



Katy ISD
Purchasing Department
Vendor Handbook

Department Location:

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5364 Franz Road
Katy Texas 77493
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Doing Business with Katy ISD

Vendors should note that all information presented in this booklet is based on the Katy ISD general business practices. Requirements for specific contracts can be more stringent depending on the District's needs and requirements.

Katy ISD does not discriminate on the basis of sex, race, disability, color or national origin in its business practices.

General Information

Katy Independent School District (Katy ISD) is located just west of Houston on the Interstate 10 corridor. The District consists of 53 campuses and approximately 58,000 students.

Purchasing Department Goal

The goal of the Katy ISD Purchasing is to provide our customers with excellent customer service by obtaining quality goods and services based on BEST VALUE criteria. Thus the department welcomes and encourages information from any prospective supplier or service provider offering competitive fair-market pricing and quality service.

Applicable Rules

Katy ISD is subject to the State of Texas statutes regarding public school district spending. Additionally the Texas Education Agency has produced a financial guide for the handling of school funds, the Financial Accountability System Resource Guide. All funds in the District are subject to these rules and laws with the exception of Student Activity Funds. Student Activity Funds are defined as student-generated funds raised by the students to be used for student benefits. Activity Funds constitute an extremely small portion of the overall available funds.

Fund Raising Vendors

Vendors who propose to do catalog or merchandise sales at a school campus for the purpose of generating funds for the campus or school organization must register as a Fund Raising Vendor with the District. Vendors will be responsible for filing the application and submitting current references. After review and approval, the vendor will be added to the approved Fund Raising Vendor List. Campuses and school organizations are not permitted to utilize vendors outside of this database for fund raising activities. Exceptions to this process are those vendors selling merchandise directly to the school or merchandise whose sale is controlled by the school or organization and all delivery of the goods is within their control. Examples include the purchase of pumpkins for an annual pumpkin patch sale, the purchase of items for sale in the school store, and other similar product purchases.

Best Value

In evaluating procurement decisions the District will always apply best business practices. In doing so, the District will always consider Best Value criteria as listed below for the basis of any procurement. When seeking a competitively procured contract, the District will state the Best Value criteria listed in this section

as well as any criteria pertinent to the contract performance as the criteria considered when awarding the contract. This information will be clearly listed in the Request for Proposal (RFP) or Request for Bid (RFB) documents.

Best Value criteria include:

- 1) The purchase price;
- 2) The reputation of the vendor and of the vendor's goods or services;
- 3) The quality of the vendor's goods and services;
- 4) The extent to which the goods or services meet the district's needs;
- 5) The vendor's past relationship with the district;
- 6) The impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses;
- 7) The total long-term cost to the District to acquire the vendor's goods or services;
- 8) Any other relevant factor specifically listed in the request for bids or proposals.

Please note that contracts for professional services such as engineers, attorneys, accountants, etc. are awarded based on the District's evaluation of the firm's qualifications, as required by statute.

How to Begin

The Purchasing Department office acts as a liaison between vendor sales representatives and district personnel; therefore all vendor representatives are asked to contact the Purchasing Department prior to contacting other district offices or campuses.

Vendors interested in doing business with Katy ISD are invited to forward information directly to the Purchasing Office at the address listed at the beginning of this booklet. Additionally, vendors should register with the District indicating which service area or commodity they are interested in providing to the District. An application is available on-line for this purpose at www.katyisd.org/purchasing. Vendors should download the application and send it along with a completed W-9 form to the Purchasing Department. These items are presently accepted by mail, hand-delivery, or fax. The District is developing a Vendor Self-Service module where all information can be submitted on-line and this should be available by January 2010.

Registering with the District will place you on the list of potential vendors. It does not guarantee any level of business expenditure by the District. However, when schools or departments request commodities or service, the Purchasing Department will provide them with a list of potential providers. The Purchasing Department will also use the vendor registration to develop potential bidders on those contracts required by statute to be competitively awarded.

Please note the Purchasing Department staff will be happy to meet with you to discuss where your goods or services might fit in with the District's operations. If you would like to schedule an appointment to meet with the Director or one of the department's Buyers, please contact the office.

Conflict of Interest

Any vendor contemplating conducting business with Katy ISD or one who is currently doing business with Katy ISD should familiarize themselves with the reporting requirements of Local Government Code 176.006.

If warranted, a vendor should complete the Conflict of Interest Questionnaire form posted at www.Katyisd.org/purchasing website and return it to the Purchasing Office for posting. It is the vendor's responsibility to report any Conflict of Interest that exists.

Background Search Requirements

As of July 1, 2008 Texas Senate Bill 9 mandated that all school district contractors obtain state and federal background searches on any of their employees who may have direct contact with students. The form contained in this booklet must be completed by the prospective contractor before a purchase order can be issued. Requirements and instructions as provided by the State of Texas are included in the form. **All applicable charges are the responsibility of the vendor.**

Felony Conviction Report Requirements

All competitively awarded vendors must have a Felony Conviction Report on file with the District. A sample of the form is attached at the end of the booklet. The form can also be downloaded from the Purchasing Department website at www.katyisd.org/purchasing.

Insurance Requirements

Vendors performing services or providing goods where deliveries or services are included must provide the District with a current Certificate of Insurance. Insurance requirements will vary based on the total value of the contract awarded. All vendors performing services to or on a school campus must produce proof of worker's compensation coverage or a statement of waiver thereof.

Tax Exempt Status

The District is a political subdivision of the State of Texas and as such is exempt from state sales tax under Chapter 20, Title 122A, Revised Statutes of Texas.

Purchase Orders

Katy ISD requires purchase orders be issued for all procurement transactions. A valid purchase order will contain a purchase order number in the space provided and the electronic signature of the District's Director of Purchasing in the space provided. Katy ISD will accept responsibility and will only guarantee payment for those transactions authorized by an official Katy ISD official purchase order. This purchase order number must appear on all invoices, delivery memoranda, bills of lading, packages, and correspondence.

Any communications (excluding invoices) concerning problems with a purchase order should be addressed to the Katy ISD Director of Purchasing, 5364 Franz Road, Katy, Texas 77493.

Price Changes

For any item where Katy ISD has received and accepted firm pricing through a competitive process, no price changes will be honored without advanced notice from the vendor and notice of acceptance by the District. For all other items and services, any price changes or changes in the terms and conditions of the original purchase order must be authorized by the originator of the purchasing request. Vendors should note the date, time, and name of the person authorizing any such change. Such authorization should be obtained in writing by fax or email from the school district representative. Without such authorization, the vendor should not fill the order request as the District will consider the price increases as unauthorized charges.

Substitutions

No substitution of goods and services will be accepted unless authorized by the District in writing prior to delivery or service performance. Failure to provide the goods and services as specified on the purchase order may result in the vendor's disqualification from future orders.

Sole Source

Items which are considered to be sole source items include items for which competition is precluded because of the existence of a patent, copyright, secret process or monopoly, a film, a manuscript, or book. The vendor must sign an affidavit stating that he is the sole source of the item and the only source of distribution for the item.

Delivery

All orders placed by the District include delivery F.O.B. Destination unless otherwise noted on the purchase order. No shipping or delivery charges will apply unless accepted by the District prior to the delivery.

All deliveries to a campus or district facility, other than the Distribution Warehouse, will require inside delivery. Additionally, deliveries must be scheduled during normal school hours, Monday through Friday. Campuses have no delivery docks or equipment for unloading.

Vendor Gifts

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process. It is permissible to offer small incidental advertising items with a value of less than \$5 retail. These items must be clearly identified as marketing items with the company's name or logo clearly displayed. These items include, but are not restricted to, coffee mugs, calendars, notepads, pens, and pencils.

Any violations will be reported to the Purchasing Department and may be a basis for vendor disqualification.

Invoices/Payment

Katy ISD will process all payments as per the terms specified in Texas Government Code. Standard terms for Katy ISD are payment within 45 days after receipt of goods or services. All invoices should be submitted in duplicate to the Katy ISD Accounts Payable Department as listed on the purchase order. All invoices should reference the applicable purchase order. Failure to do so may result in payment delay.

Purchasing Department Code of Ethics

- Endeavor to obtain the greatest value for every District dollar expended but conducting business in a manner consistent with exemplary business practices and legal statutes.
- Give prompt and courteous reception to all District staff and legitimate business representatives.
- Provide support to the District's schools and departments charged with the responsibility of creating an educational environment of excellence.
- Insure that all responsible bidders receive equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational and/or operational needs of the District.
- Always consider the interests of the District and the enhancement of its educational programs first.
- Strive for a thorough knowledge and understanding of the District's equipment and supplies in order to assist in the Best Value evaluation for the products and services purchased.
- Work to identify and implement strategies and techniques that will preserve the integrity of the department while enhancing the level of service provided by the department.
- Never accept gifts or favors which might influence, or be construed to influence, the purchase of goods and services.

Criminal History Background Searches – Continued

For fastest service, please email or call. State in the message that you are a school district contractor and need to have an account established for DPS FACT clearinghouse access. Please include:

- Company Name
- Company Address
- Company Phone
- Name of Company point of contact
- Phone of Company point of contact
- Company email to be used for notification of FACT records and messages

The information in the DPS FACT Clearinghouse is confidential, and access must be restricted to the least number of persons needed to review the records. The account must include at least one designated supervisor to make necessary changes and to monitor the site's security and the access to the criminal history data retrieved. Additional users must be limited to those who need to request, retrieve, or evaluate data regarding the individual applicants.

PLEASE NOTE: After you sign the DPS User Agreement for FACT, DPS will provide you with a revised ***FAST Fingerprint Pass*** that you will have to provide to your employees and applicants. Your employees and applicants will use that ***FAST Fingerprint Pass*** when scheduling their FAST fingerprinting.

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This notice is not required of a publicly held corporation

I, the undersigned for the firm 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.

Please select ONE choice below:

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
- My firm is not owned or operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individuals who has/have been convicted of a felony.

Name of individual (s): _____

Details of conviction (s):

Please complete the information below:

Name of Vendor: _____

Name of Company Official:

Signature of authorized agent:

_____ Date: _____