

Service Vendor Approval Policy

GVCS will approve vendors providing outside services to students according to the following guidelines:

- Vendor must provide educationally appropriate services that further the educational goals of a public school student.
- Vendor must be open to and serving the general public.
- Vendor must provide services in a public facility appropriate to the nature of public school use. This means that the vendor must assure that the facility being used for the service meets either the Field Act or local city codes for safety.
- Vendor must be willing to accept purchase orders.
- Vendor must be willing to invoice for services after the receipt of said services.
- Vendor will bill monthly for services.
- Vendor must be a California Department of Justice (DOJ) applicant agency and certify that they have requested records from the DOJ as authorized by Education Code 45125.1 for all applicants, employees and volunteers that may have supervisory or disciplinary control over a minor.
- Vendor must hold and provide a copy of a current business license.
- Vendor must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.00 per occurrence / \$2,000,000.00 general (annual) aggregate according to Ventura County Schools Self-Funding Authority recommendation.
- Vendor must add GVCS as an additional insured to said liability insurance policy and submit proof annually.

Board Approved: June 1, 2009