



Bid Mailing List Application
NORTH EAST INDEPENDENT SCHOOL DISTRICT
Office of Procurement & eCommerce
8961 Tesoro Drive, Suite 317
San Antonio, Texas 78217
Telephone: 210.804.7100 • Facsimile: 210.804.7105

This bid mailing list application is intended for use in identifying vendors desiring to receive invitations to bid and requests for proposal (RFP) related by the North East Independent School District for various goods and services. Submittal of this application is for the convenience of the Office of Procurement & eCommerce only and does not imply or guarantee to the submitter the receipt of any invitation to bid or request for proposal released.

Please check all categories that apply to your business on the commodities listing, and return via the address above or via facsimile correspondence, Attn: Bid Coordinator. When a bid is sent to the applicant, if the applicant does not wish to submit a bid but desires to be kept on the mailing list used for that bid, then they must respond marking it a "No Bid". This action is necessary in order for the addressee to remain on the mailing list for that good/service. **Failure to complete and return the Bid Form, if not bidding, will result in the addressee being immediately removed from the mailing list for this good/service. There will be no additional warning.**

Invitations to bid and requests for proposal for all goods and services are advertised in the Daily Commercial Recorder. Invitations to bid and requests for proposal for construction bids are advertised in the San Antonio Express News. All bids and proposals submitted must be received and time-stamped at the Office of Procurement & eCommerce prior to the time specified as the bid opening time on the date due. **NEISD does not accept faxed or emailed bids. Submissions must be in a sealed bid.**

IT IS THE RESPONSIBILITY OF EACH VENDOR TO INFORM THE OFFICE OF PROCUREMENT & eCOMMERCE OF ANY CHANGE OF ADDRESS.

<input type="text"/>	
Legal Name of Company <i>(if Individual, enter last name first)</i>	
<input type="text"/>	
Sales Representative	
<input type="text"/>	
Bid Contact & Title	
<input type="text"/>	
Bid Mailing Address	
<input type="text"/>	
City, State, Zip Code <i>(9-digit)</i>	
<input type="text"/>	<input type="text"/>
Telephone <i>(include area code)</i>	Facsimile <i>(include area code)</i>
<input type="text"/>	<input type="text"/>
eMail	Website
<input type="text"/>	<input type="text"/>
Application Completed By	Date

Instructions for the Conflict of Interest Questionnaire

According to Local Government Code, Chapter 176, a person or an agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with North East Independent School District must file a completed Conflict of Interest Questionnaire with the Procurement & eCommerce Department not later than the seventh business day after the date that the person begins contract discussions or negotiations with the District or submits to the District an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the District. This Conflict of Interest Questionnaire must be filed annually by September 1 as long as the person or the agent of the person continues to contract or seek to contract for the sale or purchase of property, goods, or services with the District or not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate. The completion of the Conflict of Interest Questionnaire is not needed if the person is an employee of a governmental entity and is acting in the employee's official capacity.

Explanation of the Conflict of Interest Questionnaire

1. Name of person doing business with the District.
2. Check the box if you are filing an update to a previously filed questionnaire.
3. Name each employee or contractor of the District who makes recommendations to a District officer with respect to expenditures of money AND describe the affiliation or business relationship. **If no affiliation or business relationship exists, state "NONE."**

Examples:

If your spouse, parent, or child is the District's Director of Procurement & eCommerce and a bid is being submitted to the Procurement & eCommerce Department, this relationship must be reported.

If your spouse, parent, or child is the Principal at a School and your business may sell items directly to that school, this relationship must be reported.

If you or your spouse, parent, or child is in business with a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you employ or do business with a spouse, parent, or child of a District employee that would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

If you are a District employee and would be making a recommendation concerning a purchase or sales transaction involving you, the relationship must be reported.

Instructions for the Conflict of Interest Questionnaire

If your neighbor or friend is a District employee that would be making a recommendation concerning a purchase of sales transaction involving you and you feel that your relationship with this employee could affect their recommendation, this relationship must be reported. If any other situation exists that would result in a conflict of interest, the relationship must be reported. If your spouse, parent, or child is a teacher that does not make recommendations concerning purchasing or sales transactions, this relationship should not be reported.

If your spouse, parent, or child is a Principal at a School and a bid is being considered by a separate department such as Facilities Planning (Construction Department), this relationship should not be reported.

4. Name each District officer who appoints or employs the District officers for which this questionnaire is filed AND describe the affiliation or business relationship. **If no affiliation or business relationship exists, state "NONE."**

Example:

If you or your spouse, parent, or child is related to, employs, or is in business with a District officer or their spouse, parent, or child, this relationship must be reported.

5. Name of District officer with whom you have an affiliation or business relationship. For each person listed under question #4, complete page 2. If answers to A, B, and C are NO, indicate the name of the District officer, but do not complete section D.
6. Sign and date this form.
Turn in the completed form to the Procurement & eCommerce Department. If any disclosures are indicated under questions #3 or #4, the form will be posted on the District's website.

If you have any questions, please contact David Bohannon in the Procurement & eCommerce Department at 210-804-7100 ext. 404.

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ
Page 1

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By Law this questionnaire must be filed with the records administrator of the local government 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 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 doing business 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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

③ Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

④ Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

⑤

Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. 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 from the filer of the questionnaire?

Yes No

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

Yes No

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

Yes No

D. Describe each affiliation or business relationship.

⑥

Describe any other affiliation or business relationship that might cause a conflict of interest.

⑦

Signature of person doing business with the governmental

Date