



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT "

BID NOTICE

To: Prospective Bidder

From: Jenifer Hale
DeSoto County Schools
5 E. South Street
Hernando, MS 38632
662-449-7168

Issue Date: January 30, 2025

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: February 20, 2025
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: February 25, 2025
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #339-FURN-DCS25
Description: Classroom furniture for the current Hernando Middle School building

Procurement Schedule:

Public Notice to Newspaper	January 30, 2025
Advertisement Publication Dates	January 30, 2025 & February 6, 2025
Release of Bid	January 30, 2025
Deadline for Questions/Clarifications	February 11, 2025, Noon CST
Unpriced Bid Proposals	February 20, 2025, 9:00 am, CST
Reverse Auction for Approved Bidders	February 25, 2025, 9:00 am, CST
Anticipated Board Approval	March 3, 2025



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Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:
Attn: Jenifer Hale
Classroom furniture for the current Hernando Middle School Building Unpriced Proposal
#339-FURN-DCS25
February 20, 2025
Name of company or person submitting bid
2. Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.
3. Unpriced Proposals may be modified or withdrawn by written notice from the bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
4. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
5. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
6. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
7. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

8. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to www.dcs.purchasing@dcsms.org. The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal.

Qualification of Bidders:

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

New Vendors:

A New Vendor Packet has been included for any bidder that has not previously worked with DeSoto County Schools. This bid packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The bidder shall complete the packet and submit along with any other required documents due with the Unpriced Proposal.

Method of Bidding:

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of February 25, 2025, at 9:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centrauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

Accounting Practices:

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order and/or without a signed acknowledgement of receipt by a District employee at time of delivery. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

Budgetary/Funding Constraints:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost associated with any legal action initiated by the bidder.

W-9 Form:

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

Insurance Requirements:

The awarded bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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Classroom furniture for the current Hernando Middle School Building
Bid #339-FURN-DCS25

Specifications

The DeSoto County School District (DCSD) is bidding classroom furniture for the current Hernando Middle School building. The specifications are for classroom furniture for the current Hernando Middle School building. Items will need to be delivered to the school's location, unpacked, assembled and put in place by the winning vendor by the due date listed in the specifications.

- Shipping and handling (if any) must be included in the bid price.
- Shipments will go to the school location listed on the Unpriced Proposal Form.
- Reverse auction will include the total cost for **ALL** furniture items. This will be a 1-line reverse auction.
- Upon completion of the reverse auction, the winning vendor must provide an itemized price breakdown for each item listed in the bid for purchase order entry purposes.
- Vendors are responsible for replacement of any damaged or lost items at no additional cost to the DCSD.
- Please note that all classroom furniture is to be delivered and installed between June 1, 2025, and completed no later than July 1, 2025.
- All items shall be delivered, unpacked, assembled, etc. at the school location by the winning vendor by the above specified Delivery Due Dates.
- Payment will not be processed until all items have been delivered, are assembled, in place as specified, and are in acceptable condition per the DCSD.
- Deadline for any vendor questions regarding this bid is February 11, 2025, by 12pm, CST. All questions must be addressed to dcs.purchasing@dcsms.org.
- The following items need to be completed and included in bidder's Unpriced Proposal submission due February 20, 2025, by 9am, CST:
 - ❖ Vendor Information & Agreement form
 - ❖ Unpriced Proposal Forms
 - ❖ New Vendor Packet (if applicable)
 - ❖ W-9
 - ❖ Proof of insurance coverage (Acord Form) per the guidelines listed in the Instructions and Terms for Reverse Auction.
 - ❖ Specs of products if bidding an alternate
- If any information is not included by the bidder in their Unpriced Proposal submission, the DCSD reserves the right to not invite the bidder to participate in the reverse auction scheduled for February 25, 2025, at 9am, CST.

SIGNATURE	DATE
PRINTED NAME	TITLE

Quantity	Preferred Item Number	Code	Description	Meets v	Alternate v	Alternate specs with model number and photos
180	Scholar Craft Model# SC2900-SPBK		Box desk- solid plastic open front desk w/metal box, gray tops with black bottoms			
125	Scholar Craft Model# SC3116CO		16 inch ovation black stack chair w/chrome frame			
50	Scholar Craft Model#FS949HS6066-2149		Horseshoe table- 60in x 66in gray w/adj chrome legs			
50	Scholar Craft Model#FS949RE3072-2140		Rectangle table- 30in x 72in table w/adj legs			

CLASSROOM FURNITURE FOR CURENT HERNANDO MIDDLE SCHOOL BUILDING

SIGNATURE	DATE
PRINTED NAME	TITLE



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Vendor Information & Agreement Form

Classroom furniture for the new Hernando Intermediate School Unpriced Proposal

February 20, 2025, 9:00 am, CST
Bid #339-FURN-DCS25

I/We propose to furnish and deliver the items on the Unpriced Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Unpriced Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal was requested by the DeSoto County School District.

Company Name

Authorized Representative Name (Print)

Address

Signature

Federal Tax I.D. Number

Title

Telephone

Date

Fax

Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Return with your Unpriced Proposal paperwork due February 20, 2025, by 9am, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Bid Proposal Form
- Insurance Accord Form
- Completed W-9
- Specs if bidding any alternate products
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form), if Applicable



September 2024

To all prospective vendors:

Thank you for offering to become a vendor to sell goods and/or services to DeSoto County Schools (DCS). A vendor is a company or person(s) providing goods and/or services in return for payment which is agreed upon in writing **prior to receipt of the goods and/or services**. If one of the schools or departments of DCS obtains goods and/or services pursuant to a purchase order, the provider is considered a vendor. This includes vendors paid by DCS and/or any one of the DCS's school activity funds.

The DCS Purchasing Department is responsible for collecting the required information from all prospective vendors. For any new vendor, a school or department within DCS must request that a vendor be added to our records. A vendor packet must be completed and signed by the vendor and returned to the school/department requesting that the vendor become a vendor with DCS. The completed forms are forwarded to the DCS Purchasing Department for review and are added to our database provided all specifications are met.

The type of vendor and or service provided will determine the documentation that should be completed and submitted. It is the vendor's responsibility to make sure all required documentation listed below is provided to the school or department requesting that you be added to the DCS vendor list. **Only completed applications with all required documents will be processed.**

TYPE OF VENDOR:

- If **ONLY** providing products/goods, complete items #1-3
- If providing **OFF-SITE** agreement services, complete items #1-5
- If providing **ON-SITE** agreement services, complete items #1-5
- **ANY** vendors having contact with students **MUST** have a background check (item #6) completed every 2 years (see attached document *Background Check Requirements*)

REQUIRED DOCUMENTS:

1. Registration Form for New Vendor
2. IRS Form W-9
3. Conflict of Interest Disclosure
4. Certificate of Insurance (COI) for General Liability (on ACORD Form) with a minimum of \$1 million in coverage. DCS must be listed as an additional insured. A sample COI has been provided.
5. Certificate of Insurance (COI) for Workers Compensation (on ACORD Form) with a minimum of \$500,000 in coverage. A sample COI has been provided.
6. All contractors, including their employees, who work with students or have access to students must have a background check completed by Background Investigation Bureau (BIB). Maintenance and construction providers are exempt from the background check requirements.

To continue to provide services with DCS beyond the initial application, all vendors must have current documentation on file with DCS. **It is the vendor's responsibility to submit any updated paperwork to DCS in a timely manner.**

To do business with DCS, a vendor **must** obtain an approved Purchase Order from the school or department prior to providing any goods or services regardless if student activity funds or district funds are being used to make the purchase. The principal at each of our school locations is the only purchasing authority on each school campus that is allowed to sign any contract, agreement, or document which binds the district. ***All contracts must be board-approved prior to being signed by a purchasing agent.***

- If a vendor delivers goods or services without an approved Purchase Order, the vendor **will not be paid** for those goods or services.
- If a school or department requests a vendor to provide foods or services without an approved Purchase Order, **do not provide the goods or services until one has been issued.**

Thank you again for offering your services to DeSoto County Schools. Should you have any questions, please contact the DCS Purchasing Department team at DCS.purchasing@dcsms.org.

Sincerely,

DCS Purchasing Department



REGISTRATION FORM FOR NEW VENDOR

<i>To be completed by the DCS employee</i>			
SCHOOL NAME:		DATE:	
EMPLOYEE NAME:			

<i>To be completed by the vendor: Please complete all areas below and return to the DCS employee listed above.</i>	
VENDOR LEGAL BUSINESS NAME:	
VENDOR DBA:	

		YES	NO	NA
1	Are you a DCS employee or relative of an employee? <i>If "yes," please specify the name(s) of the relative(s):</i>			
2	Are you currently employed by an organization that participates in the PERS Program?			
3	Are you a PERS retiree? <i>If yes, a completed and approved PERS employee vs Independent Contractor Determination Questionnaire must accompany Vendor Registration Form.</i>			
4	Do you agree to accept a Purchase Order?			
5	Mississippi Law allows a net 45-day net pay from receipt of invoice after goods and/or services have been rendered. Do you agree to accept this requirement?			
6	All contractors providing services must provide proof of General Liability Insurance (refer to the coverage limits as outlined on the attached example ACORD Form). Have you attached a copy of your General Liability Insurance ACORD Form indicating proof of required coverage? <i>Select "NA" if commodity vendor only.</i>			
7	Do you provide services that would require you to work on site at a DeSoto County School location or event venue? <i>If yes, please provide a copy of your Worker's Compensation Insurance indicating proof that you meet the required limits outlined in attached example ACORD Form.</i>			

W-9 INFORMATION: Request for Taxpayer Identification Number and Certification

DeSoto County Schools must have on file a copy of the vendor's W-9 form from the IRS. Please visit the IRS website at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> to complete a W-9. **Include the W-9 with your completed vendor packet.**

(continue to page 2)

PURCHASE ORDER SUBMISSION: POs will be submitted to the following contact.

COMPANY NAME:			
STREET:			
CITY, STATE, ZIP:			
PHONE:		FAX:	
CONTACT NAME:		EMAIL:	

PAYMENT REMITTANCE INFORMATION: Checks will be mailed to the following contact.

REMIT NAME:			
STREET:			
CITY, STATE, ZIP:			
PHONE:		FAX:	
CONTACT NAME:		EMAIL:	

NAME OF AUTHORIZED REPRESENTATIVE (*printed*)

SIGNATURE

DATE



CONFLICT OF INTEREST DISCLOSURE

In accordance with the DeSoto County School District Employee Handbook:

An employee of the DeSoto County School District shall not have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school district. No staff member shall engage in any type of private business during school time and on school property.

Employees shall not engage in work of any type where the source of information concerning customer, client, or employer originates from any information obtained through the school district. No gifts from any person or group desiring or doing business with the school district shall be solicited by a school employee except for normally valued instructional products or advertising items that are widely distributed.

SIGNATURE

DATE



**** SAMPLE ** SAMPLE ** SAMPLE ****

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE COMPANY	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED VENDOR CONTACT INFORMATION	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:		Y		04/01/2022	04/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG Add'l Ins Lssr Leased \$
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						UNINSURED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A		05/15/2021	05/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D							

**GENERAL LIABILITY COVERAGE REQUIRED.
MINIMUM LIMIT OF \$1,000,000.
POLICY SHOULD BE CURRENT.**

**WORKERS' COMP COVERAGE REQUIRED.
MINIMUM LIMIT OF \$500,000.
POLICY SHOULD BE CURRENT.**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured

**DESOTO COUNTY SCHOOLS SHOULD BE NAMED AS AN ADDITIONAL INSURED.
CERTIFICATE HOLDER SHOULD BE DESOTO COUNTY SCHOOLS.**

CERTIFICATE HOLDER	CANCELLATION
Desoto County Schools 5 East South Street Hernando MS 38632	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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BACKGROUND CHECK REQUIREMENTS

A vendor or employee of a vendor who is contracted to provide services on a regular basis on an individual campus of DeSoto County Schools (DCS) or other location where DCS students are present must have a background check. Per DCS board policy, independent contractors, consultants, and service providers who provide services for DCS or services pursuant to a parent/booster group to work with students **ON or OFF** school property must have a background check completed every 2 years. Maintenance and construction providers are exempt from the background requirement.

It is the responsibility of the vendor to start the process of obtaining a background check; the background check will be paid for by the vendor. The process could take approximately 24 to 48 hours to complete. Any vendor that is required to have a background check must have verification of an approved check before coming on campus.

Examples of vendor service categories that **REQUIRE** a background check may include but are not limited to:

- Choreographers, band/choir instructors, disc jockeys
- Photographers, videographers
- Audiologists, psychologists, speech therapists, occupational therapists, physical therapists
- Seamstress

Examples of vendor service categories that **DO NOT** require a background check may include but are not limited to:

- Judges (pageant, band, choir, contests)
- Musical accompanists
- Other contractors found by DCS officials to be substantially similar to the above (e.g. Santa Claus)

A professional contractor providing staff development or other similar services may submit a waiver of the background check if **BOTH** of the following criteria are met. The waiver request must be completed and submitted to the Purchasing Department for review and is subject to approval of the Board of Education of DeSoto County Schools.

- Services are provided less than seven (7) times within 1 fiscal year
- Contractor **DOES NOT** work with students

Background Investigation Bureau (BIB) is the company that handles required background checks for DeSoto County Schools. To get started, visit <https://desotocs.schoolinsites.com/backgroundcheckinformation>. Click the "BIB Background Check Link" and then the button "Volunteer Now!" to begin.



REQUEST FOR NEW VENDOR

Please complete all areas of this form. To set-up a new vendor, submit this document and completed vendor packet to the Purchasing Department.

SCHOOL NAME:		DATE:	
EMPLOYEE NAME:			
VENDOR NAME:			

WHAT COMMODITIES AND OR SERVICES DOES THIS VENDOR PROVIDE?

LIST OTHER DCS VENDORS THAT CURRENTLY PROVIDE THESE COMMODITIES AND OR SERVICES.

PLEASE JUSTIFY THE REASON FOR USING THIS VENDOR (e.g. less expensive, no other vendor offers the same services, etc.).

DESCRIBE THE LONG-TERM BENEFITS FOR USING THIS VENDOR.