



Element Education

Dehesa Charter, Community Montessori, and Dimensions Collaborative School

Vendor Services Instructions

Step 1 The person responsible for completing the following forms is the business owner and/or person responsible for those employees in contact with our students.

1. Complete the [Vendor Services Application](#)
2. Complete the [Vendor Services Agreement](#)
3. Complete the [IRS Form W-9](#)
4. Submit **original Vendor Services Application, Vendor Services Agreement, and IRS Form W-9 with a brochure and price list** for preliminary approval to:

*Element Education, Inc.
Attn: Vendor Services
1441 Montiel Road, Suite 143
Escondido, CA 92026
vendorservices@myelement.org*

Step 2

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

Step 3

Once notified:

1. **A.** Provide documentation from the DOJ of your business's approved ORI number **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*).

In accordance with the Education Code Section 45125.1, we require fingerprint clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) for anyone who provides services and has contact with our students.

A person from your organization must be Live Scan fingerprinted. The person responsible for being fingerprinted is the business owner and/or person responsible for those employees in contact with our students. This will be the same person on the Vendor Services Application and the Vendor Services Agreement. This person must be fingerprinted through a Live Scan agency and must use our provided [Live Scan Form](#).

- a. Complete the applicant information section on the [Request for Live Scan Form](#). Take this form with you to the Live Scan agency.
 - b. A list of suggested locations can be found at the following website:
<http://ag.ca.gov/fingerprints/publications/contact.php>
 - c. Please be sure that you pay for both the DOJ and FBI criminal history processing fee for the background checks.
 - d. Once the Live Scan fingerprinting has been completed, EEI will receive the results directly, usually within three days; however, please be aware that delays can occur.
2. 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) must be provided to Vendor Services at this time.

Final Approval

Vendor Services 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.*

**Deadlines apply for all Vendor Services Applications: Fall 2018-2019 Deadline is October 15, 2018
Spring 2018-2019 Deadline is March 29, 2019**