

## CRITERIA FOR JOINING

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Vendors interested in participating in the New Jersey IT Staff Augmentation 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	
<b>Mail</b>	Computer Aid, Inc., Attn: MSP Operations 470 Friendship Road, Suite 300 Harrisburg, PA 17111
<b>Fax</b>	717-651-3202, Attn: MSP Operations
<b>Email</b>	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 at the bottom of page 6
- Company name, authorized representative information, date, and payment terms on page 9

**Please note:** The agreement must be signed by an authorized representative of your company, and the signature **can't** be electronic.

## PROOF OF NEW JERSEY BUSINESS REGISTRATION

Please provide us with a copy of your New Jersey Business Registration certificate. You can email a copy to [NJ\\_Help@compaid.com](mailto:NJ_Help@compaid.com) or fax it to us at **717-651-3202**.

To see if your company is registered and obtain an electronic copy of your certificate, check the State's on-line registration system at

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

To learn more about the registration process and to register online, please go to

[www.nj.gov/treasury/revenue/gettingregistered.shtml](http://www.nj.gov/treasury/revenue/gettingregistered.shtml)

Here are some key points to remember while completing the registration process:

- The fee to register your business is \$125.
- The State of New Jersey requires every business to have a New Jersey physical address (not a P.O. Box). If you do not have an office in the State, you can use a Registered Agent service. The purpose of a Registered Agent is to provide a legal address so that New Jersey can send all official documents, such as tax notices and annual reports. And, in many cases, the registered agent will be able to assist you in the registration process. You can find registered agents by using any search engine (i.e. Google, Yahoo).
- If you have any questions about the registration process, please contact the New Jersey Division of Revenue at 609-292-9292. Choose option "1" to speak to a representative who can answer your questions about the registration process.

## **SMALL BUSINESS CERTIFICATION**

If your company is certified as a small business through the State of New Jersey, please submit proof of certification. To learn more about becoming a New Jersey-certified small business, please go to the following website for details:

[www.state.nj.us/njbusiness/contracting/sbsa/](http://www.state.nj.us/njbusiness/contracting/sbsa/)

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

## **MINORITY & WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) CERTIFICATION**

If your company is certified as a minority- and/or women-owned business enterprise (MWBE) through the State of New Jersey, please submit proof of certification. To apply for MWBE status, please go to the following website:

[www.state.nj.us/njbusiness/contracting/sbsa/](http://www.state.nj.us/njbusiness/contracting/sbsa/) and click on the **MBE/WBE Certification Application** link underneath the **Quick Finds** section. There is a section at the end of the application that answers some of the most frequently asked questions about the program.

**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 Employer Identification Number (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) with a minimum amount of \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage.

### **Automobile Insurance**

In certain circumstances, your company must possess automobile insurance if its resources assigned to an engagement under this contract are driving vehicle(s) owned either by the Vendor or the State of New Jersey. In these circumstances, the limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit. If this isn't the case, then automobile insurance is not required.

### **Workers' Compensation Insurance**

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

- \$1,000,000 Bodily Injury - Each Occurrence
- \$1,000,000 Disease – Aggregate Limit
- \$1,000,000 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 at [MSPNetwork\\_Help@compaid.com](mailto:MSPNetwork_Help@compaid.com) or 800-635-5138.**