

How To Do Business With Fort Worth ISD

FWISD's Procurement Services Department

fwisd.org/departments/procurement-services



FWISD's eBid Portal

fwisd.ionwave.net/Login.aspx



Registering allows FWISD to inform vendors of bid opportunities. Registering for FWISD eBid's does not make you a vendor for the district.

Vendor eBid Registration

fwisd.ionwave.net/VendorRegistration/PreliminaryInfo.aspx



Register for Email Notifications with IonWave and View Current Business Opportunities. In order to receive bid notifications, view bid information, or submit responses to FWISD you must be registered on IonWave (FWISD's eBid Portal).

Submit an eBid. The district advertises all bids/procurement opportunities on IonWave. Submit a response to a bid that matches your services and/or products on IonWave.

Receive an Award Notification. Each bid contains instructions on how the bid will be evaluated and awarded. All bids are evaluated and awarded in accordance with applicable state law. Document your bid numbers for reference when conducting business with the district. If you need additional information about a bid award, contact the buyer identified on the front page of each bid.

Offer Your Services to FWISD Schools and Departments. Once you have been awarded a bid, you are able to contact the FWISD schools and departments and offer your services.

Receive a Purchase Order. In accordance with District Policy, all purchasing commitments (other than those made via District Credit Cards) are communicated to you via a Purchase Order. Please do not provide goods and/or services without a signed Purchase Order. The Purchase Order specifies what the district is committing to and ensures that funds are set aside to pay for such commitments. FWISD Purchase Order numbers have the following format: XXXXXXXX-XX and always start with a 3, 7, or 8. The leading numbers 3 and 7 designation identifies purchases related to the 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
- Remit Address (Where the check is to be mailed)
- Invoice Number
- Invoice Date
- Purchase Order Number
- Ship To Information (Where products were delivered/ or services performed)
- Details of items shipped and/or services rendered
- Total amount due

Procurement Services Department Directory

Kelley Lewis
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Buyer
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Advertisements,
Architectural Services,
Bus Charters,
Real Estate Brokerage Services,
Equipment Rentals and Services:
Entertainment/Inflatables/
Concessions/Equipment/Banquet

Academic/Educational Consultants,
Behavioral Health Services,
Case Management and Wraparound Services,
College Advising Corp,
Competitive Integrated Employment Support Agent,
Comprehensive Early Learning Strategy & Support for
Initiatives & Improved Outcomes,
Diversionary Program,
DJ-Emcee Services,
Evaluation and Academic Return on Investment,
Grant Project Management Consultant,
Grant Writing Consultant,
Interpreting Services,
Leadership Development,
Physician Consultants,
Special Education Assessment, Instructional and Related
Therapy Services,
Special Education Program Review,
Special Events Services & Products,
Substitute Teacher Temporary Services,
Supplemental Curriculum Resources for the Specialized
Classrooms,
Supported Employment Transition Services Agent,
Temporary Services,
Transition Services

Athletic Uniforms, Apparel, & Equipment Supplies,
and Services
Catering,
Enrichment Opportunities Providers,
Field Trips,
First Aid & Medical Equip/Supplies,
Fundraising,
General Retail Merchandise, Groceries, Supplies,
Equipment and Services,
Music Instruments for Band, Mariachi, and Orchestra,
Notary Services,
Physical Education, Supplies, Equipment, Repair, and
Services,
Piano Tuning, Services/Repair/Supplies,
Special Education Equip/Supplies,
String and Band Musical Instrument Repair/Services,
Theatrical Fine Arts Services, Supplies, and Equipment,

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Julisa Perez
Buyer
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Analytical Laboratory Services,
Capital Improvement Program,
Career Technical Education-Instructional Materials,
Services and Equipment,
Dirt and Maintenance for Athletic Fields,
Environmental and Maintenance Services for Outdoor
Learning Center,
Fencing,
Fire Alarm AES Mesh Radio and Emergency Elevator
Cellular, Phone Radio Product and Services,
Fire Sprinkler Inspections, Testing, and Maintenance,
Gifted and Talented Screening,
Janitorial Equipment,
Lawn Mowing Services,
Lawn, Generator, and Welding Equipment,
Maintenance, Repair, and
Operations Supplies and Services,
Professional Services:
Civil and Surveyor Engineering,
Construction Materials Testing Services,
Facility Maintenance,
Landscaping Architect Services,
Mechanical, Electrical, and Plumbing Services,
Registered Accessibility Specialist Services,
Roofing Consultant,
Structural Engineering Services,
Rebuilt Carts, Parts, and Services,
Rebuilt Transmissions,
Regulated and Hazardous Waste Services,
Retrofitting PA Systems,
Robotic Arms,
Robotics and Automation,
Safety Film Product and Installation,
Thermostats,
Transportation Radios,
Towing / Wrecker Services

Audio-Visual Equipment/Supplies/Services/Rental/
Repair,
Canine Services,
Computer Hardware/Equipment/Supplies/Repair/
Software,
Copier/ Fax Machines Lease/Supplies/
Equip/Maintenance,
Courier Services,
Data Visualization,
E-Rate,
Furniture,
Microfiche/Microfilming Services,
Toner and Ink,
Photographic Equipment/Supplies/Services/Repair,
Radio Equipment/Supplies/Parts,
Portable Handheld Radios,
Security Services/Equip/Supplies,
Software Licenses/ Subscriptions,
Surveillance Equip/Supplies,
Technology - Product, Materials, Services,
and Equipment,
Telecommunications Equip/ Supplies/Services/Repair

Document Destruction,
Pre-Bound Library Book Jobber,
Graduation Caps, Gowns, and Accessories,
Library Jobber,
Library eBook Jobber,
Printing Business Cards and Stationery,
Publishers,
Printing and Copying Services for District Business Forms
and Labels,
Printing and Copying Services with Distribution Option,
Yearbook Processing Services

Nora Davis
Buyer
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Awards/Trophies/Promotional Items,
General/Instructional Equip/Supplies,
Scientific Calculators,
Library Equipment/Supplies,
Office Equipment/Supplies,
Elementary & Secondary School Supplies,
Science Equipment/Supplies,
Screen Printing & Embroidery,
Test Materials,
Vocational Equipment/Supplies