How to Use IT Professional Services Contracts

IT Professional Services Master Agreements

The EdgeMarket IT Professional Services master agreements provide an easy pathway to a broad array of services from a variety of proven service providers.

To access the master agreements, you will need a Members Only login.

How to Use

Since the master agreements were created as a result of a public procurement, you are free to engage any provider for any of the scopes of service that they have been awarded.
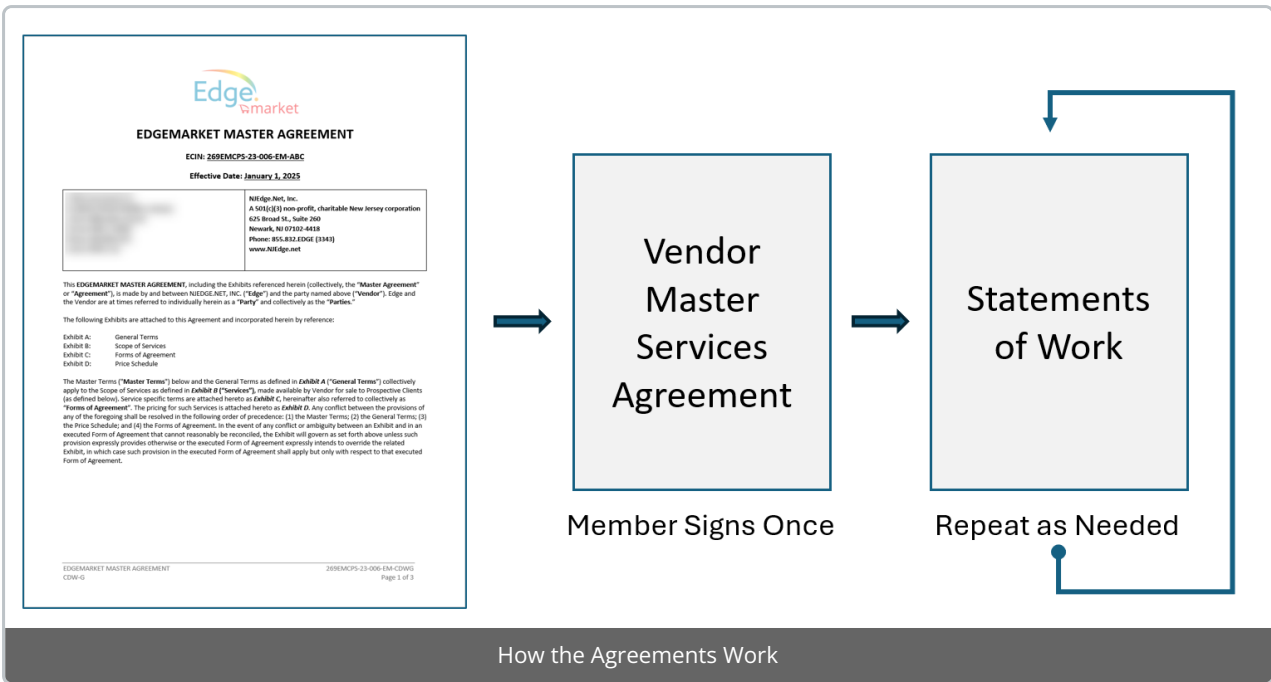
Getting Started

1. **Determine Your Need** - Identify what you need and document it in writing.

2. **Determine the Service Category** - Review the available service categories and determine which one(s) line up with your need.

3. **Determine Potential Service Providers** - Determine which of the awarded providers seem best suited to help you fulfill your need.

4. **Request a Proposed Statement of Work** - Contact the most likely provider(s) to share your need and request an proposed approach and statement of work. This process can be as formal (e.g. a Task Order Request for Proposals like a mini-RFP) or informal (discussion of need and options) as you prefer or need it to be.

5. **Select a Provider and Make the Transaction** - Finalize the statement of work, consummate the provider's form(s) of agreement (typically a PSA or MSA), and issue your purchase order.

Future Statements of Work

Once you have signed a provider's primary form of agreement, additional work over the life of the master agreement [1] is easy to purchase:

1. **Agree on a scope of work**, including resources, term, and price

2. **Issue a PO**, referencing the provider's unique EdgeMarket Contraction Identification Number (ECIN)

3. **Sign the statement of work**, and

4. **Commence work**

Simplified View of Agreement Process

How the Agreements Work

[1]Statements of work signed under an EdgeMarket coop master agreement can be for as long as the law or your policies allow, even if the coop master agreement expires the day after the SOW was signed.

Have Questions? Need Assistance?

Send a note to edgemarket@njedge.net.