KIOWA TRIBE OF OKLAHOMA

Tribal Employment Rights Office

TERO VENDOR CERTIFICATION APPLICATION

TERO Vendor Application • Reference: TERO Ordinance Act, KL-CY-2025-011

1. Firm Identification

Name of Firm		**Date of Application**
Federal ID No. (EIN) or SSN	**Date Firm Established**	**Form of Business**
Mailing Address		**City / State / ZIP**

Contact Name	**Title**	**Business Phone**	**Cell Phone**
E-Mail		**No. of Indian Employees**	**No. of Non-Indian Employees**

Form of Business (circle one): Single Proprietor LLC Partnership Corporation

Percentage of Indian Ownership: _____% *(51% or more qualifies the firm for Indian Preference certification; see note below.)*

Has this business ever been in default with the IRS?	**Y / N**
Is this business currently pending litigation involving assets?	**Y / N**
Does this business currently have any bonds issued or attained? *(if yes, attach bond documentation)*	**Y / N**
Registered with another Native American TERO? *(if yes, list tribe(s) and year(s) below)*	**Y / N**

Other TERO(s) / year(s): _____

2. Services / Skills

List the trades and services you want your business certified to perform. Your business receives contracting preference **only** for the skills listed here. Skills may be verified by the TERO Director.

Skills / Services (write in)

3. TERO Fees

Two separate fees apply under the TERO Ordinance and the TERO–KTHA MOU. Both are set out below so there is no confusion.

Project / Contract Value	$100 Annual Application Fee	3% TERO Fee	3% Fee Payment Timing
Under $1,000.00	None	None	Not applicable
$1,000.00 through $5,000.00	Waived	Applies	In full, before work begins
Above $5,000.00	Applies	Applies	In full, before work begins

- **Annual Application Fee.** The $100.00 fee is paid once per year with this application and is valid for 365 days from the date filed. It is waived for contracts of $5,000.00 and below. Payable to the Kiowa Tribe TERO Fund.
- **3% TERO Fee.** The 3% fee is built into your total bid for the contract, so the funds to pay it are present at award — it is not paid out of your own operating funds. It is due in full before any work on the project begins, for all contracts of $1,000.00 or more.
- **Assurance Card.** Once the Annual Application Fee is paid, TERO issues you a laminated Assurance Card showing the expiration date.

4. Required Documents

All applicants are subject to a site visit. Incomplete applications will not be accepted. This form is the **TERO Vendor Application** and is filed together with the **TERO Compliance Agreement** and the **TERO Safety and Health Agreement** as the Annual TERO Application.

Submit with every application:

- Driver's License (owner / authorized official)
- Federal Identification Number (EIN), or SSN for a sole proprietor
- Copies of any specialty license or certification (if applicable)
- $100.00 Annual Application Fee, *unless waived under the fee schedule above (payable to Kiowa Tribe TERO Fund)*

If claiming Indian ownership / preference (51% or more), also submit:

- Certification of Degree of Indian Blood (CDIB) or Tribal Membership Card for the owner(s) establishing the ownership percentage

Entity documents — submit the set for the business type you circled in Section 1:

- **Single Proprietor:** no additional documents required.
- **Partnership:** Partnership / Joint Venture Agreement and any amendments.
- **LLC:** Articles of Organization (showing state approval date).
- **Corporation:** Articles of Incorporation (state approval date); copy of by-laws; list of officers and shares; stock certificates and transfer ledger, as applicable.

How this form is used

This one form does two things: (1) it certifies your firm as a TERO-approved vendor for the skills you list, and (2) it records whether your firm qualifies for **Indian Preference**. A firm with less than 51% Indian ownership may still be certified to bid and work, but does not receive Indian Preference status. CDIB or Tribal Membership documentation is required ***only*** when claiming preference.

Social Security Numbers are accepted only for sole proprietors without an EIN. SSNs are handled as confidential tribal records, stored locally under TERO control, and are not disclosed outside the certification process.

5. Acknowledgement & Certification

I certify that I have received and reviewed the following:

- TERO Information
- TERO Vendor Certification Application
- Tribal Employment Rights Ordinance (KL-CY-2025-011)
- Indian Preference Policies and Procedures

I understand the intent of the Kiowa Tribe TERO regulations and voluntarily submit my firm's application to be a qualified and approved vendor. Any material misrepresentation is grounds for denial or revocation of certification by the Kiowa Tribe TERO. By executing this application, I submit to the jurisdiction of the Kiowa Tribe of Oklahoma and its Courts.

Company / Firm Name	**Date**
Signature of Authorized Official	**Title**
Name (type or print)	

OFFICE USE ONLY:

Date Reviewed: _____ APPROVED _____ DISAPPROVED _____

SIGNED: _____ EFFECTIVE DATE: _____

NOTES; _____

Submitting Your Application

Submit this application when a contract is awarded and you are the successful bidder, together with the $100 Annual Application Fee (unless waived). Contact **TERO Director John E. Simmons** at **(580) 425-0970** or **john.simmons@kiowatribe.org** to arrange submission of the original application and payment (check or money order preferred).

Mail to: Kiowa Tribe — TERO Program, P.O. Box 369, Carnegie, OK 73015