



# Mathis Independent School District

MR. BENNY P. HERNANDEZ, SUPERINTENDENT

"World Class Education for Everyone, Everyday"

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## District Administrators

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Ms. Gail Kennemer  
Shepler  
Finance Officer

## Campus Administrators

Dr. Jesse Riojas  
High School

Mr. Randy Tiemann  
Middle School

Mrs. Cynthia Westbrook  
Intermediate School

Mrs. Patricia Pittman  
Elementary School

Mr. Leo Cano  
Learning Center

August 12, 2019

**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.

Please review, complete and return the three forms included by September 1, 2019 to remain an active vendor for Mathis ISD.

**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 1<sup>st</sup> of each year or the seventh business day after being accepted as a new vendor by Mathis ISD.
- b. Please see the example attached or visit [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](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. Mathis ISD is streamlining the district's purchasing process in order to comply with procurement laws set by federal and state agencies. Mathis ISD has joined several purchasing cooperatives to save time and money.
- b. 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.**
- c. Please list purchasing cooperatives your company has partnered with offering competitive and contract pricing **for the 2019-2020 school year**. You may list or attach a list of goods and/or services of the contract(s).

**4 Sole Source Affidavit - If your organization is a sole source vendor please submit a notarized affidavit certifying the following in compliance of Senate Bill 1, Section 44.031(j), TEA Resource Guide questions pertaining to Sole Source Compliance:**

- a. Stating that your company commodities, technology or service is one of a kind, has no equivalent and is the only source available.
- b. Include a description of the unique features that prohibit competition.

**The Mathis ISD and its Career and Technology Education Program do not discriminate on the basis of sex, disability, race, color or national origin in its Educational programs, activities or employment as required by Title IX, Section 504 and Title VI.**



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- c. Statement indicating there is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the product/service because of the exclusive distribution or marketing rights.
- d. List unique experience, expertise, capabilities or key personnel.
- e. Document research conducted to verify you as a vendor as the only known source.

*Most common sole sources:*

- a. Systems/product maintenance (licenses, updates & replacement parts)
- b. A film, manuscript or book.
- c. No other reasonable alternative source exists.
- d. Procurement of public utility services.

**(Copyrights, patents and secret processes ARE NOT considered sole source by TEA)**

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

*Best Regards,*

*Gail Kennemer Shepler, RTSBA*

*Mathis ISD Finance Officer*

[\*gshepler@mathisisd.org\*](mailto:gshepler@mathisisd.org)

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**"GO PIRATES"**