



July 16, 2015

To: Current and Potential Vendors

From: Jonathan Bey
Executive Director, Purchasing

Subject: How to do Business with the Fort Worth Independent School District

The Fort Worth Independent School District (ISD), as well as all other school districts in the State of Texas, is governed by the state competitive bid law. Therefore, the majority of our purchasing is done via competitive procurement. The purpose and intent for the competitive process is to help public schools obtain the best value for goods and services by stimulating competition. Fort Worth ISD is committed to fair and equal competition among all vendors. The following information is a macro view of how to do business with Fort Worth ISD.

For Bid Notification. To receive bid notifications for FWISD bids/proposals please register with Public Purchase (P2) their website is linked below:

<https://www.publicpurchase.com/gems/register/vendor/register>.

Click on **FREE REGISTRATION**, and follow the prompts. This is a **three** step registration process.

Submit a bid. The district also advertises all of its bid/procurement opportunities on our website at www.fwisd.org. Each bid has a unique number in the format of ##-### (for example 09-237). Double click on the bid number and the actual bid document will open in a .pdf file. Print out and complete all of the bid forms/documents and deliver the completed bid forms/documents to the Purchasing Department prior to the due date and time.

***DISCLAIMER:** The official opening date/time is shown in the Bid/RFP document. Information on this webpage is for quick access only and does not constitute a binding date/time. In case of discrepancy, the date/time in the Bid/RFP document will prevail.*

Receive an award notification. Each particular bid contain instructions on how the bid will be evaluated and awarded. All of our procurements are evaluated and awarded in accordance with applicable state law. Maintain you bid numbers for reference when conducting business with the District. If you need additional information about a bid award, contact the Buyer indentified on the front page of each bid.

Receive a Purchase Order. In accordance with District Policy, all purchasing commitments (other than those made via a District’s Credit Card) are communicated to you via a Purchase Order. Please do not provide goods and/or services without a Purchase Order. The Purchase Order specifies what the District is committing to and ensures that funds are set aside to pay for such commitments. A District Purchase Order number has the following format: 80914332-000 and always start with a 7 or 8. The leading number 7 designation identifies purchases related to the 2007 for Capital Improvement Program and the leading number 8 identifies normal purchases.

Invoice the District. After satisfactory delivery of the goods and/or services, send your invoice to accountspayables@fwisd.org. Please include the following items on your invoice document:

• Company Name and Name of Contact	• Purchase Order Number
• Remit Address (where the check is to be mailed)	• Ship To information (where products were delivered or services performed)
• Invoice Number	• Details of items shipped and/or services rendered
• Invoice Date	• Total amount due