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## KRS102

### Frequently Asked Questions

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**Q. How do I know what category(s) and position title(s) my project falls under?**

A. Review the category descriptions first to determine what best fits your project. Your project requirements may fall under more than one category. Once you have narrowed down the category, review the position descriptions under that category.

**Q. When submitting a requisition in iBUY, how do I determine how many invoices will be sent by the vendor?**

A. When finalizing your project requirements, discuss with the vendor how often they will invoice during the course of the project. Per the established contracts, vendors cannot bill more frequently than monthly. We have further addressed this question by modifying the Request for Quote form to include a field for "Number of Invoices for Project".

**Q. Why can't I sort or search the KRS102 Pricing file?**

A. We have modified the pricing file so it can now be sorted.

**Q. Are the hourly rates in the KRS102 Pricing file firm?**

A. Yes. Vendors cannot charge a higher hourly rate than what is listed in the pricing file.

**Q. I emailed a vendor the Request for Quote form and did not receive a response. Can this be counted as one of the three required quotes when submitting my requisition in iBuy?**

A. No. Vendors have three business days to respond to a Request for Quote. A vendor may respond that they have follow-up questions to clarify your needs, or respond they are researching qualified candidates to meet your project needs. If a vendor does not respond at all to your Request for Quote form, please choose another vendor awarded under that category for a quote. Also please notify Karen Mueller in Strategic Procurement at [kmuellr@uillinois.edu](mailto:kmuellr@uillinois.edu) what vendor did not respond to your request so that she may address with the vendor.

**Q. Do I have to limit my Request for Quotes to three vendors only or can I submit to as many vendors as I want who were awarded under a category?**

A. No, there is not a maximum number of Request for Quote forms you may send out.

**Q. I need to fill a temporary IT consulting position located near Rockford and am concerned about the location of the candidate and how long it will take them to get work if hired. Can we stipulate in the Request for Quote form that we are looking for candidates that live within 'X' miles of our campus?**

A. Yes, you may put this requirement in the Request for Quote form.

**Q. Do any of the vendors have a signed Business Associate Agreement (BAA) in order to work on projects with HIPPA requirements?**

A. Yes. We have sent the BAA out to the vendors for signature. In order to see which vendors have a signed BAA on file, please refer to the Vendor Information spreadsheet on the CIO webpage.

**Q. What is the maximum time limit to have a candidate work on a project? Is there a recommended initial period of say 3 or 6 months or is it unit discretion and are we bound to a certain period if we set up the project for 5 months and we no longer need them after 5 months.**

A. There is not a recommended initial period. The timeframe should be established to best meet the needs of your project. If you find you no longer need the assistance or the project is completed ahead of schedule, discuss with the vendor.

**Q. After utilizing a temporary candidate, can we hire them permanently?**

A. KRS102 was established to utilize vendors on an as needed temporary basis. All hiring questions should be directed to your HR department and follow university hiring rules.

**Q. I have a project that requires experience with a specific software and do not see the software specifically listed under Category 3, Software/Application Development Services. Does that mean that none of the vendors can provide qualified candidates meeting my requirements?**

A. KRS102 was written with very broad and generic requirements for each category in order to meet a vast array of needs throughout the university. Once you determine the appropriate category that your project falls under, you would provide project details and required experience on the Request for Quote form and send to a minimum of three vendors awarded that category.

**Q. Where can I find more information about KRS102 categories and the vendors awarded contracts?**

A. Category and position descriptions, along with vendor information, pricing and job aids can be found at [https://www.uillinois.edu/cio/services/it\\_consulting\\_contracts](https://www.uillinois.edu/cio/services/it_consulting_contracts)