

CRITERIA FOR PARTICIPATION

Vendors interested in participating in the Delaware 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	
Mail	Computer Aid, Inc., Attn: MSP Vendor Management 3801 Paxton Street Harrisburg, PA 17111
Fax	717-651-3202, Attn: MSP Vendor Management
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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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, including:

- Date and company name in the very first paragraph of the agreement
- Contact information on the bottom of page 7
- Company name, authorized representative information, date, and payment terms on page 9

The agreement must be signed by an authorized representative of your company. Electronic signatures are acceptable.

DELAWARE BUSINESS LICENSE

Please provide us with a copy of your Delaware Business License.

To learn more about the process and/or register for your license, visit the One Stop Business Registration and Licensing System site,
<https://onestop.delaware.gov/osbrlpublic/Home.jsp>

If you choose to start the process on-line, click on the **Initial Registration and New License** link on the bottom of the One Stop site. Be sure to answer **No** to the first question, "Are you applying for bidding purposes only?"

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:

Comprehensive General Liability Insurance

Your company must possess Comprehensive General Liability (CGL) with a minimum aggregate amount of \$1,000,000

Professional Liability/Errors and Omissions

Your company must possess Professional Liability/Errors and Omissions with a minimum amount of \$1,000,000 per occurrence/\$3,000,000 aggregate.

Automobile Liability Insurance

In certain circumstances, your company must possess automobile insurance if any of your resources are assigned to an engagement in which they are driving vehicle(s) owned either by your company or the State of Delaware. In these circumstances, you must possess automobile insurance with a minimum of \$100,000 per person/\$300,000 per accident for bodily injury and a minimum of \$25,000 per accident for property damage.

Worker's Compensation Insurance

Your company must possess Workers' Compensation coverage in accordance with DE guidelines.

Please note: Computer Aid, Inc. should be listed as the Certificate Holder. In addition, the expiration date on the certificate must be at least thirty days from today's date.

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:

DELAWARE SMALL BUSINESS CERTIFICATION

If your company is registered as a small business (less than or equal to \$25 million in average annual receipts) with a Delaware physical address in the Federal Central Contractor Registration (CCR) database, please submit proof of certification.

To learn more about the process and/or to register your company, visit <https://www.bpn.gov/ccr/default.aspx> and click on the **Start New Registration** link. This website also contains program information, registration details, and answers to frequently asked questions (FAQs).

Please note: Certification is not required to become an active vendor under this contract.

DELAWARE M/WBE CERTIFICATION

If your company is certified by Delaware's Office of Supplier Diversity (OSD) as a minority-, veteran-, and/or woman-owned business enterprise (M/WBE), please submit proof of certification.

If you'd like to learn more about becoming certified, please go to OSD's website, <http://gss.omb.delaware.gov/osd/certify.shtml>, for details. The **Certification Application** located on the aforementioned website details the criteria for certification.

Please note: Certification is not required to become an active vendor under this contract.

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.