

# Prospective Vendors

## Purchasing Information for Prospective Vendors

Center ISD operates as a political subdivision of the State of Texas. In order to satisfy all legal requirements regarding competitive procurement, other than advertised competitive bid requests, the District participates in the Region VII Education Service Center Purchasing Cooperative as well as several statewide programs, including Buyboard, TIPS, PACE, and TXMAS. If you would like to be added to the District's vendor list, please consider bidding through one or more of the cooperative groups. Not only will this expedite the purchasing process, it will allow your business instant access to hundreds of additional governmental and educational entities.

The following are Purchasing Co-op's in which Center ISD is a member:

### Contact Information:

#### Region 7 ESC

<https://purchasing.esc7.net/vendors/psearch>,  
Martha Lakey, e-mail: [purchasing@esc7.net](mailto:purchasing@esc7.net),  
Phone: 903-988-6859

#### TCPN

<http://tcpn.org/Pages/Diversity.aspx>  
Derek Anderson, e-mail: [derek.anderson@nationalipa.org](mailto:derek.anderson@nationalipa.org)  
Phone: 979-877-8273

#### TIPS-USA

<https://www.tips-usa.com/becomebidder.cfm>  
Kim Thompson, e-mail: [Kim.Thompson@tips-usa.com](mailto:Kim.Thompson@tips-usa.com)  
Phone: 866-839-8477

#### PACE

<http://programs.esc20.net/default.aspx?name=pace.Membership>  
Jim Metzger, e-mail: [jim.metzger@esc20.net](mailto:jim.metzger@esc20.net)  
Phone: 210-370-5204

#### BUYBOARD

<https://www.buyboard.com/Vendor.aspx>  
Kenneth Bitz, e-mail: [kenneth.bitz@tasb.org](mailto:kenneth.bitz@tasb.org)  
Phone: 800-695-2919 ext. 3225

#### TXMAS

<http://txmas.com/vendors/>  
e-mail: [txmas@cpa.texas.gov](mailto:txmas@cpa.texas.gov)  
Phone: 512-463-3421

### Requests for Bids, Proposals, or Qualifications

When cooperative bidding is not the best option for a specific purchase or service, the District may solicit bids, proposals, or qualifications, as applicable. All opportunities of this type are published in The Light and Champion and on the CISD website on the Purchasing Department page.

### Sole Source Vendors

If you feel your business/organization is a 'sole source' vendor, meaning that your products or services cannot be obtained from any other source, please complete a [CISD Notarized Sole Source Declaration Form](#) and forward it to [accounts.payable@centerisd.org](mailto:accounts.payable@centerisd.org). You may also mail it to the CISD Purchasing Department at PO Drawer 1689, Center, Texas, 75935, or fax it to (936)598-1606.

### Payment Terms & Sales Tax

As a governmental entity whose board meets on a monthly basis, CISD has 45 days to pay for goods or services from the date goods are received, the completion date of services, or the receipt of an invoice for goods or services- whichever is later. ([Texas Gov. Code 2251.021](#)) Invoices are processed for payment on a weekly basis.

CISD is exempt from sales tax under Chapter 20, Title 122A, Revised Civil Statutes of Texas. E-mail [accounts.payable@centerisd.org](mailto:accounts.payable@centerisd.org) to request a CISD tax-exempt certificate.

### Conflict of Interest

Vendors are required by state law ([Local Government Code Chapter 176](#)) to disclose annually whether certain relationships exist with district officers or employees by completing [Form CIQ: Conflict of Interest Questionnaire](#). It is each vendor's responsibility to provide this information to the District. Forms which note a conflict will be listed on the CISD website.

For more information on this requirement, please visit the [Texas Ethics Commission](#) website.

### Other Required Information

All CISD vendors must complete a W-9 form to be entered into the CISD accounting system. We prefer that vendors use the [CISD Substitute Form W-9](#) which allows us to collect better information for setting up your business in our accounting system, such as separate ordering and billing addresses, contact names, and e-mail addresses.

If you have any questions regarding the Center ISD purchasing process, please contact Stephenia Preston, Purchasing, at (936)598-5642, ext. 2105 or Ruth Gonzalez, Accounts Payable, at (936)598-5642, ext. 2106, or by e-mail at [accounts.payable@centerisd.org](mailto:accounts.payable@centerisd.org).