Raymondville Independent School District

Raymondville ISD, it all starts here.

Purchasing Manual

R.I.S.D. Purchasing Department

David Longoria, Administrator for Purchasing

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Raymondville Independent School District

Dear Vendor,

I would like to welcome you to the Raymondville Independent School District Purchasing Department. Thank you for your desire to do business with RISD. RISD has a centralized purchasing operation, which requires the release of purchase orders prior to the delivery of supplies or services. RISD is not responsible for verbal orders placed by employees outside the Purchasing Department.

These formal purchasing requests are normally advertised on Wednesdays in the Raymondville Chronicle and Willacy County News. These purchasing requests are posted on the website.

Respectfully,

Andres Villalpando, Fixed Assets Coordinator

Andres Villalpando

Purchasing/Fixed Assets/Instructional Materials

email: villalpandoa@raymondvilleisd.org

NOTICE TO BIDDERS: All postings on this website are provided as an added public service and are not intended for official use. Every effort has been made to provide specifications that are up to date, but information provided herein may change without notice or further posting. Any information presented here is subject to revision at any time and is reproduced from official document of the Purchasing Department. In case of error and/or omission, you are advised to contact the Purchasing Department at 956-689-2471 ext. 4129 for the current status of any posting.

PROCUREMENT METHODS

Purchasing Co-Ops

PURCHASING COOPERATIVES

REGION ONE

REGION 2 – GoodBuy

REGION 16 ESC TexBuy

Harris County Department of Education – Choice Partners

The Interlocal Purchasing System (TIPS)

US Communities – OMNIA Partners

Sourcewell

Texas Department of Information Resources (DIR)

REGION 2013 PURCHASING COOPERATIVE

Pace

Buy Board

Listing of BUYBOARD VENDORS

BUYBOARD Login Page

Texas Multiple Award Schedules

Texas Multiple Award Schedules

District Bids

https://www.raymondvilleisd.org/284169_3

3 Quotes

2. A.) Requisition/Purchase Order Process:

Requisition is submitted in the Skyward
Accounting System by Finance Clerk/PO Group

Next day **–** Requisition is reviewed and
Approved by Campus Principal/Department Head

Deflclency

Purchasing Agent reviews and approves requisition

Requisition is rejected to the originator

Deflclency

Assistant Superintendent reviews and approves requisition

Requisition is rejected to the originator

Deflclency

Chief Financial Officer reviews and approves requisition

Requisition is rejected to the originator (invalid account or non-sufficient funds).

Deflclency

Superintendent reviews and approves requisition

Purchase Order number is issued once approved by Superintendent.

Purchase Order Distribution
(Vendor)

NOTE: All requisitions are reviewed for the following:

- Accuracy
- Availability of funds
- Proper signatures
- Adequate description
- Proper account coding
- Overall completeness
- Campus Improvement Plan Goal & Objective
- Purchasing Co-Op Name and number

Please remember that the requisition will be rejected to the originator, if there is any deficiency. Once the deficiency has been corrected and the requisition is re-submitted to the Purchasing Department, the requisition gets tracked in the tracking system that same day.

<u>THE FOLLOWING ARE SOME OF THE MOST COMMON DEFICIENCIES</u>: *Invalid account number(s), Non-sufficient funds, Missing Campus Improvement Plan, Missing Purchasing Co-Op name and number, Not enough description in the detail, Lacking signatures* (i.e., campus principal, categorical program administrator, etc.), *account numbers* or *item numbers* (i.e. Office Depot order numbers), etc.

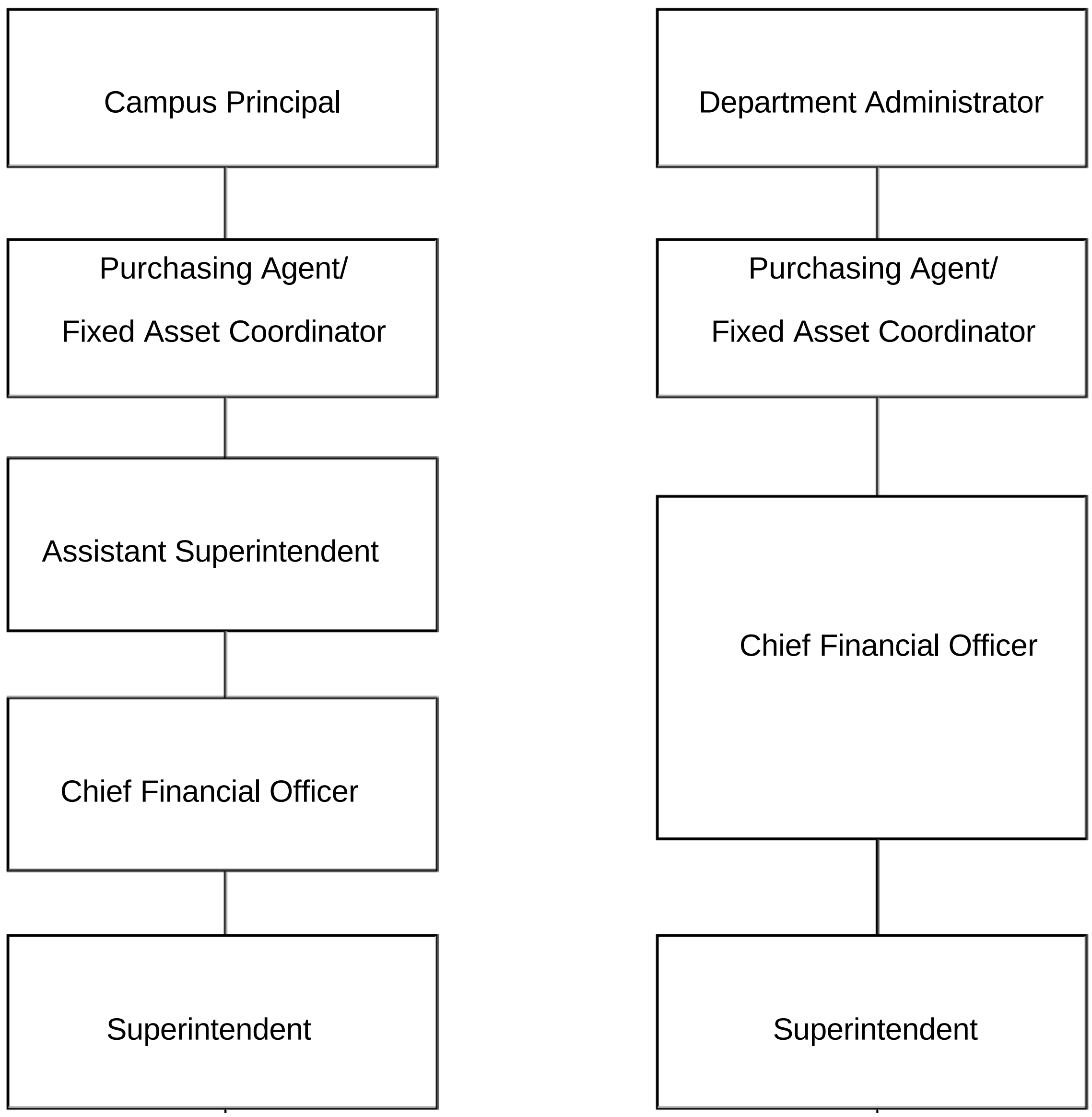
Note:
Checks will be processed once a week on Thursdays.

All purchase orders with original invoice and all supporting documentation submitted by Wednesday 10:00 a.m. will be processed Thursday morning.

2. B.) <u>Requisition/Purchase Order Approval Process (Flowchart):</u>

Local Maintenance/ Federal/ State Funds

Campus Funds/Categorical Funds **Departmental Funds**



The following 199 accounts are considered Categorical Funds and must have the Campus/Department Administrators' signatures prior to submission to the Superintendent:

Guidance & Counseling	(All Function 31)	Campus Administrator
Health Services	(All function 33)	Campus Administrator
Library Services	(All function 12)	Campus Administrator
Music Services		Campus Administrator
Instructional Computer Hardware & Software		Technology Director
Administrative Computer Hardware & Software		Technology Director
Physical Education		Athletic Director

Forward to the Special Programs Administrator/K-12 Curriculum Administrator:

All department generated requisitions, in-district professional leaves, travel requests, budget changes/amendments, and supplemental duty recommendation forms must be approved by the Campus/Department Administrator and then forwarded to the Special Programs Administrator or the K -12 Curriculum Administrator before and then to the Superintendent for approval.

All out of district/state professional leave requests/student travel requests, meals and lodging for student and employees generated by a campus and/or department must be approved by the Campus/Department Administrator and then forwarded to the Special Programs Administrator or the K-12 Curriculum Administrator and then to the Superintendent for approval.

Purchasing Authority

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Purchasing Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

3. Requisition/Purchase Orders:

A. Three types of purchase orders:
Regular, Prepayment, and Emergency

The following are the essential elements to fill out a requisition.

1. NAME OF SCHOOL OR DEPT:
Type the School/Dept. name, and where applicable, the program and name of the teacher.

2. REQUISITIONED BY:
Principal/Administrator name.

3. VENDOR NAME/VENDOR NUMBER:
Complete information of vendor: name of vendor, address, city, state, zip code. Vendor Number to be provided by Finance (Finance use only!)

4. DELIVERY TO ADDRESS BOX:
All deliveries go to the 420 FM 3168 Raymondville, TX 78580.

5. BID NUMBER:
Current bid number should be typed in the detail area.

6. ITEM NUMBER:
Number of items in ascending order.

7. QUANTITY:
Quantity of items to be purchased.

8. DESCRIPTION, PART OR CATALOG NUMBER:
Describe the item that you want to purchase. Specificity is required.

9. UNIT PRICE:
Price per each item.

10. TOTAL AMOUNT:
Product quantity times unit price.

11. TOTAL:
    The addition of "Total Amount" column.

12. AUTHORIZED APPROVER(S):
    Administrator/Principal signature, Purchasing Agent, Federal Programs Director, Accountant, Chief Accountant, CFO, and Superintendent.

13. PURCHASE AUTHORIZATION:
    Administrator for Purchasing.

14. ACCOUNT NUMBER: Select correct account number.

15. BEGINNING BUDGET BALANCE:
    Actual balance before deducting requisition expenditure.

16. ENDING BUDGET BALANCE:
    Remaining balance after deducting requisition total.

17. BUDGET AUTHORIZATION:
    Finance budget authorization.

18. RECEIVED BY:
    Signature of person receiving the goods or services. The administrator at the campus/department or designated individual is in charge of verifying that all the items have been received by signing off on the invoice before submitting for payment.

    Note: The only purchases not requiring purchase orders before goods are received or services are rendered are student meals, employee reimbursement for meals, mileage and parking, monthly copier fees, newspaper articles, consultants, construction projects, game officials, legal services, utilities, testing, tax refunds, TASB (updates, manuals, board items, memberships), SFE payments, copier/marquee scoreboard/equipment repairs, University payments, Texas Department of Public Safety (background checks), Texas State Billing Medicaid/Medicare program, software/license renewals, computer lease renewals, membership renewals, delinquent tax fees, legal settlements, legal fees, subscription renewals, entry fees, registration fees, maintenance fees, mailing services/shipping and handling fees, fuel/gas cards, vehicle registration, vehicle rentals, vehicle mileage overage fee and insurance deductibles.

4. Suggestions to Expedite the Process of a Requisition:

A. PLACING AN ORDER:

Verify that items are needed; if so, then order from an outside approved vendor.

B. PLAN AHEAD:

Consider time line for required signatures, processing of requisition, and delivering of goods or services. Please estimate 2 to 3 weeks.

C. DELIVER TO ADDRESS:

If a requisition does not have the proper delivery address, this will delay the purchasing process and delivery of goods or services.

D. DESCRIPTION:

Try to avoid typing "See Attachment." However, if attachment is required, please submit three (3) copies of the attachment for the appropriate departments and vendor.

Specify color of the item, when ordering furniture, shirts, or instructional items that the manufacture produces in several colors.

If bid item(s) will be purchased, the bid number and bid item number must be specified on the requisition. A copy of the tabulation page(s) that correspond to those item(s) must be included with the requisition. (See Sample Requisition)

On board approved items (i.e. sole source vendors, therapists, etc.), a copy of the agenda item that was approved needs to be attached and board approval date must be typed on the requisition. (See Sample Requisition)

If the item(s) will be purchased from a state vendor, you must include the commodity code on the requisition.

E. AUTHORIZATION AREA:
Be sure that the Principal/Administrator sign and date the requisition on the proper line provided below the original vendor copy. (See flowcharts - Exhibit A - C)

F. TOTAL AMOUNT AND TOTAL:
Double check your calculations. Make sure that they are correct: If requisition amount is less than the actual cost of the items, some companies will not process Purchase Orders until purchasing authorize the price correction.

G. ACCOUNT NUMBER:
Be sure the account number is correct, and that it has sufficient funds to cover the expenditure, if not, it will be returned to the originator and it won't be processed until a budget change is made.

H. SHIPPING AND HANDLING:
When you are obtaining quotes, inquire if there is shipping and handling charge. Charges must be included, if applicable.

I. REQUISITION COPY:
Always keep a copy of your requisition for future references.

J. DO NOT CALL-IN OR FAX ORDERS TO THE VENDOR WITHOUT A PROPER AUTHORIZED PURCHASE ORDER.

K. TRAVEL - All requisitions regarding travel such as lodging, airline tickets, meals, mileage, etc. must include two (2) copies of the approved Request for Professional Leave Form(s). Make sure that you have the proper account coding (i.e. In-district travel: 6411)

L. STUDENT TRAVEL - Requisitions must include two (2) copies of the list of students and field trip request form. Make sure that you have the proper account coding (i.e. student travel: 6412). It includes meals, fees, lodging, and transportation other than school.

M. SOLE SOURCE PURCHASES-

Selected purchases may be exempt from competitive procurement, if they meet established criteria for a sole source purchase as per TEC 44.031:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly.

- Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of $15,000.

It is incumbent upon the school district to obtain and retain documentation from the vendor which clearly delineates the reasons which qualify the purchase to be made on a sole source basis.

Any sole source item purchase request will be taken into consideration on a case by case basis.

All sole source products and/or services that exceed $50,000 must be approved by the Board of Trustees.

5. Procedures for the Acquisition and Distribution of Cellular Telephones (District-Wide)

1. The requesting department/campus must obtained approval in writing from its Superintendent. The memo should include reason(s) explaining and justifying the need for the cellular telephone. It should also list the name(s) and job title(s) of the individual(s) that will be issued such phone(s).

2. If the Superintendent approves the request, he or she must then forward a memo addressed to the Administrator for Purchasing for approval. The administrator will then consult with the Chief Financial Officer regarding such purchase.

3. If the Chief Financial Officer approves the request, the designated person in charge of the cellular telephones at the Purchasing Department will generate and process a requisition for such purchase. Since the budgeted funds used for this type of purchase are district-wide funds, the Administrator for Budget Department must approve the requisition.

4. Once the purchase order has been issued, the order will be placed and the cellular telephone will be delivered to the Purchasing Department. The requesting department/campus will be notified, once the phone is received. A release form will be filled out and kept on file. The phone will be released to the individual(s) with a wall adapter charger, cigarette liter charger, clip and manual (if available).

5. Any additional accessories needed will be purchased from the department/campus supplies account (i.e. replacement of battery). Any lost/misplaced or damaged accessories that were originally released with the cellular telephone will also be replaced by the individual(s) at their campus/department expense.

DISTRICT-ISSUED TELECOMMUNICATIONS DEVICE

The District may issue a cellular telephone or other wireless telecommunications device to an employee who is required to be immediately accessible for work-related communications.

GUIDELINES

All telecommunications devices will be used in compliance with the following guidelines:

1. A cellular telephone may be issued to any employee designated by the Superintendent, to be used for business telephone calls at those times when the employee does not have regular telephone service readily available.
2. When an employee accepts a District cellular telephone, he or she must provide written assurance of financial responsibility for any personal or non-business calls made from or received on that phone.
3. Within ten business days after the District presents the employee with the applicable monthly cellular telephone bill, the employee will review the statement and reimburse the District for any personal or non-business calls.
4. An employee who has outstanding charges for personal or non-business calls on a District-owned cellular telephone will no longer be an authorized user of that telephone until the charges are paid.
5. Each employee will be responsible for protecting the District's cellular phones and wireless devices from loss, damage, or theft in accordance with the following:
   a. The employee must return the equipment immediately upon resignation or termination of employment or at any time upon request.
   b. An employee who is unable to present the equipment in good working condition should expect to remunerate the cost of a replacement to the District.

SAFETY ISSUES

An employee who is issued a cellular telephone or wireless device must exercise reasonable precaution in conducting business-related communications on the device while driving a vehicle. Safety must be a priority over all other concerns.

If an employee must use a District cellular telephone or wireless device while driving a vehicle, he or she should:

1. Use a hands-free phone or wireless device.
2. Keep calls and communications as brief as possible.

3. Exercise extra care in using the cellular telephone or wireless device while driving in heavy traffic, inclement weather, or in an unfamiliar area.

An employee who is charged with a traffic violation or who causes an accident resulting from the use of the District's cellular telephone or wireless device will be solely responsible for all liabilities resulting from such actions.

BUS DRIVERS

Notwithstanding the above guidance, every school bus driver will be strictly prohibited from using a cellular phone or wireless device while driving a school bus except in emergency situations.

AUDIT

All telecommunications device invoices and records are subject to audit by the District and the Internal Revenue Service (IRS) and to public disclosure under the Texas Statutes Education Code Chapter 11.302 Public Information (Texas Open Records Act). A District-issued telecommunications device used primarily for personal reasons may be considered an employee taxable fringe benefit under IRS regulations.

DISCIPLINARY ACTION

An employee may be subject to disciplinary action if the employee frequently exceeds the above-mentioned restrictions or otherwise fails to comply with these rules.

REPLACEMENT

Each employee is fully responsible for the telecommunications device assigned to him or her. In the event the telecommunications device is lost, stolen, or damaged, the employee must:

1. Reimburse the District $300, or
2. Replace the lost or stolen telecommunications device and/or accessories.

Raymondville Independent School District
One Bearkat Boulevard, Raymondville, Texas 78580
Phone: (956) 689-2471 ● FAX: (956) 689-5869 – Business Office

CELLULAR PHONE/TWO-WAY RADIO AGREEMENT

Name of Employee:	
Title:	
Cell Phone Number:	

I,_________________________________, understand that I have been issued the above referenced cellular/two-way radio handset by the Raymondville Independent School District and I also understand that as part of my job responsibilities, it is mandatory for me to carry and use the issued handset at all times. **I AGREE** to abide by Administrative Policy and in addition, **I AGREE** to the following:

1. The cellular phone/two-way radio handset issued by the Raymondville Independent School District is property of Raymondville ISD and is **solely intended to be used for business purposes**;
2. I understand that the rate plan purchased for this cellular phone includes the following monthly allowance: 400 Minutes;
3. I agree to review my monthly usage bills for such cellular phone and identify any and all charges that are not related to Raymondville ISD business, charges that are over and above the monthly allowance, and I certify to Raymondville ISD that the remaining calls are related to Raymondville ISD business;
4. I understand, if applicable, that emailing is allowed if it pertains to Raymondville ISD business; **Text Messaging is not allowed.**
5. I agree to reimburse Raymondville ISD for all such charges not related to Raymondville ISD business within ten (10) days of receipt of the monthly charges for my review and agree to pay all overages and personal calls at the rate of $.40 cents per minute;
6. I agree to reimburse the District if the cellular phone/two-way radio handset is lost, stolen, or damaged, as stated by Administrative Policy; and
7. I agree that I have received a copy of the Administrative Policy on cellular phones or other wireless telecommunication devices.

Signature: ______________________________

Date: ______________________________

6. Maintenance/Repairs on Telephone Lines

1. A memo must be submitted to the Purchasing Department requesting any repairs and/or deletions on Verizon telephone lines. Be specific on the type of changes being requested.

2. If the Administrator for Purchasing approves the request, a Purchasing Clerk will issue a work order. A technician will be sent to the designated campus/department. He will then provide you with a quote.

3. The campus/department must submit a requisition based on the quote with the appropriate signatures before any work can be done. A copy of the quote must be attached to the requisition. Type the quote number on the requisition.

Note: *Technician will only do the work that is listed on the work order. If additional work is needed, contact Purchasing for a new work order number.*

4. Any additions of telephone lines need to be addressed to the Technology Department.

7. Samples of Requisitions:

The attached are samples of requisitions when ordering from the following:

- Dell Marketing (Computers, laptops, printers etc.)
- CDW-G
  (Computer hardware, misc., digital cameras, scanners, toner cartridges, etc.)
- Office Depot (Office Supplies, instructional supplies)
- BuyBoard Items
  Keep in mind that purchasing with a BuyBoard vendor requires for the requisition to be submitted directly to the BuyBoard at fax#1-800-211-5454
- Bid Items
  (Building supplies & materials, physical education supplies & materials, preventive maintenance repair service, technology items etc.).
  Also, include on the requisition the event or purpose for the request.
- Board Approval Items (i.e. sole source vendors, etc.)
  If the items you are purchasing are approved by the board, please make sure you state that on the requisition, including the date of the board meeting.

Note: The information on Dell Marketing, CDW-G, Office Depot, District Bids and the Purchasing Co-Ops can be obtained from the R.I. S.D. Purchasing Website *(www.raymondvilleisd.org)*

PAGE 1 OF 1

PO DATE
04/10/2014

COPIES:
WHITE ACCOUNTING
COLOR CAMPUS
PRINTED 06/17/2014
'REPRINTEDPO'

RA YMONDVILLE INDEPENDENT SCHOOL DISTRICT

PURCHASE ORDER NUMBER
0011400481

VENDORKEY : DELLCOMP001
SHIP DATE : 04/10/2014
FISCALYEAR : 2013-2014
ENTEREDBY : ROMO KRY0O0

VENDOR:
DELLMARKETINGL.P.
PO Box 676021
DALLAS, TX 75267-6021

PHONE: (800) 576-6038
FAX: {512) 283-7692

SHIP TO:
RAYMONDVILLEISD
420 FM 3168
RAYMONDVILLE,TX 78580

ATTN: KRYSTAL ROMO/A SALAZAR

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE
		REGION 2013 PROPOSAL#4022/4022B DIR SDDl951 CONTRACT#42AFU GOAL 1 OBJ 8 CATE PROFESSIONAL COMMUNICATION, 2014 SCHOOL YEAR, DELL PRINTER NEEDED FOR DATA PROCESSING, RESEARCH STUDENT USE AT Rlls	
	EA	DELL 5130CDN COLOR LASER PRINTER (224-7016)	1154.99000

ACCOUNT SUMMARY (FOR INTERNAL USE}

ACCOUNT NUMBER	ACCOUNT AMOUNT
244 E 11 6398 00 001 4 22 000	1,154.99

STATE TAX EXEMPT ENTITY NOBACKORDERSACCEPTED
TAX ID# 74-6001950
Deliveries will not be acceptedbetween the hours of 11:45 am - 1:15 pm

PAGE TOTAL	1,154.99
TOTAL	1,154.99

PURCHASE APPROVED BY:

PO DATE
02/18/2014

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

PURCHASE ORDER NUMBER
0011400345

COPIES:
WHITE ACCOUNTING
COLOR CAMPUS
PRINTED 06117/2014
'REPR INTED PO'

VENDORKEY : DELL INC000
SHIP DATE : 02117/2014
FISCAL YEAR : 2013-2014
ENTEREDBY : ZUNIGSAN001

VENDOR
DELL INC
POBox676021
DALLAS, TX 75267-6021

PHONE: (800) 576-6038
FAX: (512) 283-1213

SHIP TO:
RAYMONDVILLE ISD
420 FM 3168
RAYMONDVILLE,TX 78580

ATTN: SANDRA ZUNIGAISALAZAR

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE
		LASER PRINTER FOR RHS BAND TO SCAN AND P RINT MUSIC WRITING AND ARRANGING. CIP: GOAL 1, OBJ 14.1 DIR-SOD 1951; CONTRACT 42AFU	
1	EACH	DELL B 1265dfw MULTIFUNCTION MONO LASER PRINTER, NON TM (225-4452)	262.39000
3	EACH	ITEM# 331-7327 DELL 1,500 BLACK TONER C ARTRIDGE FOR DELL B1265dfw LASER PRINTER MANUFACTURER #PV VWC	57.00000

ACCOUNT SUMMARY (FOR INTE RNAL USE)

ACCOUNT NUMBER	ACCOUNT AMOUNT
199 E 36 6398 57 001 0 99 127	433.39

STATE TAX EXEMPT ENTITY NOBACK ORDERS ACCEPTED
TAX ID# 74-6001950
Deliveries will not be accepted between the hours of 11:45 am - 1:15 pm

PAGE TOTAL	433.39
TOTAL	433.39

PURCHASE APPROVED BY:

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

PO DATE
05/09/2014

COPIES:
WHITE ACCOUNTING
COLOR CAMPUS
PRINTED 06/17/2014
'REPRINTED PO'

PURCHASE ORDER NUMBER
0011400599

VENDOR KEY : MAC WAR001
SHIP DATE : 05/09/2014
FISCAL YEAR : 2013-2014
ENTERED BY : ROMO KRYO00

VENDOR
CDWG
75REMITTANCE DRIVE STE 1515
CHICAGO, IL 60675-1515

SHIP TO:
RAYMONDVILLE ISD
420 FM 3168
RAYMONDVILLE, TX 78580

ATTN: KRYSTAL ROMO/ D REQUENEZ

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE
		GOAL 1 OBJ 6.19 CONTRACT: TCPN- TECHNOLOGY SOLUTIONS R5106	
		TECHNOLOGY EQUIPMENT FOR DAVID REQUENEZ TO BE UTILIZED AT RHS	
		ROOM 204	
1	EACH	755137 ... TRIPP lOFT HIGH SPEED HDMI A/V 10'	9.32000
1	EACH	1016677.....TRIPP 15FT SVGA VGA RGB COAX HD15	14.41000
1	EACH	2806613.....VIESONIC VX2703MH-LE:D 271N WIDE LED	254.79000

ACCOUNT SUMMJ\.RY (FOR INTERNAL USE)

ACCOUNT NUMBER	ACCOUNT AMOUNT
244 E 11 6398 00 001 4 22 000	278.52

STATE TAX EXEMPT ENTITY NO BACK ORDERS ACCEPTED

TAX 10#74-6001950
Deliveries will not be accepted betweeen the hours of 11:45 am -1:15 pm

PAGE TOTAL	278.52
TOTAL	278.52

PURCHASE APPROVED BY:

PAGE 1 OF 1

PO DATE
12/13/2013

COPIES:
WHITE ACCOUNTING
COLOR CAMPUS
PRINTED 06/17/2014
'REPRINTED PO'

RAYMONDVILLE INDEPENDENT SCHOOL DISTRICT

PURCHASE ORDER NUMBER
9361400577

VENDOR KEY : BSN SPOR000
SHIP DATE : 12/13/2013
FISCAL YEAR :2013-2014
ENTERED BY : REYESORA000

VENDOR:
BSN SPORTS SUPPLY GROUP, INC
PO Box 660176
DALLAS, TX 75266--0176

PHONE: (800) 527-7510
FAX: (800) 899-0149

SHIP TO:
RAYMONDVILLE ISO
420 FM 3168
RAYMONDVILLE, TX 78580

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE
		REGION 2, RFB#l3-15 lBCDO NEED TO ORDER SUPPLIES FOR HS ATHLETICS.	
2	EACH	B14·SN383SNRY, B'H X 24"1'1 X S'D X l0'B SOCCER NETS 3.0MM Tl'IISTED PE. COLOR, ORANGE	121.49000

ACCOUNT SUMMARY (FOR INTERNAL USE)

ACCOUNT NUMBBR	ACCOUNT AMOUNT
199 E 36 6398 00 999 0 91 000	242.98

STATE TAX EXEMPT ENTITY
TAX ID# 74-6001950
NOBACK ORDERS ACCEPTED
Deliveries will not be accepted between the hours of 11:45 am -1:15 pm

PAGE TOTAL	242.98
TOTAL	242.98

PURCHASE APPROVED BY:

8. <u>Purchasing Departmental Forms:</u>

A. Bid/Proposal Request Form
B. Purchase Order Modification Form
C. Verbal Quotations Form
D. Written Quotations Form
E. Bid Checklist

Raymondville Independent School District
419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

BID/PROPOSAL Request Form

Requesting Department:	
Purpose of BID/Proposal request:	
Items or Services requested:	
Placement of Items or Service:	
Requested Date of Award:	

Are the Specifications & vendor list attached? ☐ Yes ☐ No

Comments:	

Name of Program Funding: ____

Account(s)#

____ $______________

____ $______________

Total $ ______________

____________________ ________ (Date) as of $ ______________
Budget Department Approval Date

Originating Department Approval ________ Date ________ Purchasing Admin. Approval ________ Date

Below This Line to be Completed by The Purchasing Department

Administrator/Purchasing *Data*
Assigned *Buyer* __
Tentative Award *Date* ______
Assigned bid Number ______________________

Type of Invitation to Bid:
_____ R. Equip. Supplies
_____ C. Contract Services
_____ I. Contracted Services & Installation
_____ P. Proposal

Form090389Rev9-99

Raymondville ISD

It All Starts Here!

419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

P.O. Modification Form

Note: All modification forms must be approved by the Administrator. A copy of the Purchase Order must be attached to this form with corrections and all sections must be complete to ensure promt processing.

To: Melissa Avila
Accounts Payable Clerk
Tel. # 689-8175 ext 4105

Date of Submittal: ____________

From: ____________ (Name) Campus/Dept. Name ____________

Purchase Order # ____________

Vendor's Name ____________

PRICE MODIFICATION:

Note: If amount decreased use a negative amount.

		Amount	Original PO Amt.	% change
____ Increase	____ Decrease	____	____	#DIV/0!

Select an X from the Drop Down

(Total diff. of old and new amounts)

Net Total: $ -
(Total of new purchase order with corrections)

VENDOR CHANGE:

New Vendor Name ____________
Address ____________
City, State, Zip Code ____________
Contact Person ____________
Phone # ________ Fax # ________

VOID/CANCEL: (Originator must contact and notify the vendor first of said cancellation, providing that the PO was faxed, called in, or mailed out to the vendor)

Person Contacted ____________ Phone # ____________

REASON FOR MODIFICATION:

____

____

Principal/Administrator's Approval: Business ____________

Office Approval: ____________

Updated 3/11/2020

Raymondville Independent School District
419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 ● FAX: (956) 689-8180 – Business Office

Date:	
Person/Dept. Requesting Quote:	
Verbal Quote #	

DOCUMENTATION FORM FOR PURCHASING FOR VERBAL QUOTATIONS ONLY TO BE FOR AMOUNTS: $0.00 - $499.99

	VENDOR 1	**VENDOR 2**	**VENDOR 3**
Company			
Contact Person			
City/State			
Telephone #			
Fax #			

ITEM #	Qty	**Descriptions/Specs**	**Unit Price Vendor 1**	**Unit Price Vendor 2**	**Unit Price Vendor 3**
		Freight Charges			
		Delivery Date After Receipt of PO			
		TOTAL	$	$	$

RECOMMENDED VENDOR	
If LOW QUOTE NOT Recommended need justification	

Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8175 ● FAX: (956) 689-8180 – Business Office

Date:	
Person/Dept. Requesting Quote:	
Written Quote #	

DOCUMENTATION FORM FOR PURCHASING
FOR WRITTEN QUOTATIONS FROM VENDORS ONLY
TO BE FOR AMOUNTS: $500.00 - $49,999.99

	VENDOR 1	VENDOR 2	VENDOR 3
Company			
Contact Person			
City/State			
Telephone #			
Fax #			

ITEM #	Qty	Descriptions/Specs	Unit Price Vendor 1	Unit Price Vendor 2	Unit Price Vendor 3
		Freight Charges			
		Delivery Date After Receipt of PO			
		TOTAL	$	$	$

RECOMMENDED VENDOR	
If LOW QUOTE NOT Recommended need justification	

Administrator Signature____Date ____________________________

Bid / Contract File Check Sheet

Bid Name   Buyer   Term Dates ____ to ____

Bid File # ____   Requesting Dept   Contact Person   Est. $ Amount ____

Development

☐ Solicitation Type ☐ New Bid ☐ Rebid - Previous # ____
☐ Request from Dept./Campus received - Date file initialized: ____
☐ Recorded in Access eROC Code:
☐ Best Value Criteria: ☐ Price Based ☐ Weighted Criteria
☐ Initial Term Period: ____
☐ Extension Opt: ☐ No ☐ Yes - # ____ ☐ Sole ☐ Mutual
☐ Price increase provision? ☐ No ☐ Yes
☐ Insurance required? ☐ No ☐ Yes
☐ Record of Incoming Bids included in file (hard copy bids only)
☐ Pre-bid Conference? ☐ No ☐ Yes - date: ____
☐ Draft copy of solicitation to Requester:
Date sent: ____ Date rec'd back: ____
☐ Final version of solicitation included in file:
☐ Hard copy (complete bid) ☐ Electronic File
☐ Supervisor release of solicitation: Initials: ____ Date: ____
☐ Advertising dates 1st: ____ 2nd: ____

Issuance

☐ Solicitation Dates: Released: ____ Opens: ____
☐ Addendums (if applicable): ☐ Included in file

Comments:

Opening / Evaluation

☐ Record of Incoming bids signed and witnessed (hard copy only) Bid
☐ responses received and included in file Sent: ____ Rec'd: ____
☐ Evaluation documents included in file (tab, bidders list, eval sheets, etc.)
☐ Debarment verified for awarded vendors
☐ Concurrence with recommendation for award from Requester
Date sent: ____ Date rec'd back: ____

Award

☐ Supervisor release of award: Initials: ____ Date: ____
☐ Public award tab posted in eROC
☐ Award notification sent Date: ____
☐ SDP Information Entered on SS (hard copy only) Date: ____
☐ Insurance forms received (if applicable)
☐ ☐ ☐ ☐
☐ Peer review: Initials: ____ Date: ____

Extensions

☐ 1st Extension Period
☐ Notice sent to Dept: Date sent: ____ Date rec'd: ____
☐ Supervisor release of extension: Initials: ____ Date: ____
☐ Extension notification: Date sent: ____

☐ 2nd Extension Period
☐ Notice sent to Dept: Date sent: ____ Date rec'd: ____
☐ Supervisor release of extension: Initials: ____ Date: ____
☐ Extension notification: Date sent: ____

☐ 3rd Extension Period
☐ Notice sent to Dept: Date sent: ____ Date rec'd: ____
☐ Supervisor release of extension: Initials: ____ Date: ____
☐ Extension notification: Date sent: ____

9. <u>Credit Card Purchases:</u>

The District has two (2) HEB cards which are used District – Wide.

A. A requisition is submitted for approval through the Skyward System. The requisition must contain a detail description of what is going to be purchased, the reason for the purchase, the Co-Op name & number and the Campus Improvement Plan goal and objectives.
B. Once the requisition has moved through the approval process, a purchase order is generated and given to the campus/department which has requested either card.
C. The campus/department then sends an employee to the central office to sign out the card, leaving a copy of the purchase order for backup. A log is kept of every individual that comes to pick up the cards. Each log transaction contains the purchase order number, the amount of the purchase order and the signature of the individual picking up the card.

   Note:

   If the card is requested to be kept overnight an administrator at the central office must sign off on such request.
D. The employee then takes their purchase order (describing all the items they intend to purchase) and the card to the corresponding store to pick up the items.
E. The vendor then provides the employee with a receipt which is then returned to the central office. The original receipt and the card must be submitted to either the accounts payable clerk or receptionist. They then verify that the proper items were purchased and that the amount on the purchase order was not exceeded.
F. The original receipt is attached to the purchase order and is filed away until the bill is received. Once the bill is received, our accounts payable clerk reconciles the receipts with the bill and a check is processed.

10. Purchases over $5,000 – Capital Assets

A. Capital assets include land, buildings, machinery, furniture and other equipment that have a unit cost of $5,000 or more and a life expectancy of one or more years.
B. All property purchased by school organizations, activity fund accounts or contributed by outside organizations and cost greater than $5,000 needed to be tagged and record accordingly under fixed assets.
C. Tagging and documenting items consist of: date of purchase, location, amount of item at point of purchase, life expectancy, depreciation and residual value.
D. The depreciation method used by the district for all assets shall be the straight line method. The depreciation life used by the district of buildings is 40 years and equipment and vehicles is 7 years. Land is not depreciated.
E. Once item has been correctly documented the fixed assets coordinator is responsible of monitoring the movement of fixed assets and completion of transfer forms, yearly physical inventory of fixed assets and disposal of fixed assets.

CAPITALIZATION THRESHOLD

The capitalization threshold for purposes of classifying capital assets shall be $5,000.

11. Public Education Code 44.031, Subchapter B Purchasing Contracts:

EDUCATION CODE

TITLE 2. PUBLIC EDUCATION

SUBTITLE I. SCHOOL FINANCE AND FISCAL MANAGEMENT

CHAPTER 44. FISCAL MANAGEMENT

SUBCHAPTER A. SCHOOL DISTRICT FISCAL MANAGEMENT

SUBCHAPTER B. PURCHASES; CONTRACTS

Sec. 44.031. PURCHASING CONTRACTS.

(a) Except as provided by this subchapter, all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district:

(1) competitive bidding for services other than construction services;

(2) competitive sealed proposals for services other than construction services;

(3) a request for proposals, for services other than construction services;

(4) an interlocal contract;

(5) a method provided by Chapter 2269, Government Code, for construction services;

(6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or

(7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

(b) Except as provided by this subchapter, in determining to whom to award a contract, the district shall consider:

(1) the purchase price;

(2) the reputation of the vendor and of the vendor's goods or services;

(3) the quality of the vendor's goods or services;

(4) the extent to which the goods or services meet the district's needs;

(5) the vendor's past relationship with the district;

(6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;

(7) the total long-term cost to the district to acquire the vendor's goods or services;

(8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:

(A) has its principal place of business in this state; or

(B) employs at least 500 persons in this state; and

(9) any other relevant factor specifically listed in the request for bids or proposals.

(b-1) In awarding a contract by competitive sealed bid under this section, a school district that has its central administrative office located in a municipality with a population of less than 250,000 may consider a bidder's principal place of business in the manner provided by Section 271.9051, Local Government Code. This subsection does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. Section 153.

(c) The state auditor may audit purchases of goods or services by the district.

(d) The board of trustees of the district may adopt rules and procedures for the acquisition of goods or services.

(e) To the extent of any conflict, this subchapter prevails over any other law relating to the purchasing of goods and services except a law relating to contracting with historically underutilized businesses.

(f) This section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by this section.

(g) Notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, onc e a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. If there is not a newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which the district's central administrative office is located. In a two-step procurement process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately.

Text of subsec. (h) as amended by Acts 1999, 76th Leg., ch. 922, Sec. 1

(h) If school equipment, a school facility, or a portion of a school facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the board of trustees determines that the delay posed by the contract methods required by this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the methods required by this section.

Text of subsec. (h) as amended by Acts 1999, 76th Leg., ch. 1225, Sec. 1

(h) If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board of trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by this section.

(i) A school district may acquire computers and computer-related equipment, including computer software, through the Department of Information Resources under contracts entered into in accordance with Chapter 2054 or 2157, Government Code. Before issuing an invitation for bids, the department shall consult with the agency concerning the computer and computer-related equipment needs of school districts. To the extent possible the resulting contract shall provide for such needs.

(j) Without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:

(1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;

(2) a film, manuscript, or book;

(3) a utility service, including electricity, gas, or water; and

(4) a captive replacement part or component for equipment.

(k) The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

(l) Each contract proposed to be made by a school district for the purchase or lease of one or more school buses, including a lease with an option to purchase, must be submitted to competitive bidding when the contract is valued at $20,000 or more.

(m) If a purchase is made at the campus level in a school district with a student enrollment of 180,000 or more that has formally adopted a site-based decision-making plan under Subchapter F, Chapter 11, that delegates purchasing decisions to the campus level, this section applies only to the campus and does not require the district to aggregate and jointly award purchasing contracts. A district that adopts site-based purchasing under this subsection shall adopt a policy to ensure that campus purchases achieve the best value to the district and are not intended or used to avoid the requirement that a district aggregate purchases under Subsection (a).

Added by Acts 1995, 74th Leg., ch. 260, Sec. 1, eff. May 30, 1995. Amended by Acts 1997, 75th Leg., ch. 1179, Sec. 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 881, Sec. 1, eff. June 18, 1999; Acts 1999, 76th Leg., ch. 922, Sec. 1, eff. June 18, 1999; Acts 1999, 76th Leg., ch. 1225, Sec. 1, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 436, Sec. 7, eff. May 28, 2001; Acts 2001, 77th Leg., ch. 1409, Sec. 9, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 201, Sec. 38, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 680, Sec. 1, eff. June 20, 2003.
Amended by:

Acts 2005, 79th Leg., Ch. 1205 (H.B. 664), Sec. 2, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 325 (H.B. 2626), Sec. 1, eff. June 15, 2007.

Acts 2007, 80th Leg., R.S., Ch. 449 (H.B. 273), Sec. 4, eff. June 16, 2007.

Acts 2007, 80th Leg., R.S., Ch. 937 (H.B. 3560), Sec. 2.02, eff. September 1, 2007.

Acts 2007, 80th Leg., R.S., Ch. 1081 (H.B. 2918), Sec. 1, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 1266 (H.B. 987), Sec. 1, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 1129 (H.B. 628), Sec. 2.02, eff. September 1, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.002(5), eff. September 1, 2013.

12. A.) Conflict of Interest Questionnaire

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.

Reference CB Local

GRANTS AND AWARDS

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

FEDERAL AWARDS

CONFLICT OF INTEREST

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

GIFTS AND GRATUITIES

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above $50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding $100 in a 12-month period.

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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.

12. B.) Conflicts Disclosure Statement

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

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

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

OFFICE USE ONLY

Date Received

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

1 **Name of Local Government Officer**

2 **Office Held**

3 **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

4 **Description of the nature and extent of employment or other business relationship with vendor named in item 3**

5 **List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds $100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted______________Description of Gift ____

Date Gift Accepted______________Description of Gift ____

Date Gift Accepted______________Description of Gift ____

(attach additional forms as necessary)

6 **AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

____

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said____, this the_______________day of________________, 20________, to certify which, witness my hand and seal of office.

____

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.

2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.

3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.

4. **Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.

5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds $100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed $100 in value.

6. **Affidavit.** Signature of local government officer.

12. C.) RISD Instructions to Recommendation Committee

The objective of the evaluation committee is to recommend the bidder(s) whose proposal is most responsive to the project needs within available resources. The vendor must demonstrate their capability by successfully complying with all the requirements.

Raymondville Independent School District
Business Office/Purchasing Department
Instructions
to Recommendation Committee

[This form is used to document due diligence by Purchasing Department]

To: **Recommendation Committee**

From: **Purchasing Department – Procurement Coordinator: Andres Villalpando**

Job (Bid or RFP) # and Name: ____

Board Meeting Date: __________

Today's Date: _________

Attached are the following materials for your review and possible recommendation to the Superintendent and the Board of Trustees:

- Vendor Response
- Bid Attributes
- Proposed Lease Agreement
- Evaluation form

Your responsibility for review of this job (RFP_____-______) is to make sure that RISD receives the best value for the goods and services sought. Please review the attached job (bid or RFP) and certify that all of the procurement requirements have been met in accordance with local Board Policies and legal (federal and state) policies and administrative guidelines set by the Business Office and the Purchasing Division.

A quick reminder on the penalties of not following the purchasing policies and procedures and in specific with section 44.032 of the Texas Education Code which deals with the penalties related to sequential or component purchases. In addition, Board policy CH Local and Legal are required to be met as part of your contractual obligation with RISD.

EDGAR Conflict of Interest Requirements

It should be noted that in accordance with EDGAR requirements as amended on Dec 26, 2014 under 2 CFR Part 200 conflict of interest requirements include the following: No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of RISD may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, RISD has set a de minimis amount of less than $50 per year for items that are unsolicited and of minimal and promotional items.

Violations of this standard by an employee will be reported to the Superintendent's Office and addressed through our personnel policies. Violations of this standard by an officer or the Superintendent shall be addressed to the **Board President and addressed through the board policies.**

State of Texas Conflict of Interest requirements

In addition, Chapter 176 of the Local Government Code, a local government officer shall file a **conflict of interest disclosure** with respect to a vendor if

(1) the vendor enters into contract with the local government entity or the local governmental entity is considering entering into contract with the vendor **AND**,

(2) the vendor has

(A) 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 receiving taxable income, other than investment income, that exceeds **$2,500** during the 12 month preceding the date that the officer becomes aware that:

(i) A contract between the local governmental entity and vendor has been executed by
(ii) The local governmental entity is considering entering into a contract with the vendor

(B) has given to the local government officer or 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 or

(C) has a family relationship with the local government officer.

It should be noted that if a required document is not provided by the bidder, the Purchasing Department will not be able to make a recommendation and or issue a purchase order.

Please review the responses to the job (bid or RFP).

Received memo:

To: **Recommendation Committee**

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From: **Purchasing Department – Procurement Coordinator: Andres Villalpando**

12. D.) Local Government Code Chapter 176

On May 25, 2007, the Texas Legislature passed House Bill 1491 amending Chapter 176 of the Texas Local Government Code ("Chapter 176"). This Bill was designed to remedy issues which existed in the previous version of Chapter 176 created by House Bill 914 in 2005. Chapter 176 contains requirements for the disclosure of business and employment relationships and gifts designed to insure disclosure of financial and business relationships between officers of local government entities and those who contract with the entities. These requirements affect not only local government officers, but also persons doing business with local governmental entities. House Bill 1491 became effective immediately upon passage on May 25, 2007.

LOCAL GOVERNMENT CODE

TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES

SUBTITLE C. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES OF MORE THAN ONE TYPE OF LOCAL GOVERNMENT

CHAPTER 176. DISCLOSURE OF CERTAIN RELATIONSHIPS WITH LOCAL GOVERNMENT OFFICERS; PROVIDING PUBLIC ACCESS TO CERTAIN INFORMATION

Sec. 176.001. DEFINITIONS. In this chapter:

(1) "Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee.

(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.

(1-b) "Charter school" means an open-enrollment charter school operating under Subchapter D, Chapter 12, Education Code.

(1-c) "Commission" means the Texas Ethics Commission.

(1-d) "Contract" means a written agreement for the sale or purchase of real property, goods, or services.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(2-a) "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

(2-b) "Gift" means a benefit offered by a person, including food, lodging, transportation, and entertainment accepted as a guest. The term does not include a benefit offered on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient.

(2-c) "Goods" means personal property.

(2-d) "Investment income" means dividends, capital gains, or interest income generated from:

(A) a personal or business:

(i) checking or savings account;

(ii) share draft or share account; or

(iii) other similar account;

(B) a personal or business investment; or

(C) a personal or business loan.

(3) "Local governmental entity" means a county, municipality, school district, charter school, junior college district, water district created under Subchapter B, Chapter 49, Water Code, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity;

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or

(C) an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity or another person designated by the local governmental entity to maintain statements and questionnaires filed under this chapter and perform related functions.

(6) "Services" means skilled or unskilled labor or professional services, as defined by Section 2254.002, Government Code.

(7) "Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent of a vendor. The term includes an officer or employee of a state agency when that individual is acting in a private capacity to enter into a contract. The term does not include a state agency except for Texas Correctional Industries.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 1, eff. May 25, 2007.

Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 1, eff. September 1, 2015.

Sec. 176.002. APPLICABILITY TO VENDORS AND OTHER PERSONS. (a) This chapter applies to a person who is:

(1) a vendor; or

(2) a local government officer of a local governmental entity.

(b) A person is not subject to the disclosure requirements of this chapter if the person is:

(1) a state, a political subdivision of a state, the federal government, or a foreign government; or

(2) an employee or agent of an entity described by Subdivision (1), acting in the employee's or agent's official capacity.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 2, eff. May 25, 2007.

Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 2, eff. September 1, 2015.

Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 3, eff. September 1, 2015.

Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED. (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and

(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; or

(C) has a family relationship with the local government officer.

(a-1) A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is:

(1) a political contribution as defined by Title 15, Election Code; or

(2) food accepted as a guest.

(a-2) A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the local governmental entity or vendor described by that subsection is an administrative agency created under Section 791.013, Government Code.

(b) A local government officer shall file the conflicts disclosure statement with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement under Subsection (a).

(c) Repealed by Acts 2015, 84th Leg., R.S., Ch. 989 , Sec. 9(1), eff. September 1, 2015.

(d) Repealed by Acts 2015, 84th Leg., R.S., Ch. 989 , Sec. 9(1), eff. September 1, 2015.

(e) The commission shall adopt the conflicts disclosure statement for local government officers for use under this section. The conflicts disclosure statement must include:

(1) a requirement that each local government officer disclose:

(A) an employment or other business relationship described by Subsection (a)(2)(A), including the nature and extent of the relationship; and

(B) gifts accepted by the local government officer and any family member of the officer from a vendor during the 12-month period described by Subsection (a)(2)(B) if the aggregate value of the gifts accepted by the officer or a family member from that vendor exceeds $100;

(2) an acknowledgment from the local government officer that:

(A) the disclosure applies to each family member of the officer; and

(B) the statement covers the 12-month period described by Subsection (a)(2)(B); and

(3) the signature of the local government officer acknowledging that the statement is made under oath under penalty of perjury.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.
Amended by:
Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 3, eff. May 25, 2007.
Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 4, eff. September 1, 2015.
Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 5, eff. September 1, 2015.
Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 9(1), eff. September 1, 2015.

Sec. 176.006. DISCLOSURE REQUIREMENTS FOR VENDORS AND OTHER PERSONS; QUESTIONNAIRE. (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.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a vendor's business and family relationships with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the vendor filing the questionnaire:

(1) describe each employment or business and family relationship the vendor has with each local government officer of the local governmental entity;

(2) identify each employment or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income, other than investment income, from the vendor;

(3) identify each employment or business relationship described by Subdivision (1) with respect to which the vendor

receives, or is likely to receive, taxable income, other than investment income, that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity; and

(4) describe each employment or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of one percent or more.

(d) A vendor shall file an updated completed questionnaire with the appropriate records administrator not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person who is both a local government officer and a vendor of a local governmental entity is required to file the questionnaire required by Subsection (a)(1) only if the person:

(1) enters or seeks to enter into a contract with the local governmental entity; or

(2) is an agent of a person who enters or seeks to enter into a contract with the local governmental entity.

(f) Repealed by Acts 2015, 84th Leg., R.S., Ch. 989 , Sec. 9(3), eff. September 1, 2015.

(g) Repealed by Acts 2015, 84th Leg., R.S., Ch. 989 , Sec. 9(3), eff. September 1, 2015.

(h) Repealed by Acts 2015, 84th Leg., R.S., Ch. 989 , Sec. 9(3), eff. September 1, 2015.

(i) The validity of a contract between a vendor and a local governmental entity is not affected solely because the vendor fails to comply with this section.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 6, eff. May 25, 2007.

Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 9, eff. May 25, 2007.

Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 15.005, eff. September 1, 2009.

Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 6, eff. September 1, 2015.

Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 9(3), eff. September 1, 2015.

Sec. 176.0065. MAINTENANCE OF RECORDS. A records administrator shall:

(1) maintain a list of local government officers of the local governmental entity and shall make that list available to the public and any vendor who may be required to file a conflict of interest questionnaire under Section 176.006; and

(2) maintain the statements and questionnaires that are required to be filed under this chapter in accordance with the local governmental entity's records retention schedule.

Added by Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 8, eff. May 25, 2007.
Redesignated and amended from Local Government Code, Section 176.011 by Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 7, eff. September 1, 2015.

Sec. 176.008. ELECTRONIC FILING. The requirements of this chapter, including signature requirements, may be satisfied by electronic filing in a form approved by the commission.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Sec. 176.009. POSTING ON INTERNET. (a) A local governmental entity that maintains an Internet website shall provide access to the statements and to questionnaires required to be filed under this chapter on that website. This subsection does not require a local governmental entity to maintain an Internet website.

(b) Repealed by Acts 2013, 83rd Leg., R.S., Ch. 847, Sec. 3(b), eff. January 1, 2014.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 7, eff. May 25, 2007.

Acts 2011, 82nd Leg., R.S., Ch. 1163 (H.B. 2702), Sec. 76, eff. September 1, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 847 (H.B. 195), Sec. 3(b), eff. January 1, 2014.

Sec. 176.010. REQUIREMENTS CUMULATIVE. The requirements of this chapter are in addition to any other disclosure required by law.

Added by Acts 2005, 79th Leg., Ch. 1014 (H.B. 914), Sec. 1, eff. June 18, 2005.

Sec. 176.012. APPLICATION OF PUBLIC INFORMATION LAW. This chapter does not require a local governmental entity to disclose any information that is excepted from disclosure by Chapter 552, Government Code.

Added by Acts 2007, 80th Leg., R.S., Ch. 226 (H.B. 1491), Sec. 8, eff. May 25, 2007.

Sec. 176.013. ENFORCEMENT. (a) A local government officer commits an offense under this chapter if the officer:

(1) is required to file a conflicts disclosure statement under Section 176.003; and

(2) knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.

(b) A vendor commits an offense under this chapter if the vendor:

(1) is required to file a conflict of interest questionnaire under Section 176.006; and

(2) either:

(A) knowingly fails to file the required questionnaire with the appropriate records administrator not later than 5 p.m. on the seventh business day after the date on which the vendor becomes aware of the facts that require the filing of the questionnaire; or

(B) knowingly fails to file an updated questionnaire with the appropriate records administrator not later than 5 p.m. on the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in a questionnaire previously filed by the vendor incomplete or inaccurate.

(c) An offense under this chapter is:

(1) a Class C misdemeanor if the contract amount is less than $1 million or if there is no contract amount for the contract;

(2) a Class B misdemeanor if the contract amount is at least $1 million but less than $5 million; or

(3) a Class A misdemeanor if the contract amount is at least $5 million.

(d) A local governmental entity may reprimand, suspend, or terminate the employment of an employee who knowingly fails to comply with a requirement adopted under this chapter.

(e) The governing body of a local governmental entity may, at its discretion, declare a contract void if the governing body determines that a vendor failed to file a conflict of interest questionnaire required by Section 176.006.

(f) It is an exception to the application of Subsection (a) that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after the date the officer received notice from the local governmental entity of the alleged violation.

(g) It is an exception to the application of Subsection (b) that the vendor filed the required questionnaire not later than the seventh business day after the date the vendor received notice from the local governmental entity of the alleged violation.

Added by Acts 2015, 84th Leg., R.S., Ch. 989 (H.B. 23), Sec. 8, eff. September 1, 2015.

13. EDGAR procurement grace period letter

The Raymondville Independent School District has elected the two-year grace period to implement the new EDGAR procurement policies and procedures.

Raymondville Independent School District
419 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-8178 ext. 4115 • FAX: (956) 689-8189 - Human Resource Office

July 1, 2015

Re: EDGAR Procurement

The Raymondville Independent School District has elected the two-year grace period to implement the new EDGAR procurement policies and procedures. The new procurement requirements will go in effect July 1, 2017. Beginning with the year 2015- 2016 school year, all TEA-administered grant awards include a supplement to the Notice of Grant Award (NOGA supplement) specifying which federal regulations apply to the grant. In regards to the Procurement guidelines, since Raymondville ISD has elected to take the grace period, the procurement shall be in accordance with OMB Circular A-133.

Christy Gonzalez, CFO

Johnny I. Pineda, Superintendent