



Cameron Independent School District

304 E. 12th St., PO Box 712
Cameron, TX 76520
254-697-3512 / Fax 254-697-2448

VENDOR INFORMATION PACKET:

PLEASE READ THE FOLLOWING: Texas Education Code 44.031 requires that purchases by school districts that are \$50,000 or more in an aggregate over a 12 month period shall be competitively bid or meet other requirements. Bid requirements are based on commodity groups. If the vendor's goods or services fall into a commodity that competitive bidding is required, the District must use a vendor that has complied with the bidding process. **Therefore, a completed and returned Vendor Information Packet does not constitute acceptance as a vendor for Cameron ISD.**

Cameron ISD is currently a member of several purchasing cooperatives. In addition, the District advertises bid opportunities for commodities that require a competitive process.

For Bid Opportunities: Interested vendors should check the Cameron Community Newspaper (<https://www.cameronherald.com/>) for current bid opportunities with the District.

The 84th Texas Legislature recently passed HB 1295, which enacted Section 2252.908, Texas Government Code. This new law prohibits a governmental entity or state agency from entering into certain contracts with a business entity unless the business entity first submits a disclosure of interested parties. All contracts entered into on or after January 1, 2016 that (i) require an action or vote by the governing body of the governmental entity, or (ii) have a value in excess of \$1 million. Specific guidance on what information business entities must disclose, as well as more information about completing Form 1295, may be found on the Texas Ethics Commission website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Please print and fill out the Vendor Application (W9 included) below. Also, please complete the Conflict of Interest at <https://www.ethics.state.tx.us/forms/CIQ-New-2015.pdf>, which is also located on the CISD website. Email to: bwilliamson@cameronisd.net or Fax to: 254-697-2448. If you have any questions please call me at 254-697-3512.

Thank you,
Bonnie Williamson
Accounts Payable
www.cameronisd.net



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VENDOR APPLICATION

Company Name: _____

(Please Print)

Contact Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax: _____

Email: _____

Tax ID number: _____ D&B D-U-N-S number: _____

1099 Eligible: Yes No

Type: EIN number: _____ or SS number: _____

Business: DBA, LLC, Corp.

Description of Categories you will be interested in: _____

Please list any CO-OP of which you are a member:

_____ What Cameron ISD Campus/Dept contact
person has requested your services?

Will you accept a District Purchase Order? Yes No

Make check payable to:

Bill address: _____

City: _____ State: _____ Zip: _____

Instructions for the Conflict of Interest Questionnaire

Section 176.006 requires disclosure of a person's "affiliations or business relations that might cause a conflict of interest." The term "affiliation" is not defined in Chapter 176. However, the general definition of the word "affiliation" would mean any association or connection. So any affiliation, including such things as friendship, membership in some group or organization, relationship by blood or marriage, or any other connection, must be disclosed.

How to fill out the Conflict of Interest Questionnaire (each number corresponds with the number on Form CIQ).

1. Name of person doing business with the District. If the business is a corporation, partnership, etc., then each person who acts as an agent for the business in dealings with Barbers Hill ISD must complete the form. Also state company name.
2. Check the box if you are filing an update to a previously filed questionnaire. Updates are required by law by September 1 of each year in which the person submits a proposal or bid, or begins contract discussions or negotiations with the District. Updates are also required by the 7th business day after an event that makes a statement in a previously filed questionnaire incomplete or inaccurate.
3. Describe how you are affiliated or related to a BHISD employee or school board member who may make recommendations to the District regarding expenditures of money.
Name the District employee or school board member with whom you have a relationship; if there is no relationship in question, state "NONE". Answer questions A, B, C, and D with "Yes" or "No", as applicable.

Examples:

- If your spouse, parent, or child is the District's Director of Purchasing and a bid is being submitted to the Purchasing Department, this relationship must be reported.
 - If your spouse, parent, or child is the Principal at a school and your business may sell items directly to that school, this relationship must be reported.
 - If you or your spouse, parent, or child is in business with a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
 - If you employ or do business with a spouse, parent, or child of a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
 - If you are a District employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.
 - If your neighbor or friend is a District employee that would be making a recommendation concerning a purchase or sales transaction involving you and you feel that your relationship with this employee could affect their recommendation, this relationship must be reported.
 - If any other situation exists that would result in a conflict of interest, the relationship must be reported.
 - If your spouse, parent, or child is a teacher that does not make recommendations concerning purchasing or sales transactions, this relationship should not be reported. If your spouse, parent, or child is a Principal at a school and a bid is being considered by a separate department such as Facilities & Planning (Construction Department), this relationship should not be reported.
4. Signature Box: Date and Sign the form. A signature is required from the person completing the form even if "No" is entered in Box 3, A, B, C, or D.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

Yes No

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

Yes No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.