

CRITERIA FOR PARTICIPATION

Vendors interested in participating in the Virginia IT Contingent Labor (ITCL) Contract must initially enroll with the CAI MSP Vendor Management Team by returning the required documentation outlined in this document. The required documentation must be maintained in order to remain active in the network.

All documentation can be returned via mail, fax, or email.

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc., Attn: MSP Vendor Management 3801 Paxton Street Harrisburg, PA 17111
Fax	717-651-3202, Attn: MSP Vendor Management
Email	MSP_VendorMgmt@compaid.com

REQUIRED DOCUMENTATION:

Please be aware that this documentation must stay current throughout the life of the contract in order for your company to actively participate. CAI will perform periodic audits to ensure compliance, but your company bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

SUBCONTRACTOR AGREEMENT

Please complete all parts of the **Master Subcontractor Agreement and Addendum**.

The agreement must be signed by an authorized representative of your company. Electronic signatures are acceptable.

Please note: Vendors interested in competing for SOW requirements must already be pre-qualified for a specific Specialty Area(s). If you aren't currently pre-qualified, you can attempt to do so during the next posted qualification period

W-9

Please include a signed copy of your company's W-9, using the IRS's most recent version. Be sure to include your company's EIN.

If your company has an old W9 Form on file, the most recent PDF form is available for download from the IRS website: <http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>

CERTIFICATE OF INSURANCE

Please provide a certificate of insurance that includes the following levels of coverage.

Comprehensive General Liability Insurance

Staff Augmentation

Your company must possess Comprehensive General Liability (CGL) insurance with a minimum aggregate amount of \$1,000,000. In addition to the CGL insurance, your company must possess Errors & Omissions (E&O) coverage in the minimum amount of \$1,000,000.00.

Statement of Work

Your company must possess Comprehensive General Liability (CGL) insurance with a minimum amount of \$1,000,000. In addition to the CGL insurance, your company must possess E&O coverage for a minimum of \$1,000,000.00. If the total contract dollar amount of all active SOWs awarded to your company exceeds \$1,000,000, you will need to increase your E&O coverage to equal that amount.

Workers' Compensation Insurance

Your company must possess Workers' Compensation insurance that meets statutory regulations, as well as Employer's Liability insurance in the amount of \$100,000.

Please note: Computer Aid, Inc. should be listed as the Certificate Holder. In addition, the expiration date on the certificate must be at least thirty (30) days from today's date.

CAI's address is as follows:

3801 Paxton Street
Harrisburg, PA 17111

MARKETING LITERATURE

Please provide **one** of the following marketing items:

- Evidence of a working website
- Published brochure
- Published write-up of company's business offerings
- Image of your company's phone number from the phone book

E-VERIFY ENROLLMENT

Your company must provide proof of enrollment in the E-Verify program offered through the US Department of Citizenship and Immigration Services. To enroll or for more information on the E-Verify program, please visit <http://www.dhs.gov/e-verify>

STATE CORPORATION COMMISSION (SCC) ID NUMBER

All vendors must have an active registration with the Virginia SCC. Please provide the ID number for your company within the SCC eFile system. Additional information on the SCC eFile system is available at: <https://www.scc.virginia.gov/clk/bussrch.aspx>

Please note: sole proprietors are exempt from the SCC ID requirement.

OPTIONAL DOCUMENTATION:

SWAM CERTIFICATION

If you are certified as small, woman, and/or minority-owned (SWaM) through the Commonwealth of Virginia, please submit proof of certification. Please also indicate if you have the SWaM Micro Business Designation and/or the Service Disabled Veteran Designation. If you would like to learn more about becoming a SWaM or these SWaM designations, please go to <https://www.sbsd.virginia.gov/certification-division/> for complete details.

Please note: Certification is not required to become an active vendor under this contract.

QUESTIONS:

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team by email: MSP_VendorMgmt@compaid.com or by phone: **800-635-5138**.