

CRITERIA FOR PARTICIPATION

Vendors interested in participating in the Arkansas IT Contingent Labor Contract must initially enroll with the CAI MSP Vendor Management Team by returning the required documentation outlined in this document. The required documentation must be maintained in order to remain active in the network.

All documentation can be returned via mail or email.

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc., Attn: MSP Vendor Management 3801 Paxton Street Harrisburg, PA 17111
Email	MSP_VendorMgmt@compaid.com

REQUIRED DOCUMENTATION:

Please be aware that this documentation must stay current throughout the life of the contract in order for your company to actively participate. CAI will perform periodic audits to ensure compliance, but your company bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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. 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: <http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>



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:

TYPE OF INSURANCE	LIMIT	AMOUNT
Comprehensive General Liability	General Aggregate	\$2 Million

Additionally, your company must possess **Workers Compensation** coverage in accordance with Arkansas requirements.

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

3801 Paxton Street
Harrisburg, PA 17111

MARKETING LITERATURE

Please provide one of the following marketing items:

- Evidence of a working website
- Published brochure
- Published write-up of company's business offerings
- Image of your company's phone number from the phone book

OPTIONAL DOCUMENTATION:

SMALL-/WOMAN-/MINORITY-OWNED BUSINESS CERTIFICATION

If your company is certified as a small-, woman-, or minority-owned business through any state or federal governmental agency, including Arkansas, please submit proof of certification.

If you would like to learn about becoming a certified minority-owned business in the state of Arkansas, please contact the Arkansas Economic Development Commission, Small and Minority Business

Department at **1-800-275-2672**. You can also visit their website:

<http://www.arkansasedc.com/divisions/small-and-minority-business>

QUESTIONS:

If you have any questions about the enrollment process, please contact CAI's MSP Vendor Management Team by email: MSP_VendorMgmt@compaid.com or by phone: **800-635-5138**.