



## LEDC'S SUBCONTRACTOR APPLICATION FORM

1. **Taxpayer Name (Business name):**
2. **Contact Name:**
3. **Phone:**
4. **E-mail:**
5. **Address:**
6. **Interested in teaching the following courses:**
  - \_\_\_ **Basic English**
  - \_\_\_ **Intermediate English**
  - \_\_\_ **Advanced English**
  - \_\_\_ **English for Professionals**
  - \_\_\_ **English for Customer Service**
  - \_\_\_ **Computer Literacy**
  - \_\_\_ **QuickBooks.**

### Criteria to select vendors for LEDC

The following applies to vendors/contractors of goods or services with a value of more than \$5,000 dollars:

1. Preference will be given to vendors that are members of LEDC in good standing, and to vendors that have bilingual (English/Spanish) staff to provide the requested service.
2. Requested service meets a need within the organization, and/or forms part of the implementation process of the organization's action plan.
3. Business/vendor/contractor has/have ample, proven expertise in the field where the service is being sought.
4. A written proposal has been received
5. The job can be performed within the time frame provided by LEDC.
6. In the event that there are not enough proposals from qualified vendors to provide a needed service, the LEDC reserves the right to choose between providing such service with its own personnel, and/or to choose a well-known contractor, or a contractor that has had a previous working relationship with the organization.

