



# How to Complete a Vendor Application with Miami-Dade County Public Schools (“M-DCPS”)

## Part 2 – Form 3921

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# Welcome

- This two-part presentation is designed for vendors not yet registered to do business with M-DCPS.
- This is part 2, which discusses the various sections of Form 3921, also known as the vendor application form.
- Please see part 1 to learn more about the three documents that must accompany the vendor application when submitted for processing and registering.
- Registering establishes basic information needed to transact business.
- Registering improves the ability to contact you about new business opportunities.

# Vendor Application Form

- Vendor application form - Availability and Submission
- Vendor application form – Sections 1 through 16

# Vendor Application Form - Availability and Submission

- Form 3921 is available on the Procurement Management Services website at <http://procurement.dadeschools.net> or at the forms management website at <http://forms.dadeschools.net/webpdf/3921.pdf>
- Form 3921 must be submitted along with the 3 supporting documents described in part 1 of this presentation as a single application package.
- The completed application package may be:
  - E-mailed to [vendors@dadeschools.net](mailto:vendors@dadeschools.net)
  - Delivered to the address shown on the cover page of Form 3921
  - Faxed to the number shown on the cover page of Form 3921

# Vendor Application Form

- Vendor application form - Availability and Submission
- Vendor application form – Sections 1 through 16

# Section 1A – Taxpayer Identification Number

- The taxpayer identification number (TIN) is required to positively identify the vendor to the IRS.
- The TIN may be a Federal Employer Identification Number if the vendor is organized as a corporation, LLC or LP.
- The TIN may be a Social Security Number if the vendor is an individual/sole proprietor using their legal name as the business name. A single-member LLC that is using a disregarded (fictitious) name may also use a Social Security Number, but the fictitious name must be registered with the State of Florida Division of Corporations. (See IRS Form W-9 instructions)
- The TIN entered on the vendor application must match the TIN used on the vendor's federal tax return.

# Section 1B – Business Information

- FICTITIOUS NAME - Transacting business with M-DCPS using a fictitious or disregarded name may only be done if the name is registered with the State of Florida Division of Corporations.
- NAME – The legal vendor name as appears on the federal tax returns filed with the IRS by the vendor.
- ADDRESS – The business address of the vendor. This is where purchase orders should be mailed to.

## Section 2 – Mailing Address

- ADDRESS – The desired mailing address of the vendor, if different from the address identified in Section 1B.
- If this section is left blank, the mailing address will be the same as the business address.
- Typically, vendors leave this field blank, unless purchase orders are to be mailed to an address other than the business address.



## Section 3 – Invoice Remittance

- ADDRESS – The desired address where M-DCPS should send remittances (checks) when paying invoices.
- If this section is left blank, checks will be addressed to the business address from Section 1B.
- Typically, vendors leave this field blank, unless checks are to be mailed to an address other than the business address.
- If vendor's invoices will specify a remittance address that is different from the business address, that address should be entered in this section.

## Section 4 – Communication Details

- CONTACT PERSON – The name of a person authorized to be contacted by M-DCPS regarding any general business question.
- TELEPHONE NUMBER(S) – The phone numbers where the contact person may be reached by voice or by fax.
- EMAIL ADDRESS – The email address where purchase orders or other business-related communications may be sent. M-DCPS will also use this address to notify your business of any opportunities to do business. Only a single email address may be submitted.

# Section 5 – Affiliated Companies

- Affiliated companies are companies that are related in some way to the company being registered in the current application.
- This definition includes, but is not limited to:
  - Associated companies
  - Subsidiary companies
  - Inter-related companies
- Failure to report affiliated companies may cause additional delays in application processing.

# Section 6 – Type of Business

- The type of business structure should be indicated in this section.
- Corporations, limited liability corporations, partnerships and limited partnerships should indicate the state and date of the incorporation.
- Please check all the boxes that apply.

## Section 7 – Licenses

- Occupational licenses, certificates of competency or other licenses relevant to the type of services to be supplied, if applicable, should be noted here.
- Optionally, copies of the licenses may be submitted along with the application.

## Section 8 - Primary Business Classification

- Please check the classification that most closely characterizes your business and provide an expanded type description where applicable.

# Section 9 – Owner/Gender Classification

- Please check the gender and ethnicity classification that most closely characterizes the business owner.

# Section 10 – Ownership Disclosure

- If the vendor is a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address should be provided for each officer, director, and stockholder or owner, who holds, directly or indirectly, five percent (5%) or more of the stock or ownership. If the vendor is a trust, the full legal name and address shall be provided for each trustee and each beneficiary. Post Office addresses are not acceptable.
- This information will used to evaluate the ownership of the vendor.



# Section 11 – Agent, Rep. or Employee

- Information regarding the agent(s), representative(s) or employee(s) authorized to transact business on behalf of the entity or firm should be provided in this section.

# Section 12 – Category Codes

- This section requires vendors to self-describe what goods or services they are able to supply. Vendors must enter at least one, and may enter as many as twelve distinct category codes.
- Category codes are five digit numbers that help describe what goods or services any vendor is able to supply. A listing of codes to choose from is available by referencing the Vendor Application Category List on the Procurement Management Services website at <http://procurement.dadeschools.net/pdf/vendorlist.pdf>
- There are three key points to remember about category codes:
  - The first three digits describe the general category of goods and services supplied.
  - The last two digits describe the exact item(s) in the general category supplied.
  - When the last two digits of the code are “00” then all items in the category are identified as available for supply.

# Section 12 – Category Codes

- Category code examples:
  - 35000 = FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
  - 35010 = BANNERS, PENNANTS, AND DECORATIVE FANS, DRAPES, AND PULL DOWNS
  - 35030 = FLAG POLES, ALL TYPES
  - 35070 = FLAGS, STATE AND U.S.: COTTON, NYLON, POLYESTER, AND WOOL
- In the example above, if only Flag Poles are available for supply, then code 35030 should be selected. If, however, all of the items described in 35010, 35030 and 35070 are available for supply, it would be simpler to select 35000, since this code broadly includes all of the items in this category.
- Selecting the broad category code instead of many individual item-related codes may help make better use of the 12 available fields on the application form.

# Section 13 – Cone of Silence Rule

- The School Board of Miami-Dade County, Florida, enacts a Cone of Silence from issuance of a solicitation and shall terminate at the time the item is presented by the Superintendent to the appropriate Board committee immediately prior to the Board meeting at which the Board will award or approve a contract, reject all bids or responses, or take any other action that ends the solicitation and review process.
- School Board Policy 6325 details the Cone of Silence. It is a prohibition on any communication regarding a particular Request for Proposals (RFP), Invitation To Bid (ITB), or other competitive solicitation during the solicitation, review and Board action of bid proposals through final Board action as appropriate.
- More information about the Cone of Silence may be found at: <http://www.neola.com/miamidade-fl/search/policies/po6325.htm>

# Section 14 – Lobbyists Policy

- A lobbyist is a person appearing as a representative for an individual or firm, for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, technical review or similar oral presentation committee.
- School Board Policy 8150 details the steps required of all Lobbyists. All lobbyists must register with the Clerk's office and pay all applicable lobbyist's fees.
- More information about registering as a lobbyist, as well as a list of currently registered lobbyists may be found at:  
<http://www.dadeschools.net/schoolboard/lobbyist.asp>

# Section 15 – Disclosure of Employment

- Disclosure of the names and positions of any current and future employees who serve as agents, principals, subcontractors, employees, or consultants, to work on any agreement for the bidder, proposer, consultant, vendor, or contractor, and who are currently employed or have been employed by the School Board within the last two (2) years is required.
- School Board Policy 6460 details the Business Code of Ethics and the relevance to this disclosure.
- More information about the Disclosure of Employment of Former Board Employees may be found at:  
<http://www.neola.com/miamidade-fl/search/policies/po6460.htm>

# Section 16 – Attestation

- A dated and signed application is required for processing.
- The individual signing the application certifies that:
  - The TIN provided is correct.
  - The vendor is exempt from backup withholding of federal taxes.
  - The vendor agrees with School Board Policy 6460 – Business Code of Ethics.
  - The vendor understands that the TIN collected on the vendor application may be used to report income to the IRS.

# Summary

- When registering as a vendor with M-DCPS, please submit a copy of each of the following documents:
  - A completed, signed and dated Form 3921 – Vendor Application
  - A completed, signed and dated IRS Form W-9
  - A certificate or proof of filing with the State of Florida (A print-out from the SunBiz website is acceptable)
  - A county business tax receipt
- If any valid exemption applies, please provide supporting documentation in place of the item.
- Business names and addresses should be consistent on all documents.



# Questions/Comments