



Vendor Packet

This application does not guarantee any level of business expenditure or award by the District.

DETAILED information on attached required forms can be found on our District website under Purchasing.

As a new vendor for Little Elm ISD, we ask that you please complete the following forms in order to set up you up as a vendor in our system.

Little Elm ISD follows Texas Education Code 44.031, which requires school districts to use competitively awarded contracts when purchasing goods and services. To ensure compliance, vendors must demonstrate they have been awarded through approved purchasing cooperatives, or another Texas Independent school district.

This is a brief explanation of the critical forms requiring completion, signature, and submission to the district by any vendor doing business with the district.

(This explanation is not to be construed to be a complete or exhaustive representation of the language of any of the following forms. Vendors are free to interpret how they choose or to have their counsel review for interpretation.)

In addition, all existing and prospective vendors must register on Ion Wave, Little Elm ISD's online E-Bidding and procurement software platform for vendor registration, solicitation notification, and electronic bid submission. Vendors not registered in Ion Wave will not be notified of any Little Elm ISD issued solicitations and will not be able to view solicitations until registration is complete. Please visit our district website under Purchasing – Doing Business with Little Elm ISD. To register and use the Ion Wave bidding portal website: <https://littleelmsd.ionwave.net/Login.aspx>.

- ☐ 1. Vendor Information Form - This is a form that conveys to LEISD the relevant information regarding vendor's company and awarded information. Name, address, and a description of the goods and/or services that Vendor wishes to provide to the district.
- ☐ 2. IRS W-9 Form (March 2024 version) - This is an official form furnished by the IRS to verify the name, address, and taxpayer identification number (TIN) of a company or individual receiving payment.
- ☐ 3. Felony Conviction Notification -- Vendors are required to give advance notice to the district if an owner or operator of the Vendor has been convicted of a felony, including a general description of the conduct resulting in the conviction.
- ☐ 4. Ch. 22 Criminal History Records Contractor Certification: Contractor/Subcontractor Employees - Criminal history records must be obtained regarding covered employees of entities that contract with the district to provide services to the district; covered employees with disqualifying criminal histories are prohibited from serving at the district.
- ☐ 5. Vendor Certification Forms – Vendors are required to certify the forms.
- ☐ 6. Conflict of Interest Questionnaire - This questionnaire is for vendors or persons doing business or seeking to do business with the district. **ONLY** required if a conflict exists.
- ☐ 7. TEA Pre-Employment or Pre-Service Affidavit for Educational Entities – **ONLY** required for “Service Providers” whose duties involve direct contact or interaction with students

Check boxes to ensure
you have completed
the forms for submittal

Additional documents/forms may be required to be completed depending on the purchase of goods/services.

If you have any questions regarding the forms or vendor packet, please email the Purchasing Coordinator, Bernice Sanchez Gonzales @ bsanchezgonzales@littleelmsd.net.

Aug 14, 2026



Vendor Information Form

Company/Vendor Legal Name: _____

Contact Representative: _____

Contact Phone: _____

Contact Email Address: _____

Physical Address: _____
(Address, City and Zip Code)

Email Address for sending of PO: _____

Payment Check Remittance Address: _____
(Address, City and Zip Code)

Description of Goods/Services Vendor wishes to provide to the District: _____

Is the vendor a TRS Retiree? ☐ Yes ☐ No

Does the vendor accept Purchase Orders? ☐ Yes ☐ No

*Note: LEISD is Net 30 terms

Purchasing Cooperative(s) and/or EPCNT/CTPA School District Award Information:

*The above award section must be completed, or your request will be denied.

Please note that the information provided above will be verified with the cooperative or school district. To avoid processing delays, please ensure all information is accurate and up to date.

**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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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 ☐	
	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
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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

FELONY CONVICTION NOTIFICATION

Section 44.034, Texas Education Code, 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."

Subsection (c) states "This section does not apply to a publicly held corporation."

Please complete the information below:

I, the undersigned agent for the firm named below, **certify that the information** concerning notification of felony convictions has been reviewed by me, and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (please print or type): _____

Authorized Company Official must check one option (A, B, or C) and sign below:

☐ A. The contractor/firm is not owned nor operated by anyone who has been convicted of a felony.
Signature of Company Official: _____ Date: _____

☐ B. The contractor/firm is owned or operated by the following individual(s) who has/have been convicted of a felony:
Name of Individual(s): _____
Details of Conviction(s): _____

Signature of Company Official: _____ Date: _____

☐ C. My firm is a publicly held corporation, therefore, the above reporting requirement does not apply per Section 44.034, Texas Education Code, Subsection (c).
Signature of Company Official: _____ Date: _____

Contractor Certification Regarding Criminal History

A. Definitions: for purposes of this Certification, the following definitions shall apply:

1. “Continuing Duties” means work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only.
2. “Covered Employees” means an individual who: (a) is employed or offered employment by a service contractor or a subcontractor of a service contractor, is an individual independent contractor of the School District, or is an individual subcontractor of a service contractor; (b) has or will have Continuing Duties related to the contracted services; (c) has or will have Direct Contact With Students; and, (d) is not a student of (or enrolled in) the School District for which the services are performed. As to an employee of a public works (construction) contractor, an employee is not considered a “Covered Employee” if: (1) the public work does not involve the construction, alteration, or repair of an Instructional Facility, as defined below; (2) the public work involves construction of a new Instructional Facility and the person’s duties related to the contacted services will be completed not later than the seventh day before the first date the facility will be used for instructional purposes; or (3) if the public work involves an existing Instructional Facility and (a) the public work area contains sanitary facilities and is separated from all areas used by students by a secure barrier fence that is not less than six feet in height; and (b) the Contractor adopts a policy prohibiting employees, including subcontracting entity employees, from interacting with students or entering areas used by students, informs employees of the policy, and enforces the policy at the public work area.
3. “Direct Contact With Students” is contact that results from activities that provide a substantial opportunity for verbal or physical interaction with students, and that is not supervised by a certified educator or other professional School District employee.
4. “Disqualifying Criminal History” means one or more of the following: (1) convicted of or placed on deferred adjudication community supervision for an offense for which a defendant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure; or (2) convicted of: (A) a felony offense under Title 5, Penal Code, Offenses Against Persons (homicide; kidnapping, unlawful restraint, smuggling of persons, trafficking of persons, sexual offenses; and assault offenses), if the victim of the offense was under 18 years of age at the time the offense was committed; or (B) an offense under the laws of another state or federal law that is equivalent to an offense under Subdivision (1) or Paragraph (A). Contractor shall assume all expenses associated with obtaining criminal history record information, providing the certification, and performing Contractor’s responsibilities as set out herein.
5. “Instructional Facility” means real property, an improvement to real property, or a necessary fixture of an improvement to real property that is used predominantly for teaching the curriculum required under Texas Education Code Section 28.002.
6. “Qualified school contractor” means an entity that: (1) contracts or subcontracts to provide services to a school district; and (2) is determined eligible by the Department of Public Safety (“DPS”) to obtain criminal history record information under the National Child Protection Act of 1993 (34 U.S.C. Section 40101 et seq.) for an employee, applicant for employment, or volunteer of the qualified school contractor.

B. Pursuant to Texas Education Code §22.0834(b), if Contractor is a Qualified School Contractor, then any Covered Employees must submit to a national criminal history record information review by the Qualified School Contractor before being on School District property. Pursuant to Texas Education Code §22.0834(c), if Contractor or any subcontracting entity is not a Qualified School Contractor, then any Covered Employees must submit to a national criminal history record information review by the School District. A Qualified School Contractor acting as a contracting entity shall require that any of its subcontracting entities obtain all criminal history record information that relates to an employee to who is a Covered Employee if the subcontracting entity is also a Qualified School Contractor or if the

subcontracting entity is not a Qualified School Contractor, then any Covered Employees must submit to a national criminal history record information review by the School District.

- C. Before or immediately after employing or securing the services of Contractor who has Covered Employees, the Qualified School Contractor or School District shall send or ensure that the person sends to DPS information that is required by DPS for obtaining national criminal history record information, which may include fingerprints and photographs. DPS shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.
- D. Pursuant to Texas Education Code §22.0834(q), a Contractor who is a Qualified School Contractor shall certify to the School District that Contractor has received all criminal history record information relating to a person who is employed by or under a current offer of employment by the Qualified School Contractor.
- E. If the School District is required to review the criminal history information, the School District may fingerprint Contractor and/or Contractor's employees using the Local Education Entity (LEE) Fast Pass option. In this situation, the School District will be able to view individuals printed with the LEE pass, and also create subscriptions in the DPS FACT Clearinghouse under the authority of Government Code 411.097/Public Law 92-544. The Contractor, however, will not be able to view the results through the DPS Clearinghouse.
- F. If Covered Employees will be working on the project, before beginning any work on the project, Contractor will provide written certification to the School District that the criminal history review requirements for all Covered Employees working on the School District's Project have been satisfied as set out in the attached form, and by signing below also certifies that Contractor:
 - i. has obtained the required criminal history record information through the FACT Clearinghouse for its Covered Employees or shall take all necessary steps to comply with Texas Education Code Section 22.0834 by arranging with School District, and providing all information needed by School District, in order for School District to obtain national criminal history record information ("CHRI") as to Contractor and Subcontractors and all Covered Employees.
 - ii. has obtained written certification from its subcontractors, independent contractors, and consultants (of any tier) that they (or the School District) have obtained the required CHRI through the FACT Clearinghouse for the subcontractor's, independent contractors', and consultants' Covered Employees; that the criminal history review requirements for all Covered Employees working on the School District's Project have been satisfied; that either none of their respective Covered Employees had a Disqualifying Criminal History, or if a Covered Employee had a Disqualifying Criminal History they have been excluded from assignment to the project; and that if the subcontractor, independent contractor, or consultant receives information during the performance of this Contract that one of its Covered Employees, is subsequently reported to have a Disqualifying Criminal History or offense, it will immediately remove the Covered Employee from the project site or any other School District property where the work will be conducted and notify the Contractor in writing within three (3) business days;
 - iii. will not assign or permit Covered Employees (of either Contractor or any of its subcontractors, independent contractors, or consultants) with a Disqualifying Criminal History to performing any work on School District's project or on School District's property where the work will be conducted;
 - iv. if Contractor receives information during the performance of this Contract that a Covered Employee associated with the work, is subsequently reported to have a Disqualifying Criminal History or offense, it will immediately remove the Covered Employee from the project site or any other School District property where the work will be conducted and notify the School District in writing within three (3) business days; and

- v. if any employee associated with the work is not a Covered Employee, Contractor will make a reasonable effort to ensure that the reasons the employee is determined not to be a Covered Employee will continue to exist throughout the time the contracted services are provided.

On behalf of _____ (“Name of Contractor”), I

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Telephone: _____ Fax: _____ Email: _____

Certify that [check one]:

☐ None of Contractor’s employees are *Covered Employees*, as defined above.

Or

☐ Some or all of the Contractor’s employee are *Covered Employees*. If this box is selected, I further certify that:

Contractor has obtained (or provided all information needed by School District to obtain) all required criminal history record information, through the Texas Department of Public Safety, regarding its Covered Employees. None of the Covered Employees has a Disqualifying Criminal History. Contractor has taken reasonable steps to ensure that its employees who are not Covered Employees do not have Continuing Duties related to the contract services or Direct Contact With Students.

If Contractor receives information that a Covered Employee has a Disqualifying Criminal History, Contractor will immediately remove the employee from contract duties and notify the School District in writing within three (3) business days.

If the School District objects to the assignment of a Covered Employee on the basis of the Covered Employee’s criminal history record information, Contractor agrees to discontinue using that employee to provide services at the School District.

Noncompliance by the Contractor with this certification may be grounds for contract termination. By my signature below, Contractor further agrees as follows: (a) it is and will remain in compliance with the applicable law and with any School District policies relating thereto or arising therefrom; (b) it will ensure that no Covered Employee of Contractor or any subcontractor with a Disqualifying Criminal History provides service at or for the School District; (c) it will defer to any belief or contention of the School District that a particular person is a Covered Employee or has a Disqualifying Criminal History and to the School District’s interpretation of applicable law; and (d) it understands that any noncompliance with, any misrepresentation or inaccuracy within, or any other breach of this Certification may be grounds for contract termination or other legal action by the School District at its option.

Signature

Date

Title



Vendor Certification Forms

A. Certification Regarding Terrorist Organizations

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, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State.

_____ Initials of Authorized Representative of Vendor

B. Certification Regarding Boycotting of Israel

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more, the following certification shall apply; otherwise, this certification is not required. Pursuant to Chapter 2271 of the Texas Government Code, the Vendor hereby certifies and verifies that neither the Vendor, nor any affiliate, subsidiary, or parent company of the Vendor, if any (the "Vendor Companies"), boycotts Israel, and the Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

_____ Initials of Authorized Representative of Vendor

C. Certification Regarding Contracting Information:

If Vendor is not a governmental body and (a) this Agreement has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by LEISD; or (b) this Agreement results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by LEISD in a fiscal year of LEISD, the following certification shall apply; otherwise, this certification is not required. As required by Tex. Gov't Code § 552.374(b), the following statement is included in the RFP and the Agreement (unless the Agreement is (1) related to the purchase or underwriting of a public security; (2) is or may be used as collateral on a loan; or (3) proceeds from which are used to pay debt service of a public security of loan): "The requirements of Subchapter J, Chapter 552, Government Code, may apply to this RFP and Agreement and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter." Pursuant to Subchapter J, Chapter 552, Texas Government Code, the Vendor hereby certifies and agrees to (1) preserve all contracting information related to this Agreement as provided by the records retention requirements applicable to LEISD for the duration of the Agreement; (2) promptly provide to LEISD any contracting information related to the Agreement that is in the custody or possession of the Vendor on request of LEISD; and (3) on completion of the Agreement, either (a) provide at no cost to LEISD all contracting information related to the Agreement that is in the custody or possession of Vendor, or (b) preserve the contracting information related to the Agreement as provided by the records retention requirements applicable to LEISD.

_____ Initials of Authorized Representative of Vendor

D. Certification Regarding Boycotting Certain Energy Companies

If (a) Vendor is not a sole proprietorship; (b) Vendor has ten (10) or more full-time employees; and (c) this Agreement has a value of \$100,000 or more that is to be paid wholly or partly from public funds, the following certification shall apply; otherwise, this certification is not required. Pursuant to **TEX. GOV'T CODE** Ch. 2276 of SB 13 (87th session), Vendor hereby certifies and verifies that Vendor, or any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of these entities or business associations, if any, does not boycott energy companies and will not boycott energy companies during the term of the Agreement. For purposes of this Agreement, the term "company" shall mean an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, that exists to make a profit. The term "boycott energy company" shall mean "without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (a) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law, or (b) does business with a company described by paragraph (a)." **See TEX. GOV'T CODE § 809.001(1).**

_____ Initials of Authorized Representative of Vendor



E. Certification Prohibiting Discrimination Against Firearm and Ammunition Industries

If (a) Vendor is not a sole proprietorship; (b) Vendor has at least ten (10) full-time employees; (c) this Agreement has a value of at least \$100,000 that is paid wholly or partly from public funds; (d) the Agreement is not excepted under Tex. Gov't Code § 2274.003 of SB 19 (87th leg.); and (e) LEISD has determined that Vendor is not a sole-source provider or LEISD has not received any bids from a company that is able to provide this written verification, the following certification shall apply; otherwise, this certification is not required. Pursuant to Tex. Gov't Code Ch. 2274 of SB 19 (87th session), Vendor hereby certifies and verifies that Vendor, or association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary parent company, or affiliate of these entities or associations, that exists to make a profit, does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of this contract against a firearm entity or firearm trade association. For purposes of this Agreement, "discriminate against a firearm entity or firearm trade association" shall mean, with respect to the entity or association, to: "(1) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (2) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (3) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association. See Tex. Gov't Code § 2274.001(3) of SB 19. "Discrimination against a firearm entity or firearm trade association" does not include: "(1) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (2) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency, or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association." See Tex. Gov't Code § 2274.001(3) of SB 19

_____ Initials of Authorized Representative of Vendor

F. Certification Regarding Certain Foreign-Owned Companies in Connection with Critical Infrastructure

LEISD is prohibited from entering into a contract or other agreement relating to critical infrastructure that would grant to Vendor direct or remote access to or control of critical infrastructure in this state, excluding access specifically allowed by LEISD for product warranty and support purposes. Vendor certifies that neither it nor its parent company nor any affiliate of Vendor or its parent company, is (1) owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or a designated country; (2) a company or other entity, including governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (3) headquartered in China, Iran, North Korea, Russia, or a designated country. For purposes of this Agreement, "critical infrastructure" means "a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility." **See TEX. GOV'T CODE § 2275.0101(2) of SB 1226 (87th leg.).** Vendor verifies and certifies that Vendor will not grant direct or remote access to or control of critical infrastructure, except for product warranty and support purposes, to prohibited individuals, companies, or entities, including governmental entities, owned, controlled, or headquartered in China, Iran, North Korea, Russia, or a designated country, as determined by the Governor.

_____ Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: _____

Printed Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ **Date:** _____

Conflict of Interest Questionnaire

Texas Local Government Code, Chapter 176

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Conflicts of interest exist if:

1. the person has employment or other business relationship with the local government officer or a family member resulting in the officer or family member receiving taxable income; or
2. the person has given the local government officer or family member one or more gifts (excluding food, lodging, transportation, and entertainment) that have an aggregate value of more than \$100 in the twelve-month period preceding the date the officer becomes aware of an executed contract or consideration of the person for a contract to do business with the District.
3. the person has a family relationship with a local government officer of the District

Disclosure is required from vendors regarding each affiliation or business relationship between the vendor and:

1. an officer of the District;
2. an officer of the District that results in the officer or family member receiving taxable income;
3. an officer of the District that results in the vendor receiving taxable income that does not come from the District;
4. a corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
5. an employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
6. an officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
7. any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

1. No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
2. The Vendor also shall file an updated questionnaire:
 - a. not later than September 1 of each year in which a covered transaction is pending, and
 - b. the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

Local Government Officers of the Little Elm Independent School District are:

Mary Watkins - President - Place 6
Jason Olson – Vice President – Place 5
Ken Beber – Secretary - Place 3
Jeff Burton – Trustee – Place 1
Eric Wilson - Trustee - Place 2
DeLeon English – Trustee - Place 4
David Montemayor – Trustee – Place 7

Michael Lamb, Superintendent of Schools

as well as any agent of Little Elm ISD who exercises discretion in the planning, recommending, selecting, or contracting of a vendor

If the District is awarding a contract to the vendor, vendor must submit the form to LEISD's Purchasing Department via email at bsanchezgonzales@littleelmsd.net. Individuals required to file for any reason other than participation in a procurement process are to submit the completed form to the above email address or to the following address:

Little Elm Independent School District
Business Services – Purchasing
Attn: CIQ Form
400 Lobo Lane, Little Elm, TX 75068

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.

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

*Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) **must** submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

*The TEC §22A.055 affidavit requirement applies to all prospective employees and to service providers whose roles involve **direct contact or interaction with students**. The completion of a TEC §22A.055, affidavit is not required for individuals whose job duties do not fall into this category.*

Section 1 – Disclosure of Work History and Consent for Release of Records

Item	Response Selection
1. Have you previously been employed by or acted as a service provider for, or are you currently employed by or currently acting as a service provider for, a public or private school?	Yes No ☐ ☐
2. Do you consent to the release of your employment records as described below? <i>Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.</i>	Yes No ☐ ☐

Section 2 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Item	Response Selection
3. Have you ever been terminated, non-renewed, or discharged from employment by a public or private school?	Yes No ☐ ☐
4. Have you ever resigned with a public or private school in lieu of being terminated or discharged?	Yes No ☐ ☐

Item	Response Selection
5. Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D): • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; or • failed to maintain appropriate boundaries with a student or minor, as defined by board rule? <i>Adjudicated and convicted refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>Charged refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.</i>	Yes No ☐ ☐
6. Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or otherwise sanctioned in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes No ☐ ☐
7. Are you currently the subject of an inquiry, disciplinary action, review, or investigation, by a public or private school, a teacher-licensing agency, a law enforcement agency, or a court in Texas or another state in connection with alleged misconduct?	Yes No ☐ ☐
8. Have you ever been listed on the Texas Education Agency's Do Not Hire Registry under TEC §22A.151?	Yes No ☐ ☐

If you answered **Yes** to any question in Section 2, provide all relevant facts known to you pertaining to the matter, including, if applicable, whether the allegation was determined to be true or false.

Section 3 – Declaration of Applicant

A person commits an offense, a Class B misdemeanor if the person fails to disclose information required to be disclosed in this affidavit under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required by TEC §22A.055 is grounds for termination of employment or services.

By signing below, I affirm that the information and responses provided in this affidavit are true, complete, and correct to the best of my knowledge.

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed