

## **Non Exempt Vendors**

Non-exempt vendors must be credentialed. These vendors include, but are not limited to:

- Cleaning staff
- Technology maintenance personnel
- Maintenance men who have free access to the facility
- Cabinet repair man
- Electrician
- Animal vendor
- Dishwasher repairman
- Pest control
- Consultants who are on premise with free access to the building
- Security staff

Non exempt vendors must pay for and provide their own local criminal background check as well as a fingerprint check.

### ***Establishment of a new relationship with non-exempt vendors:***

When a person on the Suzuki staff establishes a relationship with these non exempt vendors, they must turn over the contact information to Executive Assistant before the vendor comes on site. The staff member must allow sufficient time for the credentialing to occur before a scheduled visit. If this cannot occur, alternative arrangements must be made so that a Suzuki staff member remains with the vendor while they are on premise.

### ***Credentialing of non exempt vendors:***

The Executive Assistant is responsible for credentialing of the onsite non exempt vendors. Once this has occurred, the vendor will be added to a published list of credentialed vendors.

The Executive Assistant is also responsible for explaining to the vendors the process, the protocol with new personnel from the vendor company, and the turnaround times.

### ***Parent Acknowledgment:***

When parents enroll their child at the school, they complete a blanket acknowledgment which is kept in the child's folder.

### ***On premise visits by non-exempt vendors:***

All non-exempt vendors visiting Suzuki must log in at EZ Care or sign in at the front desk and wear the Suzuki picture badge. The Front Desk Staff is responsible for ensuring that this happens.

If a non exempt vendor comes in who is not properly credentialed, the Front Desk Staff will contact Executive Assistant who will contact the vendor or Suzuki representative to determine the course of action. At no time should the vendor be allowed to be with children unless they are escorted.

## Non-Exempt Vendors – website content

**Non-exempt vendors must be credentialed. These vendors include, but are not limited to:**

- Maintenance personnel who have free access to the facility including janitorial staff, cabinet repairman, electrician, dishwasher repairman, pest control
- Consultants who are on premise with free access to the building
- Technology maintenance personnel on contract

**If you are a non-exempt vendor, you must complete the following steps:**

1. [Independent Contractor Documentation](#)

2. [Completed Satisfactory Georgia criminal background check](#)

The Criminal Background check must have been completed before starting at Suzuki and within the preceding 10 days of when you start working at Suzuki. Please take this form to the Chamblee Police Station (3518 Broad Street, Chamblee, GA 30341) to get it verified. The Georgia criminal background check must be processed with the purpose code: "W" - Employment with Children. If you have a satisfactory fingerprinting determination letter from BFTS which has a date within the last 12 months, you do not need to do this.

3. [Completed Notarized Fingerprint Verification forms](#)

Follow the directions on this form. The completed form must be submitted to The Suzuki School within 10 days of starting at the school. To be considered a completed form, you will need to register on line with Cogent, pay a fee, go to Cogent, get it notarized and return the form to Suzuki to be mailed to BFTS. It can take up to 3 weeks for it to get returned, so leave time!

**4. Certification of proof of Workers Compensation and General Liability** with a card presented to Suzuki showing the school as a named insured (this is required for certain non-exempt vendors – please check with CFO).

Once you have completed the requisite Criminal Background Check, the Independent Contractor Documentation, and proof of insurance, please mail them to the attention of Executive Assistant, 443 E. Paces Ferry Road, Atlanta, GA 30305, or fax to 404 306 3617. **Please note that you cannot work at the Suzuki School until this information has been provided.** After you have submitted this information, please complete the attached form so that we know to expect this information via fax or mail.

Once you have submitted the paperwork, contact the Executive Assistant at 404 869 1042 to schedule an Orientation Session. You may not provide on-site services until after the following is completed.

**5. Signed Documentation of Orientation: this is done on premise with a Suzuki representative.**

- How to sign in/sign out
- Training on health, safety, and accident reporting
- Enrichment Vendor attendance lists.