

Computer Aid, Inc.

IT Staff Augmentation MSP | Iowa IT MSP Program

CRITERIA FOR PARTICIPATION

Iowa IT Managed Services Contract

Iowa IT Staff Augmentation Managed Service Provider Contract

Please Note: Enrollment for Iowa's IT Managed Services Contract is currently limited to companies that are Iowa-based businesses and Targeted Small Businesses (TSB certified). If you'd like to learn more about the TSB program and see if you qualify, please visit: <https://www.iowaeda.com/small-business/targeted-small-business/>

HOW TO REGISTER

All vendors 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:

Type of Insurance	Limit	Amount
General Liability (including contractual liability) written on an occurrence basis	General Aggregate Products	\$2 Million
	Comp/Op Aggregate	\$2 Million
	Personal Injury Aggregate	\$2 Million
	Each Occurrence	\$1 Million

Excess Liability, umbrella form	Each Occurrence Aggregate	\$1 Million \$1 Million
Technology Errors & Omissions	Each Occurrence Aggregate	\$1 Million \$1 Million
Workers Compensation and Employer Liability	As required by State law Employer Liability	– \$1 Million
Cyber Liability/Network Security	Each Occurrence Aggregate	\$1 Million \$1 Million

Please note: Certificate of Insurance must designate CAI and the State of Iowa as an additional insured on all policies, must include the following endorsement: **“It is hereby agreed and understood that the State of Iowa is named as additional insured, and that the coverage afforded to the State of Iowa under this policy shall be primary insurance. If the State of Iowa has other insurance that is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer’s liability under this policy shall not be reduced by the existence of such other insurance.”**, and it must also be endorsed to include a blanket waiver of subrogation.

4. E-Verify Enrollment

Your company must provide proof of enrollment in the E-Verify program offered through the US Department of Citizenship and Immigration Services. To enroll or for more information on the E-Verify program, please visit <http://www.dhs.gov/e-verify>

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

Targeted Small Business (TSB) Certification

Iowa certified targeted small businesses (TSBs) will be placed in Tier 1 which means they will have access to contract requisitions 12 hours ahead of the rest of the network (Tier 2). If your company is certified as a TSB by the Iowa Department of Inspections and Appeals, please provide a photocopy of your certification. To learn more about the TSB program, please visit: <https://www.iowaeda.com/small-business/targeted-small-business/>

Note: TSB certification is not required to become part of the network.



Iowa-Based Businesses

Vendors with their principal place of business in Iowa will also be placed in Tier 1. To be recognized as Iowa-based, your business must be registered with Iowa's Secretary of State (SOS), and your business' principal address must be an Iowa address.

To verify SOS registration: <http://sos.iowa.gov/search/business>. For SOS registration forms: <http://sos.iowa.gov/business/FormsAndFees.html>. For registration assistance, contact the SOS office at 515-281-5204.

Note: Being an Iowa-based business is not required to become part of the network.

Additional Small/Woman/Minority Business Certifications

If your company is recognized as a small, woman, 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

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>