

Computer Aid, Inc.

Managed Service Provider | Arkansas IT MSP Program

CRITERIA FOR PARTICIPATION

Arkansas IT Contingent Labor Contract

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HOW TO REGISTER

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

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

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

REQUIRED DOCUMENTATION

All required documentation that can expire must be renewed throughout the life of the contract. The Supplier Management Portal will send automated emails when documents are nearing expiration. Your company is responsible for uploading current documents prior to expiration. Failure to do so will result in inactivation from the program.

1. 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

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. For questions, or to receive additional copies of your registration certificate, please call: 501-682-3409 or 888-233-0325.

2. 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.

3. 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: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

4. Certificate of Insurance (COI)

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
Commercial General Liability	Per Occurrence	\$1 Million
	Personal and Advertising	\$1 Million
	Products-Completed Ops	\$2 Million
	General Aggregate	\$2 Million
Automobile Liability (for Owned, Hired, and Non-Owned Automobiles)	Each Accident	\$1 Million
Employers Liability	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000
Umbrella Insurance	Total	\$2 Million
Network Security and Privacy Liability	Per Occurrence	\$2 Million
	Annual Aggregate	\$2 Million
Workers Compensation		In compliance

5. Contract and Grant Disclosure and Certification

Please complete and sign the form located at:

https://www.sos.arkansas.gov/uploads/Contract_and_Grant_Disclosure_and_Certification_Form.pdf

Note: This certification is good for one (1) year, and proof of completion must be submitted to CAI on an annual basis.

6. Combined Certifications for Contracting with the State of Arkansas

Please complete the Combined Certifications document located at:

<https://www.cai.io/media/documents/msp/ar/Combined-Certifications-Form-081925.pdf>

Note: This certification is good for one (1) year, and proof of completion must be submitted to CAI on an annual basis.

Note: All expiring documents must be renewed proactively. The portal sends automated reminders, but failure to upload prior to expiration will result in inactivation from the program.

CERTIFICATE HOLDER

CAI shall be listed as the Certificate Holder reflecting the following details:

Computer Aid, Inc.

Attn: Insurance Dept.
1390 Ridgeview Drive
Allentown, PA 18104

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: <https://www.arkansasedc.com/business-resources/entrepreneurial-resources/small-business-resources>

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 via the Contact Us option within the Supplier Management Portal.

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