

Computer Aid, Inc.

IT Contingent Labor MSP | Virginia IT MSP Program

CRITERIA FOR PARTICIPATION

Commonwealth of Virginia IT Contingent Labor

Commonwealth of Virginia IT Contingent Labor Program

Please Note: Enrollment as a subcontractor in CAI's staff augmentation network is currently limited to companies that are certified by the Virginia Department of Small Business and Supplier Diversity as small, women-owned, and/or minority-owned (SWaM). Information about SWaM certification is available at <https://sbsd.virginia.gov/certification-division/swam/>.

HOW TO REGISTER

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.

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.

Portal: <https://cai.service-now.com/sm>

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 Your company will be inactivated if required documentation is no longer current.

1. Subcontractor Agreement

The subcontractor agreement is available for review on our program website at <https://www.cai.io/services/contingent-workforce-solutions/virginia>. When completing your enrollment tasks in the Supplier Management Portal, you will provide the contact information for your authorized company representative who should receive the agreement. The subcontractor agreement will be routed to this representative for signature via Docusign after all other enrollment documentation has been approved.

Please note: Vendors enrolling for the SOW program must have been previously pre-qualified and approved to participate during CAI's open enrollment period. If you aren't currently pre-qualified, you can attempt to do so during the next posted qualification period.

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. Please note: Vendors must be incorporated and social security numbers are not acceptable as the company EIN.

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 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	\$1,000,000
Professional Liability (Errors and Omissions)	Per Occurrence	\$2,000,000
Privacy & Security (Cyber) Liability	Per Occurrence	\$1,000,000 (SWaM-certified) \$5,000,000 (all others)
Workers Compensation	Per Statute	In Compliance

* CAI requires that ALL companies carry workers’ compensation insurance regardless of the number of employees, in compliance with the applicable statutory requirements of the Commonwealth of Virginia.

Policies must name the Commonwealth of Virginia (Customer), CAI, subsidiaries, directors, officers and employees as additional insured on a primary/non-contributory basis, and include a waiver of subrogation.

Note: Cyber Liability coverage is tiered by SWaM certification status. Vendors certified as Small, Micro, Women-owned, or Minority-owned by the Virginia Department of Small Business and Supplier Diversity (SBSD) require \$1,000,000 per occurrence. All other vendors require \$5,000,000 per occurrence.

4. 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>

5. 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>

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

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.

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.

Portal: <https://cai.service-now.com/sm>