



CRITERIA FOR JOINING

Vendors interested in participating in the Pennsylvania IT Staff Augmentation Contract must provide the CAI Vendor Management Team with the following documentation.

Please note: All documentation can be returned via mail, fax, or email.

METHOD OF SUBMISSION	
Mail	Computer Aid, Inc. Attn: Vendor Administrator 470 Friendship Road, Suite 300 Harrisburg, PA 17111
Fax	717-651-3182, Attn: Vendor Administrator
Email	CWOPA_Help@compaid.com

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, and the signature **can't** be electronic.

For more information on the Master Agreement between Pennsylvania and CAI, please go to the **Join** section of the PA IT Staff Augmentation web portal (<http://paitstaffing.compaid.com>) and click on the link entitled **Master Agreement**.

PENNSYLVANIA BMWBO CERTIFICATION

If you are a small disadvantaged business certified by the Pennsylvania Bureau of Minority and Women Business Opportunities (BMWBO), please submit a photocopy of your BMWBO certification.

In addition, please provide the following:

- A statement that attests to the fact that your business has no more than 100 full-time or full-time equivalent employees
- A copy of your most recent tax return or audited financial statement that proves that your gross annual revenues are less than \$20 million for a non-IT firm **OR** \$25 million for an IT firm

If you would like to learn about becoming certified in Pennsylvania, please go to the following website for complete details:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=1360&PageID=245999&mode=2>

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



U.S. SMALL BUSINESS CERTIFICATION

To be recognized as a U.S. Small Business under this contract, please provide us with the following documentation:

- Proof of U.S. citizenship
- Proof of 8a certification from the U.S. Small Business Administration **OR** a form from the U.S. SBA proving small business certification
- A statement that attests to the fact that your business has no more than 100 full-time or full-time equivalent employees
- A copy of your most recent tax return or audited financial statement that proves that your gross annual revenues are less than \$20 million for a non-IT firm **OR** \$25 million for an IT firm

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

W-9

Please provide a copy of your company's W-9. Be sure to include your company's EIN.

CERTIFICATE OF INSURANCE

Please provide a certificate of insurance that includes the following levels of coverage.

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.

Comprehensive General Liability Insurance

Your company must possess Comprehensive General Liability (CGL) insurance with a minimum amount of \$2,000,000.

Workers' Compensation Insurance

Your company must possess the following Worker's Compensation coverage:

- \$100,000 Each Accident
- \$500,000 Disease- Policy limit
- \$100,000 Disease- Each employee

MARKETING LITERATURE

Please provide one or more 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

If you have any questions, please contact the CAI Pennsylvania IT Staff Augmentation Help Desk by email: CWOPA_Help@compaid.com or by phone: 800-635-5138 or 717-651-3221.