

Secondary Solicitation Method with DTS – Knowledge Services MSP

Review today:

- Manager Scoring process – Scorecard (Consistent criteria for candidate scoring)
 - Manager submits scoring to DTS - Vendor Bill rate added for final scoring
 - Final score and Justification to award
 - Documentation filed and available if Grama is requested
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- **Note:** On posting request form, it is best practice to enter a “not to exceed bill rate”. As the Manager Scoring team, you will not know actual rates prior to your scoring, but will know none of the candidates you review exceed the amount you enter.

Vendor all-inclusive hourly rate NOT to Exceed

\$

Any Vendor's hourly rate above this amount will be disqualified and not be forwarded to managers for review

Minimum Mandatory Requirement #1*

Minimum Mandatory Requirement #2 (if applicable)

Minimum Mandatory Requirement #3 (if applicable)

Minimum Mandatory Requirement #4 (if applicable)

Minimum Mandatory Requirement #5 (if applicable)

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Vendor proposals will be scored on the following criteria:

Scoring Criteria*	Weight Percentage*
Cost	20
Scoring Criteria - #1*	Weight Percentage - #1*
Scoring Criteria - #2*	Weight Percentage - #2*
Scoring Criteria - #3 (if applicable)	Weight Percentage - #3
Scoring Criteria - #4 (if applicable)	Weight Percentage - #4
Total Scoring	
20	

Total Scoring should equal 100 before submitting

KSSOW 260** HAS BEEN APPROVED! (PLEASE REVIEW)

From: Adam Fenrick

To: Requesting Manager; UTMSP (Knowledge Services)

(4 Attached Documents included) Request submitted, Project requirements, recruitment schedule, Interview Score

*See interview Scorecard - sample

Interviews completed.

- Requesting manager emails scoring sheet to **Adam Fenrick**.
- DTS Contracts reviews and applies the vendor bill rate cost to determine overall score and winning bid.
- Adam Fenrick replies with the results and overall score.

[Utah MSP Program Information for Managers – Knowledge Services](#)

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“Here are the compiled results with cost accounted for. Please submit a [Justification Statement](#) for the selected winner(s).”

Three Committee Participants			Score:	Rank:	Cost:
No.1	Candidate Name:		74.20	2	\$138.00
No.2	Candidate Name:		57.33	3	\$126.60
No.3	Candidate Name:		51.15	5	\$132.00
No.4	Candidate Name:		96.62	1	\$148.00
No.5	Candidate Name:		51.29	4	\$148.00
No.6	Candidate Name:		0.00	6	\$0.00
No.7	Candidate Name:		0.00	6	\$0.00
No.8	Candidate Name:		0.00	6	\$0.00
No.9	Candidate Name:		0.00	6	\$0.00
No.10	Candidate Name:		0.00	6	\$0.00

- Requesting Manager completes the Justification statement and submits.
- Adam emails from original thread. “Justification received for [Name]. We are good to offer.”
- UTMSP acknowledges receipt and awards to the Vendor.
- Vendor/Candidate accept. UTMSP emails DTS Manager, Adam Fenrick, and DTS security the information of the acceptance and request to onboard the candidate.
- Vendor’s Candidate is cleared to Start. UTMSP notifies the DTS Manager for start and first day instructions.
- Candidate is now a resource assigned and working.