



## VENDOR APPLICATION PACKET (RESOURCES)

UPLIFT EDUCATION PROCUREMENT DEPARTMENT  
3000 Pegasus Park Dr., Suite 1100  
Dallas, Texas 75247  
Phone: 469-621-8500 Fax: 469-621-8545  
[www.uplifteducation.org](http://www.uplifteducation.org)

Submission Date: \_\_\_\_\_

Vendor/Company Name: \_\_\_\_\_

**OUR MODEL:** Each Uplift Education school provides free, college-preparatory education in a community that has limited high quality public education options. Our goal is to completely CLOSE the achievement gap between scholars, regardless of their ethnic or socio-economic background, while ensuring that 100% of our scholars graduate and enroll in college. Uplift's big goal is for 70% of its graduates to earn a college degree within six years.

Submission of the vendor application is used to establish a database of interested vendors and does **NOT** guarantee approval to provide goods and/or services. Please ensure your completed application documents include the vendor information form, the completed product categories list, the W-9 form and the Conflict of Interest form. Incomplete packets will not be included in the Uplift Education vendor database.

### General Reminders:

**Disclaimer:** No payments will be made for work performed or goods delivered before a **PURCHASE ORDER** is issued by Uplift Education. Vendors who commence work before they have received a valid purchase order do so at their own risk.

Awarded vendors are notified by the Procurement Dept. prior to orders being placed by departments and or campuses.

### Prospective vendors:

Must complete and return this packet to be added to the district database of vendors along with: (Completion does not guarantee approval to provide goods or services to Uplift Education.)

1. Vendor/Company Information (required)
2. Procurement Information (required)
3. Local Disclosure- Conflict of Interest (required)
4. Most recent W-9 (required)

*\*If applicable, during the term of this Agreement, [Partner] shall maintain records to verify that each employee, contracted personnel or volunteer who is engaged or utilized by [Partner] to provide Program pursuant to this Agreement will undergo yearly Criminal Background Checks ("Criminal Checks") in compliance with Texas Education Code Sections 12.1059 and 22.0832. Prior to the initiation of services under this Agreement, [Partner] shall certify to Uplift in writing that all [Partner] employees, contracted personnel or volunteers have passed such required Criminal Background Checks.*



**Payment Terms:** Uplift Education's standard payment terms are NET 30 upon receipt of invoice.

*Note: Traffic Officers and Referees will be paid on the 1st and 15th based on time / game sheets signed off by the Campus Operations Director.*

**Invoicing or Payment Inquiries:** If you have a question or discrepancies regarding invoices or payments, please contact:

Account Payable department at (469) 621-8500 or [accountspayable@uplifteducation.org](mailto:accountspayable@uplifteducation.org)

Escalations for non-payment should include "Escalation of Non-payment" in the subject line.

**Procurement Services Gifts Guidelines:** Uplift Education employees are not allowed to accept gifts from vendors. This includes (but not limited to) trinkets, tickets, electronics and meals. Your cooperation is appreciated.

**Change of Address** is the responsibility of each vendor to notify Uplift Education's Procurement Department at [procurement@uplifteducation.org](mailto:procurement@uplifteducation.org)

*Please make sure all the following information is complete and accurate:*

**Vendor Official Name** \_\_\_\_\_

**Vendor Short Name** \_\_\_\_\_

**Contact Information:**

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Vendor Address Line 1** \_\_\_\_\_

**Vendor Address Line 2** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_



**Payment information: (if different from previous page)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Vendor Address Line 1 \_\_\_\_\_

Vendor Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Bid Department: (if different from previous page)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Vendor Address Line 1 \_\_\_\_\_

Vendor Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Purchase Order Address: (if different from previous page)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Vendor Address Line 1 \_\_\_\_\_

Vendor Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Procurement Information

**Are you a member of any of the Purchasing Cooperatives?** *Defined as an arrangement in which multiple businesses combine their buying requirements onto a single contract and aggregate volume to enhance their purchasing power.*

	Department of Information Resources (DIR)
	Educational Purchasing Cooperative of North Texas (EPCNT)
	Texas Buy Board Vendors
	Purchasing Association of Cooperatives Entities (PACE)
	The Cooperative Purchasing Network (TCPN)
	Cooperative TIPS/TAPS Purchasing System
	Choice Partners, division of Harris County Department of Education
	US Communities Government Purchasing Alliance
	State Purchasing - Texas Comptroller of Public Accounts
	All Education Service Centers Texas Region 1-20
	Other:

Please identify the main products and/or services categories your company will provide. (check all that apply)

	Advertising and other signage		Membership fees
	Alarms		Office supplies
	Computer- Hardware & Software		Permit and inspection
	Child Nutrition- Consumable		Playground
	Child Nutrition- Non Consumable		Printing
	Coffee		Professional services
	Computer- Software/Hardware		Registration fees
	Curriculum supplies		T-shirts and novelties
	Meals and food		Other

Please provide a brief detailed description of the products and/or services your company will provide.

(required field for processing)

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## LOCAL DISCLOSURE- CONFLICT OF INTEREST

Vendor/Company Name: \_\_\_\_\_

1. Are you or an immediate family member, now or were formerly, employed by Uplift Education? ☐ Yes ☐ No

If yes, please explain below.

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2. Do you or an immediate family member have a financial, business, or personal interest in a business or organization with which the Uplift Education does business or expects to do business or with a business or organization receiving payments from Uplift Education for property, goods or services? ☐ Yes ☐ No

If yes, please explain below.

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3. Have you or an immediate family member been a party to or involved in contractual transactions with Uplift Education within the past three years? ☐ Yes ☐ No

If yes, please explain below.

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4. During the past five years, have you been convicted in a criminal proceeding or are you now or have been the named subject of a criminal proceeding, lawsuit, or other offenses that might be deemed material to evaluating your ability, your integrity or interests with respect to Uplift Education? ☐ Yes ☐ No

If yes, please explain below.

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Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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).

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\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **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:

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- (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.