

**GEORGIA INFORMATION TECHNOLOGY STAFFING MANAGEMENT SYSTEM
(ITSMS)**

AGENCY AGREEMENT

**SCHEDULE 2
AGENCY SUPPLEMENTAL TERMS AND CONDITIONS**

- 3.G Invoice format is illustrated in Schedule 1. Changes to this format require the prior written approval of each of GTA and PGA. Please list below any approved modifications required for the invoice format.

Please list any approved requirement for special payment options for suppliers.

- 4.B GTA's requirement for background checks is as follows:
- Confirmation of educational background
 - Confirmation of special licenses and certifications
 - Criminal background check for a period of 5 years and up to 5 states
 - Candidate employment history up to 5 years
 - Confirmation of personal references

Please list additional requirements for background investigations.

- 5.A PGA provides initial training for Agency personnel on the ITSMS. PGA supplies training for the following system roles.
- Hiring Manager
 - Job Approver
 - Timesheet Approver
 - Invoice Approver

Also provided is overall system functionality familiarity and system navigation instruction. Provided training time is 2 days on site and 6 online sessions per Agency.

Please list additional training requirements.

- 5.B The ITSMS collects required data to provide an automated staffing process. Please list any approved data elements required to meet the needs of the Agency staffing process. Use of non-standard data elements requires the prior written approval of each of GTA and PGA.

The ITSMS provides standard reports by system role (see above). Please list any approved reporting requirement required by the Agency to facilitate the Agency staffing process. Variations from standard reporting requirements require the prior written approval of each of GTA and PGA.

- 5.C PGA provides consulting services on requisition development; position pricing and other issues focused on facilitating the ITSMS automated Agency staffing process.

Please list additional advising and consultation services required by the Agency. PGA is available to review with Agency personnel additional services relating to Staffing and Project management as it relates to this contract.