

HOW TO RESPOND

EAGLE MOUNTAIN SAGINAW ISD
Fostering a Culture of Excellence

Welcome to EMS ISD eBidding system!

We extend a warm welcome to those wishing to do business with the Eagle Mountain Saginaw Independent School District. It is our goal to make our relationship friendly and mutually rewarding. Our principal objective is to acquire goods and services at a fair and reasonable price. We are constantly seeking new sources and welcome your participation!

Login

User Name

Password

Login

Supplier Registration

Trouble Logging In?

Current Bids

Closed Bids

Awarded Bids

Non Awarded Bids

Active Contracts

Eagle Mountain-Saginaw Independent School District Purchasing



**EAGLE MOUNTAIN
SAGINAW ISD**
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Non Awarded Bids



Active Contracts



Eagle Mountain-Saginaw Independent School
District Purchasing

1. Go to <https://emsisd.ionwave.net>
2. This website will appear, choose **“SUPPLIER REGISTRATION”**

1. Complete each tab until registration is complete.
2. Please note a Company Description must be added. Please state all services you provide. We must also have a Tax ID or SSN stated. If entering a SSN, please select OTHER to enter.

EAGLE MOUNTAIN SAGINAW ISD
Sustaining a Culture of Excellence

Preliminary Info | Terms | **Company Info** | Addresses | Other Info | Commodity Codes | Classifications | Review | Complete

Company Information

[Save and Next](#)

Company Information

* Trade Name (dba)

Legal Name (if different)

* Organization Type

Formation Date

Tax ID Number FEIN SSN/ITI Other

DUNS

Website

Company Description

Keywords *Use comma or [Enter] to separate keywords*

Company Address

* Address 1

Address 2

Address 3

* City

* State/Province

* Zip/Postal

User Information

* User Name / Login

* Password ⓘ

* Verify Password

Prefix

* First Name

* Last Name

Title

* Email

* Verify Email

Office Phone Ext: International

Mobile Phone International

* Time Zone

1. With your newly created credentials log into the system to access all MACs (Multiple Award Contracts).

The screenshot displays the homepage of the Eagle Mountain Saginaw ISD eBidding system. At the top left is the school district's logo, featuring a shield with a flame and the text "EAGLE MOUNTAIN SAGINAW ISD" and "Fostering a Culture of Excellence". Below the logo is a "Welcome to EMS ISD eBidding system!" message, followed by a paragraph of text: "We extend a warm welcome to those wishing to do business with the Eagle Mountain Saginaw Independent School District. It is our goal to make our relationship friendly and mutually rewarding. Our principal objective is to acquire goods and services at a fair and reasonable price. We are constantly seeking new sources and welcome your participation!".

In the center, there is a "Login" form with fields for "User Name" and "Password", a blue "Login" button, and a green "Trouble Logging In?" link. To the right of the login form is a blue box with a white user icon and a plus sign, and a white "Supplier Registration" button.

At the bottom, there are six white buttons with blue icons and text: "Current Bids" (document icon), "Closed Bids" (checkered flag icon), "Awarded Bids" (trophy icon), "Non Awarded Bids" (trophy with an 'X' icon), "Active Contracts" (document with signature icon), and "Eagle Mountain-Saginaw Independent School District Purchasing" (www icon with a mouse cursor).

1. Once you are logged into the system select Bid Events on the top tool bar



IONWAVE Home Bid Events Admin

Alerts Up-to-date

5 My Bid Invitations
View >

Quick Links

- My Profile
- Company Profile
- Help
- Commodity Codes

Support Contact

For support, please contact the agency responsible for the solicitation.

EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

Welcome to the EMS ISD supplier portal!

This dashboard provides you with helpful alerts related to your activity on the system, including bid events closing soon and a list of opportunities you have been invited to. Simply click on the alert box to be taken to the appropriate area of the supplier portal. You can utilize the menu at the top to access all system functionality, including managing your supplier profile under 'Admin'.

Helpful hints:

- Periodically review your Company Profile to ensure the information is accurate. Your Commodity Code selections will help determine the bid invitations you receive.
- Add additional user accounts or utilize a generic/shared email address on your user account to ensure your company receives notifications.
- Submit your bid early! Submitting early gives you time to correct mistakes in your response or to deal with Internet/computer problems.
- Whitelist the @customer.ionwave.net email domain to ensure you receive email from our system.

1. This screen will show every MAC EMS-ISD has available.
2. You will select the MAC that best fits your services

IONWAVE Home Bid Events Admin EMSP

Available Bids Closed Bids My Responses My Awards

My Invitations

Bid Number	Organization	Title	Type	Issue Date	Close Date ▲	Time Left	Bid Status	Response Status
2021-001-2025 Addendum 1	EM-S ISD	Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering	MARFP	8/3/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	No Response
2021-002-2025 Addendum 1	EM-S ISD	Maintenance, Operations and Transportation Supplies, Parts, Equipment and Related Services	MARFP	8/14/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	Not Submitted
2021-003-2025 Addendum 2	EM-S ISD	Technology, Network, and Data Management Accessories, Parts, Equipment, and Related Equipment Services	MARFP	8/28/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	No Response
2021-004-2025 Addendum 1	EM-S ISD	Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services	MARFP	8/28/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	No Response
2021-010-2026 Addendum 1	EM-S ISD	Student Instructional & Therapy Contracted Services	MARFP	5/24/2021	5/31/2022 02:00 PM (CT)	307 Days	Issued	Not Submitted

Other Bid Opportunities

Bid Number	Organization	Title	Type	Issue Date	Close Date ▲	Time Left	Bid Status	Response Status
1920-008-2025-A Addendum 1	EM-S ISD	Athletic, P.E. and Co-Curricular Supplies, Equipment, Uniforms, and Related Equipment Services	MARFP	6/1/2021	5/31/2022 02:00 PM (CT)	307 Days	Issued	No Response
1920-010-2025-A Addendum 1	EM-S ISD	First Aid, Medical, Sports Training Supplies, Equipment, and Related Equipment Services	MARFP	6/1/2021	5/31/2022 02:00 PM (CT)	307 Days	Issued	No Response
1920-011-2025-A Addendum 1	EM-S ISD	Instructional & Classroom materials, supplies, equipment, and related equipment services	MARFP	7/1/2021	6/30/2022 02:00 PM (CT)	337 Days	Issued	No Response
1920-012-2025-A Addendum 1	EM-S ISD	Administrative & Academic Contracted Services	MARFP	7/1/2021	6/30/2022 02:00 PM (CT)	337 Days	Issued	Not Submitted
2021-013-2026	EM-S ISD	Fine Arts Instruction Contracted Services	MARFP	7/22/2021	7/31/2022 02:00 PM (CT)	368 Days	Issued	No Response

1. The following tabs will be present when viewing a MAC.
2. This is where your response will occur. Select and complete each tab to submit your response.

IONWAVE Home Bid Events Admin

Edit Bid Response - 1920-012-2025-A Addendum 1

Return No Bid Documents Response History Bid History Error Check Response

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)

Close Date & Time 6/30/2022 02:00:00 PM (CT)

Time Left 279 days 23 hours 25 minutes 54 seconds

Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details Questions Activities Attachments Attributes Line Items Response Attachments Response Submission

Bid Information		Bid Contact Information	
Bid Type	MARFP	Workgroup	EM-S ISD
Issue Date & Time	7/1/2021 02:01:01 PM (CT)	Contact Name	Vanessa Martinez Purchasing Specialist
Close Date & Time	6/30/2022 02:00:00 PM (CT)	Address	1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA
Bid Status	Issued	Contact Phone	1 (817) 847-2981
Question Cutoff Date	6/30/2022 02:00:00 PM (CT)	Contact Email	vmartinez@ems-isd.net
Bid Notes	<p>This is a supplemental Multiple Award RFP for Administrative & Academic Contracted Services.</p> <p>Vendors awarded on the original RFP 1920-012-2025 do not have to respond unless they need to update/change the terms or price of their original proposal.</p> <hr/> <p>This is a MULTIPLE AWARD RFP for ADMINISTRATIVE & ACADEMIC CONTRACTED SERVICES.</p> <p>Administrative & Academic Contracted Services are the services of an expert, either an individual or company, who renders services to the District on a short or infrequent term, on a fee or per diem basis, and does not involve the traditional relationship of employer and employee. These vendor services can provide administrative, academic, and/or technical expertise not otherwise available to or performed by District personnel.</p> <hr/> <p>THIS SOLICITATION DOES NOT COVER PROFESSIONAL SERVICES AS DEFINED BY TEXAS EDUCATION CODE SECTION §44.031(f) and TEXAS GOVERNMENT CODE SECTION §2254.</p> <hr/> <p>TERM OF CONTRACT: July 1, 2021 through June 30, 2022 with an option to renew annually for a period of three years.</p> <p>AWARDS: Awards will be made to multiple vendors on an incremental basis during the solicitation offering period. Vendors are encouraged to submit responses as soon as possible. As proposal responses are received on a periodic</p>		

Attachments Tab:

1. Select Download All and read/complete each document.

IONWAVE Home Bid Events Admin

Edit Bid Response - 1920-012-2025-A Addendum 1

Return No Bid Documents Response History Bid History Error Check Response

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Bid Number	1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)
Close Date & Time	6/30/2022 02:00:00 PM (CT)
Time Left	279 days 23 hours 23 minutes 52 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Questions Activities Attachments Attributes Line Items Response Attachments Response Submission

Bid Attachments

#	Download All	File Name	Description
1	Download	Electronic Submission Instructions 2016.pdf (72 KB)	Electronic Submission Instructions
2	Download	ADMINISTRATIVE ACADEMIC CONTRACTED SERVICES.pdf (557 KB)	SPECIAL TERMS, CONDITIONS, AND SPECIFICATIONS
3	Download	EM-S ISD STANDARD TERMS AND CONDITIONS Rev 20 Jan 20.pdf (520 KB)	EMS ISD STANDARD TERMS AND CONDITIONS
4	Download	Vendor Data Form 7.15.19.pdf (20 KB)	Vendor Data Form
5	Download	W-9 Jan 2019.pdf (129 KB)	W-9 Form - January 2019
6	Download	CIQ - 11.30.15 (2).pdf (24 KB)	Conflict of Interest Questionnaire
7	Download	Disclosure of Lobbying Activities.pdf (382 KB)	Disclosure of Lobbying Activities

Items 1-7 shown of 8

Attributes Tab:

1. Complete each attribute under this tab.
2. Be sure to complete each page.

NOTE:

Attributes:

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the left of the required field.
- A required attribute must be answered in order to submit the response.
- Click **'Save'** (to save your responses)
- Click **'Error Check'** (to determine if you have missed any required responses)

Edit Bid Response - 1920-012-2025-A Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number 1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)

Close Date & Time 6/30/2022 02:00:00 PM (CT)

Time Left 279 days 23 hours 22 minutes 18 seconds

Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

[Event Details](#) [Questions](#) [Activities](#) [Attachments](#) [Attributes](#) [Line Items](#) [Response Attachments](#) [Response Submission](#)


Bid Attributes


[Save](#) [Save & Next](#) [Error Check](#) Response Total: \$0.00

Attributes 1 - 30 shown of 78 • Page 1 of 3 shown 1 2 3 ▶▶

#	Attribute
1	MUST ATTACH MAKE SURE TO UPLOAD ALL REQUIRED DOCUMENTS AND FORMS TO THE "RESPONSE ATTACHMENTS" TAB.
2	Introduction THERE ARE 78 ATTRIBUTES (including this one) ASSOCIATED WITH THIS PROPOSAL. SOME ARE NOTES AND REQUIRE NO RESPONSE, BUT MOST HAVE A REQUIRED RESPONSE. ***Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes.***
3	Attributes Questions ~~~ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY PLEASE ENTER N/A (not applicable).
4	Bid Inquiries and/or Clarifications Any questions pertaining to the bid/proposal procedures and/or specifications should be emailed to the Purchasing Department contact person listed on the Event Details Tab on or before seven (7) calendar days prior to the opening date. As of the Issuance date of this solicitation and continuing until the final date for submission of bids/proposals, contact with EMSISD employees, except for staff members of the Purchasing Department, is strictly prohibited. All personnel representing EMSISD are specifically directed not to hold meetings, conferences or technical discussions with any vendor for purposes of responding to this solicitation. Any vendor found to be acting in any way contrary to this directive will be disqualified from entering into any contract that may result from this solicitation.
5	Successful Bid/Proposal Response Submittal All bids/proposals must be SUCCESSFULLY submitted before the due date and time regardless of your organization's ability to submit bids online. It is the supplier's sole responsibility to ensure that bid/proposal documents successfully arrive before the due date and time. The District's online bidding application utilizes the Internet and the World Wide Web, which is comprised of systems that are completely out of the District's control. It is highly recommended that the suppliers allow themselves enough time to complete a successful submission. Do not wait until the last minute!
6	1.0 SECTION 1.0 - PROPOSAL REQUIREMENTS

Line Items Tab:

1. Complete each line that pertains to your company.
2. If there is a price structure that you do not provide, please select the  **No Bid** button.


[Return](#)  [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

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Bid Number 1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)
Close Date & Time 6/30/2022 02:00:00 PM (CT)
Time Left 279 days 23 hours 19 minutes 35 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

[Event Details](#) [Questions](#) [Activities](#) [Attachments](#) [Attributes](#) **Line Items** [Response Attachments](#) [Response Submission](#)

Bid Line Items

[Save](#)  [Error Check](#) Response Total: \$0.00

#	Specification	Quantity	UOM	Response	Extended											
1	Firm-Fixed Price - Hourly Rate If Vendor Compensation Structure is per hour, please provide your Hourly Rate. (Note: This is the maximum hourly rate that EMS ISD will pay for Vendor Services. Quotes may be requested at the time services are needed.) Item Note: This is a REQUIRED Response - If your Compensation Structure is not "per hour", enter NO BID (above). A response of zero will be considered a "NO BID" for hourly rate.	1	HR	<input type="text" value="Price"/>	No Response											
	Item Attributes <table border="1"> <thead> <tr> <th>#</th> <th>Attribute</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Service Description</td> <td>Describe the service(s) that apply to this hourly rate in the Proposal Document that you need to upload to the Response Attachments tab.</td> </tr> <tr> <td>2</td> <td>Minimum Hours Indicate whether a minimum number of hours are required.</td> <td><input type="text" value="Maximum 1000 characters allowed"/></td> </tr> </tbody> </table>	#	Attribute	Response	1	Service Description	Describe the service(s) that apply to this hourly rate in the Proposal Document that you need to upload to the Response Attachments tab.	2	Minimum Hours Indicate whether a minimum number of hours are required.	<input type="text" value="Maximum 1000 characters allowed"/>			No Bid Add Notes			
#	Attribute	Response														
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2	Minimum Hours Indicate whether a minimum number of hours are required.	<input type="text" value="Maximum 1000 characters allowed"/>														
2	Firm-Fixed Price - Daily Rate If Vendor Compensation Structure is per day, please provide your Daily Rate. (Note: This is the maximum daily rate that EMS ISD will pay for Vendor Services. Quotes may be requested at the time services are needed.) Item Note: This is a REQUIRED Response - If your Compensation Structure is not "per day", enter NO BID (above). A response of zero will be considered a "NO BID" for daily rate.	1	DAY	<input type="text" value="Price"/>	No Response											
	Item Attributes <table border="1"> <thead> <tr> <th>#</th> <th>Attribute</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Service Description</td> <td>Describe the service(s) that apply to this daily rate in the Proposal Document that you need to upload to the Response Attachments tab.</td> </tr> <tr> <td>2</td> <td>Minimum Days Indicate whether a minimum number of days are required.</td> <td><input type="text" value="Maximum 1000 characters allowed"/></td> </tr> <tr> <td>3</td> <td>Definition of Full Day EMS ISD would normally consider 8-hours of work to be a full work day. If your daily rate would consist of more or fewer hours, please indicate the number of hours in a full work day.</td> <td><input type="text" value="Maximum 1000 characters allowed"/></td> </tr> </tbody> </table>	#	Attribute	Response	1	Service Description	Describe the service(s) that apply to this daily rate in the Proposal Document that you need to upload to the Response Attachments tab.	2	Minimum Days Indicate whether a minimum number of days are required.	<input type="text" value="Maximum 1000 characters allowed"/>	3	Definition of Full Day EMS ISD would normally consider 8-hours of work to be a full work day. If your daily rate would consist of more or fewer hours, please indicate the number of hours in a full work day.	<input type="text" value="Maximum 1000 characters allowed"/>			No Bid Add Notes
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Response Attachments Tab:

1. Upload each completed document under this Tab.
2. Proposal Document format can be found on page 7 of the Special Terms and Conditions document located in the attachments tab (Attachment number 2 in the Attachments tab)

Edit Bid Response - 1920-012-2025-A Addendum 1

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number	1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)
Close Date & Time	6/30/2022 02:00:00 PM (CT)
Time Left	279 days 23 hours 11 minutes 41 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Questions Activities Attachments Attributes Line Items **Response Attachments** Response Submission

Requested Attachments

Error Check

#	Requested Attachments
1 *	Proposal Document Proposal document must be attached. Required format and content of the proposal document shall be as stated on the Special Terms, Conditions, and Specifications, Section 12.0. <input type="button" value="Upload"/> Click "Upload" to select file
2 *	Vendor Data Form Please attach the duly filled out Vendor Data Form (found under the Attachments tab). <input type="button" value="Upload"/> Click "Upload" to select file
3 *	IRS W-9 Form Please attach the duly filled out IRS W-9 Form (found under the Attachments tab). <input type="button" value="Upload"/> Click "Upload" to select file
4 *	Disclosure of Lobbying Activities Please attach the Disclosure of Lobbying Activities form duly filled out (found under the Attachments tab). If no lobbying activities exist, please enter N/A, sign and date the form. <input type="button" value="Upload"/> Click "Upload" to select file
5	Conflict of Interest Form Attach the Conflict of Interest Form (found under the Attachments tab), ONLY IF any conflict to declare. <input type="button" value="Upload"/> Click "Upload" to select file

Items 1-5 shown of 5

Response Submission:

1. Once every tab has been completed you can submit your response.

IONWAVE Home Bid Events Admin

Edit Bid Response - 1920-012-2025-A Addendum 1

Return No Bid Documents Response History Bid History Error Check Response

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Bid Number	1920-012-2025-A Addendum 1 (Administrative & Academic Contracted Services)
Close Date & Time	6/30/2022 02:00:00 PM (CT)
Time Left	279 days 23 hours 48 seconds
Response Status	NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Questions Activities Attachments Attributes Line Items Response Attachments **Response Submission**

Supplier Response Summary

Save

When you have completed your response, click the "Submit Response" button below.

General/Corporate Address		Your User Profile	
Supplier Name	EMSISD PURCHASING	Title	
Address	1200 Old Decatur Road Fort Worth, TX 76179	Name	EMS PURCHASE
Phone	(817) 847-2957	Office Phone	
Fax		Fax Phone	
Contact Name		Mobile Phone	
Email		Email	Purchasing@ems-isd.net

Supplier Note to Buyer

Supplier Notes

Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

* Your Full Name: * Your Email Address:

Submit Response

Submission Errors

- When errors occur, the system will display the location of the errors.
- Go to the problem area and correct the errors.
- You must go to the tab that contains the errors to review the error detail and correct.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.