



LONGVIEW ISD
VENDOR REQUEST PACKET



VENDOR REQUEST INSTRUCTIONS

1. All new vendors require a complete Longview ISD Vendor Request Packet filled out and submitted to the Purchasing Office (purchasing@lisd.org) via email.
2. The vendor packet will be reviewed by the Purchasing Coordinator/Clerk for approved co-op status and verify all requested information is complete.
3. The Purchasing Coordinator/Clerk will enter vendor information and attach required forms into Skyward. Upon completion, the Purchasing Coordinator will replay to the original email request that submission is complete.

Required Information:

Longview ISD Vendor Request Form

Current W-9

TEA Sole Source:

- a) Application (Request for Noncompetitive Procurement Approval)
- b) In the event, that a vendor is believed to be a sole source, follow the TEA Sole Source procedures included in this packet.
- c) Upon receipt and submission of the TEA application, application may take up to 6 – 8 weeks to be approved by TEA. No requisition will be approved until the receipt of State TEA approval.



VENDOR REQUEST FORM

Please fill out this form completely and email the form along with a current W-9 to purchasing@lisd.org. Once reviewed and approved, the employee will receive a confirmation email that the vendor request has been entered into Skyward.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

CO-OP NAME : _____

CONTRACT #: _____ (Ex: Region 7 Contract GOSF1819/ BUY BD Contract #508-16)

EXPIRATION DATE: _____ (Ex:7/1/2016 – 6/30/2019)

(Example: Region VII, Buy Board, or TCPN, U S Communities, etc. Please include contract information and expiration date.)

**** ATTACH COMPLETED TEA SOLE SOURCE FORM IF CLAIMING SOLE SOURCE****

BRIEF EXPLANATION OF PURCHASE:

Insert W-9 Fillable Form



SOLE SOURCE INSTRUCTIONS

1. Gather all vendor and product information such as vendor name, product name, item(s) number, and website information, details of where and how this product will be used in the district.
2. Fill out the TEA Sole Source Form, if applicable.
3. Scan and mail this information to the Purchasing Coordinator/Clerk (purchasing@lisd.org).
4. The Purchasing Coordinator/Clerk or Federal Fund/Grant Administrators will email the information to TEA to approve sole source status.
5. Once an answer is received from TEA, the Purchasing Coordinator/Clerk will notify the employee requesting approval of the decision via email.
6. The District will not accept any vendor or sole source affidavits or other sole source verification. **TEA will make sole source decisions for the District.**
7. Please do not have the vendor fill out any information until the approval process for sole source approval has been received from the Purchasing Coordinator/Clerk.

Insert TEA Sole Source Application (PDF Fillable)



GOVERNMENTAL PURCHASING
CERTIFICATIONS REQUIRED
AS OF SEPTEMBER 1, 2017

**CERTIFICATION REGARDING TERRORIST ORGANIZATIONS &
BOYCOTTING OF ISRAEL**

[Govt Code 808 (HB89) and Govt Code 2252 (SB252)]

Vendor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the “Vendor Companies”), boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of business contracts or agreements with Longview ISD. For purposes of this Agreement, the term “boycott” shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory. At any time, should the vendor be in non-compliance with the certification hereby established, the vendor will notify the LISD Purchasing Department within 14 days of the compliance change via a written communication.

Vendor’s Name/Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Printed Name and Title of Authorized Representative: _____

Email Address: _____

Signature of Authorized Representative: _____

Date: _____ Federal Tax ID # _____

Related Links:

House Bill 89: <http://www.capitol.state.tx.us/tlodocs/85R/billtext/html/HB00089F.htm>

Senate Bill 252: <http://www.capitol.state.tx.us/tlodocs/85R/billtext/html/SB00252F.htm>

Texas State Comptroller: <https://comptroller.texas.gov/purchasing/publications/divestment.php>

LISD PURCHASING OFFICE (INTERNAL REVIEW):

Comptroller list was reviewed and the vendor IS or IS NOT on the lists (Circle one).

Verified by: (Name and Date): _____