

Computer Aid, Inc.

WMATA ITCL Contract | WMATA MSP Program

CRITERIA FOR PARTICIPATION

WMATA ITCL Contract

Washington Metropolitan Area Transportation Authority (WMATA) IT Contingent Labor Managed Services Contract

HOW TO REGISTER

Vendors interested in participating in the Washington Metropolitan Area Transportation Authority (WMATA) IT Contingent Labor Managed Services Contract must initially register with CAI through the Supplier Management Portal. 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. 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.

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 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.

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

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

Type of Insurance	Limit	Amount
Commercial General Liability	Each Occurrence Limit General Aggregate Limit Products-Completed Operations Limit	\$1,000,000 \$2,000,000 \$1,000,000
Business Automobile Liability	Combined Single Limit	\$500,000
Employers Liability	Each Accident Disease Policy Limit Disease Each Employee	\$500,000 \$500,000 \$500,000
Professional Liability (Errors and Omissions)	Each Claim	\$2,000,000
Cyber Liability	Each Claim	\$2,000,000
Workers Compensation	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.

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

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.

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.

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