



Fort Worth
Independent School District

QUARTERLY HUB COLLABORATION MEETING

April 24, 2009

10:00 a.m. – 11:30 a.m.

MEETING CALLED BY	Jonathan Bey, <i>Executive Director, Purchasing, Fort Worth ISD</i>
FACILITATOR	Jonathan Bey, Executive Director, Purchasing, Fort Worth ISD
ATTENDEES	Jonathan Bey, Fort Worth ISD Quiana Green, Fort Worth ISD Diana Woodward, American Indian Chamber of Commerce William Giron, Fort Worth Hispanic Chamber of Commerce

Agenda topics

DISCUSSION	How to Do Business With Fort worth Independent School District	
	<ol style="list-style-type: none"> The District gave an update of the different business opportunities that are available to the general public. The District also discussed the different types of bid proposals, and explained the different sections located within the bid packets and how to complete a bid. The District provided the Chambers with a letter, "How to do Business with the Fort Worth Independent School District." This letter helps potential vendors understand the full process of how the Purchasing Department works, and how to become a vendor. 	
CONCLUSIONS		
	<ol style="list-style-type: none"> The District also explained each sections of the letter and answered any questions or concerns the Chambers may have had about the letter. The District gave the Chambers a copy of the letter for their record. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The District will post the Letter to the Fort Worth ISD/ Purchasing Website.	Fort Worth ISD	N/A

DISCUSSION	Fort Worth Independent School Districts RFCSP and RFP Standard Documents	
	The district discussed in-depth detail of the contexts found in each section of the bid packets. The District also explained the differences between the (RFP) Request for proposals and the (RFCSP) Request for competitive sealed proposals bid packets.	
CONCLUSIONS		
	The district gave the chambers both copies of the bid packets to look over until the next meeting, and the opportunity to voice any concerns they had about the criteria they found within the packets.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Chambers understood on how the bid process works, and can better inform future potential vendors of the process.	Chambers	N/A

DISCUSSION	PACMAN	
The District informed the chambers on the process of the new software designed for the HUB Program, and explained that it is still in the development stages. The HUB Department is in the process of testing the software and making sure all human and system errors are corrected before releasing any information.		
CONCLUSIONS		
It was agreed that once the software is complete, the District will produce a quarterly report updating the public on the Fort Worth ISD purchasing status.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

DISCUSSION	Training	
The District informed the chambers, if the HUB Coordinator is needs to attend any future meetings, conference; etc., to please contact the HUB office for appointment scheduling.		
CONCLUSIONS		
The Chambers agreed to contact the HUB office with any future meetings that they need the HUB Coordinator to attend.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

DISCUSSION	D/FW Mentor Protégée Program	
The District shared with the Chambers copies of the D/FW Mentor Protégée Program that Dallas is adopting and is inviting Fort Worth Chambers and Institutions to join. The Chamber wants to outreach to Fort Worth Business.		
CONCLUSIONS		
All interested parties will contact Annie Partee, Dallas ISD or Perfecta Gallegos, City of Dallas, who are leading this effort.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Chamber will discuss this with the rest of their groups and will contact the involved parties.	Chambers	

DISCUSSION	Future Meetings	
The following dates were recommended for future meetings: July 31, 2009 - 10:00a.m. October 30, 2009 - 10:00a.m.		



Fort Worth
Independent School District

CONCLUSIONS		
All parties agreed to the dates.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
An outlook appointment will be sent to all chambers.	Fort Worth ISD	N/A