

**TEXAS COUNCIL ON PURCHASING FROM PEOPLE WITH DISABILITIES**  
**Application for Certification**

**CRP Information**

CRP Name: \_\_\_\_\_

Non-Profit Organization: Corporation \_\_\_\_\_ Charter # \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

Government Agency: City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Texas Zip Code: \_\_\_\_\_

Physical Address for Main Facility \_\_\_\_\_

City: \_\_\_\_\_ State: Texas Zip Code \_\_\_\_\_

President/CEO/Executive Director (print) \_\_\_\_\_

CRP Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address: \_\_\_\_\_

**List other organizations or agencies that the applicant relates to:**

\_\_\_\_\_  
\_\_\_\_\_

**Names and titles of those ultimately responsible for the following functions:**

<u>Functions</u>	<u>Name (First, Last)</u>	<u>Title</u>
Negotiate and Sign Contracts	_____	_____
Compile and Submit Reports to TIBH	_____	_____
Personnel Management:	_____	_____

**Business Category Description**

Temporary Employee Services \_\_\_\_\_ Products \_\_\_\_\_ Services \_\_\_\_\_

**Current number of all employees with disabilities employed at your facility (includes your entire CRP, not just State Use contracts).** \_\_\_\_\_

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**List all services and products to be offered and the work locations**

<b>Services</b>	<b>Locations</b>
_____	_____
_____	_____
_____	_____

<b>Products</b>	<b>Locations</b>
_____	_____
_____	_____
_____	_____

**Is each location fully accessible to persons with disabilities? Yes\_\_\_\_\_ No\_\_\_\_\_**

**If no, explain how services will be made accessible to persons with various disabilities (i.e. deafness, visual impairments, physical disabilities, etc.)**

\_\_\_\_\_

\_\_\_\_\_

**To obtain CRP certification, all listed documents are required**

- A copy of the IRS non-profit determination – Sec. 501(c) or other, if required by law;
- A copy of the Articles of Incorporation granted by the Secretary of State, if required by law. The Articles of Incorporation should state the purpose of the company is to provide employment for people with disabilities. If the Articles of Incorporation do not specifically state the appropriate purpose, a copy of the Bylaws stating the purpose may also be included;
- A list of the board of directors, including names, addresses, and telephone numbers;
- A copy of the organizational chart with job titles and names;

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- Insurance:
  - 1.) A copy of the current Certificate of Liability Insurance for the CRP, naming TIBH Industries, Inc., as the Certificate Holder.
  - 2.) A copy of the current Automobile Liability Insurance policy, if applicable;
  - 3.) A copy of the current Worker's Compensation Insurance, if applicable;
- A copy of the fire inspection certificate within the past year for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity);
- A copy of the building inspection certificate or occupancy certificate or state regulations, for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity); and
- A copy of the wage exemption certificate (WH-228) if sub-minimum wages will be paid to clients and a letter from the CRP explaining the circumstances requiring sub-minimum wages;

**Compliance Requirements**

Is there on file and readily accessible for review required documentation of disabilities, consistent with the definition stated in the Texas Administrative Code, Title 40, Chapter 189 for all individuals counted as disabled and to be employed in State Use Programs? (Definition: Disability—a mental or physical impairment, including blindness, that impedes a person who is seeking, entering, or maintaining gainful employment.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

Real or apparent conflicts of interest may occur if a CRP employee, TIBH employee, council member or immediate family member has a financial or other interest in the business relationship involving a CRP and that interest might reasonably be expected to influence the outcome of an official action. If it is found that such conflict of interest occurs and is not disclosed and remedied, the CRP may be barred from receiving future grants or contracts, and existing grants or contracts be canceled. If a real or apparent conflict of interest exists, TIBH or the council should be contacted prior to submission of this application.

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**Affirmation and Execution**

I certify, by signature below, that no real or apparent conflict of interest exists between the applicant CRP organization, TIBH, and the council.

I certify, by signature below, that I have read the Texas Administrative Code, Title 40, Chapter 189, and agree to abide by the criteria for CRPs, and I am making application, on behalf of the CRP named above, to become an approved CRP with the council and TIBH Industries, Inc.

If certification is approved, the CRP agrees to maintain compliance with the requirement that 75% of direct labor necessary to perform services and to produce products must be by persons with documented disabilities and will verify such compliance in regular quarterly reporting to the CNA (This requirement may be modified in specific circumstances only with council approval).

I certify that all statements and information in this application are true and correct and that I have the authority to execute and submit this application for certification.

\_\_\_\_\_  
Printed Name and Title of Applicant Representative

\_\_\_\_\_  
Signature of Applicant Representative

This instrument was subscribed and sworn to before me, the undersigned notary public, on this

\_\_\_\_\_ Day of \_\_\_\_\_, year \_\_\_\_\_ by \_\_\_\_\_  
Printed Name of Applicant Representative

of \_\_\_\_\_ on behalf of said entity or corporation.  
Name of Applicant Entity or Corporation

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My Commission Expires

**(Notary Seal/Stamp)**

**For TIBH and Council Use Only**

**Date received from CRPs                      Corrective Action Due                      CAP Received**

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**On-Site Visit Date   Assigned Region Manager Signature   Reviewed by Council CRP Liaison and Date**

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**Contract Effective Date:** \_\_\_\_\_

**Please return to the Texas Council on Purchasing from People with Disabilities c/o TIBH Industries, Inc. CRP Compliance Certification at 1011 East 53 ½ Street, Austin, Texas 78751.**