

CRITERIA FOR JOINING

Vendors interested in participating in the Pennsylvania Enterprise IT Staff Augmentation Services Contract must provide the CAI MSP Operations 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: MSP Operations 470 Friendship Road, Suite 300 Harrisburg, PA 17111
Fax	717-651-3202, Attn: MSP Operations
Email	MSPNetwork_Help@compaid.com

SUBCONTRACTOR AGREEMENT

Please be sure to complete all parts of the subcontractor agreement, including the:

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

Please note: 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 DGS CERTIFICATION

If you are certified as a small disadvantaged business by the Pennsylvania Department of General Services, please submit a photocopy of your active certification.

In addition, please provide the following:

- A statement on company letterhead **OR** a copy of your most recent IRS Form 941 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 federal tax return, audited financial statement, **OR** a letter from a certified public accountant that states 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: While we encourage you to become certified as a small disadvantaged business by DGS if you qualify, you don't need to do so to become part of the network for this contract.

U.S. 8(A) SMALL BUSINESS CERTIFICATION

If you are certified as an 8(a) small business through the U.S. Small Business Administration, please submit a photocopy of your active certification.

In addition, please provide the following documentation:

- Proof of U.S. citizenship (a copy of certificate of US citizenship, a certificate of naturalization, a birth certificate, a tribal card, or a passport)
- A statement on company letterhead **OR** a copy of your most recent IRS Form 941 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 federal tax return, audited financial statement, **OR** a letter from a certified public accountant that states 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 as an 8(a) small business, please go to the following website for complete details:

<http://www.sba.gov/content/8a-business-development>

Please note: While we encourage you to become certified as an 8(a) small business (if you qualify), you don't need to do so to become part of the network for 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 CAI's MSP Help Desk by email: MSPNetwork_Help@compaid.com or by phone: 800-635-5138.