



IDEA Headquarters
2115 W. Pike Boulevard
Weslaco, Texas 78596
Phone 956.377.8000
Fax 956.447.3796

We appreciate your interest in becoming a vendor with IDEA Public Schools. Prior to processing the vendor request for future business transactions, please ensure this packet is completed in its entirety, signed, and dated. Once complete, please email the packet to the email notated below.

A vendor seeking to do business with IDEA Public Schools must adhere to the following policies and processes:

- Accept Purchase Orders
- Services/goods shall **not** be rendered **without** an approved purchase order in place.
- IDEA Public Schools is not responsible for services, materials, supplies and/or equipment rendered without an approved purchase order.
- IDEA Public Schools has a 30-day net payment policy.
- IDEA Public Schools does not pre-pay vendors for goods or services.
- Goods or services provided must adhere to the original approved Purchase Order. Over shipment and/or product substitutions are not permitted unless pre-approved by Purchasing or Accounts Payable Supervisor.
- Invoices must be submitted on the date all approved services/goods are rendered. Separate billing for partial shipments/services are not allowed unless other arrangements have been made with the Accounts Payable Manager or Director of Procurement.
- IDEA Public Schools will not procure goods/services if your business has been debarred or suspended. IDEA Public Schools will verify this information on www.sam.gov
- IDEA Public Schools will verify information on your W9 with the IRS website for TIN matching.
- All invoices should be sent to payable@ideapublicschools.org for processing.

For questions, please contact:

vendorinquiry@ideapublicschools.org



Vendor Checklist

Document Name	Page Number	Party Responsible for Reviewing/Completing Form	Completion Status Required
Vendor Maintenance File	3	All vendors must Complete and Sign	Complete & Sign
ACH Payment Enrollment Form	4	All vendors must complete: If ACH not desired, please notate "N/A" under Section 2; a signature is required on Section 3.	Complete & Sign
W-9 Request for Taxpayer Identification Number	5	All vendors must complete using Employee Identification Number (EIN)	Complete & Sign
Conflict of Interest Form Instructions	6	All vendors must review	Review
Conflict of Interest Questionnaire - FORM CIQ	7-8	All vendors must review and verify if a Conflict of Interest is applicable. If not, please state so on the form, Not Applicable, sign and date.	Complete or Not Applicable & Sign
Debarment and Suspension	9	All vendors must complete to verify that provider is not debarred from conducting business with the district.	Complete & Sign
Edgar Certifications and Representation Form	10-13	All vendors must complete & sign	Complete & Sign
Child Support Certification Form	14	All vendors must review & complete	Complete & Sign
Felony Conviction Notice	15	All vendors must review the felony conviction notice requirements associated with providing services.	Review
Felony Conviction Notice Statement	16	All vendors must complete and select one of the three options accordingly. If the form is not applicable, please state so on the form, Not Applicable, sign and date.	Complete & Sign
Texas Vendor Background Check Instructions	18-19	Vendor Instructions on Completing the Background Check Forms	Review
Texas Education Code Criminal History Requirements for Contractors and/or Employees	20	All vendors must review to determine services fall under "Covered Employees" as defined within the Texas Education Code	Review
Criminal History Certification for Contractor Employees Form	21	All vendors must review and make a selection accordingly if vendor does not fall under the "covered employees" definition - Box one would be checked, signed, and date. (Please note, if you have subcontractor employees please ensure to complete the Certification for Subcontractor Employees). No further background check forms must be completed. If vendor falls under "covered employees" Please refer to Texas Vendor Background Check Instructions for further guidance.	Complete & Sign
Texas Education Code Criminal History Requirements for Subcontractors and/or Employees	23	All vendors must review to determine services fall under "Covered Employees" as defined within the Texas Education Code	Review
Criminal History Certification for Subcontractors Employees Form	24	All vendors must review and make a selection accordingly if vendor does not fall under the "covered employees" definition - Box one would be checked, signed, and date. (Please note, if you have subcontractor employees please ensure to complete the Certification for Subcontractor Employees). No further background check forms must be completed. If vendor falls under "covered employees" Please refer to Texas Vendor Background Check Instructions for further guidance.	Complete & Sign
Memorandum of Understanding Compliance with Criminal History Background Check Requirements/Form	25-26	All vendors that will require IDEA to conduct the background check must review and sign	Only Vendors Needing to be Background Checked by IDEA Review & Sign
IDEA Public Schools Risk Management Department Vendor Active Employee List & Campus Assignment	27	All vendors requiring IDEA to conduct the background checks will need to complete the Vendor Active Employee List & Campus Assignment Form	Complete
Texas Department of Public Safety Background Check Form/ Photo ID/Confidentiality Form	28-30	All vendor employees listed on the Vendor Active Employee List & Campus Assignment Form must complete and sign the background check forms	Complete & Sign
Notice to Pay Vendor - No P.O. No Pay Policy	31	All vendors must review and sign	Review & Sign



IDEA Public Schools

VENDOR MAINTENANCE FILE

Vendor no. assigned

New Vendor

Revision to Vendor File

(check one)

Name: _____

Attention: _____

Address: _____

City: _____

State: _____ Zip Code _____

Telephone: _____

Fax: _____

Remit to Address (if different)

Contact: _____

Address: _____

City: _____

State: _____ Zip Code _____

Alt. Phone: _____

Email: _____

Vendor's Identification Number

☐ Individual's Social Security Number

_____ i.e. (123-45-6789)

☐ Business / Company's Employer I.D. #

_____ i.e. (74-1234567)

CO-OP Member: ☐ YES/NO ☐ (check one)

If YES, which one _____

CO-OP Contract # _____ Effective Date: _____ Expiration Date: _____

We pay this vendor for the following (Check as many as applicable)

Describe Type of Business: Purchase Goods, Services, Equipment, Medical Payments, Personal Services (Explain Products)

REQUIRED: Are you a current or former Employee of IDEA Public Schools?

Yes

No

Form 1099: Box 1

Form 1099: Box 6

Form 1099: Box 7

Vendor Signature: _____

Signature

Date

Business Office Use Only

Signature

Date

1099 Vendor: YES NO (Check One)

Posted By

Date

IF YES: 1099 BOX NO.

TYPE OR PRINT

Vendors will not be added on system without an email or phone number provided.

All sections of this form must be filled out in order to process.

Submit forms to IDEA Purchasing Department:

vendorinquiry@ideapublicschools.org



ACH Vendor Payment Enrollment Form

(Only for use with banks within the United States)

This form authorizes IDEA Public Schools to make payments to a business or individual electronically. It is the responsibility of the vendor to notify IDEA Public Schools of pertinent payee or company information and/or bank account changes verbally and in writing. IDEA Public Schools shall be entitled to rely on the authorization herein until it receives 45 days written notice of any change from the vendor. This form is required as IDEA Public Schools is going paperless. **Please type or print.**

Section 1: Payee / Company Information

Vendor Name: _____

Social Security Number or Employer Identification Number: _____

Phone Number: _____

Mailing Address: _____ City _____ State _____ Zip _____

Email: _____

(Email is mandatory to send payment notification to vendor when payments are initiated by IDEA Accounts Payable Department via Tyler Muni's ERP system.)

Section 2: Account Information (For Accuracy Provide Voided Check)

☐

Personal Account

☐

Business Account

Bank Name: _____

Bank Address: _____ City _____ State _____ Zip _____

Bank Routing Number: _____ (must be 9 digits)

Vendor Bank Account Number: _____ Checking ☐ Savings ☐

Section 3: Authorization

Authorized Signature

Print Name

Title

Date

Section 4: Submit Information to

IDEA Public Schools Headquarters
2115 W. Pike Blvd
Weslaco, TX 78596
Phone: 956-377-8000
Fax: 956-447-3796

OR

Email: vendorinquiry@ideapublicschools.org

Request for Taxpayer Identification Number and Certification

^a Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ^a _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ^a	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-				-		
or										
Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ^a	Date ^a
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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CONFLICT OF INTEREST

Before IDEA Public Schools can set you or your business up as one of our approved vendors, we require a Conflict of Interest form to be completed. Fill out the attached form and return it as part of your completed vendor packet. This form is required in order to comply with Chapter 176 of the Texas local government code.

- If not related to an IDEA Public Schools employee, Officer (Board Member) or are related to a family member of the Officer – Write your name or business name and N/A in box 1.
- If related to an IDEA Public Schools employee Officer (Board Member) or are related to a family member of the Officer – Fill out the form entirely. List the name of the IDEA Public Schools employee you are related to in box 3 and your relationship to that person in Section D.
- Be sure to sign and date the form.

For questions, please contact:
vendorinquiry@ideapublicschools.org

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.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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



IDEA Headquarters
2115 W. Pike Boulevard
Weslaco, Texas 78596
Phone 956.377.8000
Fax 956.447.3796

Debarment and Suspension

Federal Executive Order (E.O.) 12549 “Debarment” requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Vendor Name:

Vendor Address:

City, State, Zip:

Vendor Phone:

Printed-Authorized Company Official’s Name:

Printed Title of Authorized Representative:

Signature of Authorized Company Official:

Date Signed:

IDEA Public Schools

Edgar Certifications and Representations

(Education Department General Administrative Guidelines)

With respect to the use of federal funds for the procurement of goods and services, 2 CFR 200.326 and Appendix II to 2 CFR 200 require the inclusion of the following contract provisions.

1. Remedies for Contract Breach or Violations. Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
2. Termination for Cause and Convenience. All contracts in excess of \$10,000 must address termination for cause and for convenience by THE SCHOOL including the manner by which it will be affected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the school and the charter districts must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The school and the charter districts must place a copy of the current prevailing wage determination issued by the Department of Labor in each

solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The school and the charter districts must report all suspected or reported violations to the Federal awarding agency.

5. *Contract Work Hours and Safety Standards Act.* Where applicable, all contracts awarded by the school and the charter districts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. *Rights to Inventions Made Under a Contract or Agreement.* If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Energy Efficiency Standards and Policies. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
9. Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
10. Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.
11. Procurement of Recovered Materials. The school, the charter districts and their contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds

\$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name/Company Name:

Address, City, State, and Zip Code:

Phone Number:

Email Address:

Printed Name and Title of Authorized Representative:

Signature of Authorized Representative:

Date: _____

The Texas Health and Human Services Commission Form 1903, Child Support Certification must be completed legibly, either handwritten or typed. A duly authorized representative, preferably the duly authorized representative identified, must sign this form. Failure to complete this form pursuant to this and other instruction shall disqualify the Proposal. The child support certification form can be found at: <https://www.hhs.texas.gov/regulations/forms/1000-1999/form-1903-child-support-certification>.



Form 1903
May 2017-E

Child Support Certification

Section 1

Family Code, Section 231.006, Ineligibility to Receive State Grants or Loans or Receive Payment On State Contracts, prohibits the payment of state funds under a grant, contract, or loan to:

- a person who is more than 30 days delinquent in paying child support; and
- a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until:

- all arrearages have been paid;
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency; or
- the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) as part of a court-supervised effort to improve earnings and child support payments.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include:

- the name and Social Security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the bid or application; and
- the statement in Section 3 below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that the statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract (including the cost of advertising and awarding a second contract), and any other damages provided by law or contract.

Section 2

In accordance with Section 231.006, the names and Social Security numbers (SSN) of the individuals identified in the contract, bid or application, or each person with a minimum 25 percent ownership interest in the business entity identified therein are provided below:

Name:		SSN:	
Name:		SSN:	
Name:		SSN:	
Name:		SSN:	

Section 3

As required by Section 231.006, the undersigned certifies the following:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Contractor Authorized Representative Printed Name:	Title:
Contractor Authorized Representative Signature:	Date:

FELONY CONVICTION NOTICE

Required under Board Purchasing Policy § 8.9

Sec. 8.9. Notification of Contractor's Criminal History.

If the person or an owner or operator of the business entity has been convicted of a felony, IDEA should ensure that the bidder's response includes an advance notice disclosing this fact. The notice must include a general description of the conduct resulting in the conviction of a felony.

IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give notice as required by this subsection or misrepresented the conduct resulting in the conviction. IDEA must compensate the person or business entity for services performed before the termination of the contract.

Felony Conviction Notice Statement

This form to be completed by all Vendors/Contractors.

IDEA Public Schools (“IDEA”) requires a person or business entity that enters into a contract with IDEA for the provision of goods or services to give advance notice to IDEA if the person or an owner or operator of the business entity has been convicted of a felony. This notice must include a general description of the conduct resulting in the conviction of a felony.

IDEA may terminate a contract with a person or business entity if IDEA determines that the person or business entity failed to give such notice or misrepresented the conduct resulting in the conviction.

NOTE: This notice statement is not required of a publicly held corporation.

Please mark the appropriate choice below:

- ☐ This business entity is a publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ This business entity is not owned nor operated by anyone who has been convicted of any felony.
- ☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name(s) of person(s) convicted of a felony, as applicable:

Details of Conviction(s), as applicable:

I, the undersigned agent for the business entity 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 Business (DBA) Name: _____

Full Name of Authorized Company Official (Print): _____

Signature of Company Official

Title

Date

CONTRACTOR FORMS

TEXAS VENDOR BACKGROUND CHECK INSTRUCTIONS:

Please Note: All contractors that will have continuing duties related to the contracted services and have or will have opportunity for direct contact with students “in person” or “virtually” fall within the definition of a “covered employee” and are required to read and follow the Texas Vendor Background Check instructions below:

Texas Education Code (“TEC”) § 22.0834 requires contractors providing services to IDEA Public Schools (“IDEA”) to facilitate a national criminal history record information review for any contractor employees who **(1) have or will have continuing duties related to the contracted services and (2) have or will have direct contact with students (“covered employees”) prior to beginning contract services.**

Under the National Child Protection Act (NCPA), **only a qualified entity** that is based in Texas may have access to NCHRI in the DPS FACT (Fingerprint base Applicant Clearinghouse of Texas) Clearinghouse. A qualified entity means a business or organization that provides **care or placement services for the care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disability. 34 U.S.C. § 40104.**

Examples: Day care providers, student after school program providers would be an example of a qualified entity.

Contracted employees/vendors are required to follow IDEA’s national background check vetting process as outlined below:

Option 1: Texas-based contractors that provide care or care placement services in accordance with the National Child Protection Act (NCPA), will need to fingerprint their employees who have access to students. Upon a contracted employee/vendor completing the fingerprinting process the **contractor must complete the following:**

- Contractor must complete the “Criminal History Certification for Contractor Employees” form located in the vendor packet on **page 21**
- Contractor must complete the “Criminal History Certification of Subcontractor Employees” form located in the vendor packet on **page 24 (please note only to be completed if the contractor has subcontractor employees)**
- Select “covered employee”
- Certify and sign the form **(NO ADDITIONAL BACKGROUND CHECK FORMS AFTER PAGE 23 NEED TO BE COMPLETED)**
- Submit with the vendor packet to vendorinquiry@ideapublicschools.org

Option 2: *Private contractors that do not meet the NCPA criteria to access criminal history must conduct their fingerprinting through IDEA Public Schools using the Local Education Entity (LEE) Fast Pass Option.* IDEA's Risk Management Department will process Contractor and/or any of Contractor's employees identified as a "covered employee" under TEC (Texas Education Code) § 22.0834 using the Local Education Entity (LEE) FAST Pass option. **Contractor must provide all documentation needed for IDEA to facilitate a national criminal history record information search through the DPS Clearinghouse by completing the required vendor background check forms located in the vendor packet. (Forms must be legible, please ensure contractor/vendor prints clearly)**

Contractor must complete the following:

1. Contractor must read and complete the "Criminal History Certification of Contractor Employees" form located in the vendor packet on page 21.
2. Contractor must complete the "Criminal History Certification of Subcontractor Employees" form located in the vendor packet on page 24 **(please note only to be completed if the contractor has subcontractor employees)**
 - Contractor **must Select "covered employee" if the contractor falls within the definition of "covered employee":** 1.) providing continuing duties (more than one day) and 2.) There is opportunity for contractor to be around students.
 - Contractor must Certify and sign the form
3. Contractor must read and sign the Memorandum of Understanding, located on page 25 & page 26.
4. Contractor must complete the IDEA Public Schools Risk Management Department Vendor Active Employee list/Campus Assignments located on page 27.
 - Vendor needs to complete this form and list all of their active employee, in addition to proposed campus assignment
5. Contractor and/or Sub Contractor Employees must completed the Texas Department of Public Safety Background Check Request Form located on page 28-30.
 - Attach a copy of an approved TX photo ID such as Driver's License or State ID with each form being completed

Please note: All employees working under the contractor that will be providing services to IDEA will need to complete a Texas Department of Public Safety Background Check Request Form.

Changes to Contractor/Subcontractor Employees:

- Any changes to existing approved subcontractor employees, contractor **MUST** notify Risk Management at Riskmanagementvendorbackgroundchecks@ideapublicschools.org
 - Removing existing approved subcontractor employees
 - Adding new subcontractor employees **(please note any new employees need to be processed for approval by IDEA Risk Management prior to any services being initiated.)**

SUBMIT: Submit the completed vendor packet along with all completed background check forms to the procurement team at vendorinquiry@ideapublicschools.org

Texas Education Code Criminal History Requirements for Contractors and/or Employees

Texas Education Code § 22.0834 requires entities that contract to provide services to IDEA Public Schools to either (i) obtain named based criminal history and/or fingerprinting record information regarding “covered employees” or (ii) provide sufficient information for IDEA Public Schools to arrange for the completion of name based criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“Covered Employees”: Any employee of a contractor who (1) has or will have continuing duties related to the contracted services¹ and (2) has or will have direct contact with students.² ***If both of these criteria are met, a national criminal history record review is mandatory for any covered employee.***

“Disqualifying Criminal History”: Any conviction or other criminal information designated by IDEA, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
 - a. Crimes involving moral turpitude;
 - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
 - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
 - d. Crimes involving school property or funds;
 - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
 - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
 - g. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense on conviction of which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that IDEA believes might compromise the safety of students, staff, or property.

All contractors must cooperate with IDEA to comply with the requirements of Texas Education Code § 22.0834 prior to beginning contract services to IDEA.

¹ IDEA considers *continuing duties* as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. This may include, but is not limited to, contracts involving services to be rendered over multiple single-day engagements.

² *Direct contact with students* is contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by an educator or other idea employee. IDEA retains discretion to determine what constitutes direct contact with students.

Criminal History Certification for Contractors Employees Form

Please complete the information below:

I, the undersigned agent for _____ (“Contractor”), certify that [check one]:

☐

None of Contractor’s employees are *covered employees*, as defined in the previous page. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐

Some or all of Contractor’s employees are *covered employees*. If this box is checked, I further certify that:

1. If Contractor receives information that a *covered employee* subsequently has a reported criminal history, Contractor will immediately remove the *covered employee* from contract duties and notify IDEA in writing within three business days.
2. Upon request, Contractor will provide IDEA with the name and any other requested information regarding *covered employees* so that IDEA may obtain criminal history record information on the *covered employees*.
3. If IDEA objects to the assignment of a *covered employee* on the basis of the *covered employee’s* criminal history record information, Contractor agrees to discontinue using that *covered employee* to provide services to IDEA.
4. All *covered employees* hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA or having any direct contact with students.

I also certify to IDEA that, if subcontractors will be used to perform contract services to IDEA, Contractor has obtained certifications from its subcontractors in compliance with Chapter 22 of the Texas Education Code.

I understand that non-compliance or misrepresentation regarding this certification may be grounds for contract termination and/or barring disqualified persons from performing the work.

Signature of Contractor Official

Date

SUBCONTRACTOR FORMS

Texas Education Code Criminal History Requirements for Subcontractor and/ or Employees

Texas Education Code § 22.0834 requires entities that contract with contractors providing services to IDEA Public Schools to either (i) obtain named based criminal history and/or fingerprinting record information regarding “covered employees” or (ii) provide sufficient information for IDEA Public Schools to arrange for the completion of name based criminal history and/or fingerprinting record information regarding “covered employees.”

Definitions:

“*Covered Employees*”: Any employee of a subcontractor who (1) has or will have continuing duties related to the contracted services³ and (2) has or will have direct contact with students.⁴ ***If both of these criteria are met, a national criminal history record review is mandatory for any covered employee.***

“*Disqualifying Criminal History*”: Any conviction or other criminal information designated by IDEA, including one or more of the following offenses:

6. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
 - a. Crimes involving moral turpitude;
 - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
 - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
 - d. Crimes involving school property or funds;
 - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
 - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
 - g. Felonies involving driving while intoxicated.
7. A felony offense under Title 5, Penal Code.
8. An offense on conviction of which a defendant is required to register as a sex offender.
9. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
10. Any other offense that IDEA believes might compromise the safety of students, staff, or property.

All subcontractors must cooperate with IDEA to comply with the requirements of Texas Education Code § 22.0834 prior to beginning contract services to IDEA.

³ IDEA considers *continuing duties* as those work duties that are performed pursuant to a contract on a regular, repeated basis rather than infrequently or one-time only. This may include, but is not limited to, contracts involving services to be rendered over multiple single-day engagements.

⁴ *Direct contact with students* is contact that results from activities that provide substantial opportunity for verbal or physical interaction with students and that is not supervised by an educator or other idea employee. IDEA retains discretion to determine what constitutes direct contact with students.

Criminal History Certification for Subcontractors Employees Form

Please complete the information below:

_____ (“Subcontractor”) has entered into a contract with _____ (“Contractor”) to provide services in connection with the contract between IDEA Public Schools and Contractor. On behalf of Subcontractor, I, the authorized signatory for Subcontractor, certify to IDEA that [check one]:

☐ None of Subcontractor’s employees are *covered employees*, as defined above. If this box is checked, I further certify that Subcontractor has taken precautions or imposed conditions to ensure that its employees will not become *covered employees*. Subcontractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of Subcontractor’s employees are *covered employees*. If this box is checked, I further certify that:

5. If Subcontractor receives information that a *covered employee* subsequently has a reported criminal history, Subcontractor will immediately remove the *covered employee* from contract duties and notify IDEA in writing within three business days.
6. Upon request, Subcontractor will provide IDEA with the name and any other requested information regarding *covered employees* so that IDEA may obtain criminal history record information on the *covered employees*.
7. If IDEA objects to the assignment of a *covered employee* on the basis of the *covered employee’s* criminal history record information, Subcontractor agrees to discontinue using that *covered employee* to provide services to IDEA.
8. All *covered employees* hired after January 1, 2008 have completed the required background check process prior to performing any duties related to IDEA or having any direct contact with students.

I also certify to IDEA and Contractor that Subcontractor has obtained certifications from its subcontractors in compliance with Chapter 22 of the Texas Education Code.

I understand that non-compliance or misrepresentation regarding this certification may be grounds for contract termination and/or barring disqualified persons from performing the work.

Signature of Subcontractor Official

Date

MEMORANDUM OF UNDERSTANDING
COMPLIANCE WITH CRIMINAL HISTORY
BACKGROUND CHECK REQUIREMENTS

WHEREAS, Texas Education Code (“TEC”) § 22.0834 requires contractors providing services to IDEA Public Schools (“IDEA”) to facilitate a national criminal history record information review for any contractor employees who (1) have or will have continuing duties related to the contracted services and (2) have or will have direct contact with students (“covered employees”) prior to beginning contract services; and

WHEREAS, _____ (“Contractor”) provides contract services to IDEA; and

WHEREAS, pursuant to Texas Government Code (“TGC”) § 411.0845, the Texas Department of Public Safety (“DPS”) maintains the Criminal History Clearinghouse (“DPS Clearinghouse”) to provide fingerprint criminal history record information, including national criminal history record information made available through the U.S. Federal Bureau of Investigation (“FBI”), to approved persons and entities; and

WHEREAS, due to recent changes in DPS protocols, Contractor no longer has access to the national criminal history record information maintained as part of the DPS Clearinghouse; and

WHEREAS, IDEA is able to access the national criminal history record information portion of the DPS Clearinghouse through the DPS Local Education Entity (“LEE”) Fast Pass option;

NOW THEREFORE, the Parties agree as follows:

1. IDEA will provide access to its LEA Fast Pass to Provider in the event that Contractor and/or any of Contractor’s employees is a “covered employee” under TEC § 22.0834, provided that Contractor provides IDEA with sufficient documentation needed for IDEA to facilitate a national criminal history record information search through the DPS Clearinghouse.
2. IDEA will obtain national criminal history information review reports through the DPS Clearinghouse for Contractor and/or any of Contractor’s employees that is a covered employee and will notify Contractor if Contractor and/or any of Contractor’s employees have a disqualifying criminal history; provided, however that IDEA will not provide DPS Clearinghouse results to Contractor.
3. Contractor will be responsible for paying the fees directly associated with IDEA’s processing through the LEE Fast Pass.
4. The Parties agree to work expeditiously to complete fingerprinting for Contractor and/or Contractor’s employees, and this MOU shall expire when all applicable fingerprint results have been received and reviewed by IDEA. In no event shall this MOU remain effective for more than 30 days beyond the effective date of this MOU without mutual written extension by both parties.
5. The effective date of this MOU shall be _____.
(Date)

ACCEPTED AND AGREED TO:

IDEA Public Schools

By: **Felida Villarreal**

Title: **Director of Risk Management**

Contractor Name

By: _____

Title: _____

IDEA Public Schools Risk Management Department

Vendor Active Employee List & Campus Assignment



- ✓ **Complete ALL** requested information
- ✓ **Attach** additional page(s), if needed
- ✓ **Submit** form with the completing vendor packet to the IDEA Purchasing Department at vendorinquiry@ideapublicschools.org
- ✓ **Please** complete the form legibly as information is needed to accurately be processed (If we are unable to read information provided form will be sent back and will create a delay in processing)

Vendor/Provider Name: _____

Vendor/Provider Contact Person(s): _____

Vendor/Provider Phone Number: _____

Vendor/Provider Email Address: _____

Type of Service(s) to be Provided: _____

Please indicate if these services include a contract/agreement? Yes or No

Section I. Vendor Active Employee List & Campus Assignment:

	Last Name <i>As it appears on driver's license (or Last Name used if you have been previously fingerprinted)</i>	First Name <i>As it appears on driver's license</i>	Campus <i>(If employee will be providing service at multiple campuses, please list each campus the employee will be providing services at in this column)</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Section II. Changes to Contactor/Subcontractor Employees:

Signature of Authorized Signer Requesting Change: _____

	Last Name	First Name	Removal/Adding	Campus
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

TEXAS DEPARTMENT OF PUBLIC SAFETY BACKGROUND CHECK REQUEST FORM

This document to be completed by any and all individuals ("Vendor/Contractor") that will provide services to IDEA Public Schools in connection with a services contract involving continuing duties beyond one (1) school day AND direct contact with students. IDEA Public Schools considers "direct contact" with students as having an opportunity for substantial verbal, physical or virtual interaction with students *(Make copies for each individual involved in providing services under this contract, as needed)*.



CONSULTANT, CONTRACTOR, VENDOR, PRIVATE DUTY NURSE, ETC...

Legal Name: _____

Business Name: _____

Type of Service: _____

Relationship to Vendor *(select one)*: ☐ Employee ☐ Independent Agent ☐ Subcontractor ☐ Self-employed

Dates of Service: _____

For *Private Duty Nurse* Name of Student: _____

Campus/Dept: _____

Contact Numbers (Cell Preferred): _____

E-Mail Address: _____

Social security number: _____ (Please do not include copy of SS card)

Will individual be on school grounds, which may result in direct contact w/students ☐ Yes ☐ No

If individual has been fingerprinted previously in accordance w/Senate Bill 9, please indicate so below:

☐ Yes ☐ No SID Number (if known): _____

Have you ever been arrested or convicted of a felony offense or an offense that requires you to register as sex offender? ☐ Yes ☐ No

**PLEASE MAKE SURE TO
INCLUDE THESE ITEMS
WHEN SUBMITTING THIS
FORM:**

- ▶ Texas Department of Public Safety Background Check Request Form
- ▶ Confidential Form
- ▶ A clear copy of individual's Driver License or state-issued ID

CAMPUS/DEPARTMENT ONLY

Requested by:

Name _____ Campus/Dept. _____ Date _____

INTERNAL USE ONLY

- ☐ Fingerprint Upload
- ☐ Fingerprint Search
- ☐ Not fingerprinted or Not Required

SID: _____

Subscribed till: _____

By: _____

Date: _____

Approved: ☐ Yes ☐ No

Reason for Denied: _____

By: _____

RM Representative

**PLEASE INSERT CLEAR PHOTOCOPY OF VALID
DRIVER LICENSE OR STATE-ISSUED ID ON THIS PAGE:**
(Front side only and do not include copy of social security card)

Confidentiality Form



IDEA Public Schools is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Name: _____
Last First Middle

Date of birth: _____ Driver's License: _____
State and Number

Mailing Address _____
Street City State Zip Code

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Black ☐ White/Other

I understand that the information I am providing about age, gender, and ethnicity will not be used to determine eligibility of vendor services but will be used *solely* for the purpose of obtaining criminal history record information.*

Signature

Date



IDEA Headquarters
2115 W. Pike Boulevard
Weslaco, Texas 78596
Phone 956.377.8000
Fax 956.447.3796

Notice to Vendor
No P.O. No Pay Policy
(No Purchase Order No Payment)

This letter is to inform our valued suppliers about IDEA Public Schools' Purchasing Policy and Procedures regarding Purchase Orders.

IDEA Public Schools' Purchasing Policy requires that all orders have a purchase order number before shipment of the product and or before rendering any services. There will be no exceptions granted to this policy. Failure to comply will result in a notice of violation and/or payment will not be approved.

A packing slip is required with each shipment. Supplier packing slips and/or invoices must reference the provided purchase order number in order to receive payment.

Invoices that are received without Purchase Order information **may NOT** be paid by IDEA Public Schools and the invoice will be returned to the vendor/supplier. **Requisition numbers are not valid authorization to purchase or order goods and services.**

The process for obtaining a Purchase Order is as follows:

1. IDEA Public Schools employees who are authorized to order goods and services must first obtain a quote from IDEA approved/awarded vendors
2. The IDEA Public Schools employee enters a Requisition based on the quote
3. The Purchasing Department issues a Purchase Order based on the Quote and Requisition
4. Purchase Order is sent to the vendor/supplier
5. The Vendor/Supplier delivers product(s) or performs services – limited to scope and quantities on the Purchase Order, Contract, or Solicitation Document. Prior approval is required for change orders to scope and quantities. **Do not deliver or perform above the PO unless you receive an official change order.**
6. Vendor submits Invoice with the Purchase Order number printed on the Invoice to Accounts Payable at payable@ideapublicschools.org.
7. IDEA Public Schools pays the invoice (normal NET 30) if it conforms with the Purchasing Policy and any change orders issued.

All orders must be delivered to the appropriate IDEA Public Schools location on the Purchase Order and not to any other personnel or department. If you have any questions regarding this policy, please contact the Purchasing Department at purchasing@ideapublicschools.org.

Jose Perez
Director of Procurement & Contract Services

******By Signing this agreement you agree not to provide any goods or services without an IDEA Public Schools Issued Purchase Order. If a purchase order has not been received prior to providing goods or services, you are hereby informed that payment may not be rendered.******

Vendor Printed Name _____

Date _____

Vendor Signature _____