

## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Iowa IT Staff Augmentation Services 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, fax, or email.**

| METHOD OF SUBMISSION |   |
|----------------------|---|
| <b>Mail</b>          | Computer Aid, Inc., Attn: MSP Vendor Management<br>3801 Paxton Street<br>Harrisburg, PA 17111 |
| <b>Fax</b>           | 717-651-3202, Attn: MSP Vendor Management   |
| <b>Email</b>         | 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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, including:

- Date and company name in the very first paragraph of the agreement
- Contact information in the **Notices** section on page 6
- Company name, authorized representative information, date, and payment terms on page 8

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>

## 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      |
|---|----------------------------|-------------|
| General Liability written on an occurrence basis<br>(Must include a Blanket Waiver of Subrogation)  | General Aggregate          | \$2 Million |
|   | Products-Comp/Op Aggregate | \$1 Million |
|   | Personal Injury            | \$1 Million |
|   | Each Occurrence            | \$1 Million |
| Automobile Liability written on an occurrence basis<br>(Required only if Subcontractor resources are operating vehicles owned by Subcontractor or Customer) | Combined single limit      | \$1 Million |
| Excess Liability/Umbrella Form  | Each Occurrence            | \$1 Million |
|   | Aggregate                  | \$1 Million |
| Property Damage   | Each Occurrence            | \$1 Million |
|   | Aggregate                  | \$1 Million |

**Please note:** CAI should be listed as the Certificate Holder, and the State of Iowa should be listed as an additional insured. CAI's address is as follows:

3801 Paxton Street  
Harrisburg, PA 17111

## WORKERS' COMPENSATION INSURANCE

Please provide proof of Workers' Compensation Coverage, as required by the State of Iowa.

## 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

## 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>

## **OPTIONAL DOCUMENTATION:**

### **TARGETED SMALL BUSINESS (TSB) CERTIFICATION**

Iowa certified targeted small businesses (TSBs) will be placed in Tier 1 which means they will have access to contract requisitions 12 hours ahead of the rest of the network (Tier 2).

If your company is certified as a TSB by the Iowa Department of Inspections and Appeals, please provide a photocopy of your certification.

If you'd like to learn more about the TSB program and see if you qualify, please go to the following website: <https://dia.iowa.gov/tsb/>

Please note: TSB certification is not required to become part of the network.

### **IOWA-BASED BUSINESSES**

Vendors with their principal place of business in Iowa will also be placed in Tier 1. To be recognized as Iowa-based, your business must be registered with Iowa's Secretary of State (SOS), and your business' principal address must be an Iowa address.

To determine if your business is registered with the SOS, please go to the following website: [http://sos.iowa.gov/search/business/\(S\(bebsh145dlhrqha00kn3e5u5\)\)/search.aspx](http://sos.iowa.gov/search/business/(S(bebsh145dlhrqha00kn3e5u5))/search.aspx). You can find the address to which your business is registered by looking at the *Home Office* section of the *Summary Results*.

To locate the forms needed for SOS registration, please go to the following website:

<http://sos.iowa.gov/business/FormsAndFees.html>

If you need registration assistance, please contact the SOS office at 515-281-5204.

Please note: Being an Iowa-based business is not required to become part of the network.

### **ADDITIONAL SMALL/WOMAN/MINORITY BUSINESS CERTIFICATIONS**

If your company is recognized as a small, woman, 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 by email: [MSP\\_VendorMgmt@compaid.com](mailto:MSP_VendorMgmt@compaid.com) or by phone: [800-635-5138](tel:800-635-5138).