



BISD PURCHASING DEPARTMENT
2016-2017 VENDOR'S LIST APPLICATION
FOR FUND RAISING/MOTIVATIONAL FUNDS
Telephone (956) 548-8361 Fax (956) 548-8367

Please note that application can take 1-10 business days for approval

DATE: _____ FEDERAL ID # (Please don't put Social Security #): _____

Are you a BISD Employee _____ if YES, please fill out Form CIS (page 3 on application)

1. Name of Company & Mailing Address:

2. Type of Organization (check one)

Individual Partnership Non-Profit Organization Corporation, Incorporated Under _____ Laws of the State of

4. Persons Authorized to Represent/ please note phone number will be posted and given to schools for contact:

NAME	OFFICE TITLE	TELEPHONE/FAX	E-MAIL ADDRESSES
_____	_____	_____	_____
_____	_____	_____	_____

5. State Product/Services You Offer.

6. List all Employees that will be working with/for you

Vendors if and when you become an approve vendors, would you like to be notify for participation for BISD Purchasing Annual Vendor Fair please check: Yes ___ or No ___

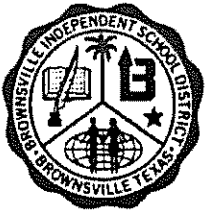
Vendors if you wish to be part of BISD students Sponsorships that can include Monetary Donations from time to time please check: Yes ___ or No ___

Purchasing Ethics: It is not our practice to solicit any type of gifts, favors, or sample of products (samples only if the bid specifications call for them). If any of my employees imply this type of solicitation to you or your company please be free to inform me at dnrodriguez@bisd.us It will be held in confidence.

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BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.


BISD no discrimina a base de raza, color, origen nacional, sexo, religion, edad, incapacidad o información genética en el empleo o la disposición de servicios, programas o actividades.



Brownsville Independent School District

1900 Price Road – Suite 107 Brownsville, Texas 78521-2417 (956) 548-8361 Fax: (956) 548-8367

Dr. Esperanza Zendejas
Superintendent of Schools

Delia Rodriguez 
Interim Purchasing Administrator

Vendor Must Complete

1. Vendor Application
2. CIS Form (For BISD Employees ONLY)
3. If applicable, a copy of Health Permit must be included with application. For details on items that needs health permit, contact City of Brownsville 956-548-3437
4. Senate Bill 9 (Fingerprints) Criminal History Record **MANDATORY**
 - Why this form is required: Texas Education Code required the completion of this form.
 - How to complete this form: Will your company personnel be on district campuses without escort with a frequency to establish contact with student(s)? if no, check none of Contractor's employees are covered employees. If yes, check some or all Contractor's employees are covered employees. **Only employees in contact with students will require the fingerprinting.**
 - If the Contractor does not comply with Senate Bill 9 the district's actions will be as follow:
 - Warning (Verbal)
 - Written Notice
 - Disbarment (The vendor will no longer be able to provide services to BISD and The State of Texas will be notified.)

Vendor cannot attend or provide services to the schools at these dates (see BISD calendar)

- First Day of School
- Holidays and Vacations Days
- On any Teacher's Preparation Days
- On any Teacher's In-services
- On TASK & STAAR Testing
- On AP Exam

And any other days that the Schools are testing

Vendors MUST make appointments to visit with principals, teachers or staff before going to campuses.

The school district or campus shall not be responsible for any agreement or debt incurred by individual staff members.

I fully understand all that is noted above:

Signature

Company

Office use only

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LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in Item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.
3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an 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), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
6. **Affidavit.** Signature of local government officer.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

- (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.



BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8000 • www.bisd.us

2016-2017 ACADEMIC CALENDAR

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First Class Day: August 22

Last Class Day: June 6

Make-up Day: Oct.10 / Nov.11

School Schedule

Middle Schools...7:40 AM-2:50 PM

Elementaries.....8:05 AM-3:15 PM

Early College HS.....8:50 AM-4:00 PM

New Teacher Inservice

August 11, 12

January 14, 21

Staff Development Days

Campus: August 15, 16 / October 7

April 18 / May 26

District: August 17

The 2016-2017 BISD Academic Calendar is subject to change.

Teacher Preparation Days

August 18, 19 / December 21

June 7

Early Dismissal: February 23

Early Dismissal Schedule

Middle Schools 11:45 AM

Elementaries..... 12:15 PM

Early College HS 1:00 PM

PEIMS Snapshot: October 28

Holidays and Vacations

Columbus Day..... October 10

Veterans Day.....November 11

Thanksgiving November 21-25

Christmas (Students).....December 21-January 4

Christmas (Employees).....December 22-January 4

Charro Days February 24

Spring Break..... March 13-17

Easter April 14, 17

Memorial Day May 29

Six Weeks Grading Periods

Period	Total Days	Last Day
1st 6 Wks.....	25 Days	Sept. 23
2nd 6 Wks.....	28 Days	Nov. 4
3rd 6 Wks.....	26 Days	Dec. 20
1st Sem.....	79 Days	Dec. 20
4th 6 Wks.....	32 Days	Feb. 17
5th 6 Wks.....	35½ Days	Apr. 21
6th 6 Wks.....	30 Days	June 6
2nd Sem.....	97½ Days	June 6
TOTAL Instructional Days.....	176½	

- Holiday
- End of Six Weeks
- Make-Up Day
- Early Dismissal (All Schools)
- Teacher Preparation
- Staff Dev. Campus
- Staff Dev. District
- New Teacher Inservice

Board Approved:
February 2, 2016

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**BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
SB9 CONTRACTOR CERTIFICATION
CONTRACTOR EMPLOYEES**

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to the district that they have complied and must obtain similar certifications from their subcontractors.

The district may not obtain criminal histories for contractors. The law requires each contractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety's Crime Records Service at 512-424-2474.

Definitions:

Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes continuing duties or direct contact with students.

Disqualifying criminal history: (1) a conviction or other criminal history (information designated by the District); (2) a felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including an offense listed at 19 Tex. Admin. Code § 249.16; or (3) one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Contractor"), I, the undersigned authorized signatory for Contractor, certify to _____ Independent School District ("District") that [check one]:

None of Contractor's employees are covered employees, as defined above. 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:

**NOTE: PLEASE COMPLETE AND SUBMIT THIS FORM
WITH YOUR BID OR COMPANY MAY BE DISQUALIFIED**

- (1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
- (2) 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 the District in writing within 3 business days.
- (3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

If the District 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 at the District.

I also certify to the District on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Education Code, Chapter 22.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Signature

Title

Date

**NOTE: PLEASE COMPLETE AND SUBMIT THIS FORM
WITH YOUR BID OR COMPANY MAY BE DISQUALIFIED**