



Brenham Independent School District

Business and Finance Department
711 E. Mansfield St., Brenham, Texas 77833
979-277-3700 Fax 979-277-3711

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.

Brenham 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 Business and Finance Department's website for current bid opportunities with the District. For current bid opportunities with the cooperative purchasing alliances that Brenham ISD is a member, please check with each cooperative individually. A list and website link to each cooperative is provided on the Business and Finance Department's website.

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, Form W-9, and Conflict of Interest (CIQ) Form. Email completed application to: business@brenhamk-12.net or Fax to: 979-277-3711. If you have any questions please call 979-277-3700.

Regards,

Darrell St. Clair
Chief Financial Officer
Brenham ISD
www.brenhamisd.net



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VENDOR APPLICATION

Company Name: _____

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 Commodities or Services you will be interested in : _____

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

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

Will you accept a District Purchase Order? Yes No

REMIT TO ADDRESS:

City: _____ State: _____ Zip: _____



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VENDOR ACH PAYMENT AUTHORIZATION FORM

1. Please Check One:

NEW ACH CHANGE ACH CANCEL ACH

2. Vendor/Payee Information

Name:

Address:

TIN/EIN or SSN:

Contact Person's Name:

Telephone Number:

Email Address:

3. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Routing Number:

Type of Account: Checking Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize Brenham Independent School District, Business Office to electronically deposit payments to the bank account designated above. It is my responsibility to notify BISD B.O. at business@brenhamk-12.net or (979) 277-3700 immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify BISD B.O. in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until BISD B.O. has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____ Signature: _____ Date: _____

Please return completed form via email: business@brenhamk-12.net

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.