CRITERIA FOR PARTICIPATION

Vendors interested in participating in the Commonwealth of Virginia's IT Contingent Labor Program must initially register with CAI through the Supplier Management Portal, via the 'Register Your Company" option on the webpage link below. If your company has already registered and has login credentials, you can log directly 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. Please note: your enrollment request will not be received by CAI until all required documentation has been submitted within the 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. Your company will be inactivated if required documentation is no longer current.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.

Please note: Vendors interested in competing for SOW requirements must already be pre-qualified for a specific Specialty Area(s). If you aren't currently pre-qualified, you can attempt to do so during the next posted qualification period.

W-9

Please include a signed copy of your company's W-9, using the IRS's most recent version (accessible here). Be sure to include your company's EIN. **Please note:** Vendors must be incorporated and social security numbers are not acceptable as the company EIN.

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 Commonwealth of Virginia and have an A.M. Best Company rating of A- / VII or higher.

TYPE OF INSURANCE	LIMIT	AMOUNT
Commercial General Liability	Per Occurrence	$1 Million
Employers Liability	Aggregate	$100,000

Professional Liability (Errors and Omissions)	Per Occurrence	$2 Million
Cyber Liability	Per Occurrence	$1 Million
Workers Compensation	Commonwealth Requirements	In Compliance

Policies should name the Commonwealth of Virginia as additional insured and include a waiver of subrogation.

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

> 1390 Ridgeview Drive
> Allentown, PA 18104

E-VERIFY ENROLLMENT

Your company must provide proof of enrollment in the E-Verify program offered through the US Department of Citizenship and Immigration Services. To enroll or for more information on the E-Verify program, please visit http://www.dhs.gov/e-verify

STATE CORPORATION COMMISSION (SCC) ID NUMBER

All vendors must have an active registration with the Virginia SCC. Please provide the ID number for your company listed within the SCC eFile system. Additional information on the SCC eFile system is available at: https://www.scc.virginia.gov/clk/bussrch.aspx

OPTIONAL DOCUMENTATION:

SWAM CERTIFICATION

If your company is certified as a small, woman, and/or minority-owned (SWaM) business through the Commonwealth of Virginia, please submit proof of certification. Please also indicate if you have the SWaM Micro Business Designation and/or the Service Disabled Veteran Designation. If you would like to learn more about becoming a SWaM or these SWaM designations, please go to https://www.sbsd.virginia.gov/certification-division/ for complete details.

Please note: Certification is not required to become an active vendor under this contract.

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.