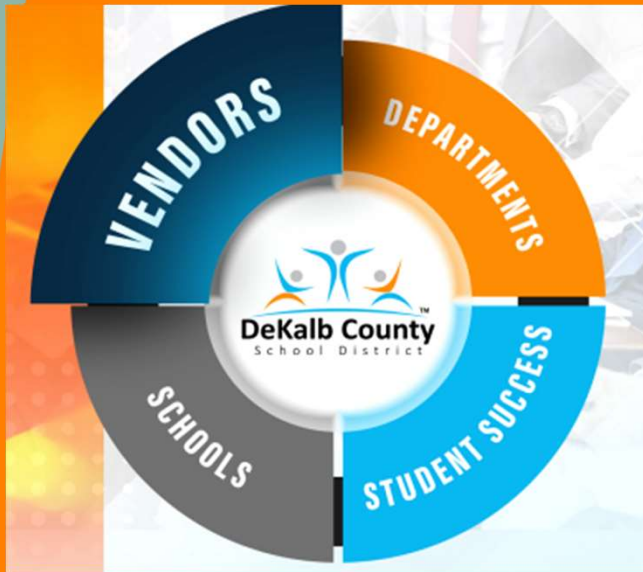


# WELCOME VENDORS

October 11, 2024



## Doing Business with DeKalb County School District

Presented by: DeKalb County Schools Vendor  
Services Department

## Agenda

- ▶ DCSD Background
- ▶ Purchasing Facts
- ▶ Purchasing Goods and Services
- ▶ Becoming a Vendor
  - ▶ Vendor Self Service Portal
- ▶ Bids/Solicitation process
- ▶ Contracts
- ▶ Accounts Payable
- ▶ Questions
- ▶ Contacts

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the slide, framing the central text.

# Vendor Registration

Karen Lewis

## DCSD Background

Third largest  
Georgia  
school  
district

2025 DCSD  
Budget:  
\$2.05 Billion

Over 92,500  
students  
155 nations/  
165 languages

138 schools  
and centers

Over 14,500  
employees  
(6,000  
teachers)

# Purchasing Facts

## What DCSD Spent in 2024 with Vendors

- ▶ Approximate Annual Purchase Orders
  - ▶ \$380,842,587
- ▶ Approximate Annual P-Card Spend
  - ▶ \$8,500,000
- ▶ Board Policies DJE:Purchasing and DJEG: Purchase Orders & Contracts Govern the District regarding Purchasing

# What You Need to Know About Purchase Orders

- Purchase orders are issued for both capital and non-capital projects by the Finance Division. Finance and Operations Divisions facilitate the District's procurement processes. (Board Policy DJE)
- Purchase orders constitute a contract with DeKalb County School District.
- Vendors are required to deliver goods or services in strict accordance with the purchase order
- The vendor must notify the Vendor Services Department immediately if unable to comply with the terms of the purchase order - 678-676-0110.
- **Purchases cannot be authorized for goods or services prior to the vendor's receipt of a purchase order**

# Purchasing Goods and Services

- ▶ Purchase Orders
  - ▶ Used most frequently
- ▶ Procurement Card -Goods (P-Card)
- ▶ Awarded contracts through the bid process

**Purchases cannot be authorized for goods or services before a vendor's receives a purchase order**

## Our Buyers Purchasing Limits:

- ▶ \$5,000 or less - authorized by school or department
- ▶ \$5,000.01 to \$99,999.99 - must have 2 written quotes
- ▶ \$100,000 or more- competitive bid process (some exceptions per Board policy DJE)

# Becoming a Vendor

[www.dekalbschoolsga.org/vendor-services/](http://www.dekalbschoolsga.org/vendor-services/)

## Vendor Services



[🏠 Overview](#)

[📄 Required Documents](#)

[➔ Immigration Reform Act](#)

[👁️ How to Pursue Business](#)

[❓ FAQ](#)

### Required Documents | Immigration Reform Act

The Illegal Immigration Reform and Enforcement Act of 2011 (House Bill 87) requires DeKalb County School Districts to provide “physical performance of services” to complete the forms below.

- 📄 New Vendor Registration Instructions
- 📄 Affidavit of Exception Requirements Packet (for service providers without employees)
- 📄 Contractor Affidavit and Agreement Requirements Packet (for service providers with employees)
- 📄 Form W-9 (Rev. March, 2024) Department of the Treasury Internal Revenue Service
- 📄 Vendor Verification Form



## New Vendor Registration Instructions (Rev 4-22-24)

- 1- Download, complete and save all required documents as pdf files (preferred) for your business type at: <https://www.dekalbschoolsga.org/vendor-services/> Click on "Required Documents"

Carefully follow the instructions. Missing, incomplete or incorrect documents will delay vendor approval.

Required Documents:	Product Only Providers	Service Providers* with NO Employees	Service Providers* WITH Employees
IRS W9 form	Yes	Yes	Yes
Vendor Verification form	Yes	Yes	Yes
Immigration/Security Documents (return the 2-page Immigration form and 2-page Affidavit)	No	Yes – download <a href="#">Affidavit of Exception</a> file/ initial 2b, 3,4,5; sign, date & notarize	Yes- download <a href="#">Contractor Affidavit</a> file/ initial 2a, 3, 4, 5; sign, date & notarize
Business License	If applicable	If applicable	If applicable
State issued picture ID (front side only)	No	Yes	No
State Issued Food Service Permit or Cottage License	No	Yes, for food providers	Yes, for food providers

\*Service providers include but are not limited to businesses which provide: rentals, repair services, customized apparel or products, in-person consulting or training, installations, event planning, etc.

## 2 - Complete the online Vendor Self-Service registration

Click on: <https://www.dekalbschoolsga.org/vendor-services/>

1. Click on **Vendor Registration**, then click **Log in/Register**
2. Scroll to the bottom and click on **"Create an account"**
3. Complete the instructions and follow the prompts to completion
4. Upload all required documents
  - a. Immigration documents can all be in one pdf file-instructions don't need to be included

## 3 - Notify your district contact that you have completed the online registration.

Your vendor file will be reviewed for completeness, and you will be notified when you are an active vendor in our purchasing system.

# Required Documents

## ALL VENDORS

- IRS W9 form
- Vendor Verification form
- Business license (if applicable)

**Complete and save ALL Required documents before registering online**

## SERVICE PROVIDERS

### Service Providers (with Employees):

- Immigration form & Contractor Affidavit Agreement (4 pages)

### Service Providers (no Employees):

- Immigration form & Affidavit of Exception (4 pages)
- State issued picture Id

- Food providers (restaurants, caterers)- State/County issued Food Service Permit (not ServSafe certificate, not DPH rating)

# Vendor Self-Service Portal

Website: [www.dekalbschoolsga.org/vendor-services/](http://www.dekalbschoolsga.org/vendor-services/)

Click on Vendor Registration

**CURRENT SOLICITATIONS**

**PURCHASING BOARD POLICY DJE**



**VENDOR REGISTRATION**

**PURCHASING BOARD POLICY DJEG**

# Vendor Self-Service Portal

## Welcome to Vendor Self Service

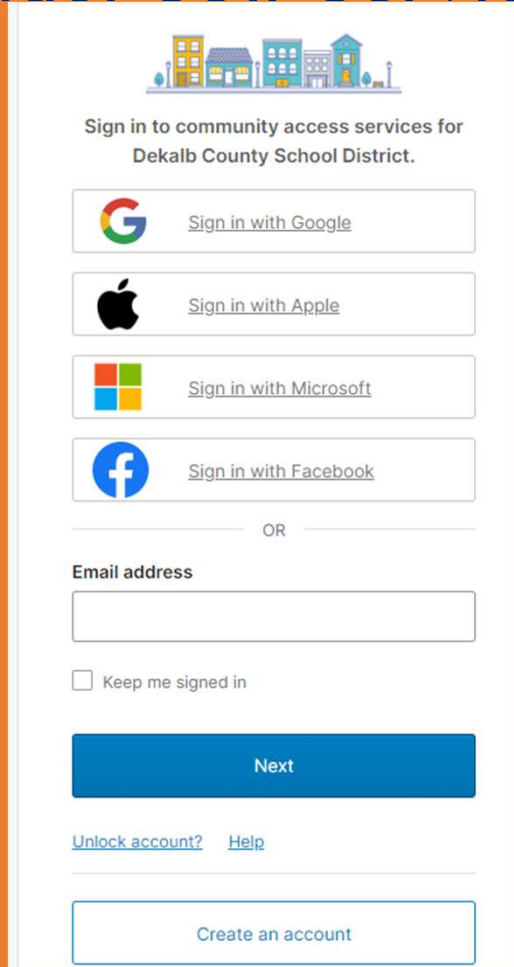
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Log in or register as a user to begin using Vendor Self Service


[Log in / Register](#)


Welcome to DeKalb County School District Self Service Registration for Business Vendors. Please have the following information available before you begin the registration process. - FID or SSN - Completed W-9 Form - E-Verify Affidavit, if applicable


# Vendor Self-Service Portal




Sign in to community access services for Dekalb County School District.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

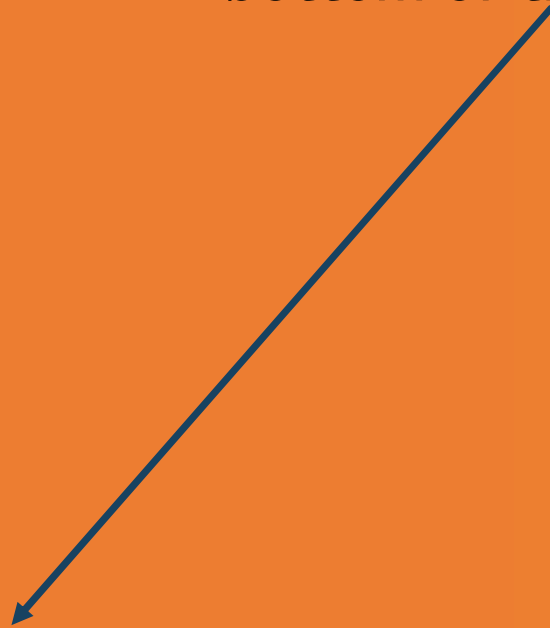
Keep me signed in

[Next](#)

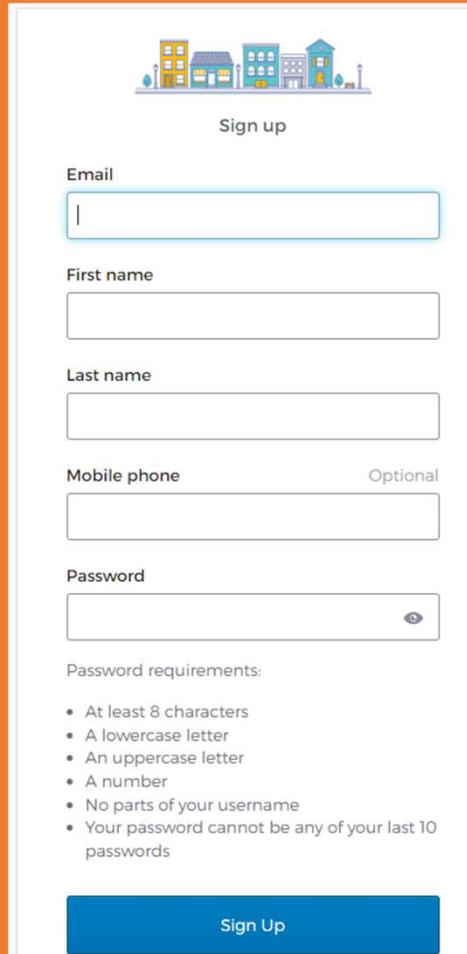
[Unlock account?](#) [Help](#)

[Create an account](#)

For new vendors click on  
*“Create an account”* at the  
bottom of the screen:



# Vendor Self-Service Portal



The image shows a 'Sign up' form for a Vendor Self-Service Portal. At the top, there is an illustration of a city skyline with the text 'Sign up' below it. The form contains several input fields: 'Email', 'First name', 'Last name', 'Mobile phone' (with 'Optional' text to its right), and 'Password'. Below the 'Password' field, there is a list of 'Password requirements' and a blue 'Sign Up' button at the bottom.

Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Sign Up

Complete required information and make a password.

Keep your password where you can retrieve it easily.

You should be sent an email to enable you to login and register



## Vendor Self-Service (VSS) Portal

- Enter vendor information as shown on each screen
- Banking information does not need to be entered - DCSD uses a third-party vendor for electronic payments
- Continue to complete the screens with contact information, business type codes
- Upload the required documents

# Vendor Self-Service Portal

Once *Register* is clicked - wait until the data has been saved:

## New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

**NOTE: You will NOT be Contacted, you must contact us**



# Vendor Self-Service Portal

## Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
default	Vendor Attachment		(0)	<a href="#">Attach</a>

# Service Providers- Immigration Forms

- READ and follow the instructions carefully
  - Vendors with no employees return (can be in one pdf file):
    - 2-page immigration form
    - 2-page affidavit of exception
    - State issued picture ID
  - Vendors with employees return (can be in one pdf file):
    - 2-page immigration form
    - 2-page contractor affidavit

- Immigration page  
1, initial:
- 2a OR 2b OR 2c  
- **NOT all three!**
  - #3

#### IMMIGRATION AND SECURITY FORM

1) Covered public entities shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the **Contractor MUST INITIAL** the statement applicable to Contractor below:

(a) \_\_\_\_\_ **(Initial here):** Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. [**Contractors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement**];

*or*

(b) \_\_\_\_\_ **(Initial here):** Contractor warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [**Contractors who initial (b) must attach and return a signed, notarized Affidavit of Exception and a true and correct copy of the Contractor's state issued driver's license or state issued identification card**];

*or*

(c) \_\_\_\_\_ **(Initial here)** Contractor is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

3) \_\_\_\_\_ **(Initial here)** Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

IMMIGRATION AND SECURITY FORM (PAGE 2)

Immigration page  
2:

- initial 4-5
- Sign,  
date, name,  
address, etc.
- Notarize

4) \_\_\_\_\_ (*Initial here*) Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, ET. seq. that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

5) \_\_\_\_\_ (*Initial here*) Contractor agrees to provide all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et. seq. within five (5) business days of receipt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Contractor Affidavit:

- Vendor has employees
- Must be E-verify registered

### CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) the individual, firm, or corporation ("Contractor") has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Contractor's correct user identification number and date of authorization is set forth herein below.
- (3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services on behalf of the DeKalb County School District, unless at the time of the contract said subcontractor:
  - (a) is registered with and participates in the federal work authorization program;
  - (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
  - (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If Contractor hires a subcontractor to complete any of the services under Contractors contract with the DeKalb County School District, then Contractor agrees to obtain and maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

# Contractor Affidavit

pg 2:

- E-verify #, date
- Name, Sign
- Notarize

## CONTRACTOR AFFIDAVIT AND AGREEMENT (PAGE 2)

(4) Contractor further agrees to and shall provide copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

\_\_\_\_\_

\_\_\_\_\_

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_

\_\_\_\_\_

Company Name / Contractor Name

Date

\_\_\_\_\_

\_\_\_\_\_

BY: Signature of Authorized Officer or Agent

Date

\_\_\_\_\_

Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

## AFFIDAVIT OF EXCEPTION

The undersigned, in connection with a proposed contract or subcontract on behalf of the DeKalb County School District for the physical performance of services under O.C.G.A. 13-10-90, et seq. (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor or single member entity; and I do not employ any other persons.
- (b) I do not intend to hire any employees or to perform the Contract.
- (c) A true, correct and complete copy of my driver's license is attached hereto.

If at any time hereafter I determine that I will need to hire employees to satisfy or complete the services under the Contract then before hiring any employees, I will:

- (i) immediately notify the School District in writing at: DeKalb County Schools Purchasing Department, 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083
- (ii) register with, participate in and use, a federal work authorization program operated by the United States of Homeland Security or any equivalent federal work authorization program operated by the United States of Homeland Security to verify information of new hired employees, pursuant to the Immigration Reform Control Act of 1986 (IRCA), P.L. 99-603] in accordance with the applicability provisions and deadlines established in O.C.G.A § 13-10-9, as amended; and.
- (iii) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1- 01, seq.

I agree that I will not employ or contract with any subcontractor(s) to provide services on behalf of the DeKalb County School District, school, or DeKalb County Board of Education, unless at the time of the contract said subcontractor:

- (i) is registered with and participates in the federal work authorization program;
- (ii) provides me with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

Affidavit of  
Exception (No  
Employees) pg 1 -  
Nothing to  
complete but must  
be returned with  
signature page 2

**AFFIDAVIT OF EXCEPTION (PAGE 2)**

(iii) agrees to provide me with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If I do contract with such subcontractors, I agree to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification (i.e.: subsubcontractor affidavits and all other lower tiered affidavits) at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Attached hereto is a true and correct copy of my state issued driver's license or state issued identification card. I understand that a driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. I understand that the Georgia Attorney General/State Law Department's website posts an annually updated list of the states that verify immigration status prior to the issuance of a driver's license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

\_\_\_\_\_

BY: Printed Name

\_\_\_\_\_

Signature

SUBSCRIBED AND SWORN

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Affidavit of Exception pg 2:

- Sign, date
- Notarize
- Send picture ID



## How to Get Approved Quickly- No Fuss No Muss

1. Review all required documents for accuracy and completeness
2. Complete online registration and upload required documents
3. Let school or department contact know that you have registered
4. Once reviewed for completeness, vendor is approved active in our purchasing system.

**Incomplete, incorrect documents delay approval and are not approved until corrected.**

## You Are an Active Vendor, What Does That Mean?

- Schools and departments may purchase your products or services
- As a vendor you must seek business opportunities by contacting departments, schools, or other administrators
- Purchasing Department does not promote or advertise your business
- Schools or departments **are not** obligated to use your products or services
- Schools or departments may not know you are available to use in our system

# Bids & Solicitations

W. Fred Christopher

# Bids and Solicitations

## Competitive Selection for Non-Capital Projects:

- Purchases or contracts with a total estimated cost of \$100,000.00 or more shall be awarded through a written competitive sealed bid process to the lowest responsible, responsive bidder, or through a competitive request for proposal process where the offer deemed to be the most advantageous to the District may be selected.
- Source: Board Policy DJE:Purchasing III.C.3

## Bids and Solicitations

- The decision whether to use a competitive sealed bid or a competitive request for proposal shall be made by the Superintendent or the Superintendent's authorized designee, based on sound business judgment and the best interest of the District.
- Purchases shall not be divided into smaller units or lesser amounts in order to circumvent the competitive selection requirements."
- Source: Board Policy DJE:Purchasing III.C.3

# Solicitation Registration and Finding Current, Closed and Awarded Bids, Active Contracts

<https://dekalbschoolsga.ionwave.net/Login.aspx>

The screenshot displays the DeKalb County School District website interface. At the top left is the logo for DeKalb County School District. The main content area features a login form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Trouble Logging In?' link. To the right of the login form is a blue box with a user icon and a 'Supplier Registration' button. Below these elements is a grid of six navigation buttons: 'Current Bids' (document icon), 'Closed Bids' (checkered flag icon), 'Awarded Bids' (trophy icon), 'Non Awarded Bids' (trophy with 'X' icon), 'Active Contracts' (document with signature icon), and 'DeKalb County School District' (www. icon with cursor).



# CONTRACTS

DeVonya Brown

# No Contract, No Business

- ▶ Every service transaction must be governed by a contract.
- ▶ Must have:
  - ▶ Clear Term Date (no more than 1 year)
  - ▶ Clear Deliverables
  - ▶ Clear Payment Terms
  - ▶ Total Contracted Value
- ▶ Use DCSD forms, its faster.



# Short ICA - < \$5,000

- ▶ 1 - Page
- ▶ Fast Turnaround
- ▶ No Proof of Insurance Required
- ▶ Signature Requirements:
  - Schoolhouse: Requires the Principal's signature
  - Central Office Requires the Superintendent's signature.

*DeKalb County School District*  
**INDEPENDENT CONTRACTOR AGREEMENT**  
 (Note: This form must be completed and accurate or payment will not be made.)

THIS AGREEMENT is between the undersigned Independent Contractor and the DeKalb County School District for valuable consideration, the parties to this Agreement agree as follows:

A. **SERVICES:** Independent Contractor agrees to render the following services (include name and dates for contracted services):  
 \_\_\_\_\_  
 \_\_\_\_\_

B. **INTENT:** Independent Contractor is an independent contractor for all purposes, having the right to exercise independent judgment as to time, place, and manner of executing the work and services hereunder and of otherwise carrying out the provisions of this agreement and Independent Contractors is not subject to the control of DeKalb County School District except as set forth herein. Independent Contractor is not an employee of the DeKalb County School District for any purpose. Independent Contractor shall make the necessary federal, state, and local filings and returns as required by law at the appropriate times, including, but not limited to, federal, state, and local income tax (including estimates), Self-Employment Contribution Act, and any other filing or return, required by federal, state, or local government.

C. **INDEMNIFICATION:** Independent contractor hereby agrees to indemnify and to hold DeKalb County School District harmless from any and all damages, costs (including attorney's fees) and claims arising out of Independent Contractor's performance of this Agreement.

D. **COMPENSATION:** Independent Contractor shall be compensated for the services to be rendered under this Agreement as follows: (check the appropriate compensation plan and complete blanks)  
 \$ \_\_\_\_\_ for full payment upon completion of above services.  
 \$ \_\_\_\_\_ per hour; maximum hours are to be \_\_\_\_\_.  
 If full payment is not due upon submission of this contract, check this box and attach a payment schedule.

**TOTAL CONTRACTED AMOUNT** \_\_\_\_\_  
 THIS AMOUNT INCLUDES ALL FEES, TRAVEL, OR OTHER EXPENSE \$ \_\_\_\_\_

DEKALB COUNTY SCHOOL DISTRICT USE ONLY						
School/Department Name and Location Number _____						
Print Name of Administrator _____						
By: _____ Signature						
_____ Title						
_____ Date						
Senior Staff Approval Signature _____						
Superintendent Approval Signature _____						
Charge Code						
FNEC	ENL	LUB	SCE	PROJECT	LDC	PROG

FOR COMPLETION BY THE INDEPENDENT CONTRACTOR	
The name and number stated below must appear exactly as approved by the Internal Revenue Service, and as shown on the IRS W-9 form submitted to DeKalb County School District.	
<b>SOCIAL SECURITY NUMBER</b>	
[ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>EMPLOYER'S IDENTIFICATION NUMBER</b>	
[ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	
Print Name of Independent Contractor/Company _____	
BY: _____ Authorized Signature and Date	
_____ Title	
_____ Street Address	
_____ City, State and Zip Code	
_____ Telephone	
_____ E-Mail Address	
<input type="checkbox"/> CHECK IF INCORPORATED	

07/19/2015

# Long ICA - \$5,000 - \$100,000

- ▶ 10 - Page
- ▶ Longer Turnaround
- ▶ Certificate of Insurance naming DCSD Required
- ▶ Current W-9 on file
- ▶ Current Immigration Forms on file
- ▶ At least one other competitive quote.
- ▶ Approval & Signature Requirements:
  - Over \$50,000 must be approved by Board at monthly meeting and prepared two months ahead.
  - Signed by Superintendent

## INDEPENDENT CONTRACTOR AGREEMENT (Contract Amount over \$5,000)

THIS AGREEMENT (hereinafter "Agreement") is between the undersigned Independent Contractor (hereinafter "INDEPENDENT CONTRACTOR"), with a principal place of business at \_\_\_\_\_ and the DeKalb County School District (hereinafter "DCSD"), with its principal place of business at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The INDEPENDENT CONTRACTOR and DCSD are referred to herein jointly as the "Parties" and individually as a "Party." In consideration of the mutual agreements and covenants set forth and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Parties to this Agreement do hereby covenant and agree as follows:

**A. ENGAGEMENT:** Subject to the terms and conditions of this Agreement, DCSD hereby retains INDEPENDENT CONTRACTOR, as an independent contractor, to provide the "Services" described herein, and INDEPENDENT CONTRACTOR hereby accepts such engagement. INDEPENDENT CONTRACTOR shall furnish the Services to the DCSD from time to time on request throughout the term of this Agreement and INDEPENDENT CONTRACTOR shall use his/her/his best efforts to furnish the Services to the satisfaction of the DCSD and shall provide the Services at times and places as are necessary and appropriate.

**B. SERVICES:** INDEPENDENT CONTRACTOR agrees to render the following services (hereinafter "Services") (include name, scope of work and dates for contracted services):

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**1. Performance of Services:** INDEPENDENT CONTRACTOR will supply all tools and instrumentalities required to perform the Services under the Agreement, and shall perform the Services in a workmanlike and professional manner and shall provide such warranties as are consistent with industry customs and standards. INDEPENDENT CONTRACTOR agrees to act with prudence and diligence and in a timely manner in the performance of his duties and responsibilities hereunder and in good faith and in the best interests of the DCSD. During the term of this Agreement, INDEPENDENT CONTRACTOR shall devote as much of his/her/his productive time, energy and abilities to the performance of his duties for DCSD as is necessary to perform the required duties in a timely and productive manner. Subject to any other written agreement between INDEPENDENT CONTRACTOR and DCSD, INDEPENDENT CONTRACTOR is free to engage in other independent contracting activities, provided that INDEPENDENT CONTRACTOR does not engage in any such activities which are inconsistent with or in conflict with INDEPENDENT CONTRACTOR'S Services for DCSD, or that so occupy INDEPENDENT CONTRACTOR'S attention as to interfere with the proper and efficient performance of INDEPENDENT CONTRACTOR'S Services for the DCSD.

**2. Surrender of INDEPENDENT CONTRACTOR'S:** Independent Contractor warrants and represents that INDEPENDENT CONTRACTOR has the training, skills and acumen required to perform the Services. With respect to the duties and obligations of INDEPENDENT CONTRACTOR under this Agreement, INDEPENDENT CONTRACTOR hereby acknowledges and agrees that DCSD shall retain the right to require certain results in conformity with the Agreement. INDEPENDENT CONTRACTOR will determine the method, details, and means of performing the Services. INDEPENDENT CONTRACTOR agrees and acknowledges that DCSD has no right to and shall exercise no control over the time, manner, methods or means of INDEPENDENT CONTRACTOR'S performance of the Services.

## Full Solicitation Process - \$100,000+

- ▶ Long solicitation process including competitive bidding
- ▶ Results in a much more detailed contract with a 1-year term plus up to 4 annual renewals.
- ▶ Must be approved by the Board

Questions?

# Accounts Payable

Eric Cannady

# Accounts Payable

- After goods are delivered or services rendered, vendors should email invoices to [apinvoices@dekalbschoolsga.org](mailto:apinvoices@dekalbschoolsga.org).
- Emailing invoices is the preferred method, but in the case where mailing is necessary, invoices can be mailed to 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083, attention: Accounts Payable.
- DeKalb County School District operates on a 30-day net payment policy. Invoices should be paid within 30 days of receipt of invoice.
- Accounts Payable processes invoices that are three-way match compliant. Items ordered through the purchase order must match the items that we receive on the invoice and these items must be electronically received in our ERP system.
- Vendors are not prepaid for goods or services.

# Accounts Payable

- Payments are made to the vendor of record, not to a factoring company or collection agency.
- The Accounts Payable department processes payments on a weekly basis.
- Payments are made via check or ACH. ACH payments are made through Paymode-X. Paymode-X is an electronic payment network utilized by the district.
- Vendors who would prefer to be paid via ACH must sign up for the program using the following link: <http://www.paymode.com/DeKalbCountyBoardofEducation>.
- Paymode-X will handle the entire onboarding process and inform the district once a vendor has completed set up.
- Payments made by check are mailed to the vendor.

# Questions?



# Vendor Services

DeKalb County School District website: [www.dekalbschoolsga.org](http://www.dekalbschoolsga.org)

Vendor Registration

[www.dekalbschoolsga.org/vendor-services/](http://www.dekalbschoolsga.org/vendor-services/)

View awarded bids, upcoming solicitations, and register as for updates

<https://dekalbschoolsga.ionwave.net/Login.aspx>

## Contacts

Executive Director Vendor Services - Carla L. Smith

Non-Capital Procurement Manager - Fred Christopher

Capital Procurement Manager - Yolanda Love

Accounts Payable Manager - Eric Cannady

Vendor Registration Specialist - Karen Lewis