

HBITS Team Review Process

Form 2: Candidate Response Form

All responses received prior to the Due Date/Time are reviewed. A Response received after the deadline is considered “rejected” and not considered during the review process (candidate will be released by the Team).

The HBITS Team first reviews the Mandatory Requirements for the Job Title and Skill Level. If the candidate does not meet the Mandatory Requirements, the candidate is not considered any further and will be released by the Team. If they meet or exceed the Mandatory Requirements, the review continues.

The Team then reviews the requested qualifications.

- The Team adds up the number of maximum points for those requested qualifications the candidate did not meet.
 - o If the total points value for the missing/failed qualifications is 40 or less (1/2 or less of the maximum value of points), they are considered a “qualified candidate” response and forwarded onto the Cost Methodology Process.
 - o If the total points value for the missing/failed qualifications is 41 or above (more than 1/2 of the maximum value of points), then the candidate is not considered any further and will be released by the Team.

Depending on the number of QUALIFIED CANDIDATES, the following Cost Methodology process is followed (from the Contract – Section 2.2.1 (MSP = OGS HBITS Team)):

- a. If 10 – 40 qualified Candidates: 50% of the Candidate Response Forms with the lowest Hourly Bill Rates are forwarded to the Executive Agency Authorized User. If the 11th lowest Hourly Bill Rate is within 1% of the 10th lowest Hourly Bill Rate, that Candidate Response Form would also be forwarded to the Executive Agency Authorized User.*
- b. If 6 – 10 qualified Candidates: Candidate Response Forms with 5 lowest Hourly Bill Rates are forwarded to the Executive Agency Authorized User. If the 6th lowest Hourly Bill Rate is within 1% of the 5th lowest Hourly Bill Rate, that Candidate Response Form would also be forwarded to the Executive Agency Authorized User.*
- c. If 5 or fewer qualified Candidates: MSP will investigate and determine whether to restart process or forward all Candidate Response Forms.*

If 5 or fewer qualified Candidates are received, it is the OGS HBITS Team determination on how to proceed. Factors considered include but are not limited to:

- Hourly Bill Rates
- Number of Submitted FORM 2s,
- History of the Task Order Request