

**DEPARTMENT OF ADMINISTRATIVE SERVICES/BEST**  
**Interview and Selection for IT Consultants**

<b>Agency Name</b>		<b>Agency Number</b>		<b>Project Name</b>	
<b>Vendor Name</b>		<b>Consultant's Name</b>		<b>Consultant Job Classification</b>	
<b>Start Date</b>		<b>End Date</b>		<b>Interviewer's Name (s)</b>	
<b>No. of Days</b>		<b>Daily Rate</b>		<b>Total Cost</b>	
<b>No. of OT Hours/Week</b>		<b>Per Hour Rate</b>		<b>Total Hours</b>	
<b>Grand Total</b>					
<b>New Consultant/Position or Renewal of existing Consultant/Position?</b>		<b>Qualified DOIT Personnel Available</b> <a href="#">DOIT Intake Process</a>		<b>Check Appropriate SDM Project Option</b>	
<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> SDM STD <input type="checkbox"/> SDM LITE <input type="checkbox"/> SDM RAD <input type="checkbox"/> SDM COTS <input type="checkbox"/> SDM ENHANCE <input type="checkbox"/> N/A	
<b>Small Business Set-Aside Program Vendor</b>		<b>References Checked</b>		<b>OPM Hiring Freeze Guideline Compliance as of 4/29/11</b> (link on back)	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has been determined that there are no qualified SEBAC/Re-Employment Candidates for this position (through agency's personnel)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has the candidate for this position been made aware of the State Code of Ethics as it applies to vendors conducting business with the State of Connecticut? (link on back)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Is the vendor selection most cost-effective?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>If No, please explain:</b>	
Does the candidate have other contracts with the state? If Yes, Contract Award/Master Agreement:				<b>CA/MA #</b>	
Does the candidate have any immediate family member employed by the state? If Yes, provide employee name and agency:				Name/Agency:	

**I attest, under penalty of perjury, that the information provided is accurate and current, and I am (Check one of the following):**

- A citizen or national of the United States** \_\_\_\_\_ (Attach I-9)
- A Lawful Permanent Resident (Alien # A** \_\_\_\_\_) (Attach I-9)
- An Alien authorized to work until** \_\_\_\_\_, **Alien # or Admission #** \_\_\_\_\_ (Attach I-9)

\_\_\_\_\_  
**Signature of Consultant**

\_\_\_\_\_  
**Certified By Agency**

\_\_\_\_\_  
**Date**

# DEPARTMENT OF ADMINISTRATIVE SERVICES/BEST

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OPM Secretary's Hiring Freeze Guideline memo to State Agency Heads, 4/29/11

<http://www.ct.gov/opm/lib/opm/secretary/hiringfreezememo042911.pdf>

Universal Web Site Accessibility Policy for State Web Sites

<http://www.access.state.ct.us/policies/accesspolicy40.html>

Connecticut Web Site Accessibility Committee home page

<http://www.access.state.ct.us/Default.htm>

The summary of State ethics laws is available on the **State of Connecticut's Office of State Ethics** website

at [http://www.ct.gov/ethics/lib/ethics/guides/contractors\\_guide\\_09\\_final.pdf](http://www.ct.gov/ethics/lib/ethics/guides/contractors_guide_09_final.pdf)

Contractor responsible for AA/EEOC compliance.

The following guidance pertains to the use of consultants by state agencies:

1. Consultants are not state employees, as defined by Connecticut General Statutes § 5-196 and are therefore ineligible for any compensation, pension, health care or other similar benefits to which a state employee may otherwise be eligible, regardless of the duration of a consultant's working relationship with the state or any similarity, intentional or otherwise, to an existing classified job description.
2. Although they are not state employees, consultants are nevertheless required to adhere to the state's Code of Ethics as outlined by Connecticut General Statutes § 1-97 through § 1-101, while under contract with the state. Additionally, consultants are expected to understand and conform to applicable state and/or agency policy.
3. When requesting consultants, agencies will provide vendors with a written Statement of Work (SOW) that outlines the objectives and deliverables that the consultant is expected to achieve. Agencies are expected to list the specific deliverables, the desired outcome and the timeframe by which the consultant is expected to meet that deliverable. Agencies will use a standard SOW template for this purpose.
4. At the discretion of the agency, a consultant may be required to submit to a State and Federal Background Check. The cost for such a background check shall be the responsibility of the consultant's employer.
5. Consultants are not permitted to be assigned to, or function in, any role that requires them to directly supervise or manage state staff, nor are consultants permitted to exercise any authority that is considered consistent with the roles and responsibilities of a state official. For example, consultants are not permitted to approve requests for time off, be a signatory on behalf of the state, provide direct day to day supervision and direction to state employees, approve procurements and other similar activities.
6. Consultants are expected to take the appropriate steps and precautions to identify themselves as a contractor or independent consultant, especially when meeting with state staff for the first time. Similarly, consultants are expected to identify themselves as a consultant as part of their email signature.
7. Consultants are expected to accurately track their time on project(s). Proof of submission of false record is grounds for immediate replacement. The assigned agency is expected to review routinely for accuracy.

Consultant shall adhere to technology and Internet related policies and guidelines.

- [Acceptable Use Policy](#)
- [Electronic & Voice Mail Management and Retention Guide](#)
- [Software Management Policy](#)
- [Universal Website Accessibility Policy](#)