

## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Arkansas IT Contingent Labor Contract must initially register with CAI through the Supplier Management Portal, via the link below. If your company has already registered and has login credentials, you can log into the Portal via this link.

**<https://cai.service-now.com/sm>**

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the Supplier Management Portal.

### **REQUIRED DOCUMENTATION:**

Please be aware that this documentation must stay current throughout the life of the contract for your company to actively participate in the program. The Supplier Management Portal will distribute automated alerts when your documentation is nearing expiration or has expired, and your company bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

### **COMPANY REGISTRATION**

Your company must be registered to do business with the State of Arkansas and remain in a status of “Good Standing” for the duration of participation in the contract. The registration link is located here: <https://www.ark.org/sos/corpfilings/index.php>. Please provide a copy of the registration certificate.

Businesses located within the State will have received a certificate upon initially registering with the State.

Your company’s status can be verified here: [http://www.sos.arkansas.gov/corps/search\\_all.php](http://www.sos.arkansas.gov/corps/search_all.php)

#### **For corporations and LLCs located outside of the State of Arkansas:**

**Corporations:** Scroll to Foreign For Profit, Click Application for Certificate of Authority – F-01

**LLC:** Scroll to Foreign LLC, Click App. For Certificate of Registration For . LLC – FL-01

**Please note:** The instructions are listed with each form. For questions, or to receive additional copies of your registration certificate, please call: 501-682-3409 or 888-233-0325.

### **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.

**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, with an expiration date at least 30 days from today's date, with the following coverage levels:

TYPE OF INSURANCE	LIMIT	AMOUNT
Comprehensive General Liability	General Aggregate	\$2 Million

Additionally, your company must possess **Workers Compensation** coverage in accordance with Arkansas requirements.

Please note: CAI should be listed as the Certificate Holder with the following address:

1390 Ridgeview Drive  
Allentown, PA 18104

## 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

## CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION

Please complete and sign the form located at:

<https://www.dfa.arkansas.gov/images/uploads/procurementOffice/contgrantform.pdf>.

**Please note:** this Certification is good for one (1) year, and proof of completion must be submitted to CAI on an annual basis.

## DFA ILLEGAL IMMIGRANT CONTRACTOR DISCLOSURE CERTIFICATION

Please complete the Disclosure Certification located at:

<https://www.ark.org/dfa/immigrant/index.php/user/welcome>.

**Please note:** this Certification is good for one (1) year, and proof of completion must be submitted to CAI on an annual basis.



**OPTIONAL DOCUMENTATION:**

**SMALL-/WOMAN-/MINORITY-OWNED BUSINESS CERTIFICATION**

If your company is certified as a small-, woman-, or minority-owned business through any state or federal governmental agency, including Arkansas, please submit proof of certification.

If you would like to learn about becoming a certified minority-owned business in the state of Arkansas, please contact the Arkansas Economic Development Commission, Small and Minority Business

Department at **1-800-275-2672**. You can also visit their website:

**<http://www.arkansasedc.com/divisions/small-and-minority-business>**

**QUESTIONS:**

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team via the **Contact Us** option within the Supplier Management Portal.