

**BROCK INDEPENDENT SCHOOL DISTRICT
VENDOR APPLICATION FORM**

Instructions:

1. The application form should be completed and signed by an authorized representative of the vendor.
2. The application should be submitted (as noted below) with all supporting documents, including but not limited to:
 - a. W-9 Form
 - b. Conflict of Interest Questionnaire
 - c. Felony Conviction Form
 - d. Certificate of Insurance (as appropriate for on-site professional services)
 - e. Certification of Criminal History Record Information (if working directly with students)

Notice to Prospective Vendors:

1. Vendors are not placed on the district's approved vendor list until a purchase order is approved by the purchasing department.
2. Vendors must accept purchase orders for all purchases. The district will not be responsible for payment for goods or services that are provided to Brock ISD staff without an approved purchase order issued by the purchasing department.
3. All invoices must reflect the purchase order number and must be mailed, faxed, or emailed to the Brock ISD Accounts Payable Department (mailing address, fax number and email address are noted below).
4. All payments are net 30 days after receipt of the goods and/or services.

VENDOR IDENTIFICATION:

Vendor Name _____
Vendor DBA, if appropriate _____
Federal Tax ID or Social Security # _____
Type(s) of Goods or Services _____
List any Co-Op contracts such as TCPN, ESC, Buy Board, etc. _____

VENDOR CONTACT INFORMATION:

Vendor Mailing Address: _____
Vendor Remit Address (if different): _____
Vendor Phone Number: _____
Vendor Fax Number: _____
Vendor Website URL: _____
Vendor Email Address: _____

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 forward completed application to: Brock ISD, Attn: Accounts Payable, 410 Eagle Spirit Lane, Brock, TX, 76087, via fax to (817) 599-3246, or via email to tlewis@brockisd.net.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date

Brock ISD List of Government Officers

Superintendent:	Scott Drillette
Assistant Superintendent:	Dee Ann Mills
CFO:	Mike McSwain

Board of Trustees:

Dr. Marty Ivey	Board President
Dr. Shanna Boleman	Vice President
Cody Lane	Board Secretary
John Brunner	
Travis Faulkner	
Brent Gough	
John McGuire	

BROCK I.S.D.

Felony Conviction Notice

State of Texas Legislative Senate Bill No. 1, 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." Proposers must include in the proposal a notice as to whether the person submitting the bid or an owner or operator of the business entity has been convicted of a felony and the description of the conduct resulting in the conviction. The contract may be terminated if it is determined that the person or business entity failed to give notice or misrepresented the conduct resulting in the conviction.

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

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 (Printed): _____

My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

A. My firm is neither owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Detail of Conviction(s): _____

Signature of Company Official: _____

Date: _____

ACCESS TO DISTRICT FACILITIES

Pursuant to Texas Education Code Section 22.083, as passed during the 80th (R) Texas Legislative Session as Senate Bill No. 9, individuals that come in contact with students shall be fingerprinted and the person's national criminal history record information researched to determine the individual's criminal history. "National criminal history record information" means criminal history record information obtained from the Texas Department of Education under Subchapter F, Chapter 411, of the Texas Government Code (TGC), and from the Federal Bureau of Investigation under Section 411.087, TGC.

Vendor Representative Signature

Date