

**Computer Aid, Inc.**

Managed Service Provider | Connecticut IT MSP Program

**CRITERIA FOR PARTICIPATION**

Contract #22PSX0086PA

**Connecticut Information Technology Managed Service Provider Contract #22PSX0086PA****HOW TO REGISTER**

Vendors interested in participating in the Connecticut Information Technology Managed Service Provider Contract #22PSX0086PA 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. All documentation must be submitted for the enrollment process to begin. Please know that it can take up to 5 business days for a first response.

**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. Subcontractor Agreement**

Please ensure that you fill out all sections of the subcontractor agreement. The agreement will be sent to your authorized signer through the Supplier Management Portal via DocuSign, and the system will prompt you to provide the authorized signer. It is essential that the agreement is signed by an authorized representative of your company.

**2. 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> During the enrollment process, CAI will process a TIN check.

**3. 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. Insurers must be authorized to do business within the State of Connecticut and have an A.M. Best Company rating of A- / VII or higher.

| Type of Insurance                                                             | Limit                                                         | Amount                              |
|-------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------|
| Commercial General Liability                                                  | Per Person<br>Per Occurrence                                  | \$1,000,000<br>\$2,000,000          |
| Commercial Automobile Liability (for Owned, Hired, and Non-Owned Automobiles) | Per Occurrence                                                | \$1,000,000                         |
| Employer's Liability                                                          | Per Accident<br>Per Employee for Disease<br>Aggregate Disease | \$100,000<br>\$100,000<br>\$500,000 |
| Professional Liability/Errors and Omissions                                   | Per Occurrence<br>Annual Aggregate                            | \$5,000,000<br>\$5,000,000          |
| Privacy & Security (Cyber) Liability                                          | Per Occurrence<br>Aggregate                                   | \$3,000,000<br>\$3,000,000          |
| Crime Insurance (3rd Party Indemnity) or Surety or Fidelity Bond              | Per Occurrence                                                | \$3,000,000                         |
| Worker's Compensation                                                         | State of Connecticut Requirements                             | In Compliance                       |

*Policies should name State of Connecticut as additional insured except for workers' compensation and professional liability and include a waiver of subrogation on all policies except for professional liability insurance.*

*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.

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

## OPTIONAL DOCUMENTATION

### Disadvantaged Business Certification

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

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



## QUESTIONS

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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.

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