



**OPEN ENROLLMENT FOR  
CHARTER BUSES AND RECREATIONAL VENDORS**

**August 1, 2022 – August 19, 2022**

**Instructions on how to complete documentation for Open Enrollment.**

- I. Process for Current Vendor Open Enrollment (meaning if you currently have a vendor number)

**Complete Master Agreement Template(s)**

1. Click on the Link to Procurement Services' website:  
<http://www.scsk12.org/procurement/db.php?PID=282>. The link works best in Chrome.
2. Click on the month of August 2022 and locate the document named **Open Enrollment for Charter Buses and Recreational Vendors**
3. Under Menu click on Master Agreement Template for Charter Bus and Recreational Services
4. Select the appropriate template for the services your company will be providing, either the Master Charter Bus Services Agreement or Master Recreational Services Agreement
5. Complete the document in its entirety
  - For Charter Bus Services Agreement make sure to provide a DOT#, completed Exhibits A&B Forms and provide Certificate of Insurance (COI)
  - For Recreational Services Agreement make sure to provide completed Exhibit A Form and provide Certificate of Insurance (COI)
6. Please email the Master Agreement Template, Exhibits A/A&B and Certificate of Insurance (COI) to [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org)

## II. Process for New Vendor Open Enrollment (meaning if you do not have a vendor number)

### 1. Please read the Vendor Electronic Registration Instructions.

Link to Procurement Services' website:

<http://www.scsk12.org/procurement/db.php?PID=282>. The link works best in Chrome.

Have your documents ready:

- W9
- If needed, a non-profit letter (*Please load all documents at one time because there is only one time available.*)

### 2. Please confirm your W9 is complete, legible and able to be viewed.

- Save all documents together
- Load all documents together

### 3. Once you have submitted the form, you'll receive an autogenerated email with a confirmation number. Please note this is not a vendor identification number.

If you have not received an email with your vendor identification number after five (5) days, please email: [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org).

### 4. If you are having problems registering and you are in Chrome, please try to empty cookies and history on your computer. If it is high volume time, try again during an off-business time.

**Reminder: Please note what type of services and/or goods your company provides.**

## **Background Check - Vendor ID**

If you are going on-site, you need to complete a background check to receive a vendor ID badge.

**First Action:** Please make an appointment with Fingerprinting: 901-416-5318

- Any questions about the background check, please contact Fingerprinting.
- All vendors need a service code when completing the fingerprinting process. Use code: 28TYHT.
- Vendors doing business with SCS are required to renew their badges annually.
- Shelby County Schools' identification badge shall be worn at all times by each vendor's employee(s), subcontractor(s), or representative(s) at shirt pocket height while on Shelby County Schools' property.

## SCS Bids and RFPs

Where to find Bids, RFPs and Bid Tabulations on SCS website:

Go to Shelby County Schools' website: <http://www.scsk12.org/?LP=>

- View the bottom of SCS page in the black highlighted area.
- Click on Doing Business with SCS.
- View the quick links on the left of the page and click on Bids and RFPs.
- To view Bids and RFPs, click on the month and year.
- For Bid Tabulations, the quick link is also located on the left of the page.
- Bid Tabulations are also located by the month and year.

### Complete Master Agreement Template(s)

1. Click on the month of August 2022 and locate the document named **Open Enrollment for Charter Buses and Recreational Vendors**
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4. Complete the document in its entirety
  - For Charter Bus Services Agreement make sure to provide a DOT#, completed Exhibits A&B Forms and provide Certificate of Insurance (COI)
  - For Recreational Services Agreement make sure to provide completed Exhibit A Form and provide Certificate of Insurance (COI)
5. Please email the Master Agreement Template, Exhibits A/A&B and Certificate of Insurance (COI) to [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org)