

## Vendor Services Instructions

### **Deadline to submit Complete Vendor Packet, including Vendor Application and Agreement:**

- Semester 1: September 30, 2023
- Semester 2: February 28, 2024

### **Step 1: Vendor Packet Submittal**

The person responsible for completing the following forms is the business owner and/or person responsible for the employees and independent contractors who will be providing services to or in contact with our students.

1. Complete the [Vendor Services Application and Agreement](#)
  - a. Description of Skills/Qualifications (How is provider qualified to provide specific service):  
Degree, certificates, years of experience, years in business, etc.
  - b. Service: Name of service(s) with brief description
    - Price Per Session: ½ hour, hour, lesson, month, semester  
If monthly and not unlimited, be specific as to quantity per week (once per week, twice per week, etc.)
  - c. Initial all five lines of information above the signature line. Checkmarks are not acceptable.
2. Complete the [IRS Form W-9](#)
3. Submit the following for preliminary approval:
  - Vendor Services Application and Agreement
  - IRS Form W-9
  - Copy of Business License or DBA or FBN
  - Copy of Certificate of Commercial General Liability Insurance
  - Copy of Workers' Compensation (if have employees) or Workers' Compensation Acknowledgement (if no employees)
4. Submit **COMPLETE PACKET** To:

Element Education, Inc.  
Attn: Vendor Services  
1441 Montiel Road, Suite 143  
Escondido, CA 92026  
[vendorservices@myelement.org](mailto:vendorservices@myelement.org)

\* Note: Incomplete packets or partial packets may delay processing.

### **Step 2: Preliminary Approval**

Vendor Applicants will be notified via email by Vendor Services regarding preliminary approval status and next steps.

### **Step 3: Background Clearance & Insurance**

Once notified:

#### **1. Background Clearance:**

- a. Provide documentation from the DOJ of your business's approved ORI number and Custodian of Records letter **or**
- b. Complete the Live Scan Fingerprinting (*Please do not proceed with the Live Scan fingerprinting until you have been told to do so by Vendor Services*).

The business owner and/or person responsible for employees who will be in contact with our students must submit the business' ORI documentation or complete the background clearance using our live scan form. This will be the same person on the Vendor Application and the Vendor Agreement. This person must be fingerprinted through a Live Scan agency and must use our provided [Live Scan Form](#).

- Both DOJ and FBI clearance is required. Verify with the live scan agency that you are receiving clearance for both DOJ and FBI.
- Once the Live Scan fingerprinting has been completed, Element will receive the results directly.

\* In accordance with the Education Code Section 45125.1, we require all vendors to have a background clearance conducted through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for everyone who provides services to or who is contact with our students on behalf of the vendor. The vendor must use their own live scan form for these individuals and directly receive their results.

2. Services for Physical Activities: If Applicant's services include physical activities, a Certificate of Liability Insurance naming Element Education, Inc. as additionally insured for \$1,000,000.00 (One Million Dollars) and the Endorsement Page must be provided to Vendor Services.

### **Step 4: Final Approval**

Vendor Applicant will be notified **via email only** when an application has been approved and will receive a welcome packet outlining the vendor payment process.

\* *The Vendor Services Applicant will not be reimbursed for services rendered prior to the approval date.*