

CRITERIA FOR PARTICIPATION

Vendors invited to participate in the Sourcewell® Cooperative Purchasing 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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 having an "AM BEST" rating of A- or better:

TYPE OF INSURANCE	LIMIT	AMOUNT
Commercial General Liability (CGL)	Per Occurrence Aggregate	\$1 Million \$2 Million
Commercial Auto Liability (Auto)	Combined Single Limit	\$1 Million
Umbrella (Employer's Liability, CGL, and Auto)	Aggregate	\$2 Million
Worker's Compensation and Employer's Liability	Per Accident Policy Limit Per Employee	\$1 Million \$1 Million \$1 Million
Professional Liability / Errors and Omission	Per Occurrence / Aggregate	\$5 Million
Crime Liability	Per Occurrence	\$3 Million
Cyber / Network Privacy Liability	Per Occurrence / Aggregate	\$3 Million

Policies should name the Sourcewell and its Participating Entities as additional insured and include a waiver of subrogation.

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.