

Computer Aid, Inc.

Managed Service Provider | Florida IT MSP Program

CRITERIA FOR PARTICIPATION

Florida Temporary Staffing Services Contract

State of Florida Temporary Staffing Services Contract

HOW TO REGISTER

Vendors interested in participating in the State of Florida Temporary Staffing Services 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 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
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 Per Employee for Disease Aggregate Disease	\$500,000 \$500,000 \$500,000
Professional Liability (Errors and Omissions)	Per Occurrence Annual Aggregate	\$1 Million \$2 Million
Crime Insurance (3rd Party Indemnity)	Per Occurrence	\$25,000
Cyber Liability	Per Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation	Florida Requirements	In Compliance

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

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

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

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.

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