

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 solicitation opportunities. Registering for FWISD eBid's does not make you a vendor for the district.

Vendor eBid Registration

[fwisd.ionwave.net/
VendorRegistration/
PreliminaryInfo.aspx](http://fwisd.ionwave.net/VendorRegistration/PreliminaryInfo.aspx)



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

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

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

Offer Your Services to FWISD Schools and Departments. Once you have been awarded a solicitation, 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.

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



Jerome Pilgrim
Executive Director
(817) 814-2200
jerome.pilgrim@fwisd.org

Accounting/CPA Services

Nellie Lucano
Director
(817) 814-2216
nellie.lucano@fwisd.org

Insurance Related Services
Legal Services
Medical and Physician Services
Real Estate Appraisals

Tina Harris, RTSBA
Sr. Buyer | Contract Agent
(817) 814-2215
tina.harris@fwisd.org

Building & Land Leases
Building/Ground/Maintenance
Bus & Vehicle Fleet
Consulting, Medical Training &
Specialized Learning Services
Events & Venues
Fire Protection
Media
Student Tuition & Dual Credit
Transportation

Kaleisa Jackson, RTSBA
Sr. Buyer | Contract Agent
(817) 814-2207
kaleisa.jackson@fwisd.org

Audio and Visual: Supplies &
Equipment
Communication & Radio
Copier & Printer: Services & Supplies
Internet & Network Services
Safety & Security
Software
Technology: Services Supplies

Stella Zavala
Specialist
(817) 814-2205
stella.zavala@fwisd.org

Eric McKibben
Sr. Buyer | Contract Agent
(817) 814-2213
eric.mckibben@fwisd.org

Architectural & Engineering Services
Asbestos & Lead Abatement
Capital Improvement
Construction & Contracting
Ecological & Environmental Supplies
Moving & Relocating Services
Renovations: Exterior & Interior

Edwin Grimes
Buyer | (817) 814-2206
edwin.grimes@fwisd.org
Animal Care: Equipment & Supplies
Apparel & Clothing: Monogram &
Promotional Items
Athletic Competition & UIL Fees
Courier & Transport: Shipping &
Supplies
Fundraisers
Florist
Instructional Equipment & Supplies
Party Services & Supplies
Professional Development:
(local & virtual)
Truck & Vehicle Rentals

Melinda Frausto Hernandez
Specialist
(817) 814-2214
melinda.hernandez@fwisd.org

Sara Ossa, RTSBA
Buyer | (817) 814-2212
sara.ossa@fwisd.org

Accompanist: Clinician & Judge Services
Alterations & Dry-Cleaning
Competitive Athletic Equipment:
Uniforms & Supplies
Furniture
Medical and Health:
Equipment & Supplies
Music & Instruments
PE & Specialized Learning Equipment
Theater Arts:
Equipment & Supplies

Julissa Perez
Buyer | (817) 814-2219
julisa.perez@fwisd.org

Advertising
Assessment Materials
Books and Miscellaneous
Curriculum Related Resources
Library, Media, and Textbooks
Office Equipment and Supplies

Vacant
Buyer | (817) 814-2219

Appliances: Household type
Awards & Graduation Supplies
Asset: Building/Ground/
Maintenance Equipment & Supplies
Charter Shuttle & Transportation
Custodial/Janitorial
Dumpster and Waste Management
Field Trips
Food/Catering