



Mathis Independent School District

MR. TIM NORMAN, SUPERINTENDENT OF SCHOOLS

“Building Minds Together”

602 East San Patricio Ave. Mathis, Texas 78368

PH: (361) 547-3378 FAX: (361) 678-3080

August 1, 2023

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Director of Federal
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Mrs. Sonia Gamez
Curriculum Director

Mrs. Veronica Garza
Special Education Director

Mr. Leo Cano
Safety & Student Services
Director

Ms. Jennifer Encinia
Human Resource Director

Ms. Gail Shepler
Chief Financial Officer

Campus Administrators

Mrs. Cynthia Westbrook
High School

Mr. Randy Tiemann
Middle School

Mr. David Garcia
Intermediate School

Mrs. Lacy Brauchle
Elementary School

Dear Vendor,

Mathis ISD general terms and conditions of purchases require **an approved purchase order**. **Orders accepted without an approved purchase order may go unpaid**. This allows the district to determine any outstanding orders or invoices and ensure prompt payment to your company. Goal of the Vendor Packet is to ensure a systematic process of adding and renewing vendors on the finance database. The process is designed to meet local, state, and federal guidelines. Please review, complete, and return **ALL** forms included to remain an active vendor for Mathis ISD. All forms must be returned on or before September 1, 2023.

1. **W-9 Form, Request for Taxpayer Identification Number and Certification – MUST RETURN W-9 FORM COMPLETED**
 - a. Annually, the district is required to update the vendor files with current W-9's disclosing the vendor's name, address, type of organization and taxpayer identification number.
 - b. Please complete the attached W-9 form and return.
2. **Conflict of Interest Questionnaire (CIQ) MUST RETURN COMPLETED CIQ ANNUALLY.**
 - a. An updated CIQ no later than September 1st of each year or the seventh business day after being accepted as a new vendor by Mathis ISD.
 - b. If no conflict of interest exists, please write in your company name in box 1, mark N/A in block 4, sign & date form and return.
 - c. Please see the example attached or visit https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm for more information and assistance for completion of the CIQ form.
3. **Vendor Purchasing Coop Membership Form – if Not Applicable please mark form N/A**
 - a. **MUST RETURN COMPLETED PURCHASING COOP FORM**
 - b. Mathis ISD is streamlining the district's purchasing process to comply with procurement laws set by federal and state agencies. Mathis ISD has joined several purchasing cooperatives to save time and money.
 - c. Mathis ISD is a member of the following: **Buy Board, Educational Services Center(s) II, III, VIII, 18 & 20, DIR, HGAC, HCDE – Choice Partners, TxMAS, TXSmart, TPASS, TCPN, TTIPS and U.S. Commodities.**
 - d. Please list purchasing cooperatives your company has partnered with offering competitive and contract pricing **for the 2023-2024 school year**. You may list or attach a list of goods and/or services of the contract(s).
4. **Felony Conviction Form - MUST RETURN COMPLETED CONVICTION FORM**
 - a. All vendors shall complete a Felony Conviction Form and disclose if the owner or operator has been convicted of a felony.
 - b. Contractors who have “continuing duties” (defined as providing the service on a regular, repeated basis) or direct contact with students” (defined as providing substantial opportunity for verbal or physical interaction with students that is not supervised by a district employee) shall obtain criminal history record information and provide it to the District.



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5 Debarred Vendor Verification: **MUST RETURN COMPLETED DEBARMENT FORM**

- a. Certification regarding debarment, suspension, ineligibility and voluntary exclusion for covered contracts and grant forms must be completed annually.
- b. All debarment forms will be verified through the Texas Comptroller of Public Accounts and the SAM.GOV website. The links below contains a list of vendors debarred from doing business with the State of Texas, effective from the date of debarment for the length of time indicated.
 - i. <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>
 - ii. <https://www.sam.gov/SAM/>

6. Bonding Requirements (Construction Only)

- a. If a construction contact exceeds \$25,000, a cashier's check or certified check in the amount of 5% of the contracted price must be submitted to the district.
- b. If awarded the contract the awardee must present the district a bond within seven working days from the date of award
- c. Once the bond is received by the district the 5% check will be returned within 45 days of receipt
- d. Vendors did not award the contract will be mailed their 5% checks 45 days after RFP/Bid opening.

7. Vendor Final Review and Approval shall include the following vendor selection criteria:

- a. Experience with the District.
- b. Cost of goods and services, including future costs of maintenance.
- c. Vendor's financial stability and position as it relates to the ability to provide the goods and/or services.
- d. Vendor reputation in the marketplace.
- e. Vendor owned (wholly or partially) by a district board member, employee or relative.
- f. All forms completed in full and submitted in a timely manner.
- g. Once all the submitted forms have been verified by the Business Office Team:
 - i. Current vendors will continue to be marked active.
 - ii. New vendors will be added to the District's financial data base.
 - iii. If **current vendors do not return** all forms annually the vendor will be marked **INACTIVE**.

If you have any other questions, please feel free to contact me at the number or email listed below.

Best Regards,

Gail Kennemer Shepler, MBA, RTSBA, SFO

Mathis ISD Chief Financial Officer

gshepler@mathisisd.org

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Cell-361-562-1215 & Fax-361-255-4991

"GO PIRATES