



HOW TO DO BUSINESS WITH NORTHWEST ISD

Northwest ISD Purchasing

The Purchasing Office is in the Financial Services Department within Northwest ISD and is responsible for the oversight and acquisition of goods, services, construction and professional services requested by the District's schools and departments. It operates within state and federal law, school board policies and sound business practices.

Business Hours and Contact Information

Vendors may visit the Purchasing Office from 8:00 AM to 5:00 PM, Monday through Friday. The Purchasing Office is located in the Northwest ISD Administration Building at:

Northwest ISD
Purchasing Department
2001 Texan Drive
Justin, TX 76247

Correspondence by mail should be sent to:

Northwest ISD
P.O. Box 77070
Fort Worth, TX 76177-0070

Feel free to contact the Purchasing Office to assist you and answer any questions. Vendors are encouraged to make an appointment.

Northwest ISD eBid System

Registration

Vendors wishing to do business with NISD are encouraged to register online using the NISD eBid system. Registering your firm allow the Purchasing Department to process and catalog information about your firm and the goods and services you are able to provide to NISD. Generally, vendors will then be notified when NISD requires those types of goods and services. There is no charge to register.

Notification of Opportunities

Registered vendors will automatically receive email notifications whenever Request for Bids, Proposals, Qualifications, or Quotations are issued by the district for goods and services they provide. Vendors can then access the solicitation through the system as well.

Online Bidding

Vendors' interest in responding to the solicitation and bidding can then submit a bid online by simply going online through the system and providing the required pricing and other information. The NISD Purchasing Department is eliminating paper bids.

Note: Registering your organization is only the beginning of successfully selling your products and services to the district.

All notifications of bid opportunities will be sent to the email address supplied by you. In the event of a change in your firm's email address, contact person, address, phone, etc. it is important to also change it online in the electronic purchasing system. Otherwise, your firm will never receive notifications and the opportunity for bid submittal may be lost. We also encourage you to include more than one company "user" when you register. This will ensure that at least one person in your firm receives notification.

Assistance

Questions on the system or help on using the system may be directed to the Purchasing Department at 817-215-0092. Answers to your questions are available during any day of the workweek.

Solicitations / Bids/ RFP

Northwest ISD utilized the following solicitation and purchase methods in order to provide the "best value" for the District: Requests for Proposals, Requests for Bids, Competitive Sealed Proposals, existing State and local contracts, Design Build contracts, contracts using a Construction Manager, and Job Order contracts for minor construction, repairs or alterations.

Education Purchasing Cooperative of North Texas (EPCNT)

Northwest ISD is a member of the organization of North Texas School Districts (ESC Regions 10 and 11). The purpose of EPCNT is to support and provide information and services to the purchasing departments within districts.

Cooperative Purchasing

Northwest ISD is members of many state and national purchasing cooperatives. A listing of the cooperatives is located on the department webpage. For more information on all of the cooperatives that Northwest ISD is a member, visit the Cooperatives section from the Purchasing Department web page.

Disclosure of Certain Relationships/ Conflicts of Interest

Effective January 1, 2006, a person or entity who contracts or seeks to contract with Northwest ISD for the sale or purchase of property, goods or services (as well as agents of such persons) are required to file a Conflict of Interest Questionnaire with the Purchasing Department. Each covered person or entity who seeks to or who contracts with Northwest ISD is responsible for complying with any applicable disclosure requirements. For more information visit the Conflict of Interest section from the Purchasing department web page.