

If you are a vendor that is interested in joining the ITSA contract please contact **ITSA Support** at itsa-support@ostglobal.com. You must follow the steps below to join as a Subcontractor, and begin your work with ITSA.

1. Sign the Sub Contractor Agreement

- a. Please visit <http://itsa.ostglobal.com> and review the Vendors Section of the web portal. There you will find links for the Peopleclick Training manual for the Vendors, Technology Type / Job Categories used in the Contract, Rate Card for the Job Categories, the ITSA Resume Template, Candidate Submission Tips, the list of currently active Vendors, the Invoice Schedule, the Invoicing Process, and the Background Check Policy.
- b. Request the Sub Contractor Agreement from ITSA Support – itsa-support@ostglobal.com. Once you receive the Sub contractor Agreement please review it and address any questions to itsa-support@ostglobal.com.

2. Provide ALL Contract Documentation (Mandatory)

- a. Tax Documents
 - i. Tax Certification
 - ii. Local certificate of Good Standing
- b. Payment Enrollment Documents
 - i. EFT Authorization Form
 - ii. Paychex Direct Deposit Authorization Form
- c. Proof of Insurance - **(Must submit prior to engaging a candidate)**
 - i. Commercial General Liability - \$1M
 - ii. Automobile Liability - \$1M
 - iii. Worker's Compensation according to the statutes of the District of Columbia including Employer's Liability - \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,00 policy limit disease
 - iv. Umbrella/Excess Liability - \$5M
 - v. Errors and Omissions Liability - \$1M

3. Peopleclick Training – Please request a seat in the next available session

- a. Peopleclick is a Vendor Management System tool used by the Hiring Managers in the DC Government to key in their requirements and by the Vendors to submit their candidates against the requirements in the tool.
- b. At least one representative from your company **MUST** attend this training, although we suggest you have anyone who will be working on this contract attend. These trainings are held every 3 weeks at OST headquarters, and a schedule is posted on the calendar at itsa.ostglobal.com. For more information or to sign up for a training please send an e-mail to itsa-support@ostglobal.com and a member of the ITSA team will be with you shortly.

4. Get Peopleclick Login

- a. After the completion of the first 3 steps, we get your credentials setup in the Peopleclick and provide you access to the tool. This could take a maximum of 5 Business days for the complete setup.

Upon completion of the above mentioned steps, you would start receiving requirements in the tool. At this point you will be able to submit candidates to one or all of the requirements utilizing the Peopleclick tool. Please remember that as per this contract 95% of all spend must go to DC Based CBEs. Thus if you are a Non-CBE, you will only see requirements that go out to the second round and have the hiring manager's approval for Non-CBE submittals.

Please feel free to contact us at itsa-support@ostglobal.com with any questions you may have. We look forward to a long and healthy professional relationship with you.