

CRITERIA FOR PARTICIPATION

Vendors interested in participating in the District of Columbia IT Pipeline 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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.

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>

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



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- VIII or higher.

TYPE OF INSURANCE	LIMIT	AMOUNT
<u>Commercial General Liability</u>	Per Occurrence	\$1 Million
	Aggregate	\$2 Million
<u>Automobile Liability</u>	Per Occurrence	\$1 Million
<u>Employers Liability</u>	Per Accident	\$500,000
	Per Employee for Disease	\$500,000
	Aggregate Disease	\$500,000
<u>Professional Liability (Errors and Omissions)</u>	Per Occurrence	\$1 Million
	Annual Aggregate	\$2 Million

Additionally, your company must possess **Workers Compensation** coverage in accordance with District of Columbia requirements.

Policies should name the District of Columbia as additional insured and include a waiver of subrogation.

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

3801 Paxton Street
 Harrisburg, PA 17111

OPTIONAL DOCUMENTATION:

PROOF OF CERTIFIED BUSINESS ENTERPRISE STATUS

Under the IT Pipeline Contract, 95% of all spend must be awarded to Certified Business Enterprises (CBEs). If your company is a CBE within the District of Columbia, please provide your certification number and expiration date. In addition, please include all business types listed on your certification (SBE, DBE, etc.). For information on the CBE certification process, please visit the District’s Department of Small and Local Business Development at <https://dslbd.dc.gov/page/get-certified>.

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**.