

Procurement Training for Administrators

PROCUREMENT HOME PAGE: [Procurement Services – Home](#)

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September 15, 2026

Fort Worth
INDEPENDENT SCHOOL DISTRICT

TRAINING OBJECTIVES

THIS TRAINING WILL ADDRESS

- A. Requirements for Competitive Procurement
- B. Procurement Requirements for Request For Proposal (RFP)
- C. Procurement Requirements for Purchases using Approved Cooperatives and Interlocal Agreements
- D. Procurement Requirements when Contracts and DSAs are required
- E. Required Procurement - Documentation and Records for Files
- F. Requirements for Submitting Board Agendas related to Purchases and Contracts
- G. P-Card Maintenance & Usage Requirements

PROCUREMENT COMPLIANCE LEGAL REQUIREMENTS

Federal, State, and Local laws and policies Must be followed

- a. The Texas Education Code, Purchasing Contracts (Primarily sections 44.031 through 44.047).
https://texas.public.law/statutes/tex._educ._code_section_44.031
- b. The Texas Education Agency (TEA) Financial Accountability System Resource Guide Purchasing Module.
- c. Education Department General Administrative Regulations (EDGAR) Federal Procurement Guidelines - EDGAR provides the federal rules governing all U.S. Department of Education grants, ensuring compliance, financial accountability, and proper management of federal funds. (2 CFR §§ 200.317 – 200.326))
- d. Fort Worth Independent School District's Board Policy (Sections CH...). The FWISD Board Policy
- e. [Policy Code CH – Purchasing and Acquisition – Fort Worth ISD Board Policy Manual - Policy Online](#)

PROCUREMENT MISSION

PROCUREMENT'S MISSION

1. FWISD Procurement Services Department is committed to sound financial management through integrity, stewardship, planning, accountability, and open communication. Our goal is to provide approved vendors for quality products and services required for District operations at the best value, at the time and place needed and in the proper quantity and quality.
2. As a support department of the District charged with the acquisition of goods and services requested by Campuses & Departments, Procurement Services will function in a manner consistent with School Board policies, Applicable Federal & State Laws, and other sound business practices, such as Competitive Procurements.
3. Our Department strives to have a well-balanced purchasing strategy to increase efficiency and effectiveness. Therefore, we Utilize both Formal & Informal Competitive procurement methods such as Bids, Request for Quotes, Request for Proposals, or Competitive Sealed Proposals, and other legal methods such as Interlocal and Cooperative Agreements.

PROCUREMENT

PRIMARY FUNCTIONS & RESPONSIBILITIES

- a. Ensure all Procurements and Contracts Comply with EDGAR, TEA/State and Board Policy
- b. Establish a Centralized Procurement System for the Procurement of Instructional Supplies & Professional Services, Operations Equipment, Supplies, & Services, Technology Hardware, Software, and Technical Services, Maintenance & Construction, and other Professional Services to support the normal operations of FWISD.
- c. Inform Vendors - How to do Business Ft. Worth ISD
- d. Maintain Approved Vendor List for Districtwide use
- e. Manage and Facilitate the Competitive Procurement process (Formal Bids, RFPs, Coops)
- f. Process Requisition / Purchase Order Requirement through the District's ERP System
- g. Obtain and Maintain official Purchase and Contract Documentation & Records
- h. Maintain and Update Districtwide Annual Awards & Contracts list
- i. Facilitate & Assist with Contract Administration, including: Contract Review, Approval and Signature Processing
- j. Facilitating the Development, Review, and Submittal of Board Agenda Documents

BUYER'S & BUYER CATEGORIES

a. Procurement Department Staff.pdf

b. Buyer Commodity/Category Codes - Assignments

VENDOR RELATIONS APPROVED vs. AWARDED VENDORS

a. Procurement Services - Awarded Vendors - Grouped by Category's

Category: Awards/Promotional Items (1)

Category: Calculators (1)

Category: Campus and Department Apparel (1)

Category: Career & Technical Education (1)

Category: Charter Bus Service (2)

Category: Courier Services (FEDEX) (2)

Category: Document Destruction (1)

Category: Drones (1)

Category: eProcurement (1)

Category: Fundraiser Vendors (1)

Category: Furniture (2)

Category: General Athletic, PE, Apparel, Supplies & Equipment (3)

Category: Graduation and Yearbook Services and Supplies (1)

Category: Library (1)

Category: Local Chains/ Consumer Supplies (3)

Category: Notary Service (2)

Category: Physical Education/ Health & PE (1)

Category: Piano Tuning, Services, Repairs, Supplies (1)

COMPETITIVE PROCUREMENT PROCEDURES (DEFINED)

REQUIREMENTS FOR COMPETITIVE PROCUREMENT

It is required by Various Laws and FWISD Board Policy that all purchases be made through the use of a bid process (RFP, RFQ, RCSP, CSP), cooperative, inter-local agreement, construction contracting using Competitive Sealed Proposals, Competitive Bidding, a construction manager, job order contract. The Purchasing Department requires an Approved “Purchasing Method/Purchasing Mechanism” on Vendor Quotes and Proposals received, and on All Board Agendas, Contracts and Purchase Orders

a. Procurement Process vs Purchasing Mechanism #

PROCUREMENT PROCEDURES & PROCESSES

How do we Procure, Purchase, Buy?

The Department strives to have a well-balanced purchasing strategy, Therefore, we Utilize both Formal & Informal Competitive procurement methods such as Bids, Request for Quotes, Request for Proposals, or Competitive Sealed Proposals, and other legal methods such as Interlocal and Cooperative Agreements

PURCHASES VALUED AT OR ABOVE \$100,000.00

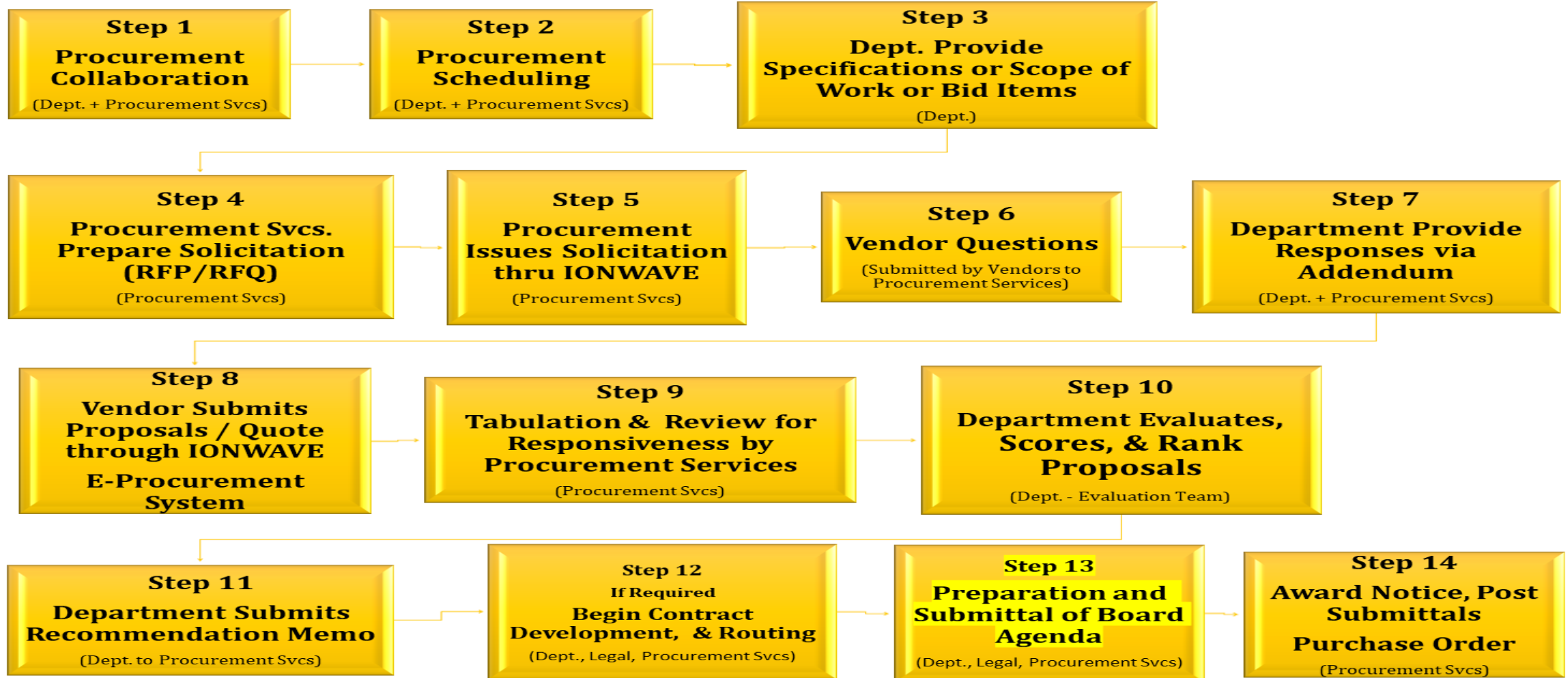
Except as provided by this subchapter, all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at **\$100,000** or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district:

1. **Request for Quote** for Purchases less than \$100,000.00
2. **Competitive Bidding** for services other than construction services.
3. **Competitive Sealed Proposals** for services other than construction services.
4. A **Request for Proposals** for services other than construction services.
5. An **Interlocal Contract / Cooperative Purchasing Contracts**
6. **Purchasing Construction Services** (Procurement Methods per Government Code **Chapter 2269**)
7. The **reverse auction procedure** as defined by Government Code 2155.062(d).

8. The formation of a political subdivision corporation under Local Government Code 304.001 (purchase of electricity

PROCESS FLOWCHART FOR FORMAL SOLICITATIONS Purchases Exceeding \$100,000.00

FLOWCHART



PURCHASING METHOD DETERMINATION

DOLLAR THRESHOLDS

a. GENERAL FUNDS THRESHOLDS & PROCUREMENT METHODS

Reference Procurement Manual

Purchase Commitment Amount	State Method Education Code §44.031	Solicitation / Procurement Method	BOARD APPROVAL REQUIREMENT
a. Purchases			
\$1 to \$99,999 aggregate			
b. \$100,000 to \$250,000			
c. \$250,000 and above			
d. Single or SOLE SOURCE			

PURCHASING METHOD DETERMINATION DOLLAR THRESHOLDS

LOCAL/GENERAL FUNDS

a.

Purchase Commitment Amount	State Method Education Code §44.031	Vendor Response Documentation	BOARD APPROVAL REQUIREMENT
Purchases \$1 to \$99,999 aggregate	§44.031 Informal Procurement Method	INFORMAL PURCHASE End User May Obtain Quote 1 Quote Required From Approved Vendor with Fair & Reasonable Price	BOARD APPROVAL NOT REQUIRED
Purchases \$100,000 to \$250,000 in aggregate Multiple quotes required unless Approved waiver by Procurement Services Contact Purchasing to discuss competitive requirements	TEC, §44.031 Formal Procurement 1. Competitive bidding 2. Competitive proposals 3. RFP 4. Interlocal contract 5. RFQ (Coop)	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform RFP Or RFQ (Coop) Required Requires Specifications, Formal Proposal Responses Evaluation & Scoring Contract (If Necessary) Board Approval (\$250K above)	BOARD APPROVAL NOT REQUIRED FOR PURCHASES LESS THAN \$250,000
Purchases \$250,000 and above in the aggregate	TEC, §44.031 Formal Procurement 1. Competitive bidding 2. Competitive proposals 3. RFP 4. Interlocal contract 5. RFQ (Coop)	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform Requires Specifications, Formal Proposal Responses Evaluation & Scoring Contract (If Necessary) Board Approval (\$250K above)	BOARD APPROVAL REQUIRED FOR PURCHASES GREATER THAN \$250,000
SOLE SOURCE PURCHASE	CRITERIA 1. TEC, §44.031 – Sole source allowed if existence of a patent, copyright, secret process, or monopoly,		

PURCHASING METHOD DETERMINATION

DOLLAR THRESHOLDS

a. FEDERAL FUNDS THRESHOLDS & PROCUREMENT METHODS

Reference Procurement Manual

Purchase Commitment Amount	Federal / EDGAR Method	Solicitation / Procurement Method	BOARD APPROVAL REQUIREMENT
a. \$1 to \$15,000 aggregate			
b. \$15,001 to \$99,999			
c. \$100,000 to \$350,000			
d. \$350,000 and above			
e. Single or SOLE SOURCE			

WHEN YOU NEED MULTIPLE QUOTES

Federally Funded Procurements

FEDERAL FUNDS THRESHOLDS & PROCUREMENT METHODS

Purchase Commitment Amount	Federal / EDGAR Method	Solicitation / Procurement Method	BOARD APPROVAL REQUIREMENT
\$1 to \$15,000 aggregate	§200.320(a)(1) Micro-Purchase	INFORMAL PURCHASE End User May Obtain Quote 1 Quote Required	BOARD APPROVAL NOT REQUIRED
Purchases \$15,001 to \$99,999 in the aggregate	200.320(a)(2) Simplified Acquisition	INFORMAL PURCHASE End User May Obtain Quotes 3 Price Quotes Minimum from RFP AWARDED VENDORS Or APPROVED COOPERATIVE	BOARD APPROVAL NOT REQUIRED
Purchases \$100,000 to \$350,000 Single or Aggregate Submit Specifications / SOW to Procurement ~~SXCS~~ for Solicitation through IONWAVE e-Bidding Platform	§200.320(a)(2) Simplified Acquisition Requires Specifications or Scope of Work Formal Proposal Responses Evaluation & Scoring Contract (If Necessary) Board Approval (\$250K above)	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform Purchasing Methods Options: RFQ – Proposals/Quotes from Coops RFP – An Advertised Solicitation Interlocal Contract Collaborate & Coordinate with Procurement Services to execute the Procurement process	BOARD APPROVAL REQUIRED for Purchases greater than \$250K
Purchases \$350,000 and above FORMAL PURCHASE Submit Specifications / SOW to Procurement ~~SXCS~~ for Solicitation through IONWAVE e-Bidding Platform	§200.320(b)(1) Sealed Bids and Proposals; §200.324 LEA is required to conduct cost or price analysis on all procurements.	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform Purchasing Methods Options: RFQ – Proposals/Quotes from Coops RFP – An Advertised Solicitation Interlocal Contract Collaborate & Coordinate with Procurement Services to execute the Procurement process	BOARD APPROVAL REQUIRED for Purchases greater than \$250K
SOLE SOURCE PURCHASE	Required TEA approval. Contact the Grants, Department for TEA approval Request Form.		

OBTAINING QUOTES LESS THAN \$100,000 (Informal Process)

Purchases \$1 to \$99,999 aggregate	§44.031 Informal Procurement Method	INFORMAL PURCHASE End User May Obtain Quote 1 Quote Required From Approved Vendor with Fair & Reasonable Price	BOARD APPROVAL NOT REQUIRED
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- (Informal Process)
- Department may contact Vendor(s) to Obtain Price Quotes/Proposals
- Document all information Sent to the Vendor(s), and all Information and Documents Received from the Vendor(s)
- Issue vendor(s) written Bid Lines, Item Description(S), Specification, Scope
- If soliciting multiple vendors, give all the same documented information at the same time
- Documented Tabulation, Evaluation, Recommendation, Award, Contract, DSA, Requisition, Purchase Order

OBTAINING QUOTES, PROPOSALS

Between \$100,000 - \$250,00.00 in aggregate (Formal, Competitive)

Purchases \$100,000 to \$250,000 in aggregate Multiple quotes required unless Approved waiver by Procurement Services Contact Purchasing to discuss competitive requirements	TEC, §44.031 Formal Procurement 1. Competitive bidding 2. Competitive proposals 3. RFP 4. Interlocal contract 5. RFQ (Coop)	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform RFP Or RFQ (Coop) Required Requires Specifications, Formal Proposal Responses Evaluation & Scoring Contract (If Necessary) Board Approval (\$250K above)	BOARD APPROVAL NOT REQUIRED FOR PURCHASES LESS THAN \$250,000
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1. A Formal Procurement process is Required
2. Request for Quote/Proposals Required
3. RFQ or RFP issued through e-Bidding platform
4. Multiple Quotes/Proposals Required
5. Documented Tabulation, Evaluation, Recommendation, Award, Contract, DSA, Requisition, Purchase Order

PURCHASES AND CONTRACTS ABOVE \$250,00.00 (Single or in Aggregate) Formal

Purchases \$250,000 and above in the aggregate	TEC, §44.031 Formal Procurement 1. Competitive bidding 2. Competitive proposals 3. RFP 4. Interlocal contract 5. RFQ (Coop)	FORMAL PROCUREMENT Proposals to be Solicited by Procurement Services through IONWAVE e-Bidding Platform Requires Specifications, Formal Proposal Responses Evaluation & Scoring Contract (If Necessary) Board Approval (\$250K above)	BOARD APPROVAL REQUIRED FOR PURCHASES GREATER THAN \$250,000
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1. Formal Procurement process is Required
2. Request for Quote/Proposals Required
3. RFQ or RFP issued through e-Bidding platform
4. Multiple Quotes/Proposals Required
5. Documented Tabulation, Evaluation, Recommendation, Award, Contract, DSA,
6. Awarded/Approved via Board Agenda Approval

CONTRACTING INFORMATION (DEVELOPMENT, ROUTING & EXECUTION)

Procurement Services - Contract Information - All Documents

a. Procurement Services is the official repository of all Procurement & Contracting Files

b. Contract Administrator Guide

[Procurement Services - Contract Administrator's Guide 24-25.pdf - All Documents](#)

c. Step-by-Step Contracting Process

[Procurement Services - 3- Contract Process - Simplified v2.pdf - All Documents](#)

d. Contract Decision Tree Flowchart

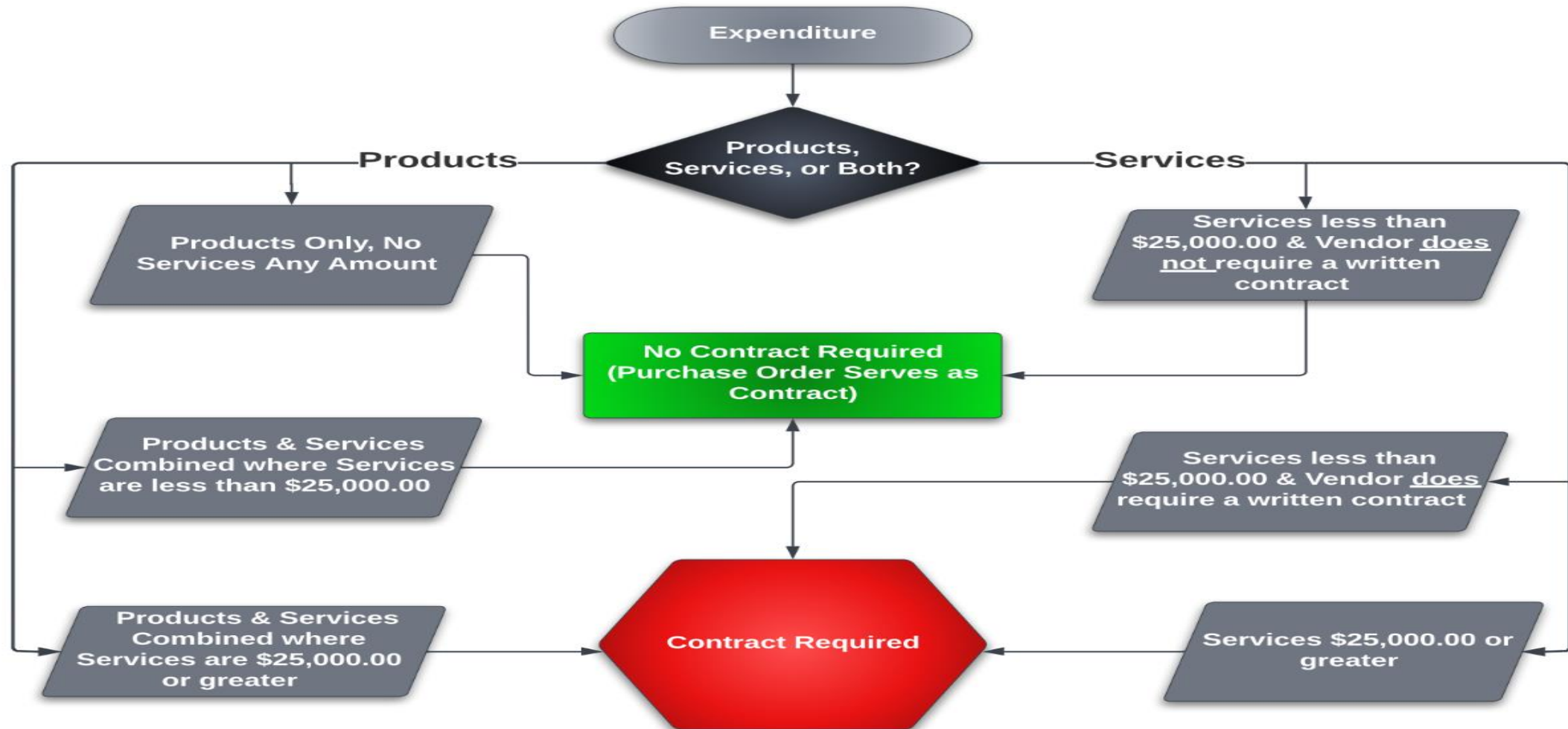
[Procurement Services - 1 Contract Decision Tree Guide.pdf - All Documents](#)

e. Contract Routing Form

[Procurement Services - 2 Contract Routing Form v1.pdf - All Documents](#)

Contracts Decision Tree Flowchart (Current)

Contract Decision Tree Flowchart



IS A CONTRACT NEEDED?

Per FWISD requirements for Contracting, Is Contract required?

[Procurement Services - 1 Contract Decision Tree Guide.pdf - All Documents](#)

Products & Services Combined where Services are \$25,000.00 or greater (CONTRACT REQUIRED)

Services less than \$25,000.00 & Vendor does require a written contract (COVER CONTRACT REQUIRED)

Products Only, No Services Any Amount (NO CONTRACT)

Products & Services Combined where Services are less than \$25,000.00 (NO CONTRACT)

(DATA SHARING AGREEMENTS)

- a. Needed when it become necessary for the District to share certain Data with Vendor. To perform these Services, the Vendor may receive, or create, and the District may provide documents or data that may be subject to federal statutes, including, the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. 1232g (34 CFR Part 99), Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6506, and Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h, as well as state student privacy laws, including Texas Education Code Chapter 32.

b. Data Sharing Agreement: Procurement Services - Data Sharing Agreement Templates - All Documents

Data Sharing Agreement Templates

Data Sharing End User Steps

Data Sharing Agreement Checklist

Executed Data Sharing Agreement

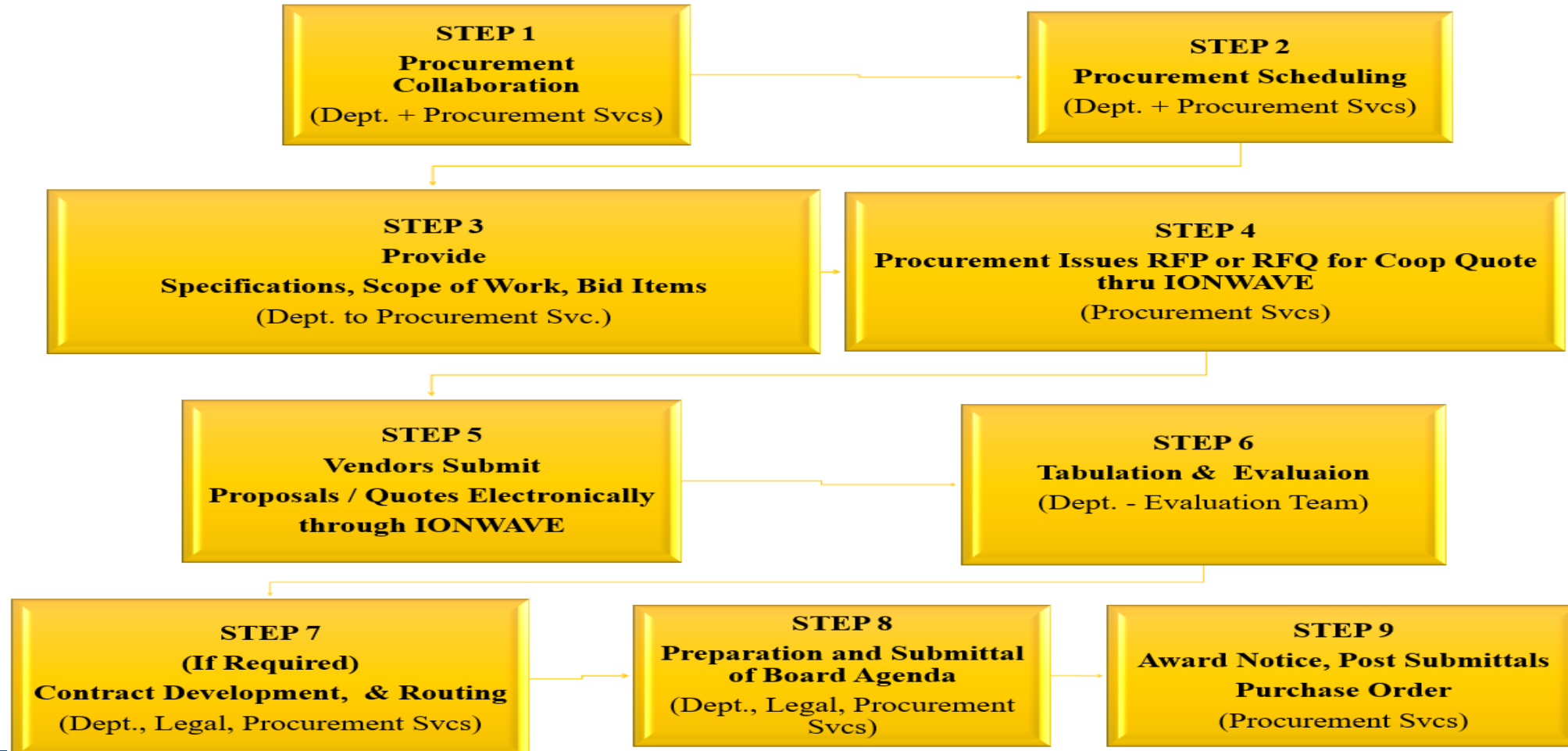
BOARD AGENDAS (PROCUREMENT ITEMS)

- a. In accordance with Board Policy CH (Local), any purchase order or contract that exceeds the sum of \$250,000 shall require Board approval before a purchase order is issued so that a transaction may take place.
- b. Procurement Services requests that you submit all procurement related agendas to the Executive Director (Mr. Pilgrim) for review at least a week in advance of uploading in Diligent.

BOARD APPROVAL REQUIRED

Purchases Over \$250,000

FORMAL PROCUREMENT PROCESS FOR PURCHASES & CONTRACTS \$250,000+ Requiring Board Agenda & Approval



BOARD AGENDAS (PROCUREMENT TITLES)

APPROVE THE AWARD FOR REQUEST FOR PROPOSAL (RFP) NO. _____ FOR THE PURCHASE OF (NAMED PRODUCT OR SERVICES). (*Used by Purchasing, in collaboration with the Department to award a new RFP).

APPROVE THE RENEWAL OF AWARD FOR REQUEST FOR PROPOSAL (RFP) NO. _____ FOR THE PURCHASE OF (NAMED PRODUCT OR SERVICES). (*Used to annually renew an existing RFP that has renewal options)

For New Contract Execution and Existing Contract Renewals

APPROVE THE PURCHASE OF (NAMED PRODUCT OR SERVICES). (*Used only after an RFP or Competitive Coop purchase has been prior approved by Procurement Services)

APPROVE THE PURCHASE AND EXECUTE A CONTRACT FOR (NAMED SERVICES). (*Used when the contract is ready for Board's approval)

APPROVE THE PURCHASE AND EXECUTE A CONTRACT FOR THE PURCHASE OF (NAMED PRODUCTS). (*Used when the contract is ready for Board's approval)

APPROVE RENEWAL OF CONTRACT FOR THE PURCHASE OF (NAMED PRODUCT OR SERVICES). (*Use when a contract already exists and we are just renewing for another year).

APPROVE THE PURCHASE OF AND DELEGATE AUTHORITY TO THE SUPERINTENDENT OR DESIGNEE TO NEGOTIATE AND EXECUTE A CONTRACT/AGREEMENT FOR THE PURCHASE OF (NAMED PRODUCT OR SERVICES). (*Used when contract is not ready for the Board's approval)

APPROVE AN AMENDMENT TO THE CONTRACT FOR (NAMED PRODUCT OR SERVICES).

For Interlocal Agreements & Memorandums of Understanding

APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN FORT WORTH ISD AND _____ FOR _____

APPROVE AN INTERLOCAL AGREEMENT BETWEEN FORT WORTH ISD AND _____ FOR _____

For the Operations Division

APPROVE THE ANNUAL AGGREGATE EXPENDITURE FOR THE PURCHASE OF (NAMED PRODUCT OR SERVICES) FOR THE 2026-2027 SCHOOL YEAR

TRAVEL MANAGEMENT

TRAVEL: [Travel - Fort Worth Independent School District](#)

STEP 1 - INDIVIDUAL TRAVEL REQUEST APPROVAL PROCESS

STEP 1A - STUDENT TRAVEL REQUEST APPROVAL PROCESS

STEP 2 – FRONTLINE - ENTERING YOUR TRAVEL REQUEST

STEP 3 - TRAVEL REQUEST REVIEW

STEP 4 - STATUS OF TRAVEL REQUEST APPROVAL OR NONAPPROVAL

STEP 5 - TRAVEL CARD FUNDING

STEP 6 - WHILE ON YOUR TRIP (RECEIPTS, ALL TRAVELERS (UNAUTHORIZED, UNALLOWABLE EXPENSES))

STEP 7 - STUDENT TRAVEL

STEP 8 - RETURNING FROM YOUR TRIP - EXPENSE RECONCILIATION OUTCOMES



STEP 1 - INDIVIDUAL TRAVEL TRAVEL REQUEST APPROVAL PROCESS

Enter one Travel Request in Frontline per person. (Include: quote for Lodging/Hotel, Registration, Mileage/Car Rental (if applicable) PO# and attach P0, Airfare Quote, Meals, Estimated Parking, Tolls, Taxi, Uber/Lyft, and (Attach ALL supporting Documents))



- STUDENT TRAVEL TRAVELSTEP 1A REQUEST APPROVAL PROCESS

Enter one Travel Request in Frontline per person, including Students and Coaching Staff. (Include: quote for Lodging/Hotel, Rooming List, (# of Rooms), Registration/Entry Fees (if applicable), Car Rental (if applicable) PO# and attach P0, Airfare Quote, Head Count for Meals, Estimated Parking, Tolls, Taxi, Uber/Lyft, and (Attach ALL supporting Documents))



STEP 2 ENTERING YOUR TRAVEL REQUEST

1. Ensure Budget Availability
Refer to Page #17 for List of Requirements
2. Monitor Workflow to ensure Approvals
3. Once Approved, will Route to Travel Team
4. Assigned to a Travel Specialist



STEP 3 TRAVEL TEAM REVIEW PROCESS

1. Verifies that all items in step #1 above are entered, accurate, and have supporting documents attached
2. Verifies the Request is Funded. Travel Requests cannot proceed without allocated Budget



STEP 4 - STATUS OF APPROVAL

Once all the details and expenses are verified, the Travel Request will be approved and a Notice will be e-mailed to the Traveler and Admin

The Travel Specialist will Fund the Card according to the Travel Request. Traveler and Admin. Will be notified when the Travel Card is Funded



STEP 4 - NONAPPROVAL

If the Request is not approved, you will receive an e-mail notifying of the additional information and documentation needed.

THE TRAVEL WILL BE PUT ON HOLD UNTIL THE REQUIRED ADDITIONAL INFORMATION IS RECEIVED



STEP 5 TRAVEL CARD FUNDING

Immediately after Approval, the Card will be partially funded to allow you to Purchase Airfare, Registration, and Hotel Deposits, if Applicable. (At this time, you will receive a detailed e-mail)

The Travel Specialist will load the remaining balance Five (5) Days prior to the Travel Date. (At this time, you will receive a detailed e-mail along with the Necessary Travel Documents)



STEP 6 WHILE ON YOUR TRIP:

Retain all Receipts related to All District Travel Card Transactions. No receipts for Tips or other personal transactions.

Do not add Travel Card information to your Apple Pay or Google Wallet, or any other third party payment method (If you do, the card will be tagged by the Bank as FRAUD and automatically locked for an unspecified amount of time)



STEP 7 - STUDENT TRAVEL

If traveling with Students, be sure to have the Student Meal Form completed, in real-time, as you are distributing funds to the students for meals.



STEP 7A - ALL TRAVELERS

Verify Folio for Erroneous Charges that were not on your Travel Request. The District will not pay for Hotel charges not on the Original Travel Request and the Traveler will owe for those fees.

Ensure that the Hotel is not charging State of Texas Taxes



STEP 8 RETURNING FROM TRIP

1. Create an Expense Report for each Traveler. Regardless if the Admin created and entered
2. Each Traveler **MUST** create their own Expense Report
3. All Receipts and Supporting Documentation Must be Uploaded.to the appropriate tab and the actual amount should be entered.



STEP 8A RETURNING FROM YOUR TRIP

4. If documents/receipts are missing, you will receive a Notice from the Travel Department giving a certain amount of time to submit. (Normally 72 hours).

**SUBMIT IN FRONTLINE
FOR APPROVAL**

TRAVEL CARD & CREDIT CARD MANAGEMENT

STEP 9

EXPENSE RECONCILIATION OUTCOMES

1. Traveler does not owe. Zero Balance owed to FWISD
2. FWISD owes a Refund to the Traveler
3. Traveler owes FWISD for various unallowable/unauthorized expenses.

IN THE END, YOU WANT TO MAKE SURE THAT THE PREAUTHORIZED EXPENSES ON YOUR TRAVEL REQUEST MATCHES YOUR ACTUAL EXPENSES

LASTLY:

EVERY EFFORT SHOULD BE MADE TO CLOSEOUT YOUR TRAVEL AS SOON AS POSSIBLE AFTER RETURNING FROM YOUR TRIP

FIVE (5) BUSINESS DAYS MAXIMUM

QUESTIONS

a. PROCUREMENT WEBSITE BROWSE

Fort Worth

INDEPENDENT SCHOOL DISTRICT