

**REQUEST FOR QUALIFICATIONS ISD 09-01
IT SERVICES SKILL POSTING AND SELECTION PROCESS**

Information Services Department (ISD) will use the following process to identify IT Professional and Technical Service requirements:

- ISD divisions will identify requirements for project augmentation.
- Required skills will be documented and posted on ISD's internet site (www.co.san-bernardino.ca.us/isd). Click on the "Contracting Opportunities" link to the left of screen.
- Vendors will submit via e-mail a maximum of three (3) resumes for pre-qualified candidates to meet the specified need. Vendors must pre-qualify each candidate submitted.
- The first fifteen (15) resumes will be evaluated to determine top candidates. Date and time on submitted e-mails will be used to determine sequence with exceptions to agencies on the County's board approved Qualified Vendor List who will take priority over those not on the list.
- Contract agencies with top candidates will be notified so interviews can be arranged.
- Top candidates will be interviewed.
- Selection will be made.
- Contract agency of selected individual will be notified of selection. Start dates, pay rate, etc will be negotiated.
- A work order and contract listing the agreed upon terms will be sent to the contract agency for signature. Note: Vendors must meet the County's insurance requirements at the time of contract.

With the exception of the recruiting process described above, contract agencies shall submit questions and other correspondence in writing to ISD. To ensure a fair procurement, contract agencies shall not contact ISD divisions to arrange for marketing appointments.