

## Idaho IT MSP Contract

*Managed by CAI*

### CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Idaho Information Technology managed Service Provider Contract #22PSX0086PA must initially register with CAI through the Supplier Management Portal, via the link below. If your company has already registered and has login credentials, you can log 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.

All documentation must be submitted for the enrollment process to begin. Please know that it can take up to 7 - 10 business days for a first response.

#### **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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.

#### **SUBCONTRACTOR AGREEMENT**

Please ensure that you fill out all sections of the subcontractor agreement. The agreement will be sent for signature to your chosen signer through our portal using DocuSign. You will need to provide your signer's details. Make sure an official representative from your company signs it.

#### **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.

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

TYPE OF INSURANCE	LIMIT	AMOUNT
<b>Commercial General Liability</b>	Per Occurrence General Aggregate	\$1,000,000 \$2,000,000
<b>Commercial Automobile Liability (for Owned, Hired, and Non-Owned Automobiles)</b>	Per Occurrence	\$1,000,000
<b>Worker's Compensation  Employer's Liability</b>	State of Idaho Requirements Per Accident Per Employee for Disease Aggregate Disease	In Compliance \$1,000,000 \$1,000,000 \$1,000,000
<b>Professional Liability/Errors and Omissions</b>	Per Occurrence Annual Aggregate	\$5,000,000 \$5,000,000
<b>Crime Insurance (3rd Party Indemnity) or Surety or Fidelity Bond</b>	Per Occurrence	\$3,000,000
<b>Privacy &amp; Security (Cyber) Liability</b>	Per Occurrence Aggregate	\$3,000,000 \$3,000,000

Policies should name State of Idaho as an additional insured except for workers' compensation, crime, and professional liability. Waiver of subrogation applies per written contract.

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

Attn: Insurance Department  
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.

Please 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.