

FREQUENTLY ASKED QUESTIONS (FAQS)

1. I am already a supplier with the District. How do I get my login information?

Please email ExistingSuppliers@dallasisd.org

2. I am not a supplier with the District but would like to submit an electronic proposal. How do I start the process?

In order to submit an electronic proposal, you must be a registered supplier with the District. Please email suppliers@dallasisd.org to begin the process. Please note this is not a quick process and we do not encourage suppliers to setup and try to submit an electronic proposal on the date of bids closing. There is no guarantee that the process will be completed in time to submit timely. Suppliers will still be able to submit timely paper bids.

3. I am a new vendor and want to submit a bid online. However, I can't get to the solicitation from the Sourcing Home Page, as indicated in the instructions provided.

Please look at the top in sourcing for Search Open Negotiations - Change Title to Number – Enter the four-digit sourcing number to pull up the Requisition.

Please note the required four-digit sourcing number is located on our website under supplier opportunities. That is how you search for open requisitions. If it does not have a four-digit number, it is not available to respond electronically.

4. I have questions about a Request for Proposal (RFP) that is listed.

All questions regarding an RFP that is listed must be sent directly to the Buyer listed on the RFP that is posted. Please do not use the Sourcing or iSupplier e-mail addresses to send questions about RFP's.

- suppliers@dallasisd.org - to be used only for questions related to the iSupplier portal.
- sourcing@dallasisd.org - to be used only for questions related to electronic bidding.

5. Can the RFP sample materials be shipped/mailed separately from different locations or does the submission need to be in one package?

Sample material can be mailed but must be received on or before the due date.