

## CRITERIA FOR PARTICIPATION

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Vendors interested in participating in the Michigan IT Contingent Labor 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bears responsibility for maintaining the required documentation and will be inactivated if required documentation is no longer current.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:

TYPE OF INSURANCE	LIMIT	AMOUNT
Commercial General Liability	Each Occurrence	\$1 Million
	Personal & Advertising Injury	\$1 Million
	General Aggregate	\$2 Million
	Products/Completed Operations	\$2 Million
Umbrella OR Excess Liability	General Aggregate	\$5 Million
Automobile Liability (required if resource will be operating a State-owned vehicle, will be noted on requirement.)	Each Occurrence	\$1 Million
Employers Liability	Each Accident	\$500,000
	Each Employee by Disease	\$500,000
	Aggregate Disease	\$500,000
Privacy and Security Liability (Cyber Liability)	Each Occurrence	\$1 Million
	Annual Aggregate	\$1 Million
Professional Liability (Errors and Omissions)	Each Occurrence	\$1 Million
	Annual Aggregate	\$1 Million

Additionally, your company must possess **Workers Compensation** coverage in accordance with Michigan requirements.

Policies should name “**the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents**” as additional insureds.

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

3801 Paxton Street  
Harrisburg, PA 17111

### **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**.