

# Approved Vendor List



May 5, 2021

# AGENDA

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- What is an Approved Vendor
- Where To Find The Approved Vendor List
- Website Overview
- Searching the Approved Vendor List
- Who is the Category Specialist assigned to this vendor?

# What is an Approved Vendor

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An approved vendor is one that has met certain minimum criteria to do business with HISD.

- Vendor must be awarded for specific commodities through a solicitation process
- Vendor must be approved by the Board of Trustees
- Vendor must execute an approved HISD contract
- An SRM contract must be created in SAP

# Where To Find The Approved Vendor List

The screenshot shows the MyHISD SharePoint home page. At the top, there is a blue header with the SharePoint logo and a search bar. Below the header, there are navigation tabs: myHISD, Application Links, Collaboration Sites, Department Sites (highlighted with a red box and a red arrow), HoustonISD.org, Online File Shares, and Solution Center. The main content area features the myHISD logo, a 'GO TO HOUSTONISD.ORG' button, and several news and quick links sections. The 'EMPLOYEE NEWS' section lists various updates. The 'EMPLOYEE QUICK LINKS' section includes icons for Check Email, Log on to the HUB, One Source, OnTrack, HISD Connect, PowerTeacher Pro, Benefits, and Academic Service Memos. The 'DIRECTORIES' section lists links like View department list, School Listings, and Campus Information List. The 'APPLICATIONS' section lists A4E Dashboards, Aesop, Appraisal & Incentive Management (AIM), and others. The 'FORMS' section lists Federal & State Compliance, Human Resources, and Office of the Controller.

**\*\*Note:** To get to the Approved Vendor List First navigate from the MyHISD web page. This link can be found at the very bottom of this page. Click the *Department Sites* tab to bring up the list of departments\*\*

<https://houstonisd.sharepoint.com/sites/myHISD/SitePages/Home.aspx>

# Where To Find The Approved Vendor List

**\*\*Note:** Once you click the Department sites tab, it will take you to a list of HISD's different Department sites. Scroll down to Purchasing Services and click here to go to the Purchasing Department site\*\*



Fleet Operations	713-556-1434	FleetOps@houstonisd.org	Alishia Jolivet	Business Operations
Facilities, Maintenance, and Operations (FMO)	713-220-5018	FacilitiesServices@houstonisd.org	Alishia Jolivet	Business Operations
Multilingual Programs	713-556-6961	Multilingual@houstonisd.org	Yolanda Rodriguez	Academic Services
Nutrition Services	713-491-5700	NSResponseLine@houstonisd.org	Eugene Salazar	Business Operations
Office of Leadership and Teacher Development	713-742-4920	OSL_AppraisalSystems@houstonisd.org	Yolanda Rodriguez	Talent Development and Performance
<b>Purchasing Services</b>	713-556-6515	PurchasingServices@houstonisd.org	Glenn Reed	Finance and Business Services
Police Department	713-842-3715	HISDPD@houstonisd.org	Pedro Lopez	Police Department
Research and Accountability	713-556-6700	Research@houstonisd.org	Yolanda Rodriguez	Academic Services
Risk Management	713-556-9225	RiskManagement@houstonisd.org	Glenn Reed	Finance and Business Services
Social & Emotional Learning	713-967-5235	HISDSEL@houstonisd.org	Richard A. Cruz	Strategy & Innovation
Special Education	713-556-7025	SpecialEducation@houstonisd.org	Yolanda Rodriguez	Academic Services
Student Support	713-556-6744		Richard A. Cruz	Strategy & Innovation

<https://houstonisd.sharepoint.com/sites/DEPTS/Wiki%20Page%20Library/HISD%20Department%20Sites%20Directory.aspx>

# Where To Find The Approved Vendor List

SharePoint Search this site

myHISD Employee Portal Application Links Collaboration Sites Department Sites Online File Shares Solution Center

**HISD** Purchasing Services

Home + New Page details Analytics

Edit

Purchasing Services consists of a team of professionals that acquire goods and services, manages the purchasing process, provides purchasing guidance, and ultimately supports HISD's mission and vision. The HISD Purchasing Services Department strives to control costs while ensuring the uninterrupted flow of products and services necessary to effectively and efficiently operate the district. Our goal is to acquire the right products and services, at the best value, delivered to the right location, on time, every time.

Approved Vendor List (AVL)

ProCard Authorization Form

ProCard & Travel Services

NIGP Crosswalk

eContracts

<https://houstonisd.sharepoint.com/sites/DEPTS/PDS>

# Website Overview



To search, you must use the drop-down located next to the field and select "Contains," then enter the criteria in the appropriate search field. Then click "Submit."

(Note: You may enter more than 1 criteria to narrow your search.)

Vendor Name	Contains	Office
Vendor #	Starts With	
	Contains	

**NOTICE:** All vendors must be selected under one of the procurement methods stipulated in Chapter 44, section 44.031 of the Texas Education Code and approved by the HISD Board of Education before HISD can begin using their goods and/or services. HISD requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited and a violation of state law. Any vendor who delivers services or goods to HISD without a proper contract is doing so entirely at their own risk. HISD does not pay for goods or services that were provided without the benefit of a properly executed procurement contract.

### QUESTIONS?

[Board Approved Vendor List Guide](#)

If you are unable to locate an approved vendor on this list, please contact Purchasing Services

Houston Independent School District  
Purchasing Services  
4400 W. 18th Street  
Houston, TX 77092

Hours: 8:00 A.M. - 5:00 P.M.  
Telephone: 713-556-6515

Send Invoices to:  
[HISD\\_VendorInvoicess@houstonisd.org](mailto:HISD_VendorInvoicess@houstonisd.org)



### APPROVED VENDOR LIST PUBLISHED ON: 04-29-2021

Vendor Name	Starts With	
Vendor #	Starts With	
NIGP Code	All	
NIGP Description	Starts With	
Project Number	Starts With	
Project Description	Starts With	
<input type="button" value="Submit"/>		

# Searching The Approved Vendor List

- A vendor can be searched by:
  - Vendor Name, Vendor Number, NIGP Code, NIGP Description, Project Number & Project Description
- Changing the search engine to “Contains” in any of the search fields dramatically increases the success of the search

Vendor Name	Starts With ▼	<input type="text"/>
Vendor #	Starts With ▼	<input type="text"/>
NIGP Code	All ▼	
NIGP Description	Starts With ▼	<input type="text"/>
Project Number	Starts With ▼	<input type="text"/>
Project Description	Starts With ▼	<input type="text"/>
<input type="submit" value="Submit"/>		

# Searching The Approved Vendor List

Searching Vendor Name Contains “Office” yields the below results

Search Again



Vendor #	Vendor Name	Project Description	NIGP Code	NIGP Description	Expiration Date	
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	195-68	TIME CLOCKS RECORDERS ACC PARTS	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	206-86	SCANNER READER OCR BAR CODE REMITTANCE SCANNER PROCESSORS	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	425-53	LOCKERS STORAGE COATS HATS BAGGAGE FOOT	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	425-74	SAFES SAFE FILES VAULTS NIGHT DEPOSITORY BOXES PARTS ACC	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	600	OFFICE MACHINES EQUIPMENT ACC	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	600-17	CALCULATORS ELECTRONIC DISPLAY TYPE NON-PROGRAMMABLE	01/17/2022	▼ EXPAND
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	600-61	FAX MACHINES PARTS SUPP	01/17/2022	▼ EXPAND

# Searching The Approved Vendor List

Clicking “Expand” to the right of the vendor reveals vendor and commodity specific information

Vendor #	Vendor Name	Project Description	NIGP Code	NIGP Description	Expiration Date	
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	195-68	TIME CLOCKS RECORDERS ACC PARTS	01/17/2022	▼ EXPAND
<p><b>OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION</b>            HISDPO@OFFICEDEPOT.COM            +1 (713) 996-3557</p> <p><b>Vendor Number:</b> 30007  <b>NIGP Code:</b> 195-68</p> <p><b>NIGP Description:</b> TIME CLOCKS RECORDERS ACC PARTS  <b>Project Description:</b> 19-10-14 OFFICE SUPPLIES &amp; RELATED ITEMS</p> <p><b>Board Approval Date:</b> 02/04/2019</p> <p><b>Category Specialist:</b>            MICHELLE CHEVALIER            MCHEVALI@HOUSTONISD.ORG            713-556-6515</p> <p><b>Project Summary:</b></p>						

# Who is the Category Specialist assigned to this vendor?

Vendor #	Vendor Name	Project Description	NIGP Code	NIGP Description	Expiration Date	
30007	OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION	19-10-14 OFFICE SUPPLIES & RELATED ITEMS	195-68	TIME CLOCKS RECORDERS ACC PARTS	01/17/2022	▼ EXPAND
<b>OFFICE DEPOT #45538520 DBA:BUSINESS SERVICES DIVISION</b> HISDPO@OFFICEDEPOT.COM +1 (713) 996-3557						
Vendor Number: 30007 NIGP Code: 195-68			Project Summary:			
NIGP Description: TIME CLOCKS RECORDERS ACC PARTS Project Description: 19-10-14 OFFICE SUPPLIES & RELATED ITEMS						
Board Approval Date: 02/04/2019						
<b>Category Specialist:</b> MICHELLE CHEVALIER MCHEVALI@HOUSTONISD.ORG 713-556-6515						

**Thank you**

