

## Helpful Hints for the Vendor Network

### Receiving Job Requirements (Requisitions)

#### **Email notifications of new requisitions are sent via VectorVMS.**

- Make sure your email address is complete and accurate so you receive all VectorVMS notifications.
- Check your Spam filter to make sure the notifications were not sent there.

#### **Requisitions are sent by using a tiering system.**

- Tier 1 vendors (Iowa-based and State-certified targeted small businesses (TSBs)) receive the requisition first, 12 hours ahead of the rest of the network.
- Tier 2 is comprised of all other vendor types and receives the requisition 12 hours after the initial release.
- **CAI must submit candidates to the Agency hiring manager within four (4) business days of releasing the requisition to the first tier.**

### Submitting Candidates

#### **Candidate Preparation**

- Send a copy of the job description from VectorVMS.
- Share position details – name of organization, length of project, skill sets, location, etc.
- Make candidate aware of possible out-of-pocket expenses (e.g. ID badges, parking, housing, etc.)
- Discuss and finalize rates with your candidate prior to submittal.
- Discuss whether you or the candidate will be responsible for any expenses incurred for travel to/from interviews with the agency, if a face to face interview is required, etc.
- Inform them that CAI will be calling them directly to validate their qualifications.
- Make sure they can validate that your company has the authority to represent them.

#### **Email Address**

- Enter a valid email address for candidates. VectorVMS sends emails to the address provided.

#### **Phone Number**

- The CAI Account Manager will call candidates directly. If a phone number isn't provided, your candidate **WILL NOT** be considered.

#### **Resume**

- Submit resume on the CAI template (located on the contract portal, <http://iowa.compaid.com>) and remove any candidate contact information prior to submittal. List the candidate's experience with each of the required/desired skills. If the resume is not provided, your candidate **WILL NOT** be considered.

#### **Summary of Qualifications**

- Use this field to "sell" your candidate to the CAI Account Manager and Hiring Manager. This is often one of the first pieces of information reviewed.

#### **Required/Desired Skills**

- Provide accurate responses to the list of skills on the requirement. CAI Account Manager will validate the skills listed with the candidate.

### **Electronic Right to Represent**

- Each candidate must have submitted a properly completed Electronic Right to Represent to the [IA\\_RTR@compaid.com](mailto:IA_RTR@compaid.com) mailbox at the time of screening. The E-RTR **MUST** come from the candidate's personal email address listed in VectorVMS. If not, your candidate **WILL NOT** be considered.

### **Background Check**

- Every candidate **chosen for engagement** must successfully complete a background check through the Iowa Department of Public Safety - Division of Criminal Investigation (DCI). The required documents (located on the contract portal, <http://iowa.compaid.com>) must be completed and submitted to DCI. DCI will then conduct the background check and return the results to you via the selected method on the form. Once received, be sure to attach the results to the candidate's submission in VectorVMS prior to the engagement start date. For more information on the DCI background check process, please visit <https://iowacriminalhistory.iowa.gov/default.aspx>.

## Staying Informed

### **CAI Broadcasts via VectorVMS**

- Weekly updates listing open requirements with a ranking of HIGH, MEDIUM, or LOW priority, as well as upcoming needs.
- Ad-hoc communications requesting candidate availability for potential opportunities.