



**What happens if the same Candidate is submitted by more than one Subcontractor for a single Requirement?**

**(Duplicate Candidate Submittal Resolution)**

The District requires vendors to screen Candidates before submitting them for a Requirement in order to find their best Candidate who is available for work at the time requested. The District also does not allow a single Candidate to be submitted by more than one vendor for the same Requirement.

The ITSA team worked with the District to establish three options to propose to the CBE Community for when the same Candidate is submitted by more than one vendor for a single Requirement. The CBE Community voted on these three options and the final selection made by the CBE Community outlines the following principles for the ITSA Team to follow:

- A Subcontractor who shows written permission to submit a Candidate for a particular Requirement has precedence over a Subcontractor who cannot show permission.
- A signed exclusivity agreement has precedence over an emailed permission statement.
- A Candidate who has signed exclusivity agreements with more than one vendor for a Requirement will be rejected.

To carry out these principles, the ITSA Team will follow these steps:

**Step 1** – Check in Peopleclick to see if Email permission from the Candidate has been filed to submit him/her for that position in the system. If none are filed in the system please ask the vendors who submitted the candidate if they have the documentation of such an email available.

- If only one vendor has the email approval that vendor will be able to represent the candidate.
- If multiple vendors have approval emails, or if no one has one, go to Step 2.

**Step 2** – Check in Peopleclick to see if there is a signed Exclusivity Agreement between the Vendor and the Candidate already attached in the system. If none are filed in the system please ask the vendors who submitted the candidate if they have the exclusivity agreement documentation available.

- If multiple vendors have exclusivity agreements go to Step 3, and if no one has a signed Exclusivity Agreement go to Step 4.

**Step 3** – If there are multiple signed Exclusivity Agreements the candidate is eliminated completely for all vendors and positions submitted.

**Step 4** – If the process does make it to the final step then the Date & Time Stamp available will determine which vendor will be able to represent the candidate.

- The Date & Time Stamp of the vendors Email Permission from the candidate will be the first evaluation criteria if available
- Otherwise the first submitted into the Peopleclick system will be the determining factor.