



Always Innovating

**South
Texas ISD**

RIO GRANDE VALLEY | GRADES 6-12

7001 E. EXPRESSWAY 83., MERCEDES, TX 78570

P: 956.565.2454

STISD.NET

Dear Bidder:

SUBJECT: RFQ 26-002 – REQUEST FOR QUALIFICATIONS FOR REAL ESTATE BROKER SERVICES

The South Texas Independent School District is requesting Statement of Qualifications from interested Real Estate Brokers. In case of mailed qualification statements or any correspondence concerning qualification statements, the district will not be held responsible for lost or late mail.

Statement of Qualifications must be submitted to the office of Marla R. Knaub, Assistant Superintendent for Finance & Operations, 7001 East Expressway 83, Mercedes, Texas, 78570, no later than **Tuesday, September 10, 2024 at 10:00 AM.** Please submit one (1) original, two (2) copies, and (1) digital copy on a USB drive of the RFQ Proposal.

If further information is needed, contact Marla R. Knaub, Assistant Superintendent for Finance & Operations, at 956-565-2454. Please mark your envelope or package as follows:

RFQ 26-002 – REQUEST FOR QUALIFICATIONS FOR REAL ESTATE BROKER SERVICES

Sincerely,

Marla R. Knaub
Assistant Superintendent for Finance & Operations

MARCO ANTONIO LARA, JR., ED.D.
Superintendent

MARLA R. KNAUB
Assistant Superintendent for Finance & Operations

EFRAIN GARZA
Deputy Superintendent

LISSA FRAUSTO, MBA, SPHR
Assistant Superintendent for Human Resources

REQUEST FOR QUALIFICATIONS



REAL ESTATE BROKER SERVICES

Solicitation # 26-002

Issued By:

South Texas Independent School District

Closing Date/Time:
September 10, 2024
10:00AM

For Further Information Contact:

STISD Business Office

Attn: Marla R. Knaub

7001 East Expressway 83

PH: 956-565-2454

Email: marla.knaub@stisd.net

Real estate broker services

SUBMISSION FORM

We, _____,
(Company Name)

of _____ ,
 (Business Address) (Zip Code)

The undersigned, having fully and carefully read and examined the Request for Qualification (RFQ) Documents, Enclosures and Addenda, hereby offers to South Texas Independent School District a Request for Qualifications for Real Estate Broker Services in accordance with the solicitation documents, and addenda at the place, price and in a manner set out therein and certifies the following;

- a. Represents that to the best of its knowledge it is not indebted to the South Texas Independent School District. Indebtedness to the District shall be basis for the non-award and/or cancellation of any award.
- b. Certifies that no suspension or debarment is in place that would preclude receiving a federally funded contract.
- c. The undersigned affirms that they are duly authorized to execute this contract, to fully comply with the terms and conditions of this Request for Qualification, including all forms and attachments included herein, that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Bidder, and that the contents of this Proposal as to prices, terms or conditions of said Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this solicitation.

ADDENDA ACKNOWLEDGEMENT

Acknowledgement is hereby made of receipt of the following addenda to this QUALIFICATION document:

Addendum No. _____ dated _____, _____ pages

Addendum No. _____ dated _____, _____ pages

Addendum No. _____ dated _____, _____ pages

Signatures: Signed and submitted by:

(Signature of person authorized to sign this BID)

(Print name of person authorized to sign this BID)

Name of person to contact regarding this RFQ: _____

Title: _____

Telephone # _____

FAX: _____

E-Mail: _____

NOTICE

INSTRUCTIONS TO RESPONDENTS FOR QUALIFICATIONS PACKAGE SUBMITTAL PROCESS:

The South Texas Independent School District (STISD) is soliciting request for qualifications for Real Estate Broker Services in accordance with the instructions, specifications, terms and conditions, contained in this Solicitation. .

- a) Although we anticipate very qualified firms to submit qualification packages it is ultimately up to us as the client based on our judgment to select the firm or firms which are best qualified for the successful execution of our future requirements.
- b) **ADDENDA TO RFQ.** STISD reserves the right to revise and amend this solicitation prior to the date set for the opening. Respondents are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the RFQ in writing and request modification or clarification desired. Revisions or amendments, if any, will be made by issuing an addendum. Every effort will be made to send addenda issued to the parties known to have been furnished a complete copy of the RFQ. It is the responsibility of each Vendor, prior to submitting RFQ's, to contact the Business Office to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal. Access online at <https://www.stisd.net/community/public> to receive any addenda and communications concerning this solicitation.
- c) ***Proposals will be received until 10:00AM, local time by September 10, 2024 at: STISD Administration, 7001 East Expressway 83, Mercedes, TX 78570.***
- d) PROPOSAL submissions received late, unsigned, or in locations other than the address indicated will be returned without consideration.
- e) RFQ submissions that are sent via facsimile or e-mail will not be considered.
- f) ***The South Texas Independent School District will not be bound to accept the lowest or any Proposal and reserves the right to accept or reject in whole or in part, any and all Proposals and to waive any informality.***
- g) All costs incurred in the preparation and submission of the RFQ response shall be borne solely by the offeror. Where firms may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, all costs shall be borne by the offeror.
- h) Any Proposals submitted in response to this Request for Qualifications will become irrevocable upon the closing time and remain open for acceptance for sixty (60) days from the closing date whether or not another offeror has been accepted.
- i) Submission of a Proposal shall be construed to mean that the respondent agrees to carry out all of the conditions set forth in this document. Any proposed variation from the specifications, terms and conditions shall be clearly identified.
- j) The Solicitation Forms provided must be used. Failure to follow these instructions may cause a Proposal to be determined as non-responsive and the Proposal rejected. Vendors must fill in all blank columns on items being proposed. The above information must be clear and concise.
- k) Offers shall be submitted by the offeror in three copies; one (1) original and two (2) copies, (1) USB, and marked as such.
- l) RFQ Clarification - All questions regarding this RFQ shall be directed in writing to Marla R. Knaub, Assistant Superintendent of Finance & Operations via email or in writing to the STISD Business Office, 7001 East Expressway, Mercedes, Texas 78570, ATTN: Ms. Marla Knaub. Oral answers provided by STISD or its agents shall not be binding. No modification or amendment to this Request for Qualification shall be valid unless it is set forth in writing -- via a signed addendum or amendment from the District Business Office.

- m) Respondents mailing qualification packages should allow sufficient lead-time to ensure receipt at the above address on or before the opening date and time stated above.
- n) No response may be changed, amended or modified by any means after the qualification package has been opened at the date and time shown above.
- o) Offeror Responsibility - We expect you to be thoroughly familiar with all specifications and requirements of this RFQ. Your failure or omission to examine any relevant form, article, site or document will not relieve you, as an offeror, from any obligation regarding this RFQ. By submitting a Response, you are presumed to concur with all terms, conditions and specifications of this RFQ unless you have specifically, by Section number, raised objection. Objections we consider excessive or affecting vital terms may reduce or eliminate your prospects for selection.
- p) Submission of Proposals – Proposals should be prepared in such a way as to provide a straight forward, concise delineation of capabilities to satisfy the requirements of the RFQ. Extensive binding, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance and clarity of content.
- q) Conflict of Interest Form. Local Government Code Chapter 176 imposes new disclosure / reporting obligations on vendors. Please complete and return Form CIQ.
- r) The successful company will be required to furnish copies of Professional Licenses and Certifications, Professional & General Liability (E&O) and Workers' Compensation Insurance Certificates.
- s) **FUNDING OUT CLAUSE. MULTI-YEAR ACQUISITION;** Any contract for the acquisition, including lease, of real or personal property is a commitment of the District's current revenue only:

The District retains the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.

It is the District's intent to execute a contract for the longest period providing the lowest total cost to the district. Any resultant contract is conditioned on a best efforts attempt by the District to obtain and appropriate funds for payment of the contract.

**RESPONSE CHECKLIST
REAL ESTATE BROKER SERVICES**

The respondent's attention is especially called to the items listed below which must be submitted in full as part of the proposal.

Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation or provision not officially invited in this Request For Qualifications (RFQ) may be cause for rejection of the proposal.

Offeror shall provide a check each box indicating compliance.

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE

<input type="checkbox"/>	RESPONSE CHECKLIST
<input type="checkbox"/>	ADDENDUM(S) ACKNOWLEDGED (IF APPLICABLE)
<input type="checkbox"/>	COPIES OF PROFESSIONAL LICENSE(S) AND CERTIFICATIONS
<input type="checkbox"/>	COPIES OF INSURANCE AND WORKERS COMPENSATION CERTIFICATES (IF APPLICABLE)
<input type="checkbox"/>	ONE (1) ORIGINAL, TWO (2) COPIES, (1) DIGITAL USB OF RFQ PACKAGE

REAL ESTATE BROKER SERVICES

South Texas Independent School District is seeking proposals from experienced local real estate brokers/firms to assist in buying and/or selling real property and land required to meet the needs of the District. It is the intent of this RFQ to have the successful firm(s) enter into a Professional Services Contract with the District to supply real estate services as outlined herein but not limited to.

1. Purchase of Real Estate Property
2. Sale of Real Estate Property
3. Leasing of Real Estate Property
4. Real Estate Property Appraisal Services

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the District to provide the following:

- Services required to perform market analysis,
- Developing pro forma analysis and reports,
- Searching for properties,
- Developing strategies for rental, acquisition and/or sale of properties,
- Negotiating with landlords, sellers or buyers on behalf of the District,
- Providing appraisals or coordinating with Real Estate Appraisers,
- Coordinating and securing title information, real estate transaction closings, and
- Handling all other customary activities and services associated with real estate transactions.

Services will include consultation with District staff relating to real estate needs of the District. Presentations at executive sessions and public meetings may be required during the course of any resulting contract.

The use of Real Estate Broker Services for the District will be coordinated through the Assistant Superintendent of Finance & Operations Office. The provider will be expected to work directly with representatives of various District departments when providing services.

All services shall be administered in conformance with Federal and State Laws, and applicable South Texas Independent School District policies and procedures.

B. BROKER'S QUALIFICATIONS

Respondents to this RFQ shall have the following qualifications:

- Must be licensed and in good standing with the Texas Real Estate Commission.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have a minimum of five (5) years experience with small and large commercial properties, and unimproved land acquisition.
- Knowledge of the South Texas Independent School District area real estate is desired.
- Knowledge and experience in the acquisition and sale of school district owned property is desired.

C. BROKER RESPONSIBILITIES

The qualified, licensed, commercial real estate broker's scope of services will include, but not be limited to the following:

- a. Assist the School in development of marketing materials describing sites that are for sale including physical characteristics and other pertinent information.
- b. Assist the School in preparation of the offerings and related documents.

- c. Develop and provide a database of qualified and prospective purchasers of School Properties.
- d. Market sites on a local and national basis, including direct contacts, advertising, and internet website marketing.
- e. Prepare periodic status reports indicating progress in marketing the properties.
- f. Meet with designated School personnel on a periodic basis to review status reports on marketing efforts.
- g. Assist with negotiation of the sales contract(s) and other requirements related to the sale(s) of School properties.
- h. Assist the School and its attorneys in coordinating efforts to achieve a timely and efficient documentation process, including the closing of transactions.
- i. Assist as requested by the school, with various other miscellaneous real estate activities such as assistance in locating future School sites for lease or purchase, providing general real estate economic information and analysis on real estate issues of interest to the school, assist in negotiating for purchase or lease of properties by the school, and provide general expertise to the School on real estate related matters.
- j. Searching for properties, per the school's request.
- k. Developing strategies for rental, acquisition and/or sale of properties, per the school's request.
- l. Negotiating with landlords, sellers or buyers on behalf of the school, per the school's request.
- m. Providing appraisals or coordinating with Real Estate Appraisers, per the school's request.
- n. Coordinating and securing title information, real estate transaction closings, and handling all other customary activities and services associated with real estate transactions

The use of Real Estate Broker Services for the School will be coordinated through the Superintendent Office or Assistant Superintendent of Finance and Operations Office at South Texas ISD. The provider will be expected to work directly with representatives of various School departments (Business Office, Operations, Superintendent, etc.) when providing services. All services shall be administered in conformance with Federal and State Laws, and applicable South Texas ISD policies and procedures.

D. INSURANCE REQUIREMENTS

For proposal purposes, broker/firm must submit copies of certificates of insurance as referenced on the Response Checklist. The successful broker/firm must provide original certificates prior to commencing work, at the broker's/firm's expense ***naming South Texas ISD as additional insured***, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the contract.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award through September 18, 2025. The contract will be for a one-year term.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFQ and receipt of proposals does not commit the District to award a contract. The District reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFQ, or to negotiate with other than the highest ranked offeror should negotiations with the highest ranked offeror be terminated, to award to a single provider or to contract with several firms or to cancel all or part of this RFQ.

An Evaluation Committee may include but no limited to representatives from the following departments:

1. Superintendent Office
2. Board of Directors
3. Finance & Operations Department
4. Purchasing Department

The Evaluation Committee will evaluate all proposals received for completeness and the broker's/firm's ability to meet all specifications as outlined in this RFQ. (See "RFQ SUBMITTAL REQUIREMENTS, Section, Section 'M'.)

G. RFQ SCHEDULE

RFQ DUE DATE	September 10, 2024, 10:00AM
EVALUATION OF PROPOSALS	September 10-18, 2024
INTERVIEWS	TBD if necessary
AWARD	TBD

NOTE: THE DATES SHOWN ABOVE ARE APPROXIMATE, ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

H. PROPOSAL PREPARATION AND SUBMISSION

Proposal responses **must be received in the South Texas Independent School District 10:00AM, local time by September 10, 2024 at: STISD Administration, 7001 East Expressway 83, TX 78570.** Responses must be mailed, or delivered in a sealed envelope to the above stated address and identified as **RFQ NO.: 26-001 REAL ESTATE BROKER SERVICES** in the bottom left-hand corner of each envelope.

I. INSURANCE REQUIREMENTS

For proposal purposes, respondent must submit copies of certificates of insurance for general and professional liability and workers compensation. The successful contractor must provide original certificates prior to commencing services, at its own expense, ***naming South Texas ISD as additional insured***, with a thirty (30) day cancellation notice, and maintain such coverage for the duration of the contract.

J. PROPOSAL PRESENTATION

An authorized representative of the respondent shall sign proposals. Failure to submit all information requested may result in the South Texas ISD Business Office requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. The Purchasing office may reject proposals that are substantially incomplete or lack key information.

K. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFQ may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

L. SELECTION CRITERIA

The Evaluation Committee will base their selection on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFQ including the range of services offered,
2. Experience, qualifications and references,
3. Local real estate market, and school district real estate knowledge,
4. Local reputation, and
5. Completeness of response to RFQ as outlined in this solicitation package (See Section M, "RFQ Submittal Requirements").

M. RFQ SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFQ and (2) are capable of performing quality work to achieve the District's objectives.

NOTE:

Responses shall contain the following information and shall be submitted in the order shown below.

Please address each section in your statement of qualifications and divide each section, of your response, with identifying section tabs.

1. Compliance with all items required on the Response Checklist (form included in this RFQ package).
2. List years in business, previous names of the firm, if any.
3. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the District; staff experience and training, including a brief resume for each key person listed.
4. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
5. Experience in assisting similar size entities, including any and all services for Texas Public School Districts.
6. List of at least five (5) references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
7. Additional services offered through your firm.
8. Listing of current litigation, outstanding judgments and liens.
9. State any other costs the District may anticipate relating to the real estate services to be provided.

Any notice required or permitted to be delivered to the firm shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request for Qualifications (or as subsequently revised or changed). Any compensation due the firm will be limited to items received and/or services performed and accepted by the District.

ISSUING OFFICER – The issuing officer and mailing address to send responses, questions, and all other correspondence concerning the RFQ is:

Marla R. Knaub
Assistant Superintendent of Finance & Operations
South Texas ISD - Administration
7001 East Expressway 83, TX 78570
(956) 565-2454
Marla.knaub@stisd.net

"cc"
Reynaldo Cantu
Purchasing Agent/ Accountant
South Texas ISD - Administration
7001 East Expressway 83, TX 78570
(956) 514-4224
Reynaldo.cantu@stisd.net

NOTE: If proposer does not agree with any terms or conditions of the Solicitation/Contract, the respondent must present its exceptions to the standard contract with its proposal. If no concerns are expressed by proposer, the District

shall consider that all terms and conditions of the standard contract will control. If proposer has contract modifications, deletions or additions it would like South Texas ISD to consider, such modifications, deletions or additions must be submitted with the proposal. South Texas ISD reserves the right to reject proposals based on exceptions to its contract terms and conditions.

QUALIFICATION STATEMENT

REAL ESTATE BROKER

1. General Information:

Firm Name: _____

Address of Firm: _____

City: _____ State: _____ Zip: _____

Multiple Listing Membership(s): _____

Contact Persons: (Limit to two (2) persons per firm/application)

Name: _____ Title: _____

Telephone: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____

Texas License Number: _____

Name: _____ Title: _____

Telephone: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____

Texas License Number: _____

Type of Organization:

_____ Sole Proprietorship (individual)

_____ Corporation

_____ Partnership

_____ Joint Venture

_____ Other _____

2. Firm Background and Staff:

Year present firm established: _____

Name of parent company, if any: _____

List principals of firm:

Former company name(s) if any, and year(s) established:

Name: _____ Year: _____

Name: _____ Year: _____

Name: _____ Year: _____

Number of employees in firm: _____

Who will be the designated representative assigned to the school? How long have they been with your firm?

Who is the senior member of the firm assigned to the school? How long have they been with your firm?

3. Identify the types of services provided by your firm:

Purchase of Real Estate Property _____

Sale of Real Estate Property _____

Leasing of Real Estate Property _____

Real Estate Property Appraisal Services _____

Specialty Expertise (hospitality, retail, etc.) _____

Other Real Estate Services _____

Professional Services provided by the firm: (List all services applicable to your firm.)

4. Summarize services provided to the school as part of the basic services:

5. Describe the manner in which your firm will work to locate and help negotiate an offer/contract for real property.

6. What is the term of your multiple listing contract(s)?

7. Professional Liability Insurance:

Describe limits per project: _____

Describe limits in aggregate: _____

Has your firm had claims asserted against it within the last five (5) years? _____

If yes, please give details of each claim:

8. **Experience Profile:** List the number of commercial or school properties your company has sold in the last five (5) years in Texas.

Project Type	New Construction	Renovation/Addition
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. **Current Clients and Projects:** Please list three (3) of your current clients whose projects reflect the scope of your present workload.

Project: _____
County: _____
Contact Person/Title: _____
Phone Number: _____
Project Description: _____

Project: _____
County: _____
Contact Person/Title: _____
Phone Number: _____
Project Description: _____

Project: _____
County: _____
Contact Person/Title: _____
Phone Number: _____
Project Description: _____

10. Commission Fee:

Please describe your firm's charges for assisting in purchasing real property for the school and include all commissions or other charges.

11. Brochure:

Please attach a brochure or material that describes examples of your firm's projects.

12. Authorized Signature:

The information provided on this application, I believe to be true and representative of the firm for which it is submitted.

13. BONDING COMPANY AND AGENT (if ever bonded):)

Name: _____

Telephone: _____

E-mail Address: _____

(A) CURRENT BONDING RATE: _____

(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: _____

Signature of Authorized Representative

Date

Printed Name and Title of Representative

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE
ABOVE ITEMS, **CLEARLY SPECIFY ON THIS FORM** WHERE IT CAN BE LOCATED IN YOUR
PROPOSAL PACKAGE.



Vendor Application

Vendor Identification:

Name of Company/Firm: _____

Vendor DBA, if appropriate: _____

Tax ID No. _____

List any Cooperative contracts such as EPCNT, TIPS, Buy Board, etc.

Goods and Services Provided:

Vendor Contact Information:

Vendor Mailing Address: _____

Vendor Remit Address: (if different from mailing address)

Vendor Phone Number: _____

Vendor Fax Number: _____

Vendor Website URL: _____

Vendor Email Address: (for distribution of Purchase Orders)

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)

Title

Vendor Authorized Representative (Signature)

Date

Please note that completing and submitting this form does not mean you are approved to do business with South Texas ISD. Upon receipt and approval of these form, you will be entered into the district's vendor files.

According to Board approved District policy, only Purchasing Department personnel are authorized to make commitments to purchase for South Texas ISD. South Texas ISD, therefore, assumes no liability for payment obligations except those authorized by a properly executed purchase order issued by the Purchasing Department.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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 - EXAMPLE PAGE

All individuals or companies being paid by STISD are REQUIRED to complete this form

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.

Individual or company name goes here

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 you became aware that the originally filed questionnaire was incomplete or inaccurate.)

If you have an outside personal relationship or business arrangement with someone who works at STISD, list their name here. If there is no pre-existing relationship, write N/A here.

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.

If you have a personal relationship or business arrangement with anyone at STISD, please describe it in this section, and answer questions A and B.

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.

Check if applicable

Complete this section if applicable.

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 & date required from ALL VENDORS

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.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

**SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATE
BID ACCEPTANCE FORM**

By submission of this bid or proposal, the Bidder certifies that:

1. The undersigned affirms that they are duly authorized to execute this contract;
2. This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
3. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
4. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
5. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Signature below certifies accuracy of answers to all sections on this page.

FIRM NAME

DOING BUSINESS AS (dba)

ADDRESS

CITY, STATE, ZIPCODE

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

SIGNATURE FO COMPANY OFFICIAL AUTHORIZING THIS PROPOSAL

COMPANY OFFICIAL (PRINT NAME)

OFFICIAL TITLE/POSITION



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RIO GRANDE VALLEY | GRADES 6-12

**Vendor Certifications
Agreement Funded by U.S. Federal Grant**

1. Felony Conviction Notification

Texas Education Agency Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly-held corporation, but the company representative must check off a selection below (A, B, or C).

Initial where applicable.

- ☐ A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable
- ☐ B. My company is not owned nor operated by anyone who has been convicted of a felony
- ☐ C. My company is owned and operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s): _____
Details of Conviction(s): _____

2. Criminal History Record Information Review of Certain Contract Employees

By signing below, the Bidder agrees to comply with Section 22.0834. Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant who has or will have continuing duties related to the contracted services; and the employee or applicant has or will have direct contact with students. The Bidder agrees to certify of the receipt of criminal history record information before or immediately after employing or securing the services of the employee or applicant that has or will have continuing duties related to the contracted services if the employee or applicant has or will have direct contact with students. The Bidder further agrees that if awarded a contract, shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of a felony or misdemeanor involving moral turpitude, as defined by Texas law, from District property or the location where students are present.

- ☐ None of my employees and any of my subcontractors has or will have continuing duties related to the contracted services; and has or will have direct contact with students. I further certify that my company has taken precautions or imposed conditions to ensure that my employees and any subcontractor will not have continuing duties related to the contracted services; and will not have direct contact with students throughout the term of the Contract.

OR

- ☐ Some or all of my employees and/or my subcontractors will have continuing duties related to the contracted services; and will have direct contact with students. I further certify that:

3. Debarment and Suspension

By signing below Contractor certifies that neither it nor its principals are currently listed on the government-wide exclusions in SAM as debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Contractor further agrees to immediately notify the District if he/she is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

4. Confidential/Copyrighted Information

By signing below, the Contractor agrees, if a bid is, or parts of bid is confidential, the Contractor has specified by stamping in bold letters the term "**CONFIDENTIAL**" on all or the confidential part of the bid. The bid may be considered public information even though all or parts are marked confidential. Furthermore, Contractor agrees a copyrighted bid is unacceptable and will be disqualified as unresponsive.



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Vendor Certifications
Agreement Funded by U.S. Federal Grant

5. Declaration of Business Location- TEC 44.031(b)(8)

By signing below, Bidder certifies the Bidder's or the Bidder's ultimate parent company or majority owner:

☐ A. Has its principal place of business in the State of Texas; **OR**

☐ B. Employs at least 500 persons in the State of Texas; **OR**

☐ C. Principal place of business is not in the State of Texas: _____
(City, State)

6. Owner(s) Name of Business

By signing below, Bidder certifies the owner(s) name of the business submitting bid is/are: (Please print name(s) below. If not applicable, please indicate N/A)

_____	_____
_____	_____
_____	_____
_____	_____

7. Delinquent Taxpayers

In accordance with law, the District shall not enter a contract or other transaction with a person indebted to the District, nor shall the District award a contract to or enter into a transaction with an apparent low bidder or successful proposer indebted to the District.

☐ I am not a delinquent taxpayer to South Texas ISD

☐ I am a delinquent taxpayer to South Texas ISD (Your bid may be disqualified if your debt is not cleared prior to award.)

8. Texas Historically Underutilized Businesses (HUB)- TEC 44.031(b)(6) or Small and Minority Firms, Women's Business Enterprises and Labor Surplus Area Firm

Contractor certifies the Bidder's company is HUB certified with the State of Texas.

☐ I am an active certified HUB vendor. HUB expiration date: _____

☐ Small and Minority Firms, Women's Business Enterprises and Labor Surplus Area Firms

☐ I am neither.

9. Buy American Provisions

By signing below, Contractor certifies that Contractor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

10. Prohibition on Contracts with Companies Boycotting Israel- HB89

By signing below, pursuant to Texas Government Code, Chapter 2270, {Vendor} represents and warrants to the District that {Vendor} does not boycott Israel and will not boycott Israel during the term of This Agreement.

11. Non Collusion Statement

By signing below, {Proposer} certifies and represents to South Texas ISD that {Proposer} has not offered, conferred, or agreed to confer any pecuniary benefit, as defined by Section 1.07(a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the {Proposer} also certifies and represents that



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Vendor Certifications

Agreement Funded by U.S. Federal Grant

Proposer} has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the {Proposer} certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the South Texas School District concerning this proposal on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other proposers so as to give the undersigned an advantage with respect to this proposal; the {Proposer} further certifies and represents that {Proposer} has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the South Texas Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any office, trustee, agent or employee of the South Texas Independent School District in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal; the {Proposer} certifies that the Proposer has not prepared this proposal and will not prepare any future proposals arising from this Request for Proposal (RFP) in collusion with any other respondent, and that the content of any future proposals arising out of this RFP will not be communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the District's selection of a contractor for this RFP.

12. Prohibition on Contracts with Companies Engaged with Iran, Sudan or Foreign Terrorist Organization- SB252

By signing below, {Vendor} hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, the government of Iran, the government of Sudan, or a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

13. Applicable to Grants, Subgrants, Cooperative Contracts, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative Contract, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative Contract.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of congress, or an employee of a member of Congress in connection with this Federal grant or cooperative Contract, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying", in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

14. Equal Employment Opportunity

In fulfilling its obligations under the Agreement, Proposer shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

15. Rights to Inventions Made Under a Contract or Agreement



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Vendor Certifications
Agreement Funded by U.S. Federal Grant

To the extent that the Agreement requires the performance of experimental, developmental or research work, Proposer agrees that the District shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the District from which received financial assistance to carry out the work contemplated by the Agreement.

16. Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), as amended

In the event that the fees payable to Proposer under the Agreement exceed \$100,000, Proposer agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 et seq.). Violations shall be reported to the Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

17. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)

In the event that the fees payable to Proposer under the Agreement exceed \$100,000, Proposer shall file the certification required under 31 U.S.C. § 1352. Each tier shall certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the Proposer.

18. Access to Records

Proposer agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Proposer that are directly pertinent to Proposer's discharge of its obligations under the Agreement for the purpose of making audits, examinations, excerpts and transcriptions.

19. Applicability to Selected Vendors

Proposer agrees that all contracts it awards pursuant to the Agreement shall be bound by the foregoing terms and conditions.

I, the undersigned agent for the firm named below, certify that the information stated above has been reviewed by me and the information furnished is true to the best of my knowledge.

Vendor Name: _____

Address, City, State, Zip Code: _____

Phone Number: _____

Printed Name of Authorized Representative: _____

Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____



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Phone: 956.565.2454

Web: www.stisd.net

7001 E. Expressway 83, Mercedes, TX 78570

ACH Vendor Direct Deposit Form

Section 1: Payee Information (all information is REQUIRED)

Payee Name		TIN/EIN or SS#	
Payment Address	City	State	Zip Code
Accounting/ACH Contact Name			
Email Address for Remittance Advice *Required*		Phone Number	

Section 2: Financial Institution Information (all information is REQUIRED)

Financial Institution Name			
Financial Institution Address	City	State	Zip Code
Routing Transit Number**	Customer Account Number	Type of Account	
		Checking	Savings

** Please provide the 9 digit bank routing number from a check. The routing number from a deposit slip is invalid.

Submit a copy of voided check or bank verification with this form.

Section 3: Authorization for Direct Deposit Setup (REQUIRED)

I (we) hereby authorize South Texas Independent School District, hereinafter to initiate automatic credit entries, and if necessary, to initiate automatic debit entries for adjustments for any credit entries in error to my (our) account identified below, and the financial institution named below to credit and/or debit the same to such account, for payment of goods and/or services.

This authorization is to remain in full force and effect until South Texas Independent School District has received written notification of its termination in such manner as to afford South Texas ISD and the Financial Institution a reasonable opportunity to act on it.

Authorized Signature	Printed Name	Date

****NOTE** This form will not be processed unless we receive the voided check and/or bank verification letter.**

Rev. 02/2024



Criminal History Record Information for Contracted Services

CONFIDENTIAL

The Texas Education Code Section 22.0834 authorizes the District to obtain criminal history information on an employee of, or applicant for employment by, a person that contracts with the District to provide services if: the employee or applicant has or will have continuing duties related to the contracted services and the duties are or will be performed on school property or at another location where students are regularly present.

The information requested below is necessary to obtain criminal history record information.

Vendor Name: _____

Campus/Department Originating Contract: _____

Last Name: _____ First Name _____ MI: _____

Social Security Number: _____ Date of Birth: _____

Sex: () Male () Female

Ethnicity: () Black () White/Other

I hereby authorize the South Texas Independent School District to obtain from any law enforcement agency or criminal justice agency all criminal history record information that relates to me.

Note to Contractors: The information you are providing about age, sex, and ethnicity will not be used to determine eligibility for award of a contract but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date