

## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the New Jersey IT Staff Augmentation Services Contract 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.

### **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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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 to your authorized signer through the supplier management portal via DocuSign, and the system will prompt you to provide the authorized signer. It is essential that the agreement is signed by an authorized representative of your company.

### **PROOF OF NEW JERSEY BUSINESS REGISTRATION**

Please provide us with a copy of your New Jersey Business Registration certificate. To see if your company is registered and obtain an electronic copy of your certificate, check the State's on-line registration system at [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)

To learn more about the registration process and to register online, please go to [www.nj.gov/treasury/revenue/gettingregistered.shtml](http://www.nj.gov/treasury/revenue/gettingregistered.shtml)

Here are some key points to remember while completing the registration process:

- The fee to register your business goes to the State of New Jersey, not CAI.
- The State of New Jersey requires every business to have a New Jersey physical address (not a P.O. Box). If you do not have an office in the State, you can use a Registered Agent service. The purpose of a Registered Agent is to provide a legal address so that New Jersey can send all official documents, such as tax notices and annual reports. In many cases, the registered agent will be able to assist you in the registration process. You can find registered agents by using any search engine (i.e. Google, Yahoo).



- If you have any questions about the registration process, please contact the New Jersey Division of Revenue at 609-292-9292. Choose option “1” to speak to a representative who can answer your questions about the registration process.

## 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>

## 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
Commercial General Liability	Per Occurrence	\$1,000,000
	Aggregate	\$2,000,000
Commercial Automobile Liability (for Owned, Hired, and Non-Owned Automobiles)	Per Occurrence	\$1,000,000
Employer's Liability	Per Accident	\$1,000,000
	Per Employee for Disease	\$1,000,000
	Aggregate Disease	\$1,000,000
Professional Liability/Errors and Omissions	Per Occurrence Annual	\$5,000,000
	Aggregate	\$5,000,000
Crime Insurance (3rd Party Indemnity) or Surety or Fidelity Bond	Per Occurrence	\$3,000,000
Privacy & Security (Cyber) Liability	Per Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Worker's Compensation	State of New Jersey Requirements	In Compliance

Additionally, your company must possess **Worker's Compensation** coverage in accordance with State of New Jersey requirements.





# NJ IT Staff Augmentation MSP

Managed by CAI

The Supplier waives and agrees to require their insurer to waive their rights of subrogation against the State of New Jersey and Contractor.

The above-required Commercial General Liability and Automobile Liability Insurance policy or its equivalent shall name the State, its officers, and employees as “Additional Insureds” and include the blanket additional insured endorsement or its equivalent.

Please note: The State of New Jersey and CAI, Inc. must be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly under or in connection with this Contract with the following address:

1390 Ridgeview Drive  
Allentown, PA 18104

## **OPTIONAL DOCUMENTATION:**

### **MWBE, SBE, VOB AND OTHER CERTIFICATIONS**

If your company is certified as a Small, Minority, Woman, Veteran-owned Business Enterprise, or other diverse-owned business certification through the State of New Jersey, please submit proof of certification.

To apply for one or more certifications, please go to the following website:

**<https://business.nj.gov/pages/certifications>**

**Please note:** This contract does not require certification to become an active vendor.

## **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.