CRITERIA FOR PARTICIPATION

CAI State of Idaho Non-IT Workforce Services Program

HOW TO REGISTER

Suppliers interested in participating in the State of Idaho Non-IT Workforce Services Program must initially register with CAI through the CAI Supplier Portal.

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the CAI Supplier Portal. The contents of this document are generated from the State of Idaho Non-IT Exhibit B of the Core Supplier Agreement. We encourage suppliers to reference the contract for additional information regarding the below.

REQUIRED DOCUMENTATION

Please be aware that the following documentation must stay current throughout the life of the contract for your company to actively participate in the program. The CAI Supplier 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 Your company will move to a 'noncompliant' status with access restriction if required documentation is no longer current.

☐ **Core Supplier Agreement** — Executed during registration and applies to all program enrollments.

☐ **W-9** — Signed copy, current IRS version, with a valid company TIN, submitted during registration.

☐ **Certificate of Insurance (COI)** — Carrier rated A- / VII (A.M. Best) or higher. **Refer to Exhibit B of the agreement for full coverage details and policy requirements.**

Insurance Types Required:

- **Commercial General Liability**
  - – Per Occurrence: $1,000,000
  - – Aggregate: $2,000,000
  - – Must Include: Premises Operations
  - – Must Include: Independent Contractors
  - – Must Include: Products-Completed Ops
  - – Must Include: Contractual Liability
  - – Additional Insured: The State of Idaho, its officers, agents, divisions and employees
  - – Waiver of Subrogation in favor of the State of Idaho
  - – Primary Non-Contributory (Endorsement Required)
- **Commercial Auto Liability (Owned, Hired, and Non-Owned) (if required)**
  - – Each Accident: $1,000,000
  - – Additional Insured: The State of Idaho, its officers, agents, divisions and employees
  - – Waiver of Subrogation in favor of the State of Idaho
  - – Primary Non-Contributory (Endorsement Required)

CAI Headquarters
1390 Ridgeview Drive
Allentown, PA 18104

www.cai.io
SM.PortalHelp@cai.io

- **Workers' Compensation & Employers' Liability**
  - Workers' Comp: Per Statute
  - Employers' Liability, Per Accident: $1,000,000
  - Employers' Liability, Disease (Aggregate): $1,000,000
  - Employers' Liability, Per Employee: $1,000,000
  - Additional Insured: The State of Idaho, its officers, agents, divisions and employees
  - Waiver of Subrogation in favor of the State of Idaho
  - Primary Non-Contributory (Endorsement Required)

↳ ***Certificate Holder —*** *you must list CAI on the COI as follows:*

Computer Aid, Inc.
Attn: Governance, Risk & Compliance
1390 Ridgeview Drive
Allentown, PA 18104
insurance@cai.io

Note: All expiring documents must be renewed proactively. The portal sends automated reminders before documents expire. If a supplier fails to upload updated documentation prior to expiration, access will be restricted.

OPTIONAL DOCUMENTATION

Diversity / Small Business Certification

If your company holds a state or federally recognized small business, minority-owned, woman-owned, veteran-owned, or other diversity certification, you are welcome to submit proof of certification for CAI's records.

QUESTIONS

If you have any questions about the enrollment process, please email the Supplier Management team at: SM.PortalHelp@cai.io.