

Computer Aid, Inc.

IT Staff Augmentation MSP | Sourcewell IT Cooperative

CRITERIA FOR PARTICIPATION

Sourcewell® IT Cooperative Purchasing

Sourcewell® IT Cooperative Purchasing Contract**HOW TO REGISTER**

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.

The Required Documentation outlined in this Criteria for Participation must be submitted as part of your enrollment within the Supplier Management Portal.

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 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.

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>

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.

Type of Insurance	Limit	Amount
Commercial General Liability	Per Occurrence	\$1.5 Million
Professional Liability (Errors and Omissions)	Per Occurrence Annual Aggregate	\$1 Million \$2 Million
Employers Liability	Per Accident Per Employee for Disease Aggregate Disease	\$500,000 \$500,000 \$500,000

OR

Type of Insurance	Limit	Amount
Commercial General Liability Umbrella Policy	Per Occurrence In combination with CGL	\$1.5 Million
Professional Liability (Errors and Omissions)	Per Occurrence Annual Aggregate	\$1 Million \$2 Million
Employers Liability	Per Accident Per Employee for Disease Aggregate Disease	\$500,000 \$500,000 \$500,000

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.

CAI
Attn: Insurance Dept.
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.

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