



Pflugerville ISD

1401 West Pecan

Pflugerville, TX 78660

512-594-0000

HOW TO DO BUSINESS WITH PFLUGERVILLE I.S.D.

About Pflugerville ISD

The city of Pflugerville is a suburb just north of Austin, TX. Currently PFISD has approximately 26,000 students attending four high schools, seven middle schools, and twenty- three elementary schools.

Purchasing Law

All Texas school districts are governed by section 44.031 of the Texas Education Code. The intent of section 44.031 is to ensure that public schools receive the best value by stimulating competition between vendors. Therefore, the majority of our purchasing is done through a competitive bid process.

Our Goal

It is the goal of the PFISD Purchasing Department to obtain quality goods and services in the most cost efficient and timely manner possible. Pflugerville ISD is committed to fair and equal competition between all vendors. PFISD encourages participation by women, minority and small businesses designated Historically Underutilized Businesses (HUB).

All purchases exceeding \$50.00 must be made through the use of a district purchase order. Businesses that violate this policy risk refusal of payment and removal from the district's list of approved vendors for a minimum of one year.

How To Become An Approved Vendor

The first step in becoming an approved vendor is to register with Texas Bid Systems at www.texasbidsystem.com. Use the "Vendor Registration" link and follow the step-

by-step instructions. While there is no cost to register, there is an optional value-added service available for \$49.95 per year that will provide vendors with automatic email notification when new bid opportunities are posted on the Texas Bid Systems site by any of its participating members.

There are several types of bidding methods currently used by PFISD to solicit pricing from vendors. However, in most instances PFISD uses the Request for Proposal (RFP) to meet its purchasing needs. There are three main RFP formats used: line item, catalog, or a combination of the two.

Line Item RFP – A line item RFP is the method of choice when PFISD knows the exact specifications and quantities of items that are needed.

Catalog RFP – A catalog RFP is the method of choice when PFISD does not know exact specifications or quantities of items that will be needed. Vendors are asked to list their terms (for example a discount percentage) for the purchase of goods and/or services listed in their catalog.

Combination Line Item/Catalog RFP – A combination of the two formats is used when PFISD knows some specific needs but cannot accurately predict additional items that may be needed in the future. Examples of this type of purchase would be athletic, band, and some maintenance RFPs.

Regardless of the procurement method used, contracts exceeding \$50,000 in anticipated value must be approved by the district's Board of Trustees prior to award. Contracts with an anticipated value under \$50,000 must be approved by the district's Director of Purchasing and/or the Superintendent of Schools. Once final approval is obtained, awarded vendors will receive notice confirming their status as an "Approved Vendor".

In addition to the formal bid process, PFISD makes required purchases through several purchasing co-ops. These sources include TCPN, TASB Buyboard, US Communities, DIR, and TXMAS among others. Vendors who have been awarded contracts through these entities are also considered "Approved Vendors" for PFISD. Sole Source vendors (as defined in 44.031(j) of Texas Education Code) are also considered approved sources once proper documentation has been submitted to the PFISD Purchasing Department.

After Becoming an Approved Vendor

Approved vendors may distribute catalog and contact information to all district campuses and locations only after authorization is received from the campus principal and/or the district's Purchasing Department. Visitors to all district locations must check in through the front office and submit to a background check before they will be allowed to visit the site. Violation of these procedures **may** lead to revocation of your

approved status. For a directory of district addresses and contact information, please visit the PFISD website's home page.

Invoice and Payment Terms

By law, school districts have 30 days from receipt of invoice to present payment. It is District policy to pay all invoices as promptly as possible, however by acceptance of a Pflugerville ISD purchase order you are agreeing to the 30 day payment policy.

All invoices should be submitted to:

Pflugerville ISD
Accounts Payable Dept.
1401 West Pecan
Pflugerville, TX 78660
Or email to
invoice@pfisd.net

Ph: (512) 594-0000

Pflugerville ISD is a tax exempt entity. A tax exemption certificate can be provided upon request.

Contact Information

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