Name: Wade Boggs System ID: 11833
 Start Date: 01/06/2006 Vendor Name: eRight Staffing
 Evaluation Date: 02/05/2006 12:00 AM (Evaluation 1)

Evaluation Criteria	Rating
Candidate/Client Relationship Attitude towards work and job, ability to work without direction, effectiveness when working with others, ability to communicate in an effective manner, professional appearance, professional personality.	4 - Above Average
Associate's productivity Ability to finish assigned work on time, ability to work on multiple assignments, ability to plan and maintain workload.	4 - Above Average
Associate's quality of work Accuracy of work completed, thorough at following, through, effectiveness of work produced, quality of work when completed.	4 - Above Average
Associate's tech capability Knowledge of requirements and standards, knowledge of required technical disciplines.	4 - Above Average
Associates overall performance Overall performance.	4 - Above Average
Total Average:	

Final Comments
 Wade is doing a great job, and we are very happy to have him working for us.

Submit Save as Draft

[Back to Evaluation Summary]

Rate the candidate on a scale from 0 to 5, with 5 being the best (Outstanding).

Enter any additional comments about the candidate's work performance.

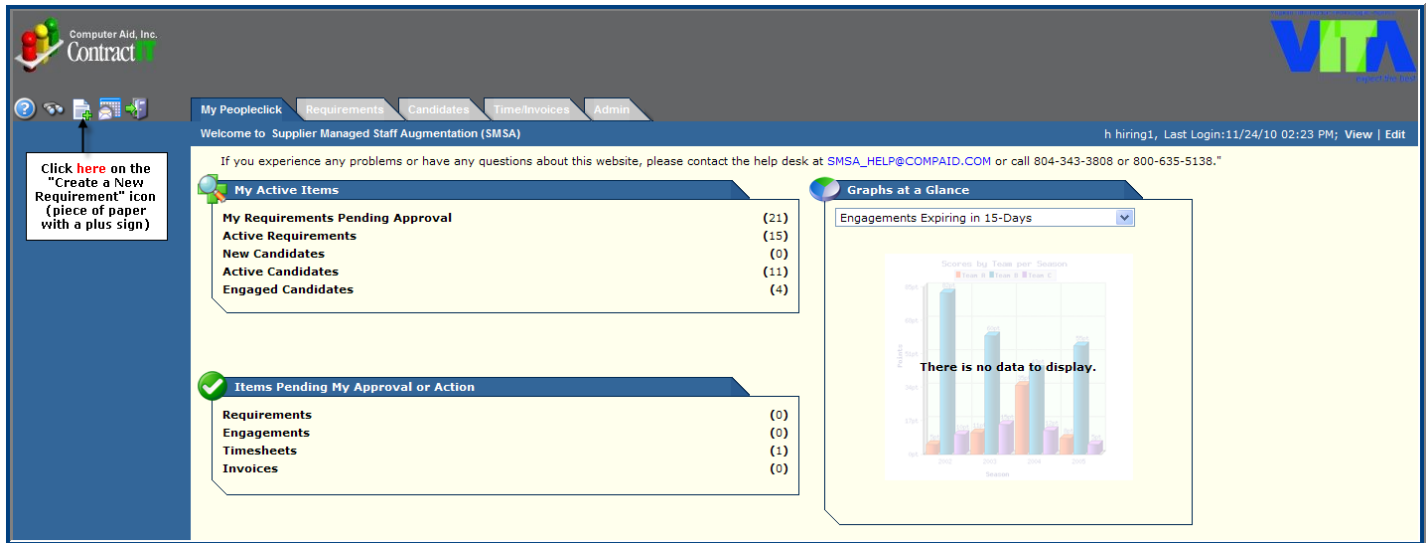
Click **Submit** to complete the evaluation or click **Save as Draft** if you'd like to finish it at a later date.

ENTERING A SOW REQUIREMENT

The following pages detail the Peopleclick workflow you must follow in order to fulfill an SOW requirement under the SMSA contract. You will find that the process is quite similar to the Staff Augmentation requirement fulfillment process.

Initiate a New Requirement

After discussing the need with the CAI Account Manager and all appropriate internal users, you will need to enter your SOW requirement into Peopleclick.

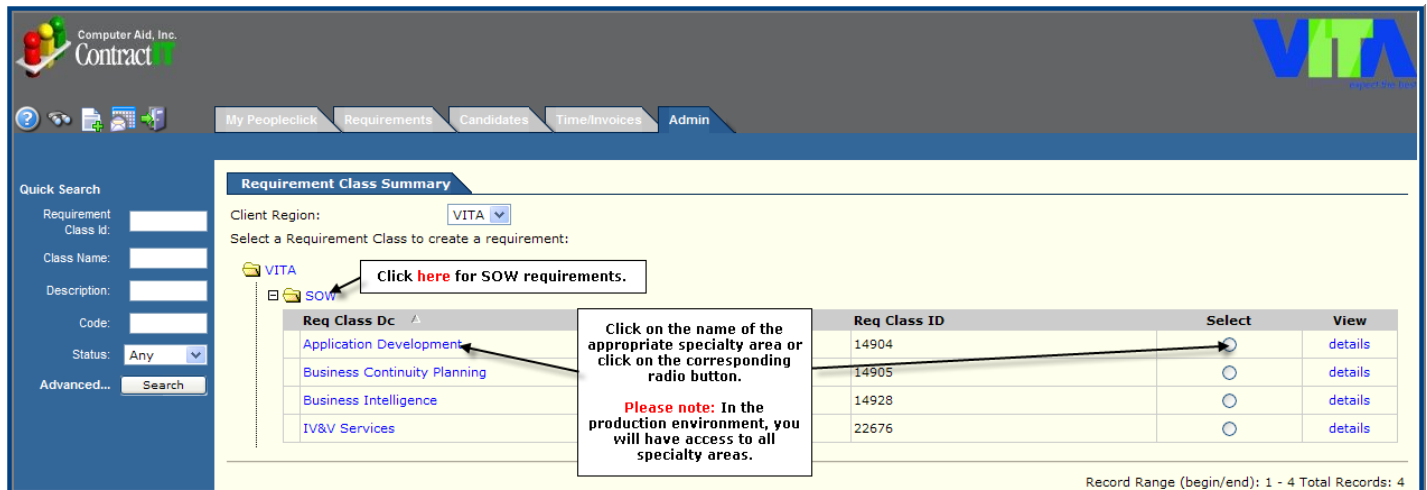


The screenshot shows the 'My Active Items' dashboard in the Peopleclick system. It includes a navigation menu with 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Invoices', and 'Admin'. A welcome message for 'Supplier Managed Staff Augmentation (SMSA)' is displayed. A callout box on the left instructs the user to click on the 'Create a New Requirement' icon. The dashboard lists several categories with counts: 'My Requirements Pending Approval' (21), 'Active Requirements' (15), 'New Candidates' (0), 'Active Candidates' (11), and 'Engaged Candidates' (4). Below this, 'Items Pending My Approval or Action' are listed: 'Requirements' (0), 'Engagements' (0), 'Timesheets' (1), and 'Invoices' (0). A 'Graphs at a Glance' section shows a bar chart for 'Engagements Expiring in 15-Days' with the message 'There is no data to display.'

Select the Specialty Area

Unlike staff augmentation requirements, there is only one sub-level for SOW business. This level corresponds to the specialty area that best describes the work you need to be completed.

HINT: Be sure to select the Requirement Class that starts with SOW...



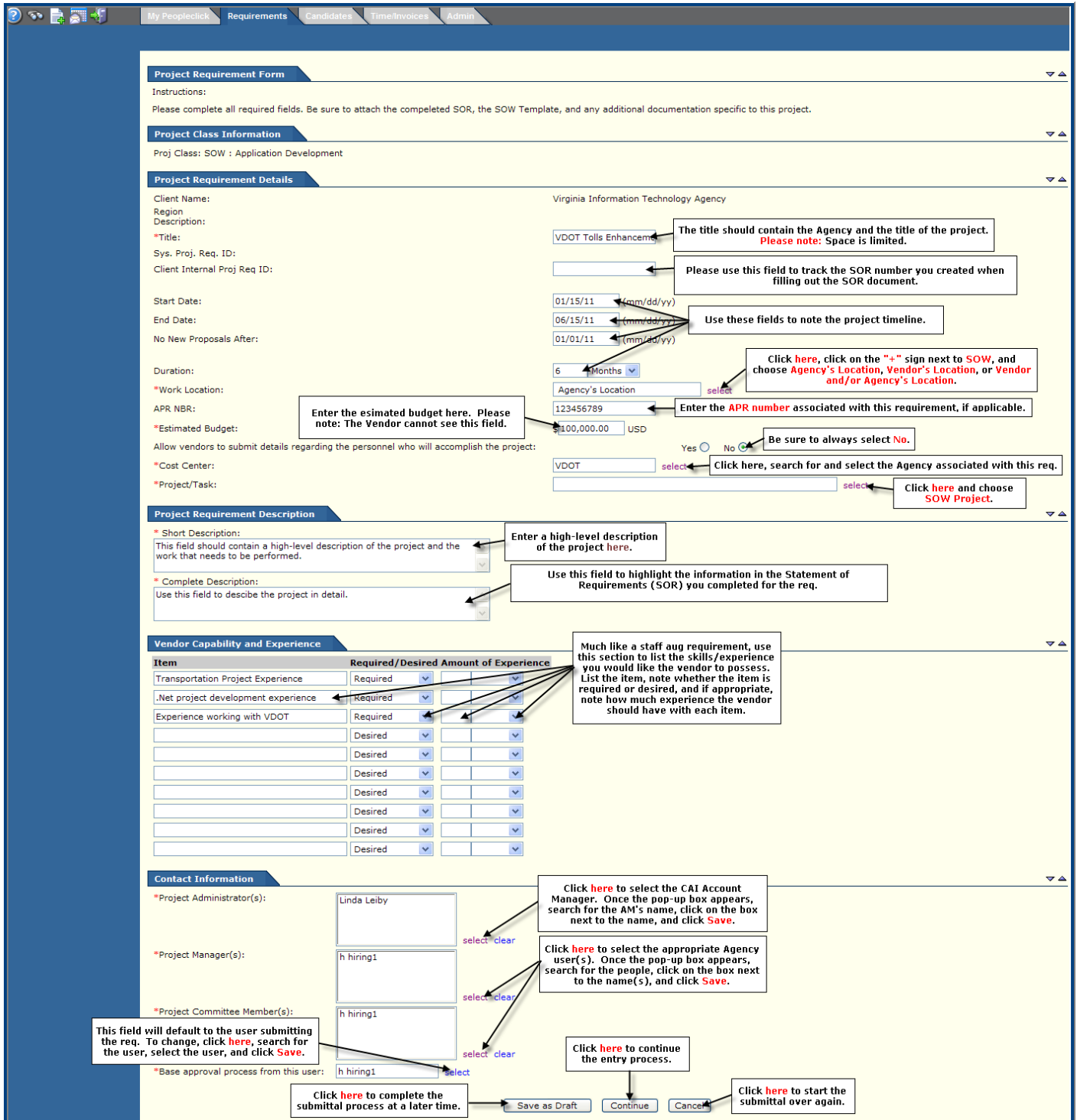
The screenshot shows the 'Requirement Class Summary' page. On the left is a 'Quick Search' form with fields for Requirement Class ID, Class Name, Description, Code, and Status. The main content area shows a tree view for 'VITA' with a sub-item 'SOW'. A callout box points to 'SOW' with the text 'Click here for SOW requirements.' Below the tree is a table of Requirement Classes:

Req Class Dc	Req Class ID	Select	View
Application Development	14904	<input checked="" type="radio"/>	details
Business Continuity Planning	14905	<input type="radio"/>	details
Business Intelligence	14928	<input type="radio"/>	details
IV&V Services	22676	<input type="radio"/>	details

A callout box points to the 'Application Development' row with the text: 'Click on the name of the appropriate specialty area or click on the corresponding radio button. Please note: In the production environment, you will have access to all specialty areas.'

Enter the SOW Specifics

The following images illustrate the steps needed to complete the submittal process. **Please note:** The information you enter must match the Statement of Requirements (SOR) document you completed. **Don't forget to attach the SOR to Peopleclick.**



Project Requirement Form

Instructions:
Please complete all required fields. Be sure to attach the completed SOR, the SOW Template, and any additional documentation specific to this project.

Project Class Information
Proj Class: SOW : Application Development

Project Requirement Details

Client Name: Virginia Information Technology Agency

Region:
Description:
*Title: VDOT Tolls Enhancem...
Sys. Proj. Req. ID:
Client Internal Proj Req ID:

Start Date: 01/15/11 (mm/dd/yy)
End Date: 06/15/11 (mm/dd/yy)
No New Proposals After: 01/01/11 (mm/dd/yy)

Duration: 6 Months
*Work Location: Agency's Location
APR NBR: 123456789
*Estimated Budget: \$100,000.00 USD
Allow vendors to submit details regarding the personnel who will accomplish the project:
*Cost Center: VDOT
*Project/Task:

Project Requirement Description

* Short Description:
This field should contain a high-level description of the project and the work that needs to be performed.
* Complete Description:
Use this field to describe the project in detail.

Vendor Capability and Experience

Item	Required/Desired Amount of Experience	Required	Desired
Transportation Project Experience	Required	0	0
.Net project development experience	Required	0	0
Experience working with VDOT	Required	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0
	Desired	0	0

Contact Information

*Project Administrator(s): Linda Leiby
 *Project Manager(s): h hiring1
 *Project Committee Member(s): h hiring1
 *Base approval process from this user: h hiring1

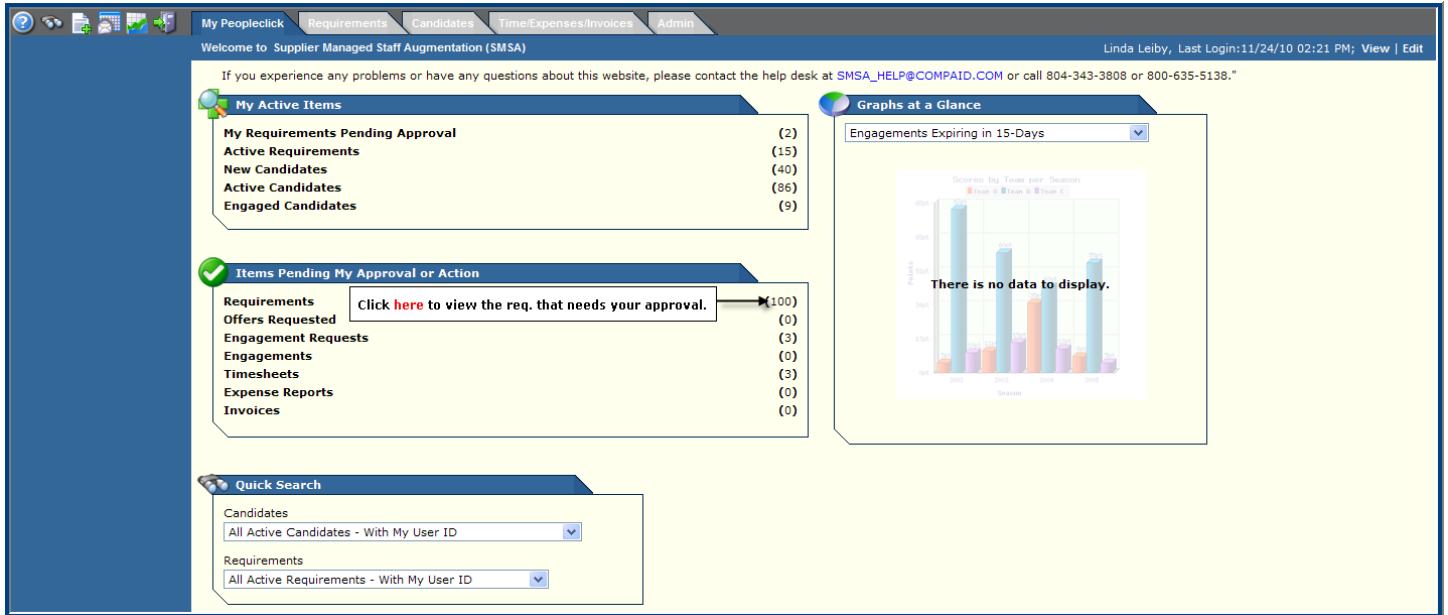
Buttons: Save as Draft, Continue, Cancel

Callouts:
 - The title should contain the Agency and the title of the project. Please note: Space is limited.
 - Please use this field to track the SOR number you created when filling out the SOR document.
 - Use these fields to note the project timeline.
 - Click here, click on the "+" sign next to SOW, and choose Agency's Location, Vendor's Location, or Vendor and/or Agency's Location.
 - Enter the estimated budget here. Please note: The Vendor cannot see this field.
 - Enter the APR number associated with this requirement, if applicable.
 - Be sure to always select No.
 - Click here, search for and select the Agency associated with this req.
 - Click here and choose SOW Project.
 - Enter a high-level description of the project here.
 - Use this field to highlight the information in the Statement of Requirements (SOR) you completed for the req.
 - Much like a staff aug requirement, use this section to list the skills/experience you would like the vendor to possess. List the item, note whether the item is required or desired, and if appropriate, note how much experience the vendor should have with each item.
 - Click here to select the CAI Account Manager. Once the pop-up box appears, search for the AM's name, click on the box next to the name, and click Save.
 - Click here to select the appropriate Agency user(s). Once the pop-up box appears, search for the people, click on the box next to the name(s), and click Save.
 - This field will default to the user submitting the req. To change, click here, search for the user, select the user, and click Save.
 - Click here to complete the submittal process at a later time.
 - Click here to continue the entry process.
 - Click here to start the submittal over again.

The **Approval Request** page must be completed next. Once you have entered the necessary justification for entering this requirement and click the **Submit** button, the requirement will go to the approver for sign-off.

APPROVING A SOW REQUIREMENT

The process for approving a SOW requirement is similar to the one for staff augmentation requirements. You will receive an email notification from Peopleclick informing you a requirement has been sent to you for approval. Within the email, you can click on the link that will take you directly to the requirement that requires your approval. You can also access the requirement by navigating through the web-based work request tool in the following manner.



Welcome to Supplier Managed Staff Augmentation (SMSA) Linda Leiby, Last Login:11/24/10 02:21 PM; View | Edit

If you experience any problems or have any questions about this website, please contact the help desk at SMSA_HELP@COMP.AID.COM or call 804-343-3808 or 800-635-5138.

My Active Items

- My Requirements Pending Approval (2)
- Active Requirements (15)
- New Candidates (40)
- Active Candidates (86)
- Engaged Candidates (9)

Items Pending My Approval or Action

- Requirements Offers Requested [Click here to view the req. that needs your approval.](#) (100)
- Engagement Requests (3)
- Engagements (0)
- Timesheets (3)
- Expense Reports (0)
- Invoices (0)

Quick Search

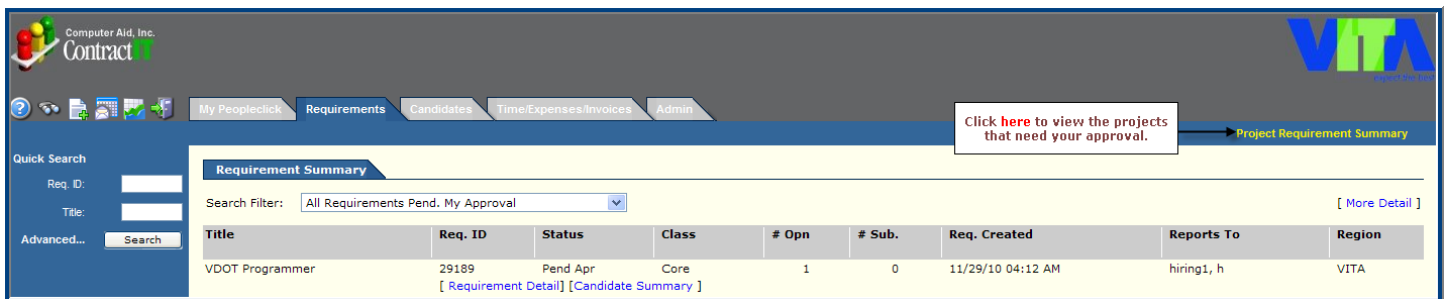
Candidates
 All Active Candidates - With My User ID

Requirements
 All Active Requirements - With My User ID

Graphs at a Glance

Engagements Expiring in 15-Days

There is no data to display.



Computer Aid, Inc. Contract VITA

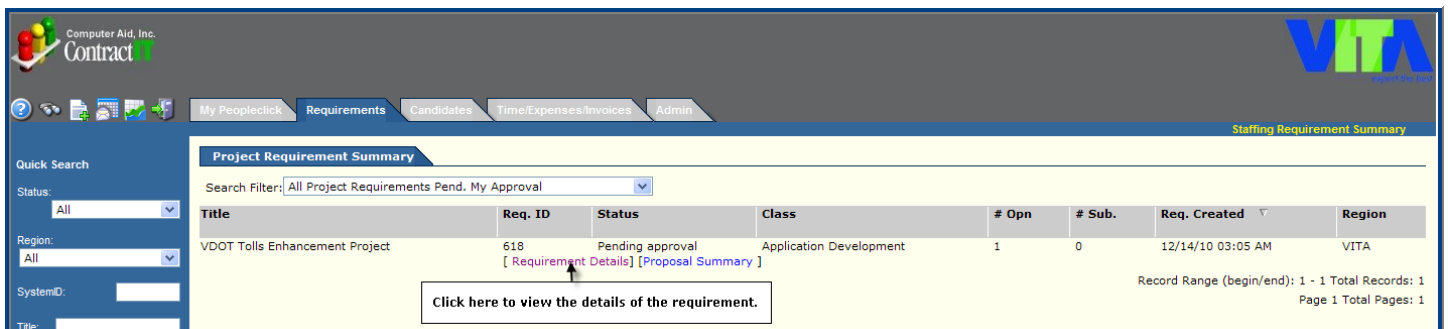
[Click here to view the projects that need your approval.](#) [Project Requirement Summary](#)

Requirement Summary

Search Filter: All Requirements Pend. My Approval [More Detail]

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
VDOT Programmer	29189	Pend Apr	Core	1	0	11/29/10 04:12 AM	hiring1, h	VITA

[Requirement Detail] [Candidate Summary]



Computer Aid, Inc. Contract VITA

[Click here to view the details of the requirement.](#)

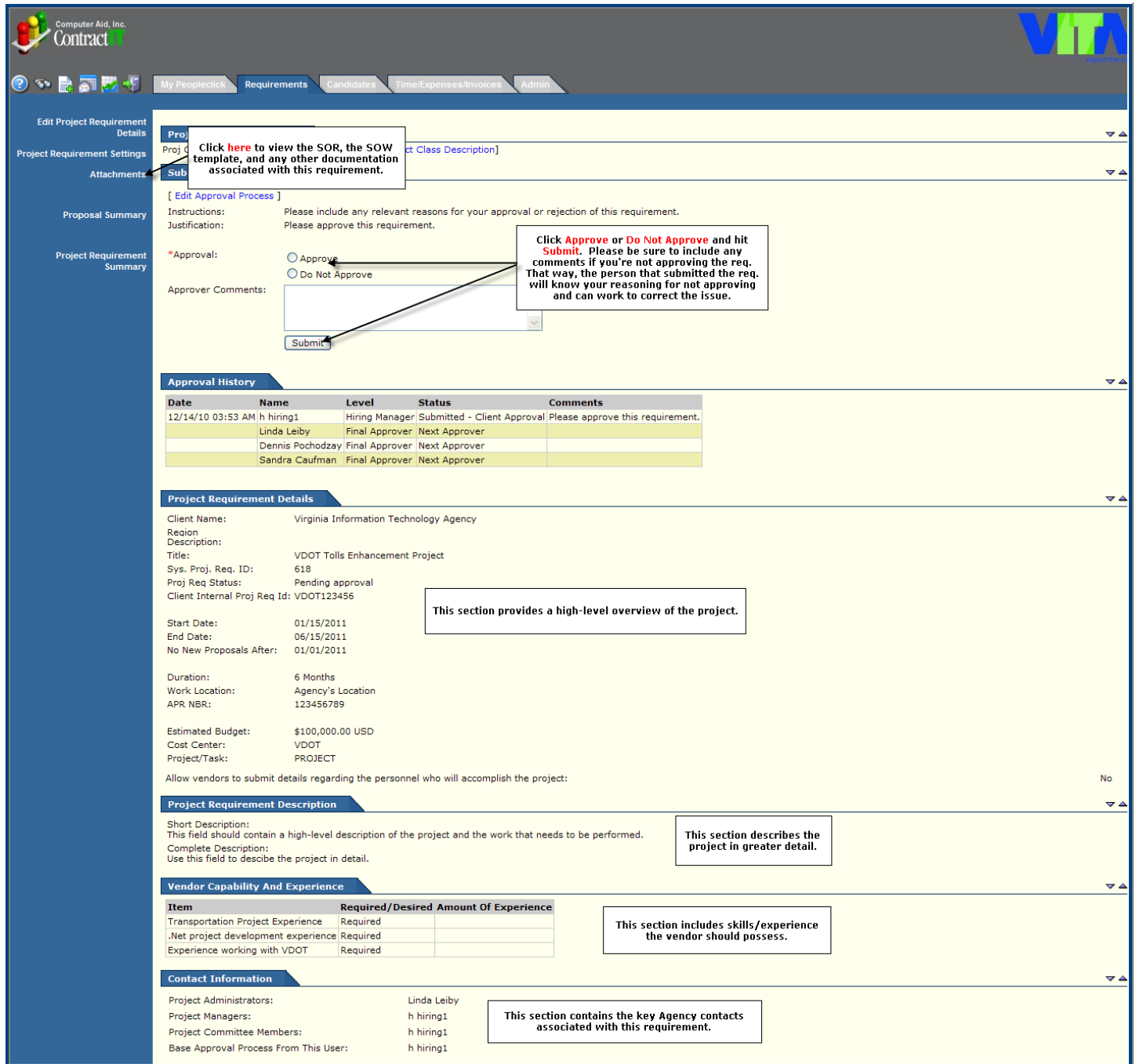
Project Requirement Summary

Search Filter: All Project Requirements Pend. My Approval

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Region
VDOT Tolls Enhancement Project	618	Pending approval	Application Development	1	0	12/14/10 03:05 AM	VITA

[Requirement Details] [Proposal Summary]

Record Range (begin/end): 1 - 1 Total Records: 1
 Page 1 Total Pages: 1



The screenshot displays the 'Edit Project Requirement' page in the ContractMSP system. The interface includes a navigation menu at the top with options like 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Expenses/Invoices', and 'Admin'. On the left, there are tabs for 'Project Requirement Details', 'Project Requirement Settings', 'Attachments', 'Proposal Summary', and 'Project Requirement Summary'. The main content area is divided into several sections:

- Approval Process:** Contains instructions and justification fields. It features radio buttons for 'Approve' and 'Do Not Approve', a text area for 'Approver Comments', and a 'Submit' button. A callout box points to the 'Submit' button with the text: "Click Approve or Do Not Approve and hit Submit. Please be sure to include any comments if you're not approving the req. That way, the person that submitted the req. will know your reasoning for not approving and can work to correct the issue."
- Approval History:** A table showing the progression of the requirement through various approvers.

Date	Name	Level	Status	Comments
12/14/10 03:53 AM	h hiring1	Hiring Manager	Submitted - Client Approval	Please approve this requirement.
	Linda Leiby	Final Approver	Next Approver	
	Dennis Pochodzay	Final Approver	Next Approver	
	Sandra Cauffman	Final Approver	Next Approver	
- Project Requirement Details:** Provides a high-level overview of the project, including client name (Virginia Information Technology Agency), title (VDOT Tolls Enhancement Project), start/end dates, and budget. A callout box states: "This section provides a high-level overview of the project."
- Project Requirement Description:** Contains short and complete descriptions of the project. A callout box states: "This section describes the project in greater detail."
- Vendor Capability And Experience:** A table listing required skills and experience for vendors.

Item	Required/Desired	Amount Of Experience
Transportation Project Experience	Required	
.Net project development experience	Required	
Experience working with VDOT	Required	

 A callout box states: "This section includes skills/experience the vendor should possess."
- Contact Information:** Lists key agency contacts such as Project Administrators (Linda Leiby) and Project Managers (h hiring1). A callout box states: "This section contains the key Agency contacts associated with this requirement."

If the Requirement is rejected at any point in the approval chain, the Hiring Manager will be sent an email indicating the rejection at which point the Hiring Manager may make corrections to the requirement and resubmit for approvals.

If the Requirement is approved, it will go onto the next approver in the approval chain. The process will continue until the final review is completed by the CAI Account Manager. At that point, the Requirement will be sent to the vendor network for proposal submission.

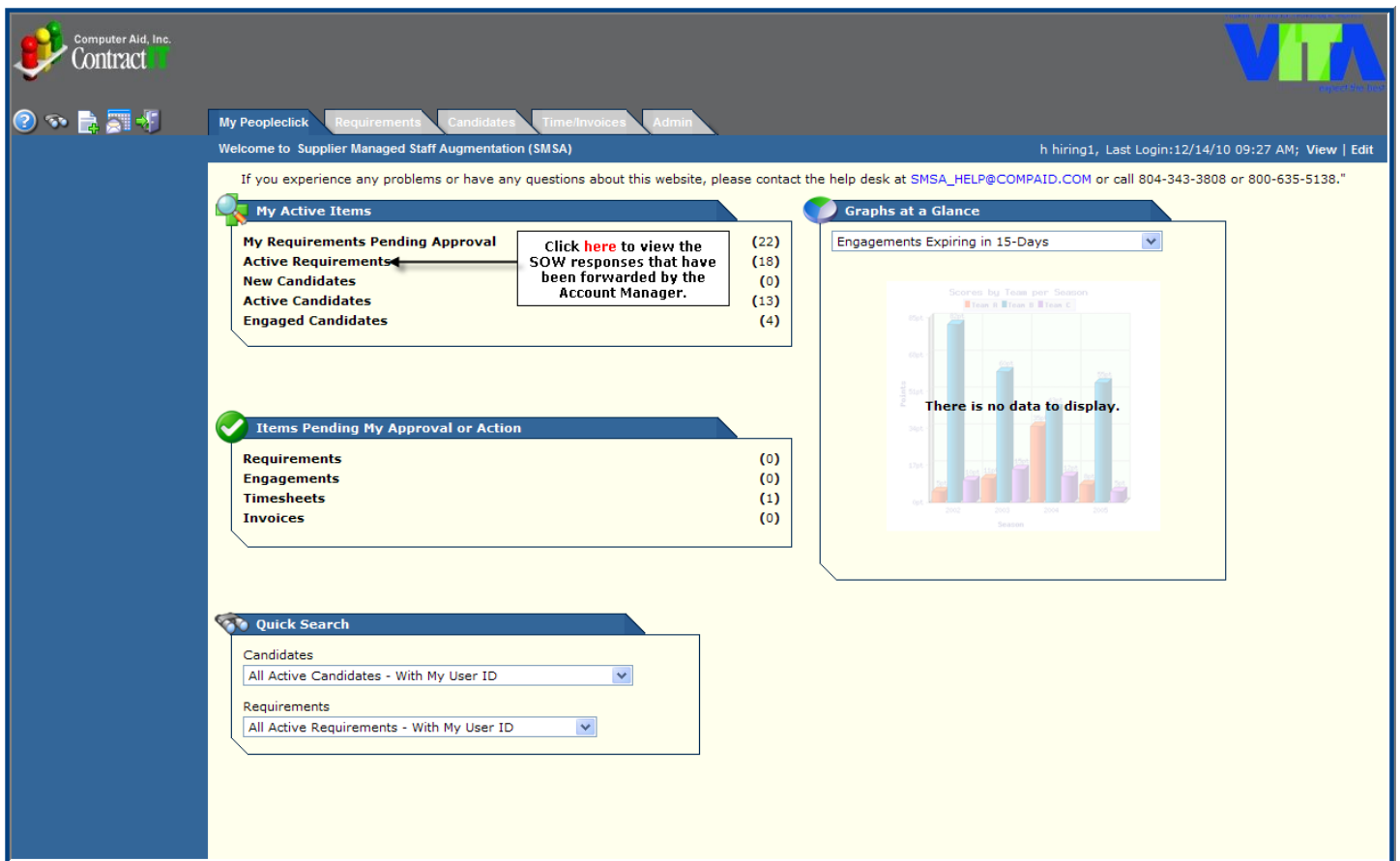
SELECTING THE WINNING SOW RESPONSE

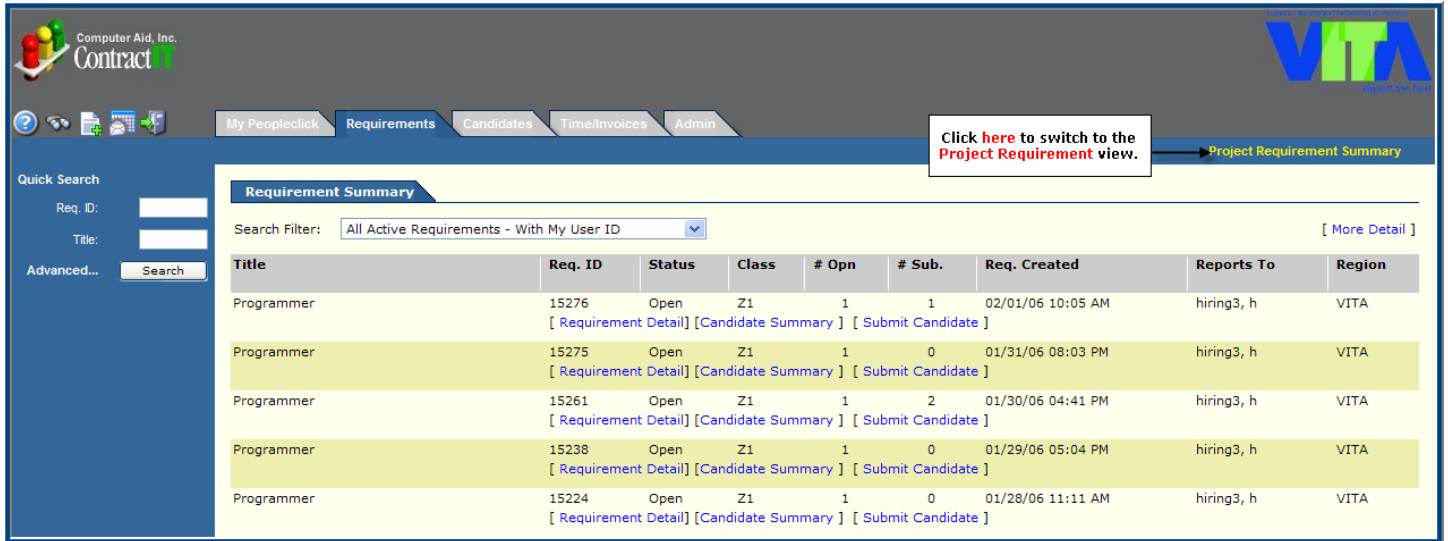
When an SOW requirement is released to the Vendor network and responses are submitted through Peopleclick, the CAI Account Manager verifies that the response includes all the required information: the SOW template, references, resumes, etc. The CAI Account Manager then submits every complete response to the Agency Hiring Manager for review.

Please note: Unlike the Staff Augmentation portion of the SMSA contract, the CAI team does not perform any additional screening to determine if the Vendor is qualified to do the work.

Accessing the Responses

When the CAI Account Manager sends you the SOW response, you will receive a Peopleclick-generated email. Please click on the link within the email, and you will be taken directly to the proposal summary. You can also navigate through the system in the following manner.





Computer Aid, Inc. Contract VITA

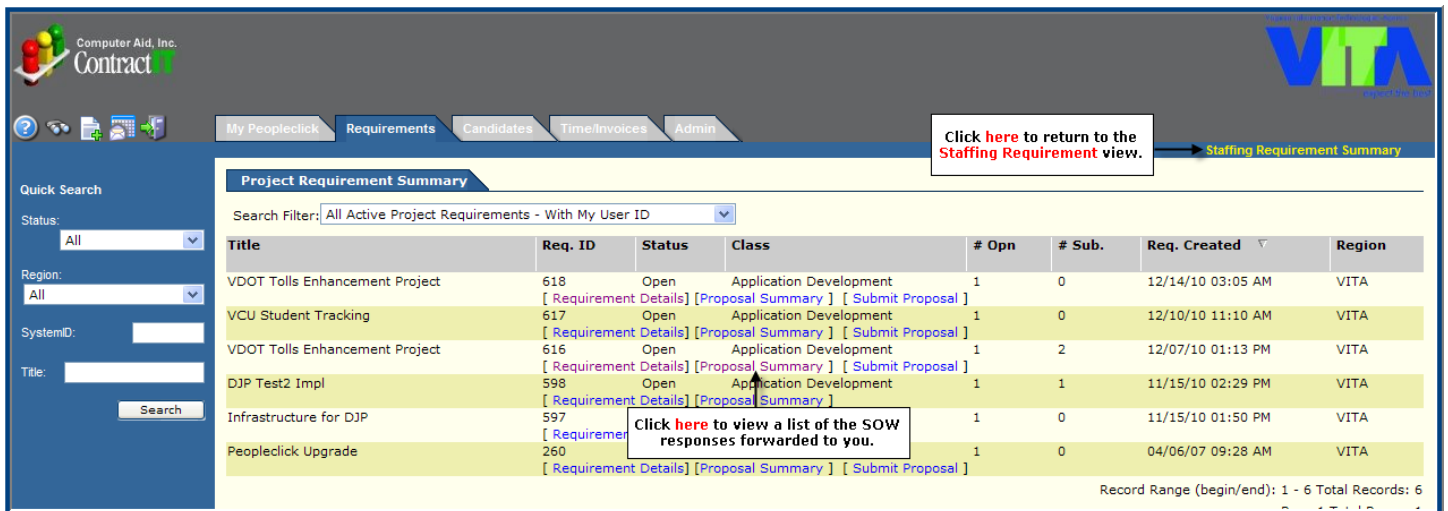
My Peopleclick Requirements Candidates Time/Invoices Admin

Click here to switch to the Project Requirement view. → Project Requirement Summary

Quick Search
 Req. ID:
 Title:
 Advanced... Search

Requirement Summary
 Search Filter: All Active Requirements - With My User ID [More Detail]

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
Programmer	15276	Open	Z1	1	1	02/01/06 10:05 AM	hiring3, h	VITA
Programmer	15275	Open	Z1	1	0	01/31/06 08:03 PM	hiring3, h	VITA
Programmer	15261	Open	Z1	1	2	01/30/06 04:41 PM	hiring3, h	VITA
Programmer	15238	Open	Z1	1	0	01/29/06 05:04 PM	hiring3, h	VITA
Programmer	15224	Open	Z1	1	0	01/28/06 11:11 AM	hiring3, h	VITA



Computer Aid, Inc. Contract VITA

My Peopleclick Requirements Candidates Time/Invoices Admin

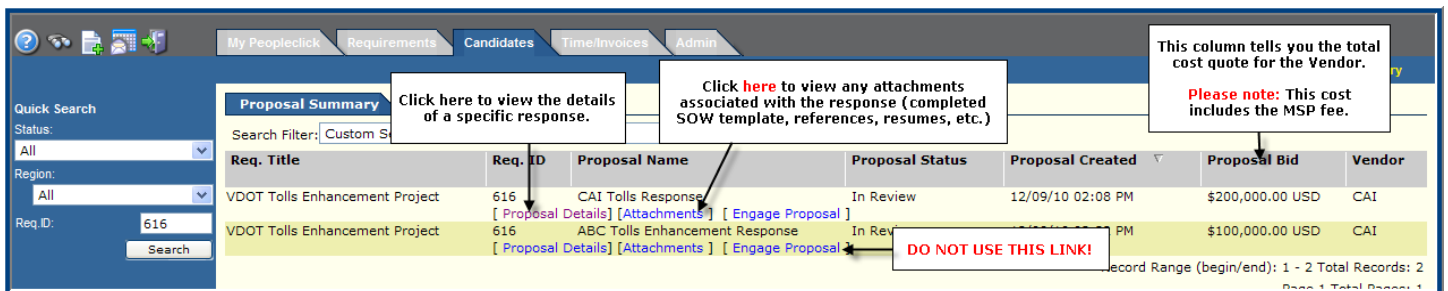
Click here to return to the Staffing Requirement view. → Staffing Requirement Summary

Quick Search
 Status: All
 Region: All
 SystemID:
 Title:
 Search

Project Requirement Summary
 Search Filter: All Active Project Requirements - With My User ID

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Region
VDOT Tolls Enhancement Project	618	Open	Application Development	1	0	12/14/10 03:05 AM	VITA
VCU Student Tracking	617	Open	Application Development	1	0	12/10/10 11:10 AM	VITA
VDOT Tolls Enhancement Project	616	Open	Application Development	1	2	12/07/10 01:13 PM	VITA
DJP Test2 Impl	598	Open	Application Development	1	1	11/15/10 02:29 PM	VITA
Infrastructure for DJP	597	Open	Application Development	1	0	11/15/10 01:50 PM	VITA
Peopleclick Upgrade	260	Open	Application Development	1	0	04/06/07 09:28 AM	VITA

Record Range (begin/end): 1 - 6 Total Records: 6



Computer Aid, Inc. Contract VITA

My Peopleclick Requirements Candidates Time/Invoices Admin

Click here to view the details of a specific response.

Click here to view any attachments associated with the response (completed SOW template, references, resumes, etc.)

This column tells you the total cost quote for the Vendor. Please note: This cost includes the MSP fee.

DO NOT USE THIS LINK!

Quick Search
 Status: All
 Region: All
 Req. ID: 616
 Search

Proposal Summary
 Search Filter: Custom S

Req. Title	Req. ID	Proposal Name	Proposal Status	Proposal Created	Proposal Bid	Vendor
VDOT Tolls Enhancement Project	616	CAI Tolls Response	In Review	12/09/10 02:08 PM	\$200,000.00 USD	CAI
VDOT Tolls Enhancement Project	616	ABC Tolls Enhancement Response	In Review	12/09/10 02:08 PM	\$100,000.00 USD	CAI

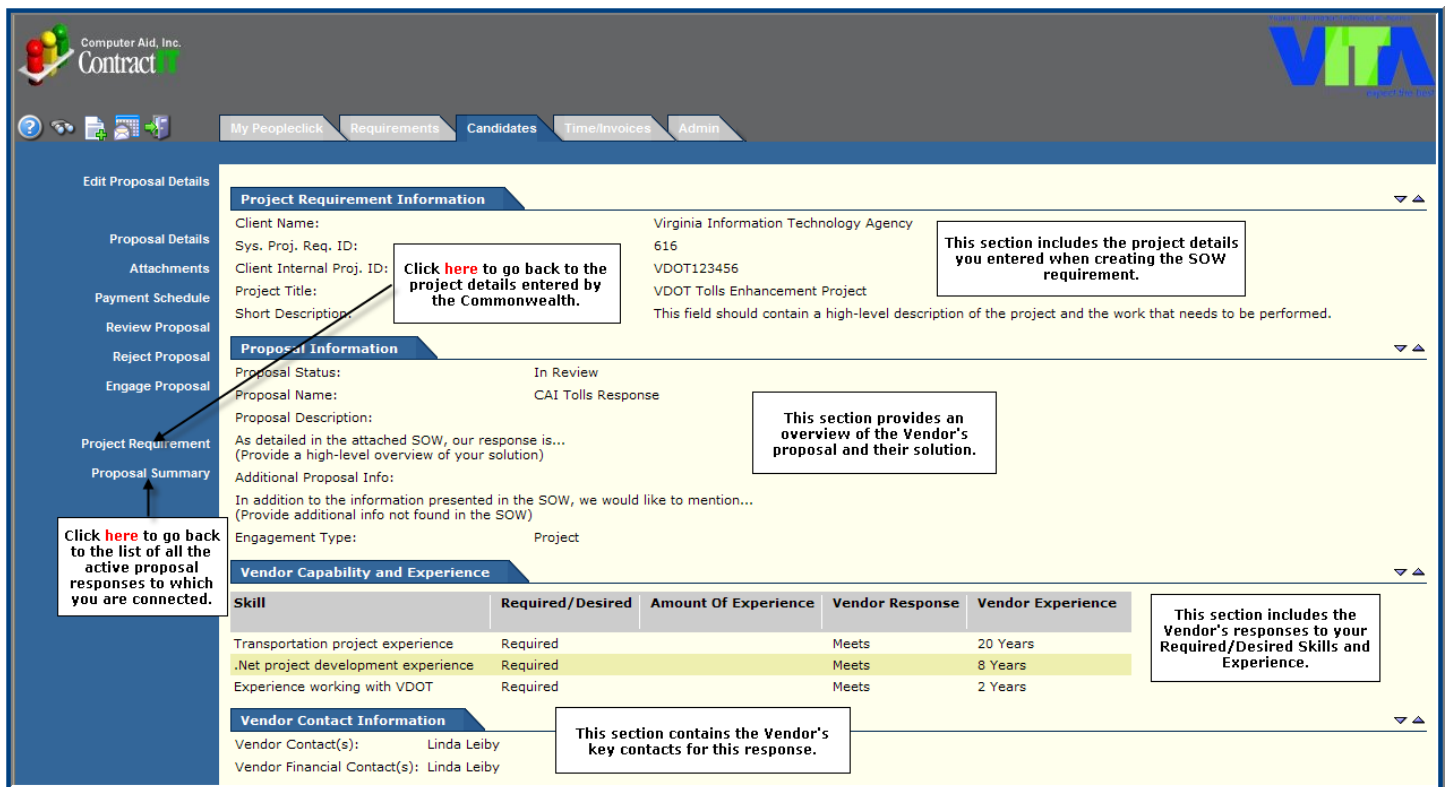
Record Range (begin/end): 1 - 2 Total Records: 2

Review a Specific Response

By clicking on the Proposal Details link, you can see the following Vendor information:

- Previous experience
- Description of the solution
- Completed SOW template and other attachments

The following screen shot highlights the **Proposal Details** page.



Project Requirement Information

Client Name: Virginia Information Technology Agency
 Sys. Proj. Req. ID: 616
 Client Internal Proj. ID: VDOT123456
 Project Title: VDOT Tolls Enhancement Project
 Short Description: This field should contain a high-level description of the project and the work that needs to be performed.

Proposal Information

Proposal Status: In Review
 Proposal Name: CAI Tolls Response
 Proposal Description: As detailed in the attached SOW, our response is... (Provide a high-level overview of your solution)
 Additional Proposal Info: In addition to the information presented in the SOW, we would like to mention... (Provide additional info not found in the SOW)
 Engagement Type: Project

Vendor Capability and Experience

Skill	Required/Desired	Amount Of Experience	Vendor Response	Vendor Experience
Transportation project experience	Required		Meets	20 Years
.Net project development experience	Required		Meets	8 Years
Experience working with VDOT	Required		Meets	2 Years

Vendor Contact Information

Vendor Contact(s): Linda Leiby
 Vendor Financial Contact(s): Linda Leiby

Navigation Menu: Edit Proposal Details, Proposal Details, Attachments, Payment Schedule, Review Proposal, Reject Proposal, Engage Proposal, Project Requirement, Proposal Summary

Callout Boxes:

- "Click here to go back to the project details entered by the Commonwealth." (points to Client Internal Proj. ID)
- "This section includes the project details you entered when creating the SOW requirement." (points to Project Requirement Information)
- "This section provides an overview of the Vendor's proposal and their solution." (points to Proposal Description)
- "This section includes the Vendor's responses to your Required/Desired Skills and Experience." (points to Vendor Capability and Experience table)
- "This section contains the Vendor's key contacts for this response." (points to Vendor Contact Information)
- "Click here to go back to the list of all the active proposal responses to which you are connected." (points to Proposal Summary)

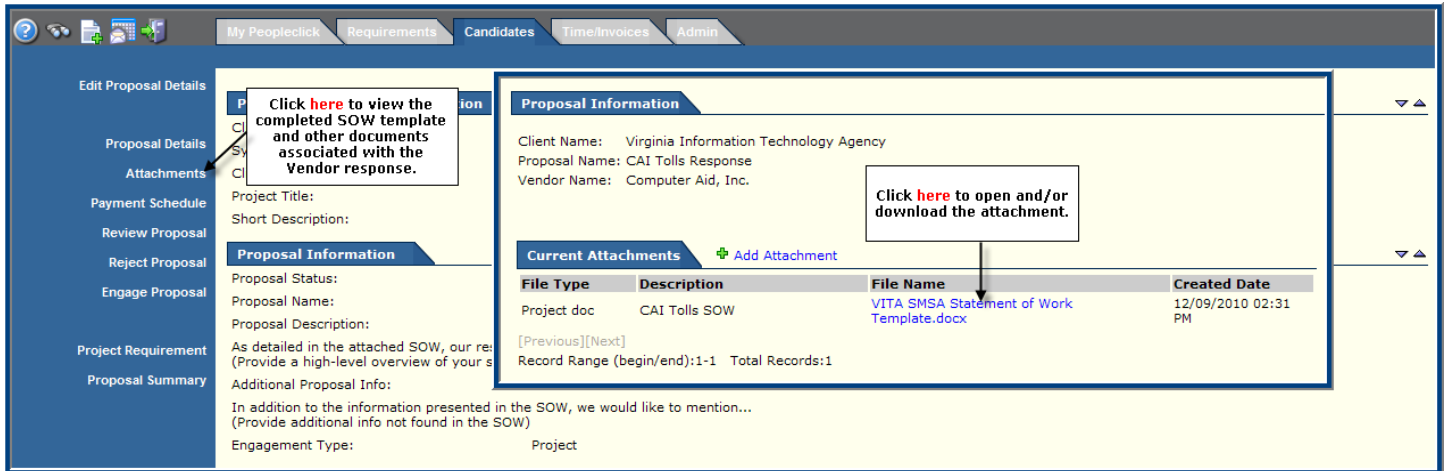
From this page, you can do the following:

- View the Vendor's completed SOW template and any additional documentation
- Review the payment schedule
- Review the proposal
- Reject the proposal

The following pages describe these actions in greater detail.

View the SOW Template and other Attachments

The **Attachments** option allows you to view the completed SOW response as well as any other attachments the Vendor has associated with their response.



The screenshot shows the 'Attachments' section of a proposal in Peopleclick. The left sidebar has 'Attachments' selected. The main content area is titled 'Proposal Information' and includes fields for Client Name, Proposal Name, and Vendor Name. Below this is the 'Current Attachments' section, which contains a table of attachments.

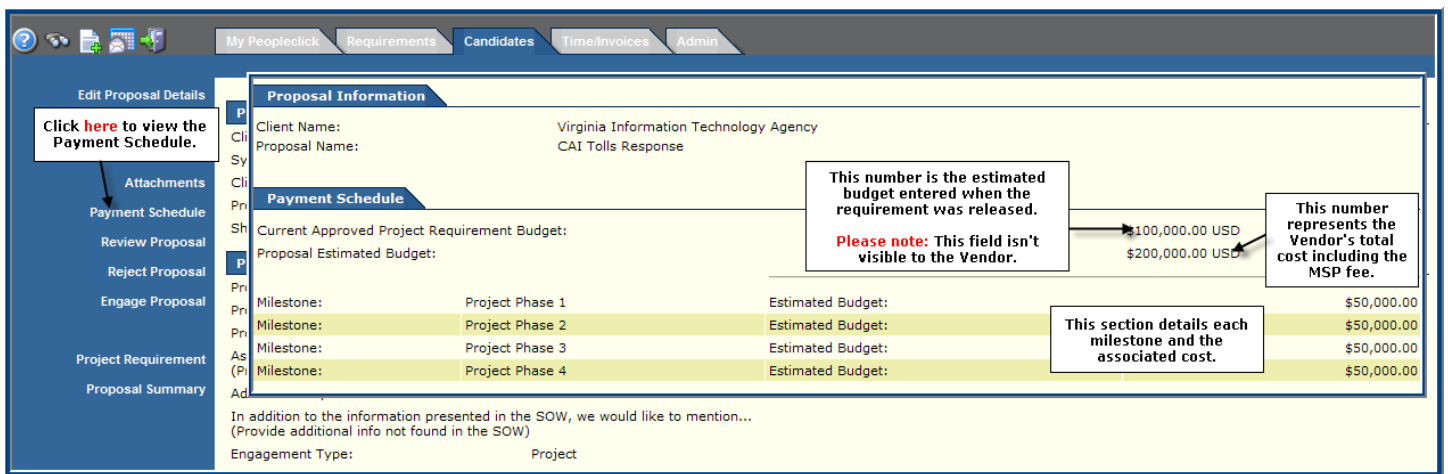
Click here to view the completed SOW template and other documents associated with the Vendor response. (points to the Attachments link in the sidebar)

Click here to open and/or download the attachment. (points to the File Name column in the attachments table)

File Type	Description	File Name	Created Date
Project doc	CAI Tolls SOW	VITA SMSA Statement of Work Template.docx	12/09/2010 02:31 PM

Review the Payment Schedule

The **Payment Schedule** option enables you to see the Vendor's proposed costs for each milestone/deliverable. **Please note:** This cost includes the MSP fee associated with SOW business under this contract.



The screenshot shows the 'Payment Schedule' section of a proposal in Peopleclick. The left sidebar has 'Payment Schedule' selected. The main content area is titled 'Proposal Information' and includes fields for Client Name, Proposal Name, and Vendor Name. Below this is the 'Payment Schedule' section, which includes a table of milestones and their associated costs.

Click here to view the Payment Schedule. (points to the Payment Schedule link in the sidebar)

This number is the estimated budget entered when the requirement was released. (points to the Current Approved Project Requirement Budget field)

Please note: This field isn't visible to the Vendor. (points to the Proposal Estimated Budget field)

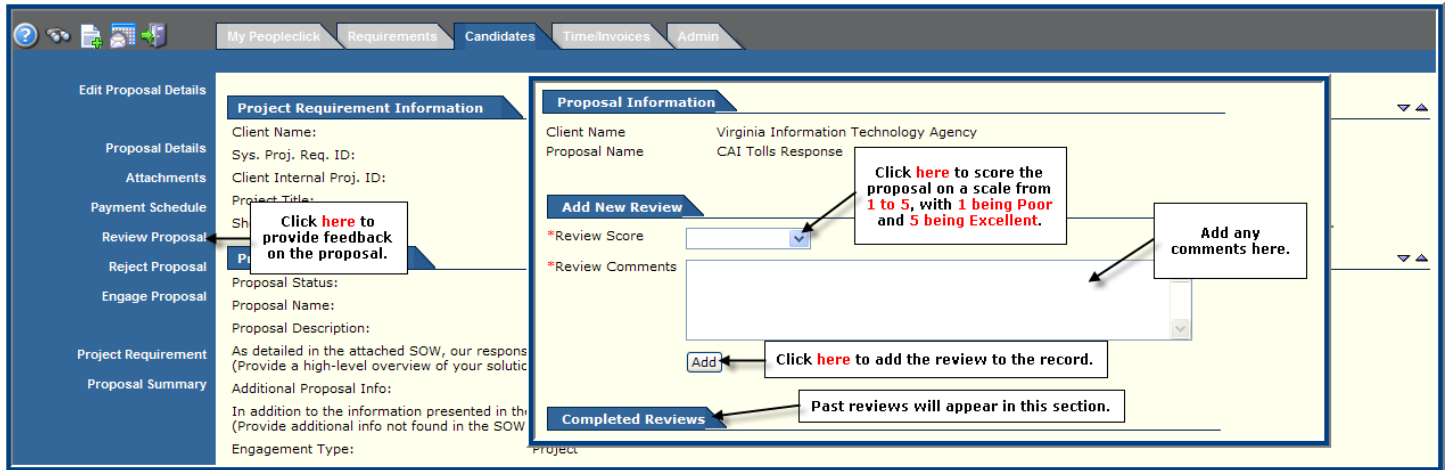
This number represents the Vendor's total cost including the MSP fee. (points to the \$200,000.00 USD value)

This section details each milestone and the associated cost. (points to the Milestone table)

Milestone	Estimated Budget
Project Phase 1	\$50,000.00
Project Phase 2	\$50,000.00
Project Phase 3	\$50,000.00
Project Phase 4	\$50,000.00

Review the Proposal

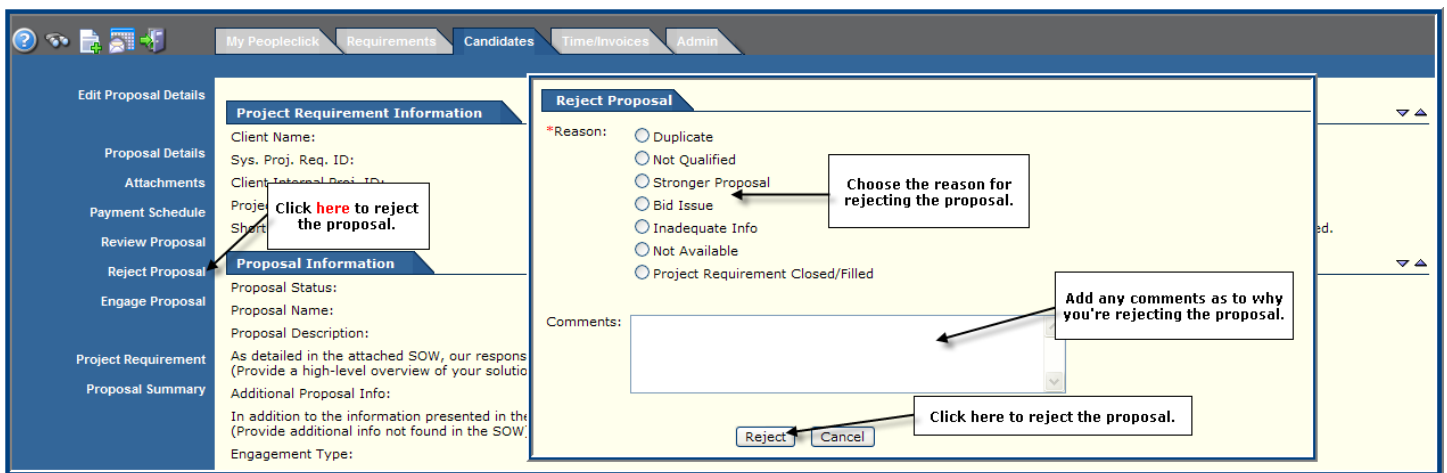
The **Review Proposal** option allows you to "score" the Vendor's response in Peopleclick. **Please note:** Official scoring will be done outside Peopleclick. Therefore, using Peopleclick to do your scoring isn't required. However, please feel free to use this option to provide feedback on the Vendor's response. We also encourage you to provide all feedback directly to the CAI Account Manager. The image on the next page explains this option in greater detail.



Reject the Proposal

Much like staff aug. requirements, once a proposal is selected and engaged in Peopleclick by the CAI team, all other proposals are automatically rejected by Peopleclick. However, the **Reject Proposal** option allows you to manually reject a proposal before this occurs.

Please note: Please contact the CAI Account Manager before using this option. If you're rejecting a proposal because the Vendor didn't include the proper documentation, the CAI Account Manager can work with the Vendor to get the documentation and add it to their proposal. If the proposal is rejected, the Vendor needs to submit a new Peopleclick proposal.



Engage the Winning Proposal

Rather than using the final Peopleclick option, **Engage Proposal**, notify the CAI Account Manager when you made your decision. CAI will then work with you and the vendors to make sure all the necessary contract documents and funding are signed and procured. Once this has occurred, CAI will engage the proposal in Peopleclick.

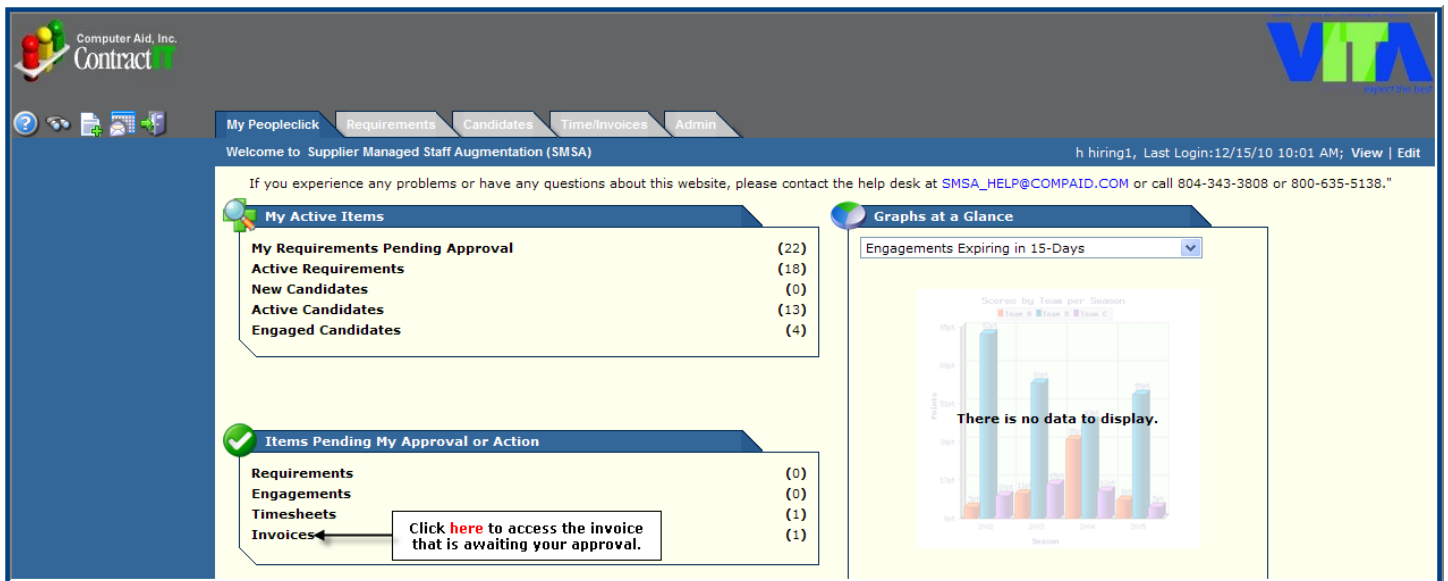
APPROVING AN INVOICE

Invoices can be thought of as timesheets for the SOW side of the SMSA contract. However, rather than submitting a timesheet each week in order to get paid for their candidates' work, the Vendors will submit an invoice within the Peopleclick system when they have completed each milestone, following the payment schedule put forth in the signed SOW. As is the case with timesheets, you will need to go into Peopleclick and approve the invoice so payment to the Vendor can be completed.

When an invoice is submitted for your approval, you will receive an automated Peopleclick email. Once again, you can click on the link within the email and go right to the invoice in question. If you prefer, you can also navigate through Peopleclick in the following manner.

Go to the Time/Invoices Tab

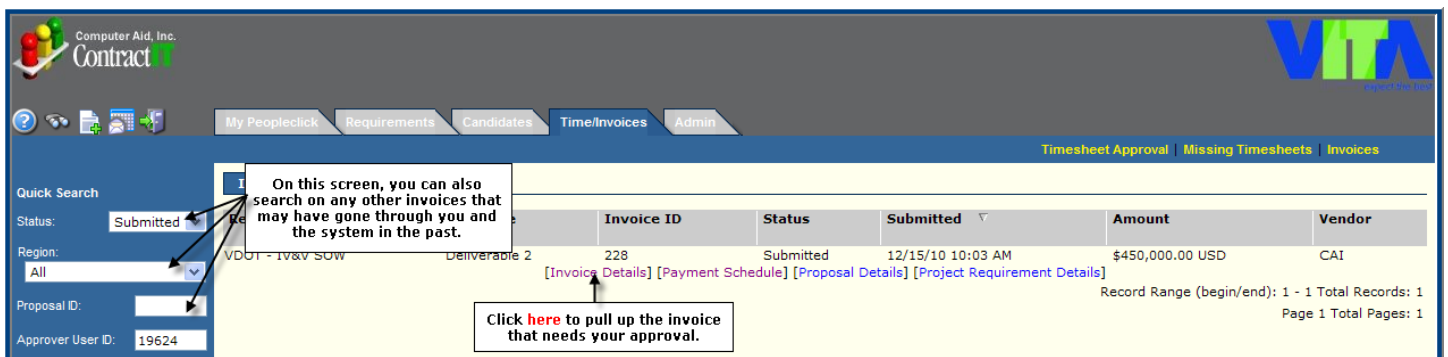
Once you login to the system, you can access this tab via the **My Peopleclick** page.



The screenshot shows the Peopleclick dashboard with the 'Time/Invoices' tab selected. Under the 'Items Pending My Approval or Action' section, there is a list of items: Requirements (0), Engagements (0), Timesheets (1), and Invoices (1). A callout box points to the 'Invoices' item with the text: "Click here to access the invoice that is awaiting your approval."

Access the Invoice

After clicking on the **Time/Expenses Summary** Tab, navigate through the system as follows.

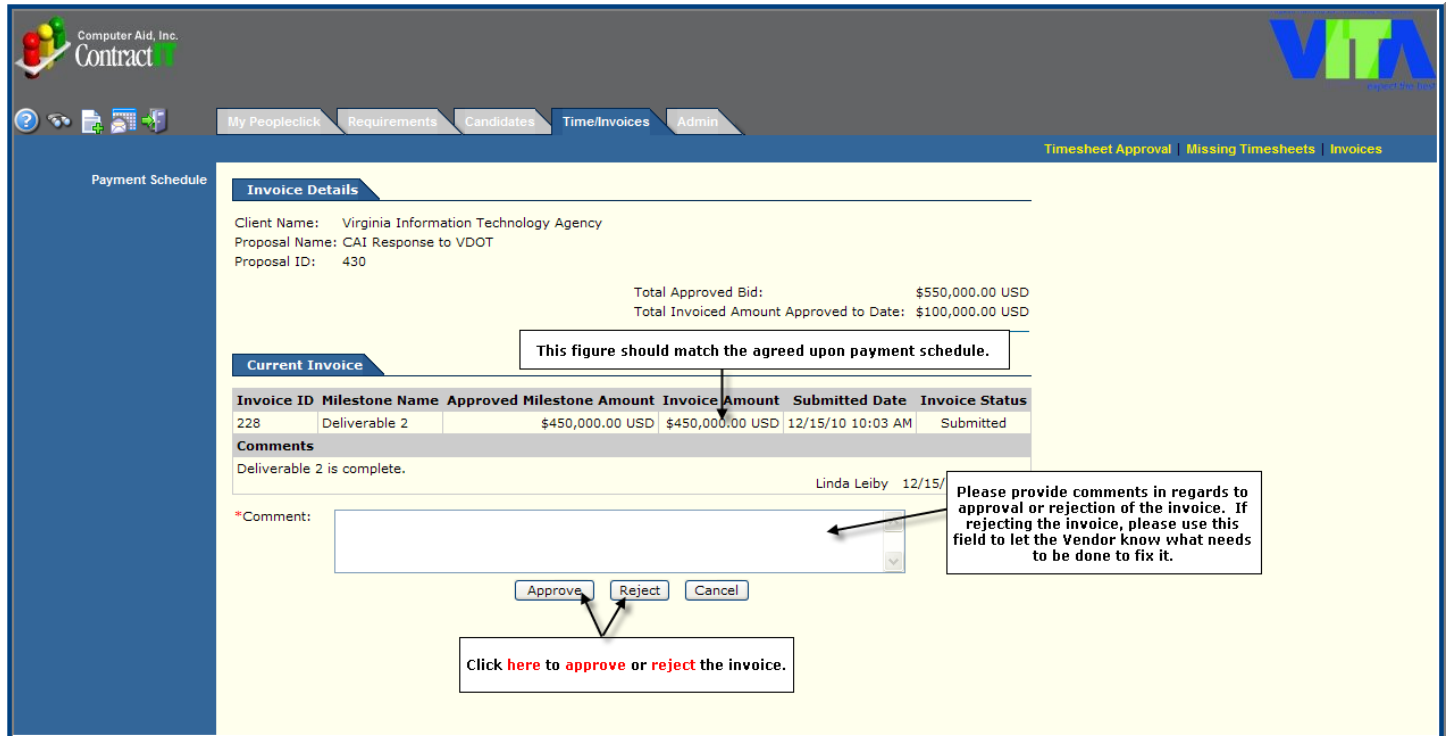


The screenshot shows the 'Time/Invoices' page with a table of invoices. A callout box points to the 'Invoice ID' column with the text: "Click here to pull up the invoice that needs your approval." Another callout box points to the search filters with the text: "On this screen, you can also search on any other invoices that may have gone through you and the system in the past."

Invoice ID	Status	Submitted	Amount	Vendor
228	Submitted	12/15/10 10:03 AM	\$450,000.00 USD	CAI

Approve the Invoice

The process for approving (or rejecting) an invoice is highlighted in the image below.



Computer Aid, Inc. Contract

My Peopleclick | Requirements | Candidates | **Time/Invoices** | Admin

Timesheet Approval | Missing Timesheets | Invoices

Payment Schedule

Invoice Details

Client Name: Virginia Information Technology Agency
 Proposal Name: CAI Response to VDOT
 Proposal ID: 430

Total Approved Bid: \$550,000.00 USD
 Total Invoiced Amount Approved to Date: \$100,000.00 USD

This figure should match the agreed upon payment schedule.

Current Invoice

Invoice ID	Milestone Name	Approved Milestone Amount	Invoice Amount	Submitted Date	Invoice Status
228	Deliverable 2	\$450,000.00 USD	\$450,000.00 USD	12/15/10 10:03 AM	Submitted

Comments

Deliverable 2 is complete.

Linda Leiby 12/15/

*Comment:

Approve | Reject | Cancel

Please provide comments in regards to approval or rejection of the invoice. If rejecting the invoice, please use this field to let the Vendor know what needs to be done to fix it.

Click here to **approve** or **reject** the invoice.

If you reject the invoice, the Vendor will be notified via another Peopleclick email and will have the opportunity to resubmit a corrected invoice for approval. This process will continue until the invoice is approved.

If it is determined that an invoice was submitted and approved in error, please contact your CAI Account Manager immediately. The CAI team will work to make sure that it is corrected.



GETTING HELP

You are now ready to begin using Peopleclick to fill all your SMSA requirements. Should you need assistance, please contact CAI's SMSA Help Desk at SMSA_Help@compaid.com or 1-800-635-5138.