



CRITERIA FOR PARTICIPATION

Vendors interested in participating in the State of Idaho’s IT Vendor Managed Services program must initially register with CAI through the Supplier Management Portal, via the ‘Register Your Company’ option on the webpage link below. If your company has already registered and has login credentials, you can log directly into the Portal via this link.

<https://cai.service-now.com/sm>

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the Supplier Management Portal. Please note: your enrollment request will not be received by CAI until all required documentation has been submitted within the Portal.

REQUIRED DOCUMENTATION:

Please be aware that this documentation must stay current throughout the life of the contract for your company to actively participate in the program. The Supplier Management Portal will distribute automated alerts when your documentation is nearing expiration or has expired, and your company bears responsibility for maintaining the required documentation. Your company will be inactivated if required documentation is no longer current and may be subject to a fee for reenrollment.

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.

W-9

Please include a signed copy of your company's W-9, using the IRS's most recent version (accessible [here](#)). Be sure to include your company's EIN.

Please note: Vendors must be incorporated and social security numbers are not acceptable as the company EIN.

CERTIFICATE OF INSURANCE

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
<u>Commercial General Liability</u>	Per Occurrence	\$1,000,000
	Aggregate	\$2,000,000
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence	\$1,000,000
	Aggregate	\$1,000,000



<u>Automobile Liability</u>	Per Accident	\$1,000,000
<u>Employers Liability</u>	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000
<u>Workers Compensation</u>	State of Idaho Requirements	In Compliance

Insurance providers must be licensed to conduct business in the State of Idaho and have a rating of A-, Class VII or better by AM Best.

CAI should be listed as the Certificate Holder with the following address:

Computer Aid Inc.
 Attn: Insurance Dept.
 1390 Ridgeview Drive
 Allentown, PA 18104

OPTIONAL DOCUMENTATION:

DISADVANTAGED BUSINESS CERTIFICATION

If your company maintains any disadvantaged business certification(s), please provide them to CAI.

Please note: Certification is not required to enroll in the program. You may provide proof of certification at any time.

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.