

New MPA 230 Process
February 1, 2009

1. Complete an RP6a form and submit to public hearing process(Peter Petrone)
2. After approval of RP6A form, complete and submit MPA 230 Request for Staff Augmentation Form(this is a new form) Actual cost is not included on the Request for staff augmentation form since you do not know who you are hiring yet.
3. DOIT approves “MPA 230 request for staff form” and the DOIT MPA administrator requests two resumes from the first 8 lowest cost vendors for the requested role(ie Sr Programmer) and skill set. All resumes received will be sent to the requesting party(agency/sponsor) for review and interviews.
4. After the interviews, the selected individual’s name and vendor is sent to the MPA administrator via the “MPA 230 request to fill form”. This form should contain all signatures and account numbers before reaching the MPA 230 administrator
5. MPA Administrator contacts vendor and coordinates starting date.
6. MPA administrator enters a requisition in accordance to the MPA 230 form time period, the rate, and the vendor name. **In RIFANS, the requisition will have an attached comment regarding having been to public hearing and been approved.**
7. Once all requisition approvals have been received, a purchase order will be generated.
8. MPA Administrator contacts agency contact person and provides the purchase order number. Agency contact person calls the vendor, supplies PO number and coordinates details for contract employee employment.
9. Contract Employee begins.

Additional Considerations:

1. If an Existing Contractor leaves in the current fiscal year, the approved RP6a is still valid until June 30th. At such time, the DOA director determines whether to honor the current approved RP6a list until the next public hearing.
2. If an Existing Contractor leaves in the current fiscal year, you **can not** go back to the same vendor for a replacement. You must use the aforementioned process to recruit for a new person.
3. IF the first 8 vendors do not provide an individual, you can request solicitations from the next 7.....fifteen in total.