

Vendor Course Instruction (VCI) Vendor Frequently Asked Questions

What is the VCI Program?

Vendor Course Instruction (VCI) is the use of extracurricular activities 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.

How are VCI services paid for?

There is a dollar amount designated for each student enrolled at GLCN for their VCI and EMR (curriculum) budget. The VCI budget is dedicated to vendor services only. The student's Personalized Learning Teacher (PLT) is able to transfer EMR funding into the VCI budget to be used toward an approved vendor service.

How do I become a VCI Vendor?

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. Please, review and download the appropriate information from our webpage.

<https://www.gormanlc.org/vci/vendors/>

- Prospective Vendor Letter
- VCI General Information
- VCI Liability Insurance Requirement
- VCI Application
- W-9

For more detailed information on becoming a vendor or renewing your contract please contact vci@gormanlc.org or call (909) 307-6312 ext. 4509.

Does it cost anything to become a vendor?

No, GLCN does not charge a fee to become a vendor. However, each vendor must LiveScan for GLCN, and the LiveScan agency will charge a fee that is non-reimbursable from GLCN.

Is there a deadline to apply to become a vendor?

No, you can apply anytime during the year but we encourage you to consider the following: Many of our families make their decisions regarding vendor services for second semester during the month of December. Signing up after January may only benefit your business as advertising on our current vendor list until the next school year starts. If you are a returning vendor and you do not have your renewal agreement turned in by the summer deadline, your name will be taken off the current vendor list until the updated paperwork is received. All vendor agreements expire at the end of the school year in June.

If I am a VCI vendor can I be an employee or sub-contractor too?

You cannot be an employee and a vendor for GLCN at the same time. You can be a VCI vendor and a sub-contractor (Special Education vendor or Site Based vendor) at the same time, but you would have separate agreements and billing for each type of service.

When do I need to submit a TB test?

Only as a sub-contractor and if are conducting business on a GLCN site do you need to submit a Negative TB Test. Everyone teaching at a GLCN site must submit a negative TB test less than 4 years old to [Human Resources](#).

As a VCI vendor can I meet students on GLCN campuses?

No. All vendor services are to be conducted offsite.

Where can I get my LiveScan fingerprints taken?

Once pre-approved to be a vendor, VCI will email the prospective vendor the LiveScan Form. You may go to any LiveScan Agency or most police stations. Not all fees are the same and some places require an appointment, so call first. You can view a list of LiveScan locations in California at <https://oag.ca.gov/fingerprints/locations>.

I have already LiveScanned for another business; do I have to LiveScan again for GLCN?

Yes, it is against the law to share LiveScan results with anyone. They are considered confidential records and are protected by privacy laws.

I was a vendor before, do I have to LiveScan again?

Perhaps, if your vendor status has lapsed more than two years, you may need to be LiveScan again. If you decide to suspend your vendorship for a period, you may return at a later date and will not need to LiveScan again. If you stop being a GLCN VCI vendor and become an employee or sub-contractor for GLCN, you would not need to LiveScan again.

The person who LiveScanned for my business is no longer associated with my business, what to I do?

You must immediately have someone LiveScan for your business and notify GLCN. If there is no one at your business LiveScanned for GLCN, your Services Agreement will become immediately void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the LiveScanned person has left your business.

Do all my employees need to LiveScan?

Generally, the owner/operator or manager, is LiveScanned for GLCN. A vendor who has employees, must be an Applicant Agency with the DOJ and they must LiveScan their employees and/or volunteers who will come in contact with our students. The signed "Employer Verification Of Independent Fingerprinting" (EVIF) form is your guarantee to GLCN that you have background checked all your employees that come in contact with our students. To find out more information how to set up your own background check account and be an authorized agency to receive fingerprint submission information from the Department of Justice, contact the State of California at <http://oag.ca.gov/fingerprints/agencies>.

What if one of my employees who I have background checked leaves my business or I hire a new employee mid-year?

The EVIF form is your guarantee to GLCN that you have background checked all your employees that come in contact with our students. It is your responsibility, as the vendor, to not let any one in contact with our students that you have not background checked. If someone leaves your business that you background check, you must not let another instructor replace that person without a background check. Otherwise your agreement with GLCN will become immediately void, all purchase orders will be canceled, student services must stop, and no payments will be issued for services after the time that person has left your business. If you add a new employee during the year that will be in contact with our students, you must include their name on your EVIF form. You can add the name to your current EVIF form by contacting vci@gormanlc.org or call (909) 307-6312 ext. 4509 or you may submit an updated EVIF form with the new employee's name listed.

Can I continue to teach GLCN students during the summer time?

GLCN cannot pay for summer classes, so if they wish to continue classes after the last day of school the fees will be at the parents' expense. You will not receive purchase orders after the last day of school and the vendor will need to make payment arrangements with the parents before starting any summer lessons.

My children attend GLCN; can I be paid for my Vendor Services to them?

Yes.

How do I advertise, post a flyer or an announcement with GLCN?

Your vendor information will be listed on the Vendors List and the Gorman Learning Charter Network VCI Locator Map. You may send flyers to the vci@gormanlc.org to be distributed, by email, to the PLT. Send the .pdf file to vci@gormanlc.org or call VCI (909) 307-6312 ext. 4509 for assistance.

When will I get interested students?

GLCN does not guarantee any students will use your services. Parents will be able to view your vendor information on our website as soon as you become an approved vendor. The current vendor list is a compilation of approved GLCN vendors for parents to choose outside services.

Can I still teach a student who has withdrawn from GLCN?

If a student withdraws from GLCN their outstanding purchase orders will be cancelled. Students can continue on with the vendor at their own expense.

A GLCN student has signed up for my classes when can I start teaching them?

You must wait to receive an approved purchase order from GLCN before you start teaching classes to GLCN students. The approved purchase order is your guarantee the student has enough funds in their student account for GLCN to pay for the lessons. We will not pay for lessons taught before a purchase order has been received by the vendor. If you think you should have received a purchase order but have not, please contact VCI at (909) 307-6312 ext. 4509 or email at vci@gormanlc.org right away. It will be faster service to speak to the Fiscal Service Specialist ~ VCI for this information than to contact the parent. If a purchase order request is pending in the system, the Fiscal Service Specialist will be able to assist you.

A GLCN PARENT CAN NOT GIVE YOU AUTHORIZATION.**How do I get paid?**

Once you have received your purchase order and taught lessons, *you need to invoice GLCN to be paid.* Your invoice should include your name and address, GLCN name and address, the date the invoice is generated, the student name, the purchase order number, the month, dates of service, and the amount you are billing for. You may not bill for lessons before they have been taught. If you have billing questions or want to know when you will receive your payment – please contact VCI directly at (909) 307-6312 ext. 4509 or email at vci@gormanlc.org.

Do I need to complete the Attendance Sheet?

The invoice should include the actual service dates. An Attendance Sheet, showing the student's sign-in for each class that you are billing for, should be kept and, upon request, a copy made available to GLCN.

Where is my payment?

If you have questions about your payment, please contact VCI directly at (909) 307-6312 ext. 4509 or email vci@gormanlc.org.