



## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the State of Florida Temporary Staffing Services 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

### **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>

### **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



**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. Insurers must be authorized to do business within the State of Florida and have an A.M. Best Company rating of A- / VII or higher. Policies should name the State of Florida as additional insured and include a waiver of subrogation.

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Per Occurrence Aggregate Personal/Advertising Limit Products-completed Operations Aggregate	\$1 Million \$2 Million \$1 Million \$2 Million
<u>Automobile Liability</u>	Per Occurrence	\$1 Million
<u>Employers Liability</u>	Per Accident Per Employee for Disease Aggregate Disease	\$500,000 \$500,000 \$500,000
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence Annual Aggregate	\$1 Million \$2 Million
<u>Crime Insurance (3<sup>rd</sup> Party Indemnity)</u>	Per Occurrence	\$25,000
<u>Cyber Liability</u>	Per Occurrence Aggregate	\$1 Million \$1 Million
<u>Workers Compensation</u>	Florida Requirements	In Compliance

CAI reserves the right to require additional insurance coverage per the State’s requirements, which shall be communicated in advance.

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

1390 Ridgeview Drive  
Allentown, PA 18104

**OPTIONAL DOCUMENTATION:**

**FLORIDA CERTIFIED BUSINESS ENTERPRISE**

If your company is a Certified Business Enterprise (MBE, WBE, or VBE) within the State of Florida, please provide your certification at the time of enrollment. For information on the CBE certification process, please visit the Florida Office of Supplier Diversity website at [https://www.dms.myflorida.com/agency\\_administration/office\\_of\\_supplier\\_diversity\\_osd/get\\_certified](https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified).

**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.