

CAI Contract Usage Guide

Updated 07/01/2016

1. Agency creates Scope Of Work (SOW) (Agency may work with CAI in development of SOW)
 - A. SOW **must** contain Performance Standards and Evaluation Criteria
2. Agency creates PR
 - A. Create & Attach Solicitation Review Memo (Total Projected Cost (TPC) greater than \$1,000,000 needs Agency Director signature)
 - B. Attach SOW
3. Agency obtains IGS approval (TPC equal to or greater than \$100,000.00)
4. Agency obtains DIS approval (TPC greater than \$100,000.00)
5. Agency obtains OSP approval (TPC greater than \$100,000.00)
6. Agency obtains Governor's Office approval (TPC greater than \$100,000.00)

After receiving all applicable approvals

7. Agency creates request with SOW in PeopleFluent for solicitation to vendors
8. SOW is routed to DIS for final approval (all amounts)
9. CAI distributes SOW to subcontractors
10. Agency picks a responsible/responsive subcontractors based on evaluation criteria
11. After consultation with DIS the Agency can add a line item to the OA/PO for reimbursable expenses.
12. Agency creates OA or PO in reference to Master OA 4600035144
 - A. **Must** contain SP-16-0003 in Your Reference
13. Agency submits through the TGS/PCS portal for Reporting or Reviews & Execution

TGS Portal		PCS Portal	
≥ \$25,000 to < \$100,000	Reported	≥ \$10,000 to < \$50,000	Reported
≥ \$100,000	Reviewed	≥ \$50,000	Reviewed

After execution

14. Agency creates PO for Services/Deliverables in reference to agency's OA.
 - A. CAI (100150344) is the vendor but is payable to DIS (9904700001)
 - B. Do not send PO to CAI
15. Agency pays invoice presented by DIS against PO for Services/Deliverables and closes when work is complete.