

CRITERIA FOR JOINING

Vendors interested in participating in the Virginia IT Contingent Labor (ITCL) Contract must provide the CAI MSP Operations Team with the following documentation.

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

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc., Attn: MSP Operations 470 Friendship Road, Suite 300 Harrisburg, PA 17111
Fax	717-651-3202, Attn: MSP Operations
Email	MSPNetwork_Help@compaid.com

SUBCONTRACTOR AGREEMENT

Please be sure to complete all parts of the appropriate subcontractor agreement (i.e., staff augmentation or statement of work (SOW) requirements), including the:

- Date and company name on the top of page 3
- Company name, authorized representative information, and notice information on the last page

The agreement must be signed by an authorized representative of your company, and the signature **can't** be electronic.

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.

SWAM CERTIFICATION

If your company is certified as small, woman, and/or minority-owned (SWaM) through the Commonwealth of Virginia, please submit proof of certification. If you would like to learn more about becoming a SWaM, please go to <http://www.vita.virginia.gov/swam/> for complete details.

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

W-9

Please provide a copy of your company's W-9. Be sure to include your company's Employer Identification Number (EIN).

CERTIFICATE OF INSURANCE

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

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.

Comprehensive General Liability Insurance

Staff Augmentation

Your company must possess Comprehensive General Liability (CGL) insurance with a minimum aggregate amount of \$2,000,000. 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 \$2,000,000. 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 the following Worker's Compensation coverage:

- \$100,000 Each Accident
- \$500,000 Disease- Policy limit
- \$100,000 Disease- Each employee

MARKETING LITERATURE

Please provide one or more of the following marketing items:

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

If you have any questions, please contact CAI's MSP Help Desk by email:

MSPNetwork_Help@compaid.com or by phone: 800-635-5138.