

# How to Do Business with Houston ISD

Contact us at:

Email: [PurchasingServices@houstonisd.org](mailto:PurchasingServices@houstonisd.org)

Phone: 713-556-6515



# Purchasing Services Overview

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The mission of the HISD Purchasing Services Department is to ensure the uninterrupted flow of goods and services needed to operate the district in an efficient and cost-effective manner to achieve its primary goal of increasing student achievement.

# Prospective Vendors

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Houston Independent School District is transitioning to electronic bidding. To register as a prospective supplier and use HISD's bidding portal, register at **<https://houstonisd.ionwave.net/Login.aspx>**

All existing and prospective vendors interested in responding to a solicitation must register on the District's E-Bidding platform.

If you have any questions regarding the registration process, click on the following tutorial link: **<https://vimeo.com/376008122/0408299df9>**

**PLEASE NOTE:** Registration on the E-Bidding platform does not make you an approved vendor. Registration provides the district with contact information to enable us to email suppliers when a new bid is opened for the products and/or services that they offer.

# Prospective Vendors

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Register at the following link:

<https://houstonisd.ionwave.net/login.aspx>

- Provide company contact information
- Identify all goods and services your company provides
- Receive courtesy emails for solicitations that the district announces related to your product categories


# Prospective Vendors

- Continually update company information in the database
- Supply a generic (monitored) company email instead of a specific employee email.
- Select all product categories that apply to your company.



# Registering as an HISD Vendor

https://houstonisd.ionwave.net/Login.aspx



## Welcome to Houston ISD Purchasing Services

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.

Please take the time to examine our site and feel free to contact us if you have any questions or need additional information.


### Login

User Name


Password

Login


Trouble Logging In?




Supplier Registration



Houston ISD Purchasing Services



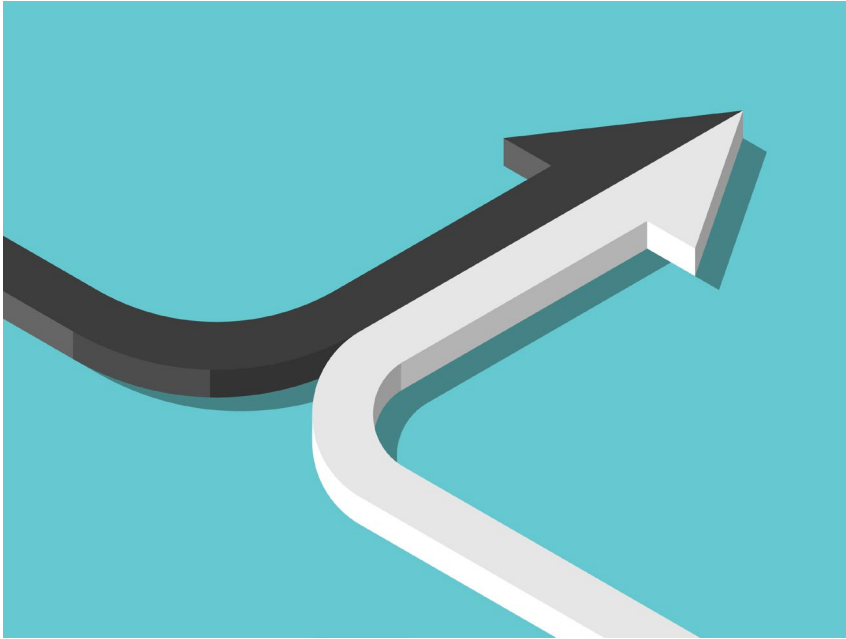
Current Bids



Supplier Registration Tutorial Video

# HISD Commitment to Vendors

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- Houston ISD uses a formal procurement process to be fair, transparent, and inclusive.
- Our goal is to select vendors that bring the best value to HISD, and those most qualified to help us achieve the District's vision, goals, and objectives.

Houston ISD follows Texas Educational Code under Chapter 44, section 44.031, Chapter 2269, and Chapter 2254, and District Policies (CH (Local) & CH(Legal), and Procedures.



# HISD Purchasing Methods – TEC

## Chapter 44, section 44.031

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All school district contracts for the purchase of goods and services, valued at \$50,000 or more in the aggregate for each 12-month period, shall be made by one of the following methods that provides the best value for the district:

- (1) competitive bidding for services other than construction services
- (2) competitive sealed proposals for services other than construction services
- (3) a request for proposals, for services other than construction services
- (4) an interlocal contract





# HISD Purchasing Methods – TEC

## Chapter 44, section 44.031

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In determining to whom to award a contract, the district shall consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;
- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the district to acquire the vendor's goods or services;
- (8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state; and
- (9) any other relevant factor specifically listed in the request for bids or proposals.

# Bids and Proposals

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- All expenditures (district-wide) must be competitively bid by the Purchasing Services Department.
- Competitive bids are generally solicited either by means of a Request for Proposal (RFP), or a competitive sealed bid (or proposal).
- While RFPs may result in additional negotiations before a contract award takes place, all bids/proposals must be prepared with utmost care, providing the bidder's best offer.
- Contracts awarded as a result of an erroneous offer may result in serious financial loss or other hardship for the bidder.
- Vendors are encouraged to pay close attention to the district's requirements and the intent for which a contract is awarded. All proposal requirements must be met. Only cited goods or services may be contracted for.

# Bids and Proposals

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Current solicitations are announced:

- in local newspapers of mass-distribution for two consecutive weeks;
- on the district's Purchasing Services website; and
- via email if the vendor has registered for the specified product category.



# HISD Solicitation Process

Current solicitations can be found at <https://www.houstonisd.org/Page/179249>



[Home](#) > [Directory](#) > [Purchasing Services](#) > [Solicitations / Bids](#)

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**[Solicitations / Bids](#)**

## SOLICITATIONS / BIDS

Below you will find current bid proposals for Houston I.S.D. Click on the proposal name to get more information and to download relevant supporting documents. Final proposals should be sent to:

Board of Education  
Houston Independent School District  
Hattie Mae White Educational Support Center  
4400 West 18th Street, Board Services Level 1 Center  
Houston, TX 77092-8501

Thank you for doing business with Houston I.S.D.

**\*IF YOU REVIEW OR DOWNLOAD ANY PROJECT YOU ARE NOW ON THE CODE OF SILENCE UNDER CAA LOCAL.\***

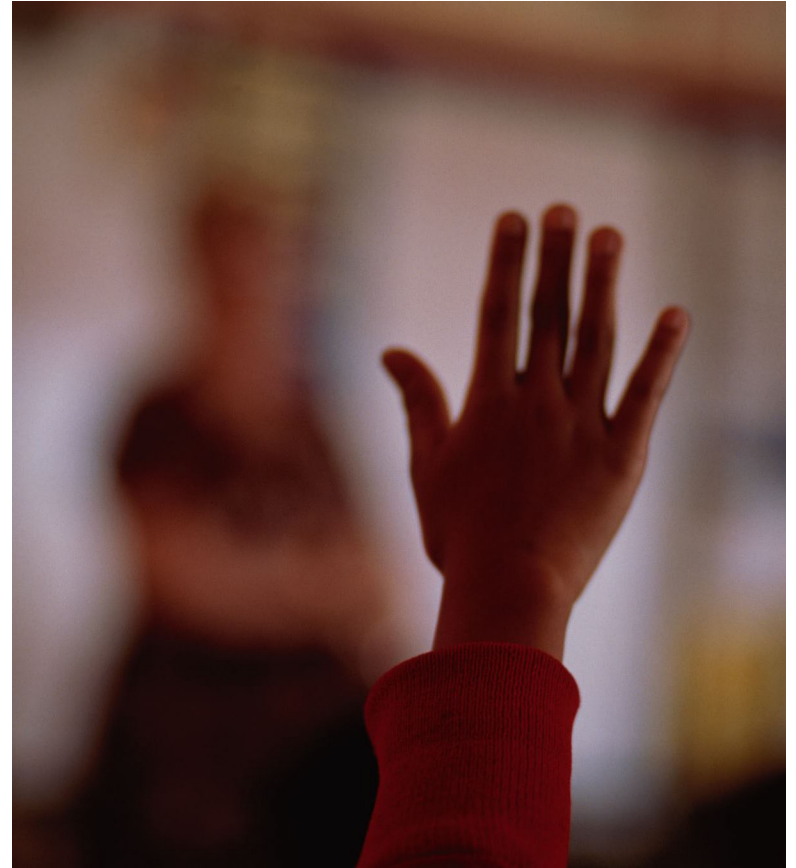
# Pre-Proposal Conference

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The pre-proposal conference is held to share specifics of the solicitation and answer any questions that potential suppliers have.

The pre-proposal conference is moderated by the Category Specialist/Manager and admittance for individuals arriving late is at their discretion. Questions discussed before late arrivals will not be revisited.

Individuals attending the pre-proposal conference will be required to sign an attendance roster. Each person will be asked to supply their name, company name, email address, and phone number. The attendance roster will be posted as an addendum on the District's website along with the solicitation and other related documents.



# Proposal Submissions

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Vendors must pay specific attention to the proposal instructions, including the following:

- Vendors must provide a scope of services and how those meet the District's needs as outlined in the solicitation.
- Pricing must be competitive and include all costs for materials, labor, overhead, packaging, and delivery.
- Vendors must include all the conditions of purchase, delivery due date, and payment terms and conditions.
- If a firm wants to change or withdraw a bid, it must send a letter to this effect to the Category Specialist/Manager leading that solicitation prior to the time set for the bid opening.



# Minority and Women-Owned Business Enterprise

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- In order to advocate fair and equitable opportunities for the participation of Minority and Women-Owned Business Enterprises (M/WBE), HISD is committed to providing opportunities in the areas of purchasing, professional services, and construction.
- HISD defines an M/WBE firm as a business enterprise that is at least **51% owned** by one of the following socially/economically disadvantaged groups: African-American, Hispanic-American, Asian-American, Native-American, or Women.
- When submitting a proposal, a supplier shall report their M/WBE participation goal as a percent of the total compensation. This information shall be identified per firm, discipline, and participation

# Minority and Women-Owned Business Enterprise

Information about MWBE can be found at <https://www.houstonisd.org/Page/33109>

## HISD

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## BUSINESS ASSISTANCE

[Supplier Diversity](#) ^[Staff Directory](#)**[Minority and Women-Owned Business Enterprise \(M/WBE\)](#)**[HISD Compliance Management System](#)[Interagency Mentor Protégé Program](#)[Business Links](#)[Forms & Documents](#)[Risk Management](#) v[Logistics](#) v

## M/WBE PROGRAM FAQS

### What is the M/WBE program?

In order to advocate fair and equitable opportunities for the participation of Minority and Women-Owned Business Enterprises, HISD is committed to providing opportunities in the areas of purchasing, professional services, and construction. We define an M/WBE firm as a business enterprise that is at least 51% owned by one of the following socially/economically disadvantaged groups – African-American, Hispanic-American, Asian-American, Native-American, or Women. HISD accepts certification as an M/WBE firm from the following agencies: **City of Houston**, the **Houston Minority Supplier Development Council**, and/or the **Women's Business Enterprise Alliance**.

### Do you offer workshops related to the M/WBE program?

We offer workshops on the first Wednesday of each month from 3:00 PM to 5:00 PM. If the first Wednesday should fall on a scheduled holiday, the workshop will move to the next Wednesday of that month. Please call our office at (713) 556-7273 for the scheduled dates and topics for these events.

# Insurance Requirements

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The Supplier must carry insurance with responsible carriers acceptable to HISD, rated A- or better by A.M. Best, with minimum limits of liability coverage against claims for damages caused by bodily injury, including death, to employees and third parties, and claims for property damage.

**Workers' Compensation Statutory and Employer's Liability** - \$100,000 per accident

**Automobile Liability: Bodily Injury & Property Damage** - \$1,000,000 Combined Single Limit for all owned, non-owned, and hired vehicles.

**Commercial General Liability** - \$1,000,000 per occurrence

**Professional Liability** (errors and omissions) may be required at the discretion of the Category Specialist/Manager.

# Other Requirements

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- Incomplete submissions will not be considered for review.
- Timelines set by the District will be strictly enforced.
- Under no circumstances will late proposals be accepted.

# Purchasing Services – Terms and Conditions

More information can be found at <https://www.houstonisd.org/Page/179163>

**HISD**



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## PURCHASING SERVICES - TERMS & CONDITIONS



HOUSTON INDEPENDENT SCHOOL DISTRICT

PART I

GENERAL TERMS AND CONDITIONS DOCUMENT

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Revised 5.22.19

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# Code of Silence

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The HISD Board has adopted a “Code of Silence” policy to enforce its commitment to ethical contracting standards and improve accountability and public confidence.

The “Code of Silence” shall mean a prohibition on any communication regarding any solicitation, bid, or other competitive solicitation between:

1. Any person who seeks an award from the District or its affiliated entities, including a potential supplier or supplier's representative, and
2. Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process.

The “Code of Silence” time period shall begin when the solicitation is issued and ends upon the execution of the contract.





# Code of Silence

# HISD

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## CODE OF SILENCE

The Board of Education (Board) has adopted a “Code of Silence” policy Board Policy CA(LOCAL)) and a “Conflict of Interest Disclosures” Board Policy BBFA(LOCAL) to enforce its commitment to ethical contracting standards and improve accountability and public confidence. It is important to avoid both the appearance of conflicts and actual conflicts of interest. The “Code of Silence” shall mean a prohibition on any communication regarding any solicitation, bid, or other competitive solicitation between:

- A. Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the HISD Foundation and the HISD Public Facility Corporation), including a potential Vendor or Vendor’s representative, and
- B. Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process.

The “Code of Silence” time period shall begin when the solicitation is issued and ends upon the execution of the contract. During the “Code of Silence”, campaign contributions, gifts, donations, loans, and any other items of value are prohibited between these parties, including candidates who have filed for election to the to the Board.



**IF YOU REVIEW OR DOWNLOAD  
ANY PROJECTS, YOU ARE NOW  
ON THE CODE OF SILENCE  
UNDER CAA LOCAL \*\* UPDATED  
ON THURSDAYS \*\***



[Projects Under Code of Silence](#)

# Addressing Bidder Inquiries

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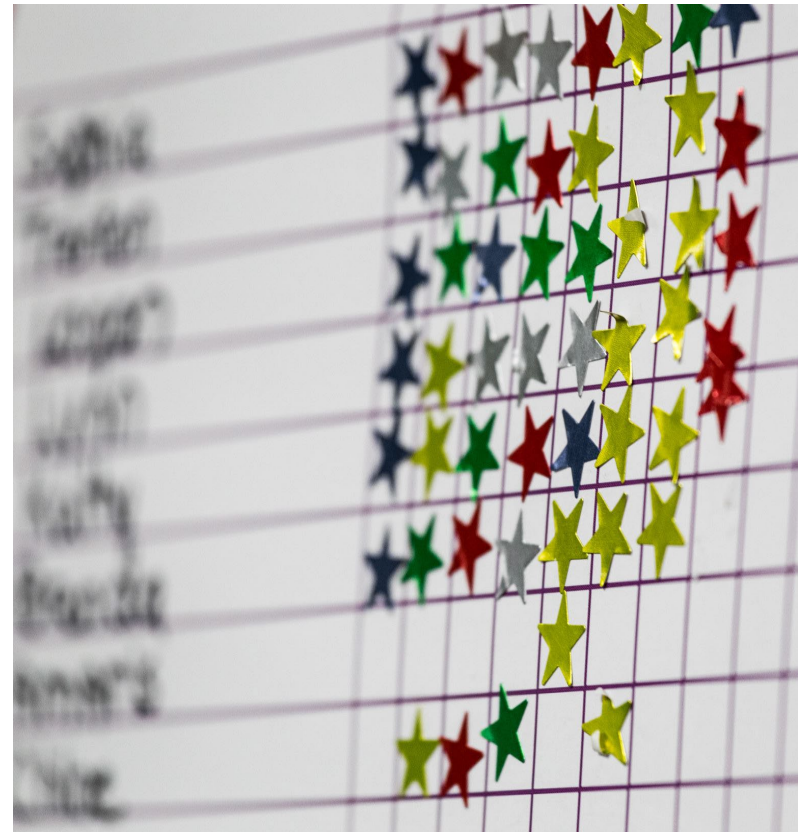
## What if I have a question?

- Questions regarding the solicitation must be sent to the Category Specialist/Manager via email.
- Questions cannot be addressed by other District personnel.
- Questions submitted prior to the pre-proposal conference will be answered in the addendum which is uploaded and posted to the Solicitations website.

# How will I know if I am selected?

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- Once all submissions are scored, a determination will be made as to how many applicants will receive awards.
- A list of awarded vendors will be presented to and approved by the Board at a regularly scheduled meeting.
- Once the list is approved, notifications will go out to vendors via email.



# Service Delivery

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- HISD requires all vendors to have an approved Purchasing instrument (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 Purchasing contract.

# Purchase Order Process

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In order for an approved vendor to provide materials or services under a specified project, a purchase order must be assigned.

The vendor must submit a quote for services to the department requesting the work, which includes the following:

- Description of services to be provided
- Cost of services to be provided as designated in the approved proposal
- Timeline for service delivery
- Timeline for billing for contracted services

# Purchase Order Process

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VENDOR PROVIDES  
QUOTE FOR SERVICES



HISD DEPARTMENT REP  
ENTERS SHOPPING  
CART FOR REQUESTED  
SERVICES



FUND APPROVERS  
REVIEW AND APPROVE  
SHOPPING CART



CATEGORY SPECIALIST  
REVIEWS AND  
APPROVES SHOPPING  
CART



PURCHASE ORDER  
NUMBER IS ASSIGNED



VENDOR RECEIVES  
EMAIL NOTIFICATION OF  
ASSIGNED PURCHASE  
ORDER



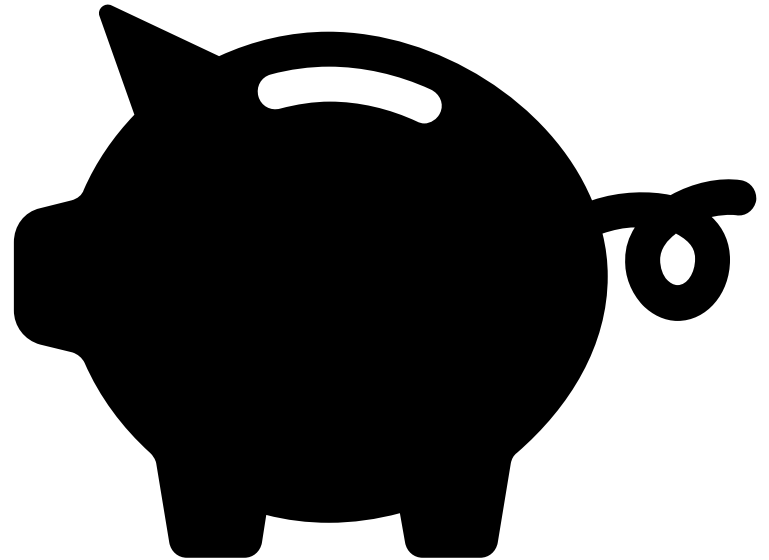
WORK CAN BEGIN



# Getting Paid

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- Once work has begun, the vendor can bill at intervals as designated in the purchase order.
- HISD payment terms are net 30 days, unless otherwise requested and pre-authorized.
- Checks are mailed to vendor address on file.



# HISD Purchasing Services Website

## HISD

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## PURCHASING SERVICES

Welcome to the Houston Independent School District (HISD) Purchasing Services website.

Houston Independent School District is transitioning to electronic bidding. To register as a prospective supplier and use our bidding portal, register at <https://houstonisd.ionwave.net/Login.aspx>

All existing and prospective vendors interested in responding to a solicitation / Bid must register on our E-Bidding platform, Ion Wave. Once registered, you will be notified via email when a solicitation is issued relating to the product or service commodities selected during the registration process. If you have any questions regarding the registration process, click on the following tutorial link: <https://vimeo.com/376008122/0408299df9>

**PLEASE NOTE** that this registration does not make you an approved vendor. Your registration only gives us information to email you when a new bid is open for the products and/or services you offer.

[Prior To Procuring Goods or Services For Your Department/Campus](#)

**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

Houston Independent School District  
**Electronic Bidding  
System**

[Click here to register to receive bid notifications](#)

Houston Independent School District  
Purchasing Services  
4400 W. 18th Street  
Houston, TX 77092  
[Map & Directions](#)

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

Send Invoices To:  
[HISD\\_VendorInvoices@houstonisd.org](mailto:HISD_VendorInvoices@houstonisd.org)

# Contact Information

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## **Alexis Licata**

Officer, Business Logistics & Purchasing  
[tlicata@houstonisd.org](mailto:tlicata@houstonisd.org)

## **Enrique Kladis**

General Manager, Purchasing  
[Juan.Kladis@houstonisd.org](mailto:Juan.Kladis@houstonisd.org)

## **Purchasing Services**

Houston Independent School District  
4400 W. 18th Street  
Houston, TX 77092  
713-556-6515  
[PurchasingServices@houstonisd.org](mailto:PurchasingServices@houstonisd.org)

**Hours:** 8:00 a.m. - 5:00 p.m.

## **Send Invoices To:**

[HISD\\_VendorInvoices@houstonisd.org](mailto:HISD_VendorInvoices@houstonisd.org)



**Thank you for assisting  
Houston ISD in preparing  
Houston's future leaders.**

