

WHAT IS THE TEXQUEST PROGRAM PARTICIPATION FEE?

The Legislative appropriation that funds TexQuest specifies that the Texas State Library and Archives Commission collect \$1.1 million in program participation fees from districts in each State Fiscal Year. The State Fiscal Year runs from September 1 – August 31. TSLAC worked with the K-12 Advisory Group, made up of school library professionals from all over Texas, to set the current annual program participation fee of 22 cents per student.

The invoicing timeline is as follows:

- December 15 – District Primary Contacts (the person who enrolled the District in the TexQuest program) are emailed a “Fall TexQuest Participation Summary Report,” which includes the quote for the invoice which is sent in January.
- January 15 – Texas State Library and Archives Commission (TSLAC) TexQuest Invoices are emailed to District Primary AND Accounting contacts. Payment is due in 60 days.
- February 15 - First reminder sent to Primary Contact.
- March 15 – Payment is due to TSLAC Accounting.
- March 15 – Second reminder sent to Primary Contact and Accounting Contact for non - payment.
- April 15 – Third and final reminder sent to Primary Contact and Accounting Contact for non - payment.
- June 15 - Districts that have not paid the invoice will lose access to TexQuest resources.

WHY ARE THE INVOICES SENT IN JANUARY?

Invoicing in the middle of the State Fiscal Year allows both Districts and TSLAC time to plan and coordinate budgets.

DOES THE JANUARY PAYMENT COVER THE FOLLOWING SCHOOL YEAR?

Payment of the January 15 invoice keeps Districts participating in the program for that State Fiscal Year - from September 1 – August 31.

HOW CAN I MAKE SURE MY DISTRICT HAS PAID THE INVOICE?

Communicate with your purchasing officials and District leadership. Emphasize the importance of providing ongoing access to this valuable statewide program, and how access to and use of TexQuest resources impact student achievement. Discuss with them your District’s usage and cost avoidance figures (available on the TexQuest Participation Summary Reports, emailed in December and May). Finally, check with TSLAC if you are unsure of your District’s payment status. Email K12@tsl.texas.gov or AR@tsl.texas.gov.

WHAT HAPPENS IF MY DISTRICT DOES NOT PAY THE INVOICE?

Districts that do not pay the January 15 invoice will lose access to TexQuest resources on June 15. If a District loses access because of non-payment, access will be restored when

the invoice is paid. The Primary District Contact will be notified of the District's re-activated status via an email from the TexQuest Support Center.

IF MY DISTRICT LOSES ACCESS, DO WE HAVE TO SIGN UP AGAIN?

No. To re-establish access to TexQuest resources, simply pay your district's invoice.

Contact TSLAC accounting at AR@tsl.texas.gov if you need another copy of your invoice or if you have questions.

IN CASE MY DISTRICT DOES NOT PAY, CAN MY CAMPUS CONTINUE TO PARTICIPATE?

Access to TexQuest is for District-level only. The resources are intended for K-12 students, and making them available to all students better prepares them for the next level of their education.

WHAT IF A DISTRICT SIGNS UP AFTER JANUARY 15?

If a District signs up for TexQuest after January 15, it will be invoiced within 14 business days of signing up. The invoice will be due in 60 days. If TSLAC does not receive a District's payment by the end of the 60 day period or June 15, whichever is later, TSLAC will disconnect that District's access to TexQuest resources. When TSLAC receives payment, access will be reinstated. The Primary District Contact will be notified via email of the re-activated status.

WHAT WILL NEXT YEAR'S PARTICIPATION FEE BE?

The program participation fee is currently 22 cents per student, based on District enrollment. Because the data from TEA is not released until March, the October 2014 enrollment figure is used for the January 2016 invoice. The January 2016 invoice will use the October 2014 TEA enrollment found at <http://mansfield.tea.state.tx.us/tea.askted.web/forms/home.aspx>; this pattern is expected to continue throughout the program.

The participation fee for January 2017 may see a slight increase, and we will inform Districts in March 2016 if there will be a fee increase, and how much it will be. The participation fee includes all current resources, as well as future resources that will be added in 2016. **The more Districts that participate in TexQuest and pay their participation fees on time, the lower the participation fees will be for all Districts.**

HOW DOES MY DISTRICT SET UP TSLAC AS A VENDOR?

If your District purchasing office requires forms, such as a W-9 or sole source letter, please email ar@tsl.texas.gov.

Many District Purchasing Offices ask for a Disclosure Form:

The Texas State Library and Archives Commission is a political subdivision of the state of Texas, and therefore not subject to the disclosure requirements of Chapter 176, Texas Local Government Code. Please refer to Texas Local Government Code, Title 5, Subtitle C, Chapter 176, Section 176.002 (b) (1).