

## Computer Aid, Inc.

Managed Service Provider | DC STaR Contract

## CRITERIA FOR PARTICIPATION

DC STaR Contract

### *District of Columbia Strategic Teaming and Resourcing (STaR) 2 Contract*

**PLEASE NOTE: WE ARE ONLY ACCEPTING ENROLLMENTS FOR CBE CERTIFIED VENDORS AT THIS TIME**

## HOW TO REGISTER

Vendors interested in participating in the District of Columbia Strategic Teaming and Resourcing (STaR) 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. 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.

### **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>

### **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 District of Columbia and have an A.M. Best Company rating of A- / VII or higher.

Type of Insurance	Limit	Amount
Commercial General Liability	Per Occurrence	\$1 Million
	Aggregate	\$2 Million
	Personal/Advertising Limit	\$1 Million
	Products-completed Operations	\$2 Million
	Aggregate	
Automobile Liability	Per Occurrence	\$1 Million
Employers Liability	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000
Professional Liability (Errors and Omissions)	Per Occurrence	\$1 Million
	Annual Aggregate	\$2 Million
Crime Insurance (3rd Party Indemnity)	Per Occurrence	\$25,000
Cyber Liability*	Per Occurrence	\$5 Million
	Aggregate	\$5 Million
Workers Compensation	District Requirements	In Compliance

*\*District-certified SBEs are eligible for a reduced coverage amount of \$1 million per occurrence, \$1 million aggregate. This reduced coverage amount is only permissible for SBEs.*

*Policies should name the District of Columbia as additional insured and include a waiver of subrogation.*

*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

### Proof of Certified Business Enterprise Status

Under the STaR Contract, 95% of all spend must be awarded to Certified Business Enterprises (CBEs). If your company is a CBE within the District of Columbia, please provide your certification number and expiration date. In addition, please include all business types listed on your certification (SBE, DBE, etc.). For information on the CBE certification process, please visit the District's Department of Small and Local Business Development at <https://dslbd.dc.gov/page/get-certified>.



## 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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