

## CRITERIA FOR PARTICIPATION

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Vendors invited to participate in the Sourcewell® IT Cooperative Purchasing (formerly NJPA) 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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 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. 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. Insurers must be authorized to do business within the State of Minnesota.

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Per Occurrence	\$1.5 Million
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence	\$1 Million
	Annual Aggregate	\$2 Million
<u>Employers Liability</u>	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000

OR

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Per Occurrence	\$1.5 Million
<u>Umbrella Policy</u>	In combination with CGL	
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence	\$1 Million
	Annual Aggregate	\$2 Million
<u>Employers Liability</u>	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000

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

1390 Ridgeview Drive  
Allentown, PA 18104

## 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.