IT VMS/MSP Program Business Rules

Subcontractor shall agree to any Business Rules reasonably proposed by Knowledge Services and/or the State.

The State and/or Knowledge Services reserves the right to add additional or modify existing Suppliers (Subcontractors), Contracted Personnel, and process-related Business Rules. Any such Business Rules shall be set forth in writing, and many will be incorporated into the Subcontractor Master Services Agreements. A current version of the Business Rules will be housed on the State of Wisconsin Program Page, located at https://programs.knowledgeservices.com/wimsp/wimsp-program-info-suppliers/

1. Hiring managers, Authorized Users, and VMS Company staff can submit an order requisition.
2. The State will have a first twenty-one-day guarantee period for Contracted Personnel. If the Contracted Personnel engagement is cancelled (due to Contracted Personnel's poor performance) prior to close of business on the twenty first calendar day of the assignment, the Subcontractor shall consider those first twenty-one calendar days as non-billable, and any State funds already disbursed shall be refunded in full.
3. Hiring managers should see the Subcontractor and Candidate names on RFS response submittals. Any Contractor subcontracting relationship must also be disclosed, and non-disclosure may result in removal from the approved Supplier (Subcontractor) list. Candidate names on the RFS response and any subsequent records must be the full, legal name of that party (i.e., no abbreviated or otherwise modified names). Candidate names should be presented on all documentation as First Name and Last Name.
4. At the State and Authorized User's discretion, Contracted Personnel selection approvals may be multi-leveled and/or non-uniform across entities (*e.g.,* the hiring manager may not be the only approving party).
5. An initial replacement RFS (or similar request for Contracted Personnel replacement) will be submitted to the original Subcontractor, unless the Authorized User reasonably justifies going to an immediate open and competitive RFS process instead (*e.g.,* time is of the essence, a larger candidate pool is desired, etc.). The VMS Company can redistribute the order immediately at the Authorized User's discretion or if the Subcontractor does not provide a suitable replacement per the hiring manager within the contractual time period allotted.
6. All active Subcontractors will receive all order requisitions at the same time. No Subcontractor tiering, or separate Subcontractor distribution list is allowed.
7. An attached resume within VMS system is required for all submitted candidates and must contain accurate information.
8. The candidate's Bill Rate cannot exceed the Bill Rate listed on the RFS or the Maximum Hourly Rate in the Rate Card. Any rate card additions or bill rate exceptions must be approved by State Contract Manager.
9. The RFS order requisition creator cannot submit an order requisition to Subcontractors before VMS Company approval and release.
10. The RFS order requisition creator cannot allow Subcontractor to submit candidates before the RFS order requisition has been approved by the VMS Company.
11. Contracted Personnel may be allowed to work across agencies, departments, projects, etc. VMS Company will work with the State and Authorized Users to determine how to designate any

appropriate project or task codes.

12. All time is paid at the hourly, straight-time Bill Rate.
13. "On-Call" means when Contracted Personnel agree to be available for work outside of their normal working hours and Authorized User agrees to pay Contracted Personnel an hourly fee (a separate rate from the negotiated hourly bill rate) for being "On Call" (or for waiting to be called to work). Contracted Personnel must be able to report to work within one hour of Authorized User's request. Once Contracted Personnel begin working during the "On Call" time period, they are paid the negotiated hourly bill rate for time worked (and the "On Call" hourly fee is not paid during time worked). Some Authorized Users may require Contracted Personnel to be "On Call". On-call rates are determined and/or provided by the applicable State Agency or Authorized User in its sole discretion, and such rates shall not exceed $2.25 per hour.
14. Standard job titles on the rate card will be used on RFS order requisitions.
15. Subcontractors generally have at least five days to submit a candidate, but not less than two days.
16. Per State Agency direction, contract revisions (extensions, addition of funds, etc.) must go to management for approval. The agency representative making the request needs to seek out approval from its finance or business office for any revision process not having been reviewed and approved in the past. The VMS Company should consult with the State Contract Manager regarding any contract revision requests that fall outside of normal business practice or the business rules.
17. Any renewal options must be indicated on the RFS order requisition.
18. The work week is defined as Sunday through Saturday.
19. Contracted Personnel must attach electronic copies of receipts for expense sheets.
20. Time is billed against an Authorized User issued purchase order.
21. The VMS Company will track Minority Business Enterprise (MBE), Women Owned (WBE), and Disabled Veteran owned (DVB) Subcontractor spend and email a monthly report to the Supplier Diversity Program at DOA.
22. Once a timesheet has been approved, the timesheet cannot be altered. A Credit/Debit Memo in the VMS System must be created to change the invoiced hours.
23. One (1) Authorized User issued purchase order per Contracted Personnel is required. However, some Authorized Users may request a single purchase order for multiple Contracted Personnel.
24. Consolidated invoicing will be provided once every two weeks.
25. The VMS Company must have the Authorized User issued Purchase Order number prior to contract creation, and the contract must be completely approved prior to Contracted Personnel assignment begin date. The approvals include: the relevant State of Wisconsin agency or Authorized User, VMS Company, and the Subcontractor. Contract revisions to previously approved documents may be authorized by the State.
26. Concerning H1B Visa end-client letters and/or any US Immigration Office (USCIS) requested letters: The VMS Company must provide any USCIS requested letters.
27. Concerning the approved Supplier List: VMS Company will make recommendations to the State as far as the addition of new Supplier Companies to the approved Supplier List, provided that the State has not prohibited the Supplier Company from providing services to the State due to debarment or outstanding tax liabilities. Supplier Companies, which are interested in being added to the approved Supplier List must contact the VMS Company (and not the State).

28. Before Contracted Personnel can begin working:
   - The Authorized User must document interviews and select rejection reasons for other candidates not chosen,
   - The Authorized User must provide the VMS Company a Purchase Order so the VMS Company can issue the Contract. The Supplier Company (Subcontractor) has agreed not to start Contracted Personnel/Temporary Workers without receiving an approved and cleared Contract from the VMS Company. Hours worked prior to an authorized Contract being received cannot be billed and shall not be paid to Subcontractors. The Background check process must also be completed.
   - Subcontractor must confirm the approved Engagement Request at least 3 business days prior to start of Engagement/Assignment. Otherwise, there may be delays in processing Contracted Personnel timesheets.
29. After Contracted Personnel begin Engagement/Assignment:
   - Contracted Personnel must enter time into PeopleSoft (STAR) before 2:00 PM CT on Mondays for hours worked during the previous week and remember to save hours before closing STAR.
   - Hiring Manager or a designated timesheet approver must approve hours in STAR before 12:00 PM CT on Tuesdays of each week.
30. If Contracted Personnel's engagement ends or Contracted Personnel leaves engagement prematurely, the VMS Company shall require Supplier Company to ensure Contracted Personnel returns borrowed Authorized User's equipment (such as but not limited to laptops, monitors, keyboards, phones, tablets, FOBs, ID Cards, keys, and any other Authorized User property) to the Authorized User within five business days (5) of engagement end date or Contracted Personnel's departure.

    The VMS Company is responsible for requiring Supplier Company to bear the cost or expenses of shipping or returning Authorized User's equipment. The VMS Company is also responsible for requiring the Supplier Company assume responsibility for any damages to Authorized User's equipment while in possession of Contracted Personnel or during shipping of Authorized User's equipment back to the Authorized User.

    If Authorized User does not receive payment from the VMS Company in a timely fashion for damaged property, Authorized User may deduct the price of (market value of comparable property) damaged or missing equipment from payment to the VMS Company. VMS Company may take any action it deems necessary to collect from Subcontractor monies owed as a result of their actions or the actions of their Contracted Personnel.

Travel expense policy for Contracted Personnel:

31. The VMS Company or the Subcontractor or Contracted Personnel shall not be paid for:
   - Contracted Personnel's travel time between their place of residence and place of work unless authorized in advance and agreed to in writing by the Authorized User.
   - Contracted Personnel's parking fees, permits, etc. when visiting an Authorized User site for

any reason.
- Any out-of-pocket expenses incurred by Contracted Personnel for travel to and from the place of work.

32. Reimbursement of travel expenses incurred at an Authorized User's express request must be authorized beforehand in writing by the Authorized User. All approved travel expenses shall not exceed the State of Wisconsin Contracted Personnel maximum rates with all receipts as documentation for any dollar amount.

State of Wisconsin
Contracted Personnel Travel Guide

GENERAL POLICY
The information contained here is a summarization of the State's travel policy for Contracted Personnel. The prices indicated below are based on the State's uniform travel schedule and maybe subject to change without advanced notice.

Contracted Personnel are expected to use good judgment when incurring travel costs. Only expenses incurred for preapproved travel will be reimbursed. Reimbursement claims must represent actual, reasonable, and necessary expenses.

The Contracted Personnel's agency designee must personally approve travel claims.

MEAL CLAIMS: Meal claims must be actual, reasonable, and necessary and represent the actual amount spent. For a claim to be reimbursed, an itemized receipt or charge card credit slip (tear tabs are not acceptable) must be provided and there must be documentation that the cost was incurred. To be allowed reimbursement for breakfast, the Contracted Personnel must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

Breakfast	$ 8.00
Lunch	$ 10.00
Dinner	$ 20.00
Bag Lunch	$ 4.00

LODGING = $82 per night. For Milwaukee, Waukesha, and Racine counties the maximum rate is $90.

AUTOMOBILE Transportation

Use of Personal Vehicles: Mileage is not reimbursable from and to the normal work site for Contracted Personnel.

If the agency has approved in writing travel to an off-site location, reimbursement for use of

Contracted Personnel’s personal vehicle will be $0.51/mile from their normal place of work to the off-site location and return trip.

EXAMPLES OF EXPENSES NOT REIMBURSABLE*

- Alcoholic Beverages
- Spouse or family members' travel costs
- Cancellation charges (unless fully justified)
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Traffic citations, parking tickets and other fines
- Excessive mileage charges incurred for personal reasons e.g., sightseeing, side trips, etc.
- Parking costs at the assigned workplace
- Repairs, towing service, etc., for personal vehicle
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare, or included as part of lodging (e.g., hotel continental breakfast)
- Flight insurance
- Pay for view movies in motel room, personal entertainment
- Childcare costs and kennel costs

*This list is not all- inclusive.