AR IT Contingent Labor MSP
Managed by CAI

FIXED PRICE, DELIVERABLES-BASED STATEMENT OF WORK INVOICING PROCESS

This document details the fixed price, deliverables-based **statement of work (SOW)** invoicing process for Arkansas's IT Contingent Labor (ITCL) Contract.

METHODS OF SUBMISSION

Please upload your company's invoice to the Vector Service Invoice when submitting for customer approval. If you are unable to do so, email the document to: MSP.Analytics@cai.io

Please note: If sending via email, please send in PDF, Excel, or Word format.

CONTENT

The invoice should contain the following information:

- Date of invoice
- Detailed description of deliverable and deliverable amount
    - o **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from Vector
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom

ADDITIONAL DOCUMENTATION

The only documentation that needs submitted with the invoice is itemized re-billable expenses, if applicable.

PAYMENT TERMS

Invoices are paid net **7** days from CAI's receipt of State payment.

Please note: If there are errors on the invoice and a correction is requested, payment will be issued from the date we receive the correction, not the original submission.

PAYMENT STATUS

CAI's financial system is web-based, and you can obtain access if you do not already. Please contact **accounts.payable@cai.io** for access.

QUESTIONS

Please direct all payment-related questions to **accounts.payable@cai.io**.