

New Vendor Request

DATE:

Vendor Requirements: *Vendor must be able to check ALL boxes*

<input type="checkbox"/>	Vendor will accept Horizon Charter School Vouchers
<input type="checkbox"/>	Vendor can provide a current Business License
<input type="checkbox"/>	Vendor can commit to obtain/provide Insurance listing Horizon Charter Schools as an additional insured
<input type="checkbox"/>	Vendor can commit to obtain /verify DOJ clearance for all employees working directly with students
<input type="checkbox"/>	Vendor must provide services in at least 1 of our 6 County areas (excepting online services)



Proceed only if you will be able to meet the 5 requirements above

Contact Information:

Business Name:	<input type="text"/>	Phone:	<input type="text"/>
Business Website:	<input type="text"/>	Email:	<input type="text"/>
Grade levels Served:	<input type="text"/>	Referred by:	<input type="text"/>

Type of Location: *check all that apply*

Commercial Location	Vendor Home <i>(Home visit required)</i>	Student Home or Public Space <i>(use mailing address for Service Location)</i>	Online
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Location: *(if meeting in public or student home, provide your mailing address)*

Street Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Service Provided: *(restrictions apply)*

Core Classes	Enrichment Classes	Tutoring	Field Trips
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subject Area: *Vendor services must be used to address California State General Education Content Standards*

Core Subjects	Foreign Language	Visual and Performing Arts	Electives	Physical Education	Technology
<input type="checkbox"/> English <input type="checkbox"/> Math <input type="checkbox"/> History <input type="checkbox"/> Science	<input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Email this form to Horizon Contract Programs: cp@hcs.k12.ca.us

or FAX: (916)-408-5238 or MAIL to: HCS Attn: Contract Programs P.O. Box 489000, Lincoln, CA 95648

Eligible prospective vendors will be sent a complete Vendor Contract from Horizon within 2 weeks

For Internal Use Only:

Home Visit or Observation Needed: <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> Preliminary Approval: _____
<input type="checkbox"/> Vendor Declined / Reason: _____	Contract Sent: _____