

## Vendor Course Instruction Information

### **VCI Program Services**

Vendor Course Instruction (VCI) is the use of outside vendors to supplement and enrich core curriculum content. A vendor course instructor is an individual or a company that contracts with Gorman Learning Charter Network (GLCN) to provide services such as tutoring, science labs, and performing arts classes. Funding cannot be applied to registration and/or material fees [Ed. Code. 51747.3]. GLCN appreciates vendors who waive their registration fees to our students.

Extracurricular activities can cover a wide variety of subjects and activities, GLCN draws upon unique offerings of local community instructors who have individual styles and approaches. As a result of these factors, what GLCN offers through its VCI Program changes from year to year based on the involvement of parents and vendors.

GLCN may not provide to a student, via the VCI Program or other means, any goods or services of monetary value that a school district could not provide to a student under comparable circumstances. GLCN will not necessarily provide all materials or programs available from a particular district school. In addition, not all offerings available from an approved vendor will necessarily be available for use at GLCN.

### **VCI Policy at a Glance**

- ❖ Services must be provided by an approved VCI vendor.
- ❖ Can be used for tutoring services or special workshops to broaden basic knowledge and skills.
- ❖ VCI can only pay for lessons taken during the academic year. (See GLCN Academic Calendar)
- ❖ The student must have a purchase order to start and/or continue receiving vendor services.
- ❖ Parent/Student are advised to contact the vendor to confirm purchase order approval before beginning or continuing services.
- ❖ VCI does not pay for registration and/or material fees [Ed. Code. 51747.3].

### **Purchase Order Requests**

GLCN VCI will not pay for any services for students unless the approval process has been completed. This process ensures that students, the school, and the vendors are all protected from undue financial hardship. Vendors must have an approved purchase order prior to offering services to a GLCN student.

A vendor may **not** expect payment of instruction for GLCN students until they receive an approved purchase order.

### **Vendor Approval Guidelines**

A vendor must provide educationally appropriate services. “Educationally appropriate” describes services that further the educational goals of the school. Vendors, parents or teachers may initiate the VCI approval process. An individual or company is identified that may provide a class or service through GLCN. Their approval process may begin with the completion of VCI application and required documentation.

A prospective vendor must be able to work within the school’s parameters. The school requires vendors to:

#### **Vendor Applicants**

- ❖ Be open to the public
- ❖ Provide services offsite of GLCN facilities.
- ❖ Have a business license, where required
- ❖ Have liability insurance for a minimum of \$1,000,000
- ❖ Clear Live Scan through the Department of Justice
- ❖ Employers must be Applicant Agency with the Department of Justice conducting criminal background checks of all applicants, contractors, employees, and volunteers who have contact with students
- ❖ Be willing to accept Purchase Orders (PO)
- ❖ Submit invoice after contracted services are rendered.
- ❖ A vendor must disclose any relation to employees, students, parents, providers or board members of GLCN, Gorman Joint Unified School District, or Lucerne Valley Unified School District

#### **Requirements for vendors**

New vendors may submit their applications for an approval review. Once approved, new vendors are added to GLCN’s Vendor List, a compilation of approved GLCN vendors for parents to choose outside services.

- ❖ Vendor must be open to the public.
- ❖ Vendors provide services offsite of GLCN.
- ❖ Vendor must complete and submit the forms and documentation required to be approved.
  - Vendor must hold and provide a copy of a current business license. If no business license is held a resume and reason for not having a business license is submitted.
  - Vendor must submit a current completed W-9
  - Vendor must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.
  - Vendor must clear Live Scan through the Department of Justice
  - Vendors that have employees must have requested records from the California Department of Justice as authorized by Education Code Section 45125.1 or Penal Code 11105.3 for all applicants, employees and volunteers that may have a supervisory or disciplinary role in relation to any minor student. In order for a

business to request records (via fingerprinting), a business must be an “Applicant Agency” and have an ORI # with the California Department of Justice. A business which does not meet this requirement will be denied approval as a Vendor Course Instructor. A business wishing to establish as an “Applicant Agency” with the California Department of Justice in order to be authorized to submit background checks as a contractor may do so by contacting the California Department of Justice at <http://oag.ca.gov/fingerprints/agencies>

- Vendors located in and outside of California must have requested and obtained criminal background check information records from an authorized agency of the state in which it is located or operates for all employees or volunteers that may have telephonic, electronic (including email, facsimile, or internet “chat room” discussions) or other contact with any student of GLCN.
- Vendors shall certify that no employee of vendor working with students of GLCN has been convicted of a violent or serious felony as defined by statute, nor has a criminal action pending upon charges of commission of a violent or serious felony as defined by statute.
- ❖ Vendor must be willing to invoice for services and accept payment after the receipt of services.
- ❖ Vendors must keep attendance records of student’s participation and note service dates on the invoice.
- ❖ Vendor may not invoice GLCN for any religious materials or services for a student. This includes instruction, books, tapes, CDs, etc.

### **Payment**

A vendor can be assured of payment when:

- ❖ A student receives an approved purchase order from the school noting the vendor and amount for the period requested
- ❖ A student registers for that vendor’s class
- ❖ A student attends the class

Once the service is rendered, the vendor may invoice GLCN for up to the amount of the purchase order.

Any funds not used by the student for the month are returned to the student’s VCI fund.

GLCN reserves the right to cancel an approval.

### **Non-Attendance or Disenrollment**

Students and the family should familiarize themselves with the vendor's cancellation policy.

If a student fails to attend class, and the student fails to cancel his/her registration according to vendor guidelines, the vendor will receive payment for the student. The cost will be deducted from the student's VCI budget whether or not the student attends.

Unused purchase orders are cancelled 60 days from issuance.

When a student has disenrolled from the school, the PLT is responsible for contacting the vendor. GLCN will pay the vendor through the end of the billing period, in which the student is disenrolled. After that period, the approval will be cancelled and no further funds will be due to the vendor for that student.

Please contact the Fiscal Service Specialist for VCI if there are any questions, comments, or concerns:

Business Office: 909-307-6312 extension 4509

Business Fax: 909-793-5964

Email: [vci@gormanlc.org](mailto:vci@gormanlc.org)