



knowledge services

STATE OF MISSOURI  
MANAGED SERVICE PROVIDER (MSP)  
IT STAFF AUGMENTATION  
VENDOR CHANGE MANAGEMENT MEETING

May 2022

# ■ Agenda

## Serving those who serve others

- Introductions
- Implementation Timeline
- Contract Requirements
- Next Steps
- Questions & Answers



# Implementation Timeline

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IT Staff Augmentation	
Communication - Internal & External	Ongoing
Change Management Meetings	Week of May 23 <sup>rd</sup>
Vendor Enrollment	Week of May 23 <sup>rd</sup>
Utilization of New Rate Card for Future Placements	Week of May 23 <sup>rd</sup>
Vendor MSA Due Date	Friday, June 10 <sup>th</sup>
Vendor Program Training	Week of June 13 <sup>th</sup>
Program Go Live for New MSP Contract	Friday, July 1 <sup>st</sup> , 2022


# Requirements

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- Participating vendors must sign new vendor MSA with Knowledge Services
  - New MSA has been sent to current vendors to participate
- New Bill Rate Card – hourly, not-to-exceed rates – effective July 1, 2022
  - Bill rates for current resources will be adjusted to include new MSP fee and administrative fees, unless otherwise directed by the State
  - New rate card applies to future placements
- MSP Fee and Administrative Fee to the State – effective July 1, 2022
  - Applies to all resources (incumbents and new placements)
  - 2.6% MSP Fee
  - 1% MI administrative fee (payable to the State of Michigan)
  - 1% MO administrative fee (payable to the State of Missouri)
- Bill Rate Example
  - Resource hourly bill rate: \$100/hr
  - 4.6% total
    - \$2.60/hr retained by Knowledge Services as the MSP fee
    - \$1.00/hr administration fee paid back to State of Missouri
    - \$1.00/hr administration fee paid back to the State of Michigan
    - \$95.40/hr sent to Vendor as payment

# Not to Exceed Bill Rate Structure

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Job Category	Job Title	Skill Level	Maximum All-Inclusive Bill Rate
Applications	Programmer Analyst	Analyst 1	\$53.77
		Analyst 2	\$65.52
		Analyst 3	\$73.87
		Analyst 4	\$82.65
		Analyst 5	\$86.36
		Analyst 6	\$98.25
	Programmer	Programmer 1	\$46.51
		Programmer 2	\$56.14
		Programmer 3	\$68.40
		Programmer 4	\$79.07
		Programmer 5	\$84.25
		Programmer 6	\$91.53

# ■ Requirements - continued

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- Continuation of On-boarding Requirements
  - Fingerprint Background Screening
  - Missouri State Highway Patrol Check
  - Badge Clearance Check
  - State of Missouri Resource W2/IC Validation Form (Screenshot)
  - Temporary Worker Agreement
  - Missouri Contractor Agreement
  - E-Verify
  - Any department/division specific onboarding requirements
- Weekly time entry and invoicing to the State
- Payment to Vendors with 10 business day payment terms
- Sub-vendors limited to “One Level Deep”
  - Must be pre-approved by MSP via email at requisition level prior to submitting candidates

## ■ Next Steps

### Serving those who serve others

- Vendors complete & return Master Services Agreement (MSA) – due by Friday, June 10<sup>th</sup>
  - Compliant COI must be maintained throughout the contract to maintain access to opportunities
- Vendors register for and attend new process training the week of June 13<sup>th</sup>
- Vendors begin referencing new rate card for new placements with start dates on or after Friday, July 1<sup>st</sup>
- 4.6% total fees effective July 1<sup>st</sup>, 2022 for incumbent and new resources

# ■ Vendor Trainings

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- **Purpose:** To provide in-depth training on updates to MSP program processes and dotStaff functionality for those Vendors currently providing resources and for those who may provide resources in the future
- **What to expect:** 1 hour of program and VMS-based training
- **Who to include:** All Vendor users involved in the resource staffing process – account managers, recruiters, HR and accounting contacts

# ■ State of Missouri Vendor Website

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<https://programs.knowledgeservices.com/momsp/momsp-vendor-information-page/>

Site Includes:

- Vendor Registration Information
- New Not-to-Exceed Rate Card
- Program Information
- dotStaff™ Training Materials

# Questions

## Contact Us

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**Thank you**