

COCISD Vendor Checklist Forms V1
Products Only (Never on campus)

Contractor: _____

***** Initial by each item before sending back *****

- 1 _____ Checklist
- 2 _____ Student Involvement Form
 - Department Signature & Bookkeeper signature
- 3 _____ Independent Contract Agreement (Signed)
 - **(OR)** An equivalent Contract Agreement
 - All blanks are completed
 - (date of services and price)
- 4 _____ Vendor Information Form
- 5 _____ Procurement Category form
- 6 _____ W-9 Form
 - Document is complete
 - updated Information if changed
- 7a _____ CIQ Instructions
- 7b _____ CIQ Questionnaire
- 7c _____ Insurance requirements
- 7d _____ Certificate of Interested Parties
- 7e _____ Certificate of Residency
- 7f _____ Certificate of Anti-boycott Israel
- 7g _____ Certification of Compliance Regarding Texas Family Code

Criminal History

- 10 _____ Felony Conviction Notification
- 11a _____ Instructions to Obtain Fingerprints thru DPS
- 11b _____ DPS CCH Verification form
- 12 _____ Criminal History Authorization form
- 14 _____ Form 1295 & Instructions

COCISD Vendor Checklist Forms V1E

Never on Campus with Students, Unsupervised + Federal (E.D.G.A.R.)

Contractor: _____

***** Initial by each item before sending back *****

- 1 ___ Checklist
- 2 ___ Student Involvement Form
 - Department Signature & Bookkeeper signature
- 3 ___ Independent Contract Agreement (Signed)
 - **(OR)** An equivalent Contract Agreement
 - All blanks are completed
 - (date of services and price)
- 4 ___ Vendor Information Form
- 5 ___ Procurement Category form
- 6 ___ W-9 Form
 - Document is complete
 - updated Information if changed
- 7a ___ CIQ Instructions
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- 7c ___ Insurance requirements
- 7d ___ Certificate of Interested Parties
- 7e ___ Certificate of Residency
- 7f ___ Certificate of Anti-boycott Israel
- 7g ___ Certification of Compliance Regarding Texas Family Code

Federal (Section 8)

- 8 ___ E.D.G.A.R. Certifications
- 8a ___ Suspension and Debarment Form
- 8b ___ Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- 8c ___ Contractors Alcohol & Tobacco Free
- 8d ___ Contractors Drug Free Workplace
- 8e ___ Statement of Non-Collusion and Non-Discrimination
- 8f ___ Buy American Provision Certification
- 8g ___ Buy American Waiver Exception List
- 9a ___ Contractor's Certificate of Worker's Comp.
- 9b ___ HUB Participation
- 9c ___ Iran Contracting Act (Contracts \$1 million +)

Criminal History

- 10 ___ Felony Conviction Notification
- 11a ___ Instructions to Obtain Fingerprints thru DPS
- 11b ___ DPS CCH Verification form
- 12 ___ Criminal History Authorization form
- 14 ___ Form 1295 & Instructions

COCISD Vendor Checklist Forms V2

On Campus with Students, Always Supervised AND > than 5 days

Contractor: _____

***** Initial by each item before sending back *****

- 1 ____ Checklist
- 2 ____ Student Involvement Form
 - Department Signature & Bookkeeper signature
- 3 ____ Independent Contract Agreement (Signed)
 - **(OR)** An equivalent Contract Agreement
 - All blanks are completed
 - (date of services and price)
- 4 ____ Vendor Information Form
- 5 ____ Procurement Category form
- 6 ____ W-9 Form
 - Document is complete
 - updated Information if changed
- 7a ____ CIQ Instructions
- 7b ____ CIQ Questionnaire
- 7c ____ Insurance requirements
- 7d ____ Certificate of Interested Parties
- 7e ____ Certificate of Residency
- 7f ____ Certificate of Anti-boycott Israel
- 7g ____ Certification of Compliance Regarding Texas Family Code

Criminal History

- 10 ____ Felony Conviction Notification
- 11a ____ Instructions to Obtain Fingerprints thru DPS
- 11b ____ DPS CCH Verification form
- 12 ____ Criminal History Authorization form
- 14 ____ Form 1295 & Instructions

COCISD Vendor Checklist Forms V2E

On Campus with Students, Supervised OR 5 or less days + Federal (E.D.G.A.R.)

Contractor: _____

***** Initial by each item before sending back *****

- | | |
|--|--|
| 1 _____ Checklist | Federal (Section 8)
_____ |
| 2 _____ Student Involvement Form <ul style="list-style-type: none">• Department Signature & Bookkeeper signature | 8 _____ E.D.G.A.R. Certifications |
| 3 _____ Independent Contract Agreement (Signed) <ul style="list-style-type: none">• (OR) An equivalent Contract Agreement• All blanks are completed• (date of services and price) | 8a _____ Suspension and Debarment Form |
| 4 _____ Vendor Information Form | 8b _____ Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions |
| 5 _____ Procurement Category form | 8c _____ Contractors Alcohol & Tobacco Free |
| 6 _____ W-9 Form <ul style="list-style-type: none">• Document is complete• updated Information if changed | 8d _____ Contractors Drug Free Workplace |
| 7a _____ CIQ Instructions | 8e _____ Statement of Non-Collusion and Non-Discrimination |
| 7b _____ CIQ Questionnaire | 8f _____ Buy American Provision Certification |
| 7c _____ Insurance requirements | 8g _____ Buy American Waiver Exception List |
| 7d _____ Certificate of Interested Parties | 9a _____ Contractor's Certificate of Worker's Comp. |
| 7e _____ Certificate of Residency | 9b _____ HUB Participation |
| 7f _____ Certificate of Anti-boycott Israel | 9c _____ Iran Contracting Act (Contracts \$1 million +) |
| 7g _____ Certification of Compliance Regarding Texas Family Code | Criminal History
_____ |
| | 10 _____ Felony Conviction Notification |
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| | 12 _____ Criminal History Authorization form |
| | 14 _____ Form 1295 & Instructions |

***ONLY COMPLETE IF APPLIES – SENDING SUBCONTRACTORS OR MORE THAN 4 EMPLOYEES ***

- 13a _____ Certification of Criminal History (General Contractor with employees or Subcontractors)
- The General Contractor is a company that sends various employees OR subcontractors out to the district, the company signs forms related to their obligation to maintain criminal history checks on employees and subcontractors.
- 13b _____ Contractor's Certification

COCISD Vendor Checklist Forms V3

On Campus with Students, Unsupervised OR > than 5 days

Contractor: _____

***** Initial by each item before sending back *****

1 _____ Checklist

2 _____ Student Involvement Form

- Department Signature & Bookkeeper signature

3 _____ Independent Contract Agreement (Signed)

- **(OR)** An equivalent Contract Agreement
- All blanks are completed
- (date of services and price)

4 _____ Vendor Information Form

5 _____ Procurement Category form

6 _____ W-9 Form

- Document is complete
- updated Information if changed

7a _____ CIQ Instructions

7b _____ CIQ Questionnaire

7c _____ Insurance requirements

7d _____ Certificate of Interested Parties

7e _____ Certificate of Residency

7f _____ Certificate of Anti-boycott Israel

7g _____ Certification of Compliance Regarding Texas
Family Code

Criminal History

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11a _____ Instructions to Obtain Fingerprints thru DPS

11b _____ DPS CCH Verification form

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14 _____ Form 1295 & Instructions

***ONLY COMPLETE IF APPLIES – SENDING SUBCONTRACTORS OR MORE THAN 4 EMPLOYEES ***

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13b _____ Contractor's Certification

COCISD Vendor Checklist Forms V3E

On Campus with Students, Unsupervised OR > than 5 days) + Federal (E.D.G.A.R.)

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Federal (Section 8)

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