

WMATA ITCL Contract

Managed by CAI

CRITERIA FOR PARTICIPATION

Vendors interested in participating in the Washington Metropolitan Area Transportation Authority (WMATA) Information Technology Contingent Labor Managed Services 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.

All documentation must be submitted for the enrollment process to begin. Please know that it can take *up to 5 business days for a first response*.

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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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 ensure that you fill out all sections of the subcontractor agreement. The agreement will be sent to your authorized signer through the supplier management portal via DocuSign, and the system will prompt you to provide the authorized signer. It is essential that the agreement is signed by an authorized representative of your company.

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>

During the enrollment process, CAI will process a TIN check.

WMATA ITCL Contract

Managed by CAI

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 District of Columbia and have an A.M. Best Company rating of A- / VII or higher.

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Each Occurrence Limit	\$1,000,000
	General Aggregate Limit	\$2,000,000
	Products-Completed Operations Limit	\$1,000,000
<u>Business Automobile Liability</u>	Combined Single Limit	\$500,000
<u>Employers Liability</u>	Each Accident	\$500,000
	Disease Policy Limit	\$500,000
	Disease Each Employee	\$500,000
<u>Professional Liability (Errors and Omissions)</u>	Each Claim	\$2,000,000
<u>Cyber Liability</u>	Each Claim	\$2,000,000
<u>Workers Compensation</u>	WMATA Requirements	In Compliance

Policies should name WMATA and its Board of Directors as additional insured except for workers' compensation and professional liability and include a waiver of subrogation on all policies except for professional liability insurance.

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

1390 Ridgeview Drive
Allentown, PA 18104

OPTIONAL DOCUMENTATION:

DISADVANTAGED BUSINESS CERTIFICATION

If your company is recognized as a small, woman, veteran-owned, or minority-owned business through any state or federal program, please provide proof of such certification.

Please note: This is not necessary to become part of the network.

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.