



YMCA Shared Services, Inc. Prospective Vendor Letter

September 4, 2018

Thank you for your recent interest in conducting business with YMCA Shared Services, Inc. and all of our member Ys. In order to develop strong working relationship and ensure that all our vendors comply with our business standards, we require all vendors that we work with to be vetted through our internal review process. The process begins with our YMCA Shared Services, Inc. Vendor Application (attached). Please complete the Application in its entirety and return it with the additional documents required to YMCA Shared Services, Inc. via email or US Postal Service to the person(s) and address below. Incomplete Applications will result in a delay of the qualification process. To ensure our records are complete, vendors will be asked to complete a similar application every two years.

The information provided on this application is sensitive in nature and includes, but is not limited to, your federal identification number and/or social security number. Please be advised that this information is retained for internal use only by YMCA Shared Services, Inc. and our member Ys. We do not sell or share vendor information with any undesignated parties. We only require such information for our tax reporting purposes and to conduct background checks when necessary. If you choose not to comply with our request for information, we will be unable to add you to our active, approved vendor listing, and you will be restricted from doing business with us and any of our member Ys.

After the YMCA Shared Services, Inc. Vendor Application and additional documents required have been submitted, our internal review process will continue as follows:

1. Confirmation of receiving your application and other documents will be sent via email to your *business representative* listed on the form.
2. Your application will be reviewed and the *business representative* will be contacted to arrange a meeting in order to discuss possible procurement options and opportunities.
3. Proposed/agreed purchasing program will be documented or summarized in our YSS Purchasing Program Outline document (attached).
4. The *business representative* and any others will be notified of being added to YMCA Shared Services, Inc. (*active*) YSS Approved Vendor List.

Upon being placed on our (*active*) YSS Approved Vendor List, we require all vendors to follow our purchasing and invoicing protocols. Most of our participating member Ys require pre-approved purchase orders (POs) before any orders are placed and in order to pay any invoices. As you know, purchase orders serve as a confirmation that these items or services were authorized by appropriate personnel. Lack of compliance to purchasing and invoicing protocols will result in a delay of payment.

If you have any additional questions or need any assistance in completing this form, please contact Paul Slovin at pslovin@ymcasharedservices.org or 617.9278132.

We look forward to a long and prosperous relationship with you and your company!

Sincerely,

Paul J. Slovin
Director of Procurement



YMCA Shared Services, Inc. Vendor Application

Business Information

All information being provided will be kept confidential.

Company Name: Earlychildhood LLC

Legal Name: dba Discount School Supply
If different from company

Address: 20 Ryan Ranch, Suite 200
Street Address *Apartment/Unit #*

Monterey, CA 93940
City *State* *ZIP Code*

Website: www.discountchoolsupply.com Phone: 800-836-9515

Federal ID #: 77-0407301 Dun & Bradstreet #: 02-179-9486 Date Established: 1995

Legal Structure:

- Corporation
- Limited Liability Company (Llc.)
- Sole Proprietorship
- Franchise
- Non-Profit
- Other
- Joint Venture
- Partnership

If other, specify structure: _____

Federal Tax Certification:

- W-9 (attach current copy)

Type of Business:

- Construction
- Distributer
- Publication/Broadcaster
- Wholesale
- Consultant
- Manufacturer
- Retailer
- Other
- Courier/Transportation
- Professional Service
- Service Provider

If other, specify type: _____

Are you set up for electronic billing?

Yes

No

Gross Revenue for Previous Fiscal Year:

Under \$100,000

\$100,001-\$500,000

\$500,001-\$750,000

\$750,001-\$1,000,000

\$1,000,001-\$5,000,000

\$5,000,001-\$10,000,000

\$10,000,001-\$50,000,000

\$50,000,001-\$100,000,000

Over \$100,000,000

Number of Employees:

Under 25 employees

26-75 employees

76-150 employees

151-200 employees

201-500 employees

501-1,000 employees

1,001-1,800 employees

1,801-2,500 employees

2,501-5,000 employees

5,001-10,000 employees

10,000-20,000 employees

Over 20,000 employees

Geographic Service Area:

Local

Regional

National

International

If local or regional, specify area(s): _____

Please list primary products/competencies:

Discount School Supply is a leading developer, manufacturer, distributor and retailer of education products.
with an assortment of over 20,000 products. Our current catalog categories include Arts & Crafts, Outdoor
Learning, Sand & Water, STEM, Science, Manipulatives, Block Play, Mathematics, Puzzles, Curriculum Resources
Social Development, Dramatic Play, Puppets, Books, Language, Music, Active Play, Health & Nutrition,
Family Style Dining, Infant & Toddler, Soft Play, Rest Time, Furniture, Carpets, TeacherResources.

Business Representative

Name: Nancy Triggs Job Title: Regional Sales Manager

Email: ntriggs@discountschoolsapply.com Phone: 732 -208-1550

Experience & Performance

Please list three references for whom you have worked/provided services.

Contact Name: Sherri Underood Phone: 608-443-4310

Company: Supporting Families Together Association Email: Microgrants@supportingfamilies.together.org

Address: 700 Rayovac Drive, Suite 6, Madison, WI 53711

Contact Name: Betsy Lewis Phone: 484-947-4081

Company: Nobel Learning Communities Inc Email: Betsey.Lewis@nlcinc.com

Address: 1615 W Chester Pike, Ste 200, West Chester, PA 19382

Contact Name: Mary Sakellerios Phone: 978-475-3545

Company: Bright Horizons Email: msakellaros@brighthorizons.com

Address: 200 Talcott Ave South, Watertown MA 02472-5705

Does your business conduct the following screening procedures when hiring new employees and/or annually thereafter for each employee? *Please check all that apply.*

- | | | | |
|--|--|-----------------------------------|-------------------------------|
| A. Criminal Background Checks | <input checked="" type="checkbox"/> Time of hire | <input type="checkbox"/> Annually | <input type="checkbox"/> None |
| B. Sex Offender Registry Checks | <input checked="" type="checkbox"/> Time of hire | <input type="checkbox"/> Annually | <input type="checkbox"/> None |
| C. Drug Testing | <input checked="" type="checkbox"/> Time of hire | <input type="checkbox"/> Annually | <input type="checkbox"/> None |

Note: YMCA Shared Services, Inc. and our member YMCAs reserve the right to request a background check on any and all sub-contractors used by the party to whom they are contracted to by virtue of this document. This request will be made at the discretion of YMCA Shared Services, Inc. and/or our member YMCAs.

YMCA Shared Services, Inc. reserves the right to request a personal background check on any of the principles of the organization with whom it is contracting.

Proof of Insurance (*Copies of all current documents/certificates must be submitted with this application.*):

General Liability

Workers Compensation

Diversity Information

Please check all that apply. Copies of all current certifications must be submitted with this Application.

Classified/Owned/Certified as:

- Historically Underwritten Business (HUB) Zone Small Business
 Other None

If other, specify structure: _____

Company is at least 51% owned, controlled, and actively managed by:

- Minority Person(s)* Service Disabled Veteran Owned Small Business
 Small Disadvantaged Business Woman/Women
 Other None

If other, specify structure: _____

*If Minority Person(s) owned, select all that apply:

- African American Asian Indian American Asian Pacific American
 Hispanic American Native American/Alaskan Native Other

If other, specify structure: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in this application may result in becoming an unapproved vendor for YMCA Shared Services, Inc.

Signature: Lydia Wilson Date: May 7, 2019

Name (Print): Lydia Wilson

Title/Position: Senior Contract Manager



YMCA Shared Services, Inc. Purchasing Program Outline

Name of Business/Company/Corporation

Earlychildhood LLC

d/b/a Discount School Supply

Business Representative: *Name, Title* Nancy Triggs – Regional Sales Manager

Email Address ntriggs@discountschoolsupply.com

Phone Number(s) 732 208-1550

Service Area: States

(List additional business representatives if necessary)

Products & Services:

(List and/or describe all products/inventories/items and/or services that you offer.)

Please see attached Value Added

Purchasing Program Information:

Discount School Supply would like to offer 20% Off current catalog.

Shipping: Discount School Supply will provide Free shipping on all stock items with a minimum order of \$99.00 after discount on stock items. If orders do not meet the threshold of \$99.00 after discount for stock items a \$10.00 shipping fee will be added to the price of your order.

Drop Ship items pictured with a truck symbol 🚚 will be charged a 15% shipping fee. Please contact us for orders over \$15,000 for a possible reduction in these charges.

Please contact your local Account Manager Pam Schenck at pschenck@discountschoolsupply.com or by calling 781-405-2126 if you should have any questions or need further assistance.

You may also contact our customer service department at 1-800-627-2829 to place orders or the Bids Department at bids@discountschoolsupply.com for bids and quotes.

Exclusions:

Promotionally-priced items may be excluded from your standard contractual terms as mentioned above and are subject to review for special pricing. Some specialty items may be excluded from discount. This offer is not valid with any other promotions, discounts or outside the 48 contiguous United States.

(Explanation of how orders must be placed, i.e. email, web portal, phone, etc. Please send web portal setup procedure/instructions in a separate document. Specify all information necessary to place an order, including any information needed to apply discounts/purchasing program. Any factors that should be considered when placing an order, i.e. production/lead times, etc.)

Order Placement: Discount School Supplies accepts email, web, phone and fax orders. Please contact our customer service department at 800-627-2828, Fax#800-879-3753, web email: www.discountchoolsupply.com.

(Explanation of all shipping information needed by you. Any factors regarding delivery that we need to be aware of, i.e. drop vs. direct shipping, additional fees or discounts, etc.)

Shipping & Delivery Information: Delivery: Stock items ship within 2 to 5 days or sooner depending on location. Drop Ship items (Furniture & Equipment) noted with a truck symbol in our catalog ship 2 to 5 weeks

Explanation of billing and payment structure members of YMCA Shared Services, Inc. will be responsible for.)

Billing & Payments:

Net 30 Payment Terms

Additional Services, Rebates & Value:

(Include any additional/complimentary values, incentives, etc. that you are able to offer to the members of YMCA Shared Services, Inc.)