



HOW TO DO BUSINESS WITH DUNCANVILLE ISD

Duncanville ISD Purchasing Department
307 Crankshaft Dr., Duncanville, Texas 75116 * 972-708-2272 * Fax 972-708-2222

Prospective Vendor:

Duncanville ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law; therefore, the majority of our purchasing is done via competitive sealed bids, proposals or with co-operatives.

The purpose and intent of this competitive process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. The Duncanville ISD is committed to fair and equal competition among all vendors and does not allow favoritism to be shown to any vendor.

Vendor approval status is based on the awarding of bids and proposals per the purchasing guidelines or through confirmation of an awarded contract by a co-operative.

Unless specifically requested, the District does not send bid packets via U.S. Mail. Vendors are informed either by a one-page mailed notification and the vendor can download the packet from the Duncanville ISD website.. In addition, all Bid or Proposal specification documents are posted on the Duncanville ISD website at www.duncanvilleisd.org. The District also advertises bids and proposals in the Commercial Recorder.

In order for you to receive proper notification, it is very important that you make Duncanville ISD's Purchasing Department aware of any changes in your contact information. The request for such changes must be in writing and may be sent either via U.S. mail to the above address, via fax to 972-708-2222, or via e-mail to jkaronka@duncanvilleisd.org. Changes may also be made by resubmitting a Vendor's Application.

Thank you for your interest in Duncanville ISD. We look forward to working with you and your company in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christi Courson', written over a white background.

Christi Courson,
Director of Purchasing and Warehouse Services



DUNCANVILLE ISD VENDOR APPLICATION

Duncanville ISD Purchasing Department
307 Crankshaft Dr., Duncanville, Texas 75116 * 972-708-2272 * Fax 972-708-2222

GENERAL INFORMATION

Date: _____

Contact Name: _____ Website: _____

Contact Title: _____ Can purchase orders be emailed? _____

Number of years in business: _____ If so, email address: _____

Co-operatives currently have awarded bids with: _____

Goods and Services Provided: _____

Signature of Authorized Person

Print Name and Title

ORDER FROM INFORMATION:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Toll Free Number: _____ Fax: _____

REMIT TO INFORMATION:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Toll Free Number: _____ Fax: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.