



Vendor Application Packet 2023/2024

Please send the completed VCI packet to:

Evergreen Institute of Excellence

ATTN: Dena Hagan
19500 Learning Way
Cottonwood, CA 96022

If you have any questions, please contact: Dena Hagan, Administrative Assistant, at:
530-377-7850

All required forms and documentation must be completed and attached to the application packet. Any missing or incomplete paperwork could delay the vendor approval process.

1. Completed Service Agreement (required)
2. Completed Form W-9 (required)
If you are a Sole Proprietor/Individual entity, you must include your sole name and SSN on your W-9 Form for IRS compliance.
3. All applicants must be at least 18 years old and can provide proof of qualifications in their expertise service area to become a vendor.
i.e. teaching credentials, college transcript, etc.
4. Copy of Certificate of Liability Insurance (required)
5. Copy of a current Business License (required)
All businesses within a city limits are required to provide a copy of your business license. If your business is outside city limits, you are exempt but must provide both a business flyer and business card to meet this requirement.
6. Copy of Safety Policies and Procedures
(required for applicable vendors, ex. horseback riding, karate, dancing, gymnastics, yoga....)
7. Accident History Report
(required for applicable vendors, ex. horseback riding, karate, dancing, gymnastics, yoga....)
8. Signed Vendors Guidelines (required)
9. Signed Vendor Payment Information form

19500 Learning Way
Cottonwood, CA 96022
(530) 377-7850



EVERGREEN
INSTITUTE OF EXCELLENCE

Vendor Service Agreement

This agreement, between the school and _____, shall be effective beginning on the date of the Director's signature until otherwise stated by the vendor or EIE. Giving 10 days' written notice of termination to the other party thereto may terminate this agreement.

Vendor Name _____

Vendor Address _____

Vendor City _____ Vendor County _____ State _____ Zip _____

Vendor Phone Number _____ Vendor Fax Number _____

Vendor Email _____

* Class Name _____

* Class Description: _____

* How often would students meet with you: _____

* Cost: _____

Vendor Service Agreement

The **Vendor** agrees to hold harmless, defend, and to indemnify Evergreen Institute of Excellence for:

Any injury to person or property sustained by the Vendor or by any person, firm or corporation employed directly or indirectly by the **Vendor** or by any of the individuals participating in or associated with him/her, however, caused; and

Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission, of the **Vendor**, or of any person, firm or corporation directly or indirectly employed by the **Vendor** upon or in connection with this Agreement, or any other persons, parties performing services arising out of or in the course of the term of the Agreement, and the **Vendor** at his/her own cost, expense and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against the school or chartering district in any such action, suit or legal proceeding or result thereof.

Nothing herein provided shall be construed to require the **Vendor** to hold harmless or indemnify Evergreen Institute of Excellence for liability or damages resulting from the negligence or willful act or omission of the school or chartering district or its officers, agents, or employees.

The Governing Board recognizes the personal beliefs are a private matter. Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality, or religion.

In addition, the vendor hereby certifies that instruction purchased by the Evergreen Institute of Excellence shall consist of non-religious (Secular) and California Standards-based content. Materials purchased by charter funds must also be non-religious. Also, the vendor agrees that all Vendor-provided activities and instruction will be free from discrimination on the basis of disability, gender, nationality, race, ethnicity, religion, and sexual orientation.

Evergreen Institute of Excellence assumes no liability for worker's compensation or liability for loss, damage, or injury to person(s) or property during or relating to the performance or service under this Agreement.

All vendors are required to have liability insurance. EIE recommends all vendors name Evergreen Institute of Excellence as an additional insured on their liability insurance policy.

Please read the following statements and put your initials by each statement showing you understand each statement and will follow them as well.

_____ **I agree not to hold classes without a pre-approval naming the student. If I do not have a pre-approval and do hold a class I understand EIE will not be responsible for paying me my fee.**

_____ **I understand that classes may not be held until EIE has approved my vendor application.**

_____ **I understand this application is not valid until it is signed by the School Director.**

Authorized Signature, Vendor

Date

Director Signature

Date



Vendor Guidelines

- 1. Vendors understand that they are Independent Contractors with their own business and services to offer and will be treated like so. The school has the right to accept or refuse your services.**
2. Vendors agree not to use Evergreen Institute of Excellence's name in any of their business-related advertisement or business activities.
3. Vendors in the community are paid for instruction. Minor materials that are part of the instructional time should be included in the class fee. Materials that become a product for students to take home or give as gifts must be purchased individually by the parent/student.
- 4. Vendors are not paid for students who withdraw from the class.** Vendors should check their EIE rosters monthly to verify student attendance. If a student is no longer attending but the vendor has received a check for that student, the vendor should contact the school at: 530-377-7850.
5. Fees for EIE students should not exceed the cost for other students in the community.
6. Instructional fees may NOT be charged during the school year to pre-pay for summer instruction. The months allowed by the school include first school day in August through last school day in May. The school does not pre-pay for vendor classes.
7. Vendor descriptions should state whether a registration fee is required, which is **paid by the parent.** Registration fees will NOT be paid by EIE. **Registration, memberships, and uniforms are to be paid by parent.**
8. Vendor descriptions should be updated annually for accuracy including address, phone number, current business license, proof of liability insurance, etc. Vendors must submit a confirmation email/letter each summer by August 1st confirming they wish to continue being an EIE vendor. Vendor accounts will be deactivated and vendors will not receive payment if they did not submit a renewal confirmation by the August 1st deadline.
9. Vendors must invoice the school after the last service day of the month in order to be paid for services.
10. By law, vendors must arrange for their own space, copies and supplies.
11. All vendors are required to have liability insurance. EIE recommends all vendors to name Evergreen Institute of Excellence as an additional insured on your liability insurance policy.

The School Director must approve exceptions to the above guidelines.
Please sign and return.

Signature _____

Date _____

Vendor Fingerprint Clearance Statement

I hereby certify that in accordance with Education Code Section 45125.1, I **the vendor**, have conducted a criminal background check through the Department of Justice, of all employees who will have contact with our students and that no employee 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.

Print Vendor Name

Date

Vendor Signature

Vendor Title



Vendor Payment Information

1. Vendors must receive confirmation from EIE before starting lessons with EIE students. No services shall be provided without prior approval. The school cannot guarantee payment without prior approval.
2. Vendors must submit a completed vendor packet including all required documents listed on the first page of this packet. The school has the right to withhold payments to vendors with any missing paperwork. Your vendor account may be deactivated if we do not receive your confirmation email/letter each summer by August 1st confirming you wish to continue being an EIE vendor.
3. Vendors must invoice the school, on a monthly basis, to receive payment. Invoices must be received within 90 days from the date of the completion of the services or the school will have the right to waive the issuance of payment for failure to submit invoice documentation. All invoices must be received for processing by June 1st, in order to process payment by the end of the fiscal year on June 30th or vendors agree to drop any open charges.
4. Invoices must contain:
 - a. Vendor remit name, address and phone number
 - b. Billed to Evergreen Institute of Excellence
 - c. Invoice number
 - d. Invoice date
 - e. Description of charges including dates/month of service
 - f. Student names
 - g. Total invoice due
5. Payments are processed once a month, at the end of each month. Submit only one invoice each month, billing all students for that month. Invoices can be emailed to Dena at: dhagan@evergreenusd.org for payment processing or mailed to Evergreen Institute of Excellence.
6. EIE does not pre-pay for vendor services. The months allowed by the school for vendor class payment are August (first day of school) through May (last day of school). Vendors may not bill the school for any classes outside of the allowed months.
7. Vendors will not be paid for any missed lessons/classes with no student attendance. Any missed lessons may be rescheduled with the agreement of the student/parent.
8. EIE complies with TCOE's payment schedule. The turnaround time for check payments will vary from 1-2 weeks or more, depending on when invoices are received and processed. School holidays and breaks may delay payment processing.
9. Payments are issued via checks only and will be mailed to vendors.

Signature _____

Date _____