

■ Industry Definitions

- As the **Managed Service Provider (MSP)**, Knowledge Services takes on primary responsibilities for managing an organization's contingent/temporary/contractor workforce program, project/milestone deliverable work and staffing suppliers.
- dotStaff™ is Knowledge Services' **Vendor Management System (VMS)** which is an internet-enabled workforce and project sourcing, timekeeping, milestone and invoicing application that enables Users to procure and manage a wide range of contingent/temporary/contract and project resources and services in accordance with the organization's processes and rules.



■ Implementation Phases

Implementation Phase	Goals and Objectives
Phase 1	• All BOA Holders (CLS) • RFQs in KS VMS • SRNS HR standard job descriptions • Time entry in SRNS sPro timekeeping system • SRNS remits payment to CLS • CLS pay management fee to KS
Phase 2	• All BOA Holders (CLS) • RFQs in KS VMS • SRNS HR standard job descriptions • Time entry in VMS • SRNS remits payment to CLS • CLS pay management fee to KS

■ Phase 1 MSP Staff Augmentation Process

Requisition Process (*timing goal is 21 calendar days*)

1. SRNS End User/Hiring Manager emails requisition information and approved job description to SRNS requisition writer and KS MSP Program Team
2. KS MSP Program Team schedules intake call with SRNS End User/Hiring Manager
3. SRNS requisition writer enters information from SRNS End User/Hiring Manager into sPro and routes through the approval workflow
4. SRNS Buyer emails copy of approved requisition to KS MSP Program Team (*Start of Requisition Timeline*)
5. KS MSP Program Team builds draft RFQ in VMS and completes intake call with SRNS End User/Hiring Manager



■ Intake Call Overview

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- After KS MSP Program Team builds draft RFQ in VMS, KS MSP Program Team completes intake call with SRNS End User/Hiring Manager
- Intake discussion items confirmed, include:
 - Qualification of position details
 - Confirm interview panel that needs to complete PF-52
 - Project details, if applicable
 - # of qualified candidates the SRNS End User/Hiring Manager would like to review
 - Interview availability, interview process, and ideal start date
 - Work schedule (onsite, offsite)
 - Additional information, if applicable

Phase 1 MSP Staff Augmentation Process

Requisition Process cont. (timing goal is 21 calendar days)

6. MSP Program Team updates RFQ and releases to all CLS at the same time in VMS for 5 business days
7. CLS submit qualified candidates to RFQ in VMS
 - Resume with Candidate’s full name
 - Last 5 of Social Security Number (ex. 111-1X-XXXX)
 - Candidate Cover Sheet (screenshot)
 - Right to Represent (screenshot)
 - Sub-Vendor Request Form (screenshot) - SRNSProcurement approval is required for all requests to utilize a sub-tier
8. KS MSP Program Team reviews and evaluates resumes based on requirements of the RFQ in 2 business days
9. KS MSP Program Team sends resumes for review based on SRNS End User/Hiring Manager’s preference

Savannah River Nuclear Solutions (SRNS)
Candidate Cover Sheet

Please attach completed form as an additional document with the candidate resume in dotStaff™. This form is required for all staff augmentation positions with the SRNS. If required fields on this form are not completed, candidate may be withdrawn from consideration.

*REQUIRED FIELD

*RFQ Number: Click or tap here to enter text.

*Candidate Name: Click or tap here to enter text.

*Is candidate a U.S. Citizen: Choose an item.

*Candidate Availability for In-Person interview: Choose an item.

*Current Location of Candidate (City, State): Click or tap here to enter text.

*Is candidate through a sub-tier: Choose an item.

If yes, sub-tier name: Click or tap here to enter text.

*Earliest availability to start if selected: Click or tap here to enter text.

*Key engagements over the last two years: Click or tap here to enter text.

*Has candidate ever worked at Savannah River Nuclear Solutions, LLC (SRNS): Choose an item.

If yes, dates of employment at SRNS: Click or tap here to enter text.

If yes and actively supporting SRNS via full service employment or staff augmentation task order agreement, what is the active TOA#: Click or tap here to enter text.

■ Right to Represent Form

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- A 'Right to Represent' (RTR) is a statement from the candidate giving a CLS permission to represent them for a position.
 - **RTRs are posting (position) specific and should be attached to each RFQ submission**
 - Cannot accept “blanket” RTRs
 - Need a RTR for each RFQ to which a candidate is submitted
 - Valid RTRs include:
 - Date completed within RFQ parameters
 - Contain VMS Posting ID number
 - Include a statement of approval from candidate giving a specific CLS permission to submit
 - Include email correspondence between CLS and candidate to include date and time stamp with statement of approval

Right to Represent Example

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From: Candidate Name <email@email.com>
Sent: Monday, April 3, 2024 11:08 AM
To: Vendor Company Contact <contact@vendorcompany.com>
Subject: RE: SRNS Right to Represent - Posting ID 123456

I, 'Candidate Name', give 'Vendor Company Name' permission to submit my resume to Posting ID 123456.

Thank you,

Candidate Name

From: Vendor Company Contact <contact@vendorcompany.com>
Sent: Monday, April 3, 2024 10:50 AM
To: Candidate Name <email@email.com>
Subject: SRNS Right to Represent - Posting ID 123456

Hello,

Please confirm that 'Vendor Company Name' has the right to submit you for consideration to the Design Engineering position at SRNS under Posting ID 123456.

Thank you,

Vendor Company Contact Name

■ Sub-Tier Request Form

Serving those who serve others

Savannah River Nuclear Solutions, LLC (SRNS) MSP Program

Sub-Tier Usage Request Form

This form is to request the usage of a sub-tier in the Knowledge Services SRNS MSP Program.
Please direct your questions to the SRNS Program Team at: SRNSMSP@knowledgeservices.com.

VMS RFQ ID# *

CLS Company Name *

Sub-Tier Name *

CL First Name *

CL Last Name *

☐ I confirm the above-named CL is a W2 of the above-named Sub-Tier

☐ I understand Knowledge Services limits sub-tier usage to only one level and I certify only one level of sub-tier will be used for this engagement should the CL be selected

■ Phase 1 MSP Staff Augmentation Process

Technical Evaluation and Negotiation

10. SRNS End User/Hiring Manager completes PF-81 for candidates reviewed for position and SRNS End User/Hiring Manager or KS MSP Program Team schedules interviews in VMS **within 5 business days**
11. Once interviews are complete, KS MSP Program Team accepts/reject candidate bids in VMS providing reasons for rejection
12. SRNS End User/Hiring Manager notifies SRNS Buyer and KS MSP Program Team of selected candidate with PF-81 attached
13. KS MSP Program Team notifies **CLS** of offer to selected candidate and requests Best and Final Offer (BAFO)
14. **CLS** submits BAFO indicating the candidate has accepted the position
15. KS MSP Program Team notifies SRNS Buyer of finalized hourly bill rate and if a sub-tier is utilized
16. SRNS Buyer compiles Justification of Award (JFA) and submits to Manager/Senior Manager for approval
17. SRNS Buyer sends award documents, including Task Order Agreement (TOA) and required documents to KS MSP Program Team
18. KS MSP Program Team sends TOA and required documents to CLS to review and sign, with the SRNS End User/Hiring Manager and End User Support Group (ESS) copied
19. TOA and required document are signed and sent to KS MSP Program Team, SRNS Buyer and ESS in **2 business days**
20. SRNS Buyer executes TOA and dispatches Purchase Order (PO) (*End of Requisition Timeline*)



■ Phase 1 MSP Staff Augmentation Process

Onboarding, Time Entry, and Invoicing

21. ESS Group initiates the badging and onboarding process
 - Contract Labor (CL) Employment Status Validation Form (screenshot)
22. CL begins assignment once cleared
23. CL records time worked in sPro weekly
24. SRNS pays CLS based on timesheet entry approval in sPro
 - Payment terms of Net 30 from approval of the SRNS sPro timesheet
25. CLS pays Knowledge Services for the management fees
 - 1.75% CLS-Funded MSP Management Fee
 - Payment terms of Net 30 from payment received from SRNS



Contract Labor (CL) Employment Status Validation Form

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<https://forms.dotstaff.com/en-US/tenants/SRNS/forms/72725c5d-589e-429d-8c56-fe030ef91d4e>

Savannah River Nuclear Solutions, LLC (SRNS) MSP Program CL Employment Status Validation Form

CLS must complete the form below in its entirety, and provide an electronic signature verifying all information provided is accurate.
Please direct your questions to the SRNS Program Team at: SRNSMSP@knowledgeservices.com

CL Information

CL First Name *	CL Last Name *	Department for Assignment *
Position Title for Assignment *	Assignment Start Date (within MSP Program) *	
	mm/dd/yyyy 	

CLS Information

Prime CLS Legal Name *	Prime CLS DBA Name *	Prime CLS Federal EIN *
Direct Employer of CL *	Number of Sub-Tiers Involved in Engagement *	
	☐ 0 ☐ 1	

Contractual Requirements

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- BOA Holder is limited to “one level deep” of lower tier subcontracting per TOA
 - SRNS Procurement approval is required for all teaming arrangements or lower tier subcontractor
- W2 employees should account for 80% of the total number of labor hours worked
 - Hours worked by W2 employees under a sub-tier will not count towards the 80%
- Basis for award (Trade-Off, LPTA) will be stated in the associated RFQ for each TOA:
 - Trade-Off: Proposals meeting or exceeding technical requirements and is the best value in terms of price, quality, delivery, and/or other factors as defined in solicitations
 - Lowest Price Technically Acceptable (LPTA): Proposals meeting technical requirements and is the best value considering price and price-related factors only

■ CLS Performance Metrics

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- An annual review of CLS performance metrics participation in RFQs may be performed by SRNS. Data will be gathered in the VMS. SRNS may elect not to exercise a BOA option period based on the following performance metrics, but not limited to:

- CLS participation in less than 50% of all RFQs issued under this agreement
- More than 10% of the personnel submitted by the CLS in response to RFQs under this agreement do not meet the minimum qualifications as specified in the position descriptions
- For TOAs requiring service providers to obtain a government security clearance, two or more service providers being denied such a clearance by the Government

Implementation Timeline

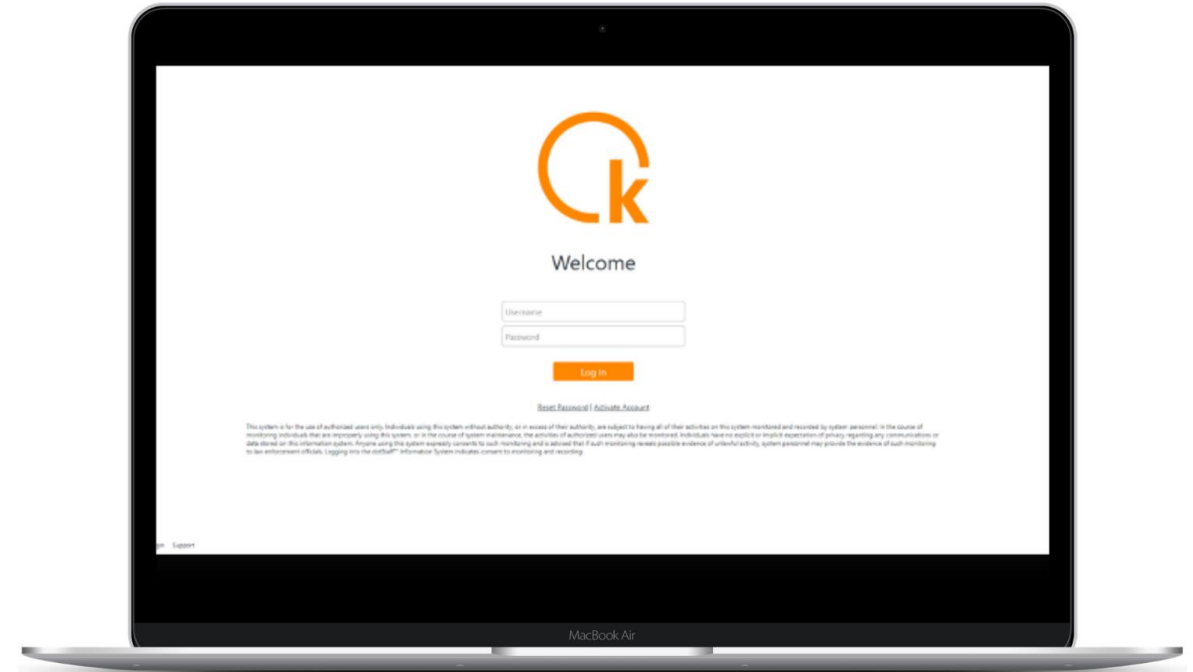
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Staff Augmentation	
Communication – Internal and External	Ongoing
CLS Enrollment	Started Week of May 6 th
Announcement of Kick-Off and VMS Training Schedule	Week of May 6 th and Week of May 13 th
CLS MSP Introductory Meetings	Week of May 13 th
CLS and SRNS End User Program Kick-Off and VMS Training	Week of May 27 th
Program Welcome Email	Week of May 27 th
Go Live Announcement	Monday, June 3 rd
Additional CLS Program VMS Trainings	Week of June 3 rd
CLS AR/AP Process Overview	Week of June 10 th

■ Next Steps

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- CLS to provide remittance information to Knowledge Services
 - Contact Name, Address, and Email Address
- CLS Vendor Administrator should have received VMS (dotStaff™) activation email
 - Vendor Administrators can add additional CLS Users and Update Remittance Address in VMS
- Incumbent CL Data Tracking



SRNS CLS Website

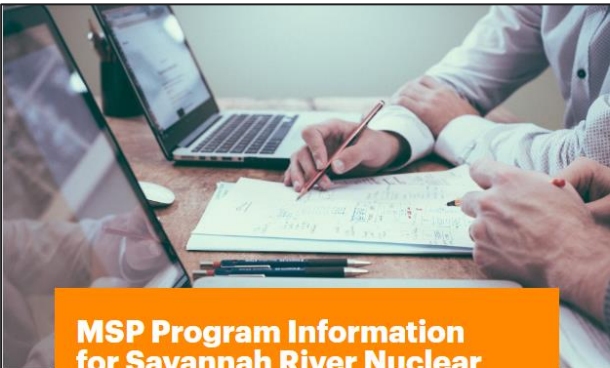
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https://programs.knowledgeservices.com/srns/cls_msp_program_page/

Site Includes:

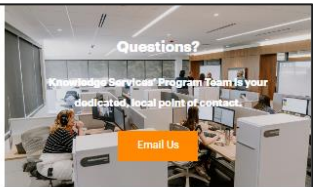
 SRNS MSP Program Resources

 VMS Training Materials



**MSP Program Information
for Savannah River Nuclear
Solutions, LLC (SRNS)
Contract Labor Suppliers**

Contract DE-AC09-08SR22470



Questions?
Knowledge Services' Program Team is your
dedicated, local point of contact.

Email Us

**Managed Service Provider (MSP) Program Information for Savannah
River Nuclear Solutions, LLC (SRNS) Contract Labor Suppliers (CLS)**

Savannah River Nuclear Solutions, LLC has entered into a new contract with Knowledge Services resulting from RFP 0000673501. Knowledge Services will act as the Managed Service Provider (MSP) and manage SRNS staff augmentation services to ensure consistent and streamlined processes, onboarding compliance, improved resource quality, and business intelligence.

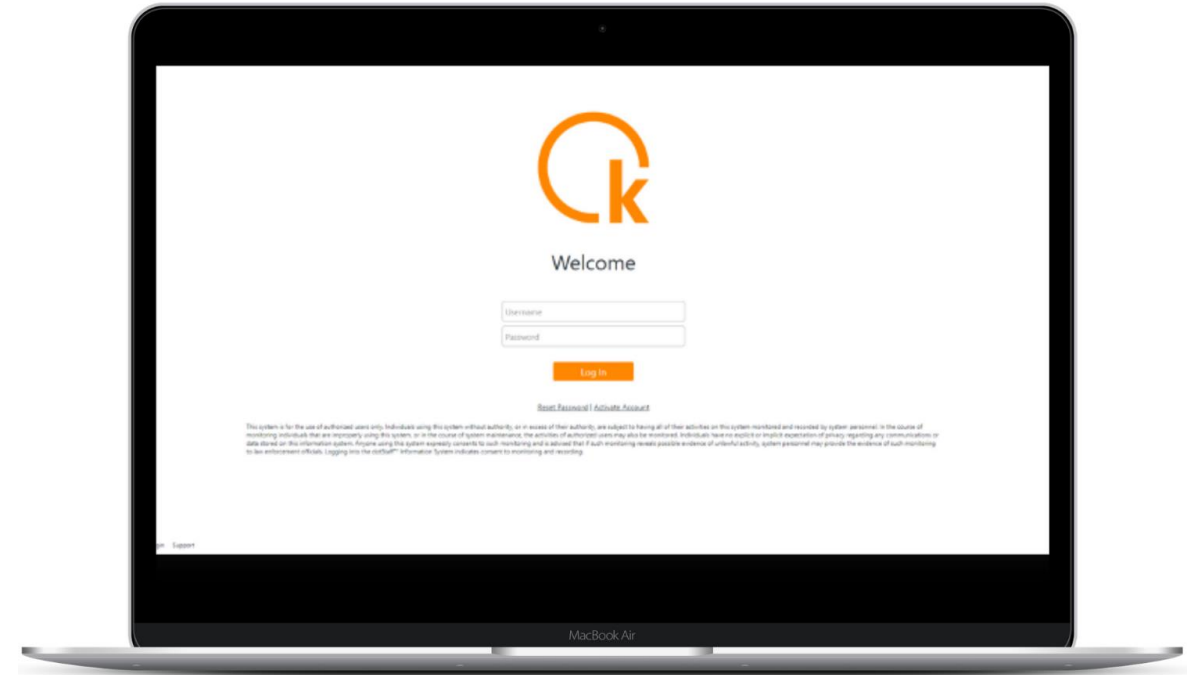
Under this contract, the Knowledge Services MSP program is referred to as "SRNSMSP". It will deliver solutions to help manage sourcing, tracking, reporting, and invoicing of staff augmentation services.

As part of its MSP solution, Knowledge Services utilizes the dotStaff™ system to optimize and manage the contingent labor process. Through this platform, open competition assures supplier equality and fair access to business opportunities.

■ VMS Demonstration

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- VMS RFQs
 - Viewing RFQ
 - Submitting Bids/Candidate Documents
- Reviewing Candidate Bid Statuses
- Reviewing/Confirming Candidate Interviews
- Submitting Best and Final Offer (BAFO)
- Onboarding Checklist



Contact Us

Serving those who serve others



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Questions &
Feedback

Thank you