

Computer Aid, Inc.

Managed Service Provider | New Mexico IT MSP Program

CRITERIA FOR PARTICIPATION

Contract #22PSX0086AA

New Mexico Information Technology Managed Service Provider Contract #22PSX0086AA

HOW TO REGISTER

Vendors interested in participating in the New Mexico Information Technology Managed Service Provider Contract #22PSX0086AA 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. 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.

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 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.

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> During the enrollment process, CAI will process a TIN check.

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

Type of Insurance	Limit	Amount
Commercial General Liability	Per Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Commercial Automobile Liability	Per Occurrence	\$1,000,000
Umbrella	Aggregate	\$1,000,000

Workers Compensation and Employer Liability	Per Accident Per Employee for Disease Aggregate Disease	\$1,000,000 \$1,000,000 \$1,000,000
Professional Liability/Errors and Omissions	Per Occurrence Aggregate	\$5,000,000 \$5,000,000
Privacy & Security (Cyber) Liability	Per Occurrence Aggregate	\$3,000,000 \$3,000,000
Crime Insurance (3rd Party Indemnity) or Surety or Fidelity Bond	Per Occurrence	\$3,000,000

Policies should name the State of New Mexico, General Services Department and CAI, Inc. as an additional insured except for professional liability, cyber liability, and crime policies.

The certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance, and it must also be endorsed to include a blanket waiver of subrogation.

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.

Attn: Insurance Dept
1390 Ridgeview Drive
Allentown, PA 18104

OPTIONAL DOCUMENTATION

Disadvantaged Business Certification

Please provide proof of such certification if your company is recognized as a small, woman, veteran-owned, or minority-owned business through any state or federal program.

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 CWS Vendor Management Team via the Contact Us option within the Supplier Management Portal.

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