FUN01-22 Addendum 1

District Fundraising Services

Issue Date: 10/7/2022
Questions Deadline: 8/30/2030 01:45 PM (CT)
Response Deadline: 8/31/2030 01:45 PM (CT)

Contact Information

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Event Information

Number:	FUN01-22 Addendum 1
Title:	District Fundraising Services
Type:	Fundraising
Issue Date:	10/7/2022
Question Deadline:	8/30/2030 01:45 PM (CT)
Response Deadline:	8/31/2030 01:45 PM (CT)
Notes:	NEISD has established a new process for approving Fundraising Vendors. Any vendor approved prior to January 2019 must re-apply by submitting documentation through this electronic process. Applications will expire every 3 years. A $25 Application fee is required at the time of submission, as well as a $25 processing fee for each Contractor/Consultant Affidavit submitted for fingerprinting for campus access.

Bid Attachments

W-9_Form.pdf View Online

Blank W-9 Form

Vendor_Inquiry_Form.pdf View Online

Blank Vendor Inquiry Form.

Form_CIQ_with_Instructions.pdf View Online

Blank Conflict of Interest Questionnaire

Fundraising Finperprint Packet.pdf View Online

Blank NEISD Contractor/Consultant Affidavit

Requested Attachments

Completed W-9

(Attachment required)

Please upload a completed W-9 Form.

Completed Vendor Inquiry

(Attachment required)

Please upload a completed Vendor Inquiry Form.

Completed Conflict of Interest Questionnaire (CIQ)

(Attachment required)

Please upload a completed Conflict of Interest Questionnaire (CIQ).

Completed Consultant Affidavit

Please complete Part A & Part B and upload. Optional: Only required if your company representatives will be interacting with students.

Food Handlers Card

If you are serving food (only) as a fundraising event for the campus, a copy of your Food Handlers Card must be submitted for consideration.

Bid Attributes

1	**Attributes** NOTE: There are 40 attributes for this solicitation. Please make sure you address all of the attributes on both pages.
2	**Purpose** The purpose of this Application is to compile an approved Fundraising Vendor List for campus use. This approved list will be an evolving approval process. Approvals will be based on the offeror's submittal meeting the requirements established herein. Approvals will be made to multiple vendors on an incremental basis. Vendor responses will be evaluated and either accepted or rejected by the District on a monthly basis, at a minimum. Fundraising approvals expire every three years and will require vendors to re-apply. An email reminder will be sent to the address provided in the original application. The school district will use only fund-raising companies that are on the approved vendor list determined through this process. This list will be available to all NEISD Campuses. Vendors not being utilized for fundraising activities can and may be removed from approved list. **This application does not apply to crowd source fundraising activities.**
3	***Attribute deleted as part of an Addendum***
4	**Crowd Source Fundraising** Being an approved fundraising vendor does **NOT** mean your company is approved for Crowd Source Fundraising. Crowd Source Fundraising is permitted only on NEISD pre-approved websites and has a different application process. Please contact the Procurement Department for information on Crowd Source Fundraising. ☐ I Acknowledge *(Required: Check if applicable)*
5	**Photography & Video Recording** NEISD related events/activities are **not** to be photographed or video-recorded. Subsequently, no photographs or video-recording may be distributed or otherwise published through any means, including but not limited to, websites, CD's, Facebook, YouTube or other social media. If it is reported that video recordings, photographs, etc., are posted anywhere for public viewing, your company will immediately be removed as an approved vendor for North East ISD and not permitted to conduct business in North East ISD. Violation of this regulation could result in legal action to the full extent permitted by law. ☐ I Acknowledge and will Comply *(Required: Check if applicable)*
6	**Sales of Candy only Prohibited** The School Health Advisory Council (SHAC) has approved guidelines for school-sponsored fund raising activities that involve serving or selling food. Specifically, **candy sales only** will not be allowed. Prepackaged gift items with candy are allowed provided they are part of a fundraising project that includes a majority of other gift items (nuts, jewelry, gift wrap, etc.) or in catalog sale. Any vendor offering only candy will not be approved for fund raising. ☐ I Acknowledge and will Comply *(Required: Check if applicable)*

7 **Fundraising Category *IMPORTANT**

Please select the category that **best** fits the description of your services.

Vendor - Online Sales ONLY: Fundraising vendor will **NOT** provide product/services where students are present. Product/Service will be done online or over the phone.

Vendor - NO Student Contact: Fundraising vendor may visit a campus but will **NOT** provide product/services in close proximity to students without an NEISD employee present at ALL times.

Vendor - Student Contact: Fundraising vendor **WILL** provide product/services at a NEISD campus and will be in close proximity to students without an NEISD employee present at ALL times.

☐ Vendor - Online Sales ONLY ☐ Vendor - No Student Contact ☐ Vendor - Student Contact

(Required: Check only one)

8 **Criminal Background Checks - May Be Required**

Fundraising vendors and any employees of the vendor that will be visiting a campus or at any event that may involve direct contact with students (Vendor - Student Contact selected above) must have a criminal background check submitted to the district. A completed NEISD Contractor/Consultant Affidavit form must be submitted for each individual visiting a campus within 48 hours of receiving a notice of approval. Fingerprinting is conducted at IdentoGO locations and the correct Service Code must be provided to them at the time of the appointment. The IdentoGO codes can be found in the Bid attachments.

A $25 processing fee for each of the employees fingerprinted must be paid to the Procurement Department. Vendors and employees must be cleared of any criminal activity prior to being allowed to participate in any fundraising activities for NEISD.

Although application period is for three years, background checks may be required each year.

☐ I Acknowledge the Statement and Will Comply

(Required: Check if applicable)

9 **Campus Visit**

I understand that according to North East ISD School Policy, School Administrators may decline to see the individuals even if provided with authorization. Furthermore I understand that this approval will be only for the purpose of fundraising only.

☐ I Acknowledge and will Comply

(Required: Check if applicable)

10 **Food Handlers Card/Certificate**

If you are offering to sell food by itself as a fundraiser, please attach a copy of your food handlers card/certificate in order to be considered. A card/certificate must be submitted per individual assigned to the District.

Although contract term is for three years, a valid card/certificate will be required each year.

☐ I Acknowledge and will Comply

(Required: Check if applicable)

11 **Approval Recommendation**

Approval for fundraising events will be based on the following, which will be reviewed and evaluated by the Procurement Department: product/service availability and references.

12 Electronic Submittals

As permitted by law, Section 44.0313 of the Education Code NEISD may conduct solicitation transactions by electronic (E-bid System) means. NEISD will not accepted facsimile or emails as an official form of submission. If your company does not have the means to submit a response electronically, the District may accept a hard copy response. Please confirm that you have read and understand this instruction.

☐ I Acknowledge and Understood this Statement

(Required: Check if applicable)

13 Communication and Notifications

Please Note: your email address(es) listed in your North East ISD e-bid account **must** be active and available through the term of this application. The email address(es) on file will be used to communicate all notifications, including extension notices. Any changes to your contact information must be made by the registered users listed in your e-bid account or an authorized person within your company. Please acknowledge that you have read and understood this statement.

☐ I understood this statement and will comply.

(Required: Check if applicable)

14 Contract Term

The term of this Fundraising Vendor approval is for 3 years and expires at the anniversary of the award. The performance of work under this solicitation/agreement may be terminated or canceled for default in whole or in part by the District in accordance with non-vendor performance in the area of commodities and services. Please acknowledge that you have read and understand this statement.

☐ Yes, I Acknowledge ☐ No, I will not comply

(Required: Check only one)

15 Name of Contact - First, Last Name ONLY

Please list ONLY the name of your contact person (First, then Last) that NEISD can call in regards to this application. The contact person who will serve as the liaison between NEISD and your company. This should be questions regarding the application submittal.

(Required: Maximum 1000 characters allowed)

16 Company Address ONLY

Please list ONLY the company's physical address (ex: 1234 Sample Street).

(Required: Maximum 1000 characters allowed)

17 Company City ONLY

Please list ONLY the city to your company's physical address (ex: El Paso).

(Required: Maximum 1000 characters allowed)

18	**Company State ONLY** Please list ONLY the state to your company's physical address (ex: Texas). *(Required: Maximum 1000 characters allowed)*
19	**Company Zip ONLY** Please list ONLY the zip to your company's physical address (ex: 78217). *(Required: Maximum 1000 characters allowed)*
20	**Company Contact Phone Number** Please list the MAIN phone number of the company contact person that NEISD would be calling in regards to this application. *(Required: Maximum 1000 characters allowed)*
21	**Company Contact Fax** Please list the fax number of the company contact person that NEISD would be faxing in regards to this application. *(Required: Maximum 1000 characters allowed)*
22	**Company Contact Email Address** Please list the email address of the company contact person that NEISD would be emailing in regards to this application. *(Required: Maximum 1000 characters allowed)*
23	**Company Website** Please list the company website. *(Required: Maximum 1000 characters allowed)*

24 Services/Products Sold

Please give a basic description of the company and the products or services you are offering.

(Required: Maximum 1000 characters allowed)

25 Product/Services Cost

Please give a range of unit costs & suggested retail prices of the product or service.

(Required: Maximum 1000 characters allowed)

26 Profits

What is the anticipated profit percentage for the product or service?

(Required: Maximum 1000 characters allowed)

27 Marketing

How is the product or service marketed?

(Required: Maximum 1000 characters allowed)

28 Shipping

The district requests that all deliveries be freight prepaid FOB destination with prices charged for items already reflecting freight and delivery charges to locations within the District (This means NO Shipping and Handling charges to the District). Or shipping is made directly to customers. Can you comply?

☐ Yes ☐ No

(Required: Check only one)

29 Delivery

Please indicate the number of days or weeks for delivery of product or service.

(Required: Maximum 1000 characters allowed)

30 **Deviations**

List any deviations from the specifications. Applicants must list all deviations for products offered as equals to specified products. (If no deviations indicated please state "None")

(Required: Maximum 4000 characters allowed)

31 **Questions**

All questions regarding this application must be submitted within the bid or by email to procure@neisd.net.

32 **Felony Conviction Notice**

Texas Education Code requires that "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 an 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." Note: If this is a publicly-held company, you may select No, does not apply.

☐ No, does not apply ☐ No felony convictions exist ☐ Yes, convictions exist and detail will be provided

(Required: Check only one)

33 **Conflict of Interest**

Conflict of Interest Questionnaire (CIQ Form) is required to be submitted by vendor or other person doing business with a local government entity in accordance with Chapter 176, Local Government Code. A CIQ Form is attached to this solicitation, please attach a completed and signed copy of the form under the e-bid Response Attachments TAB. Is there any known conflicts of interest with local government officer?

☐ No conflicts of interest, CIQ has been submitted. ☐ Yes there is a conflict, CIQ has been submitted.

(Required: Check only one)

34 **Reference #1**

Please list a reference, preferably a school district with which you have done business in the last three years. You **must** include district (or company) name, contact person, phone number and email address.

(Required: Maximum 4000 characters allowed)

35 **Reference #2**

Please list a second reference, preferably a school district with which you have done business in the last three years. You **must** include district (or company) name, contact person, phone number and email address.

(Required: Maximum 4000 characters allowed)

36	**W-9 Form - Request for Taxpayer Identification Number/Certification** Please attached your Taxpayer Identification Number/Certification Form (W-9 Form) signed and completed under the e-bid Response Attachments TAB. ☐ I acknowledge, will comply. ☐ I acknowledge, will not comply. *(Required: Check only one)*
37	**Incentive Programs** If there is an incentive program, such as points/product earned, rebates, or other arrangement based on sales volume it must be indicated in your application and/or approved by the Procurement Department before implementing. If there is a program, please indicate yes. Please CLEARLY attach a list of any incentives or promotions for proper consideration as part of your fund raising program. ☐ Yes ☐ No *(Required: Check only one)*
38	**Incentive Programs - Invoice** Any type of Incentive Programs, as stated above, must be documented on invoice. Please acknowledge you have read and understand this instruction. Failure to document all incentive programs on invoice may be grounds for suspension from providing services to the District. ☐ I acknowledge and will comply *(Required: Check if applicable)*
39	**Club / Campus Sponsor - Unallowables** Please note, the district will not allow any club or campus sponsor to receive any incentive products or promotions for the Fund Raising solicitation that is not proposed within your application. Any incentives or promotions items offered outside of this application may result in termination of this approval. ☐ I acknowledge and will comply *(Required: Check if applicable)*
40	**Payment of Application Fees** The following payment link should be used to submit the required $25 Fundraising Vendor Application fee. Also, a $25 processing fee for **each** Contractor/Consultant Affidavit submitted for fingerprinting must be paid. Any questions regarding the correct fees that are due can be directed to procure@neisd.net Proof of payment can be uploaded on the Response Attachment Tab. Pay Now ☐ I acknowledge that payment has been made *(Required: Check if applicable)*

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By signing this fundraising application, you agree to all the terms and specifications herein.

Print Name

Signature