

## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Georgia IT Temporary Staffing Services 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 or email.**

METHOD OF SUBMISSION	
<b>Mail</b>	Computer Aid, Inc., Attn: MSP Vendor Management 3801 Paxton Street Harrisburg, PA 17111
<b>Email</b>	MSP.VendorMgmt@cai.io

### **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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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 be sure to complete all parts of the subcontractor agreement.

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

### **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**

Subcontractor shall purchase and maintain insurance for protection from claims under the Worker’s Compensation Act and other statutory employee benefit provisions, which are applicable in the State of Georgia. A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Supplier qualifies to pay its own worker’s compensation claims.

Subcontractor shall obtain and keep in force throughout the term of this Agreement the following insurance levels;

TYPE OF INSURANCE	LIMIT	AMOUNT
<b>General Liability (including contractual liability) written on an occurrence basis</b>	General Aggregate Limit	\$2 Million
	Products/Completed Operations	\$2 Million
	Personal & Advertising Injury	\$1 Million
	Each Occurrence	\$1 Million
<b>Excess Liability, umbrella form</b>	General Aggregate	\$2 Million
<b>Automobile Liability (required if resource will be operating a State-owned vehicle, will be noted on requirement.)</b>	Combined Single Limit	\$1 Million
<b>Workers Compensation and Employer Liability</b>	Per Accident	\$100,000
	Per Employee for Disease	\$100,000
	Aggregate Disease	\$500,000
<b>Fidelity Coverage</b>	General Aggregate	\$1 Million
<b>Professional Liability</b>	General Aggregate	\$2 Million – Small Business
		\$5 Million – All Others

**Please note:** Subcontractor shall submit a Certificate of Insurance to Contractor evidencing the required insurance coverage and stating that thirty (30) days prior written notice must be given to Contractor before cancellation of the policy. Insurers must be authorized to do business within the State of Georgia and have an A.M. Best Company rating of A-. CAI and the “State of Georgia, it’s officers, employees and agents” must be named as additional insureds under the commercial general and automobile liability policies. The certificate of insurance in the description of operations box should reference the policy provisions regarding additional insureds in the supplier’s coverage. CAI’s address is as follows:

Computer Aid Inc.  
ATTN: Vendor Management Team  
3801 Paxton Street  
Harrisburg, PA 17111  
Email: MSP.VendorMgmt@cai.io

## **SMALL BUSINESS ATTESTATION**

The State of Georgia defines a small business as one which is independently owned and operated and must have either fewer than 300 employees or less than \$30 million in gross receipts per year.

In order to qualify for the reduced Professional Liability Insurance coverage of \$2 Million, your company must download and complete the State of Georgia Small Business Attestation form found on the CAI Georgia Supplier Portal.

## **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>

## **SAFE HARBOR QUESTIONNAIRE**

Your company must download and complete the Safe Harbor Questionnaire found on the CAI Georgia Supplier Portal

## **OPTIONAL DOCUMENTATION:**

### **SMALL/WOMAN/MINORITY BUSINESS CERTIFICATIONS**

If your company is recognized as a small, woman, or minority-owned business through any state or federal program, please provide proof of such certification.

Please note: This is not necessary to become part of the network.

## **QUESTIONS:**

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team by email: [MSP.VendorMgmt@cai.io](mailto:MSP.VendorMgmt@cai.io)