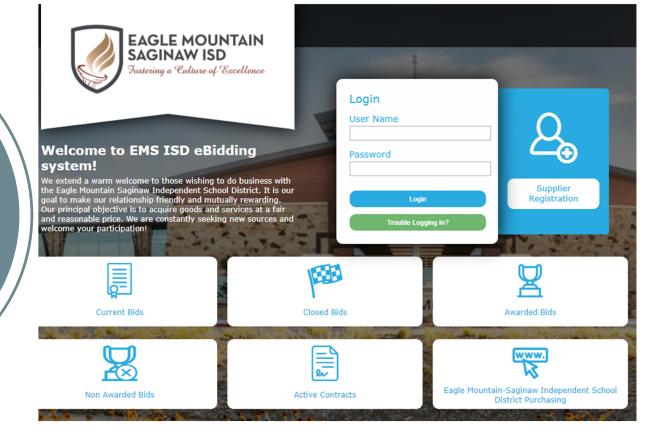
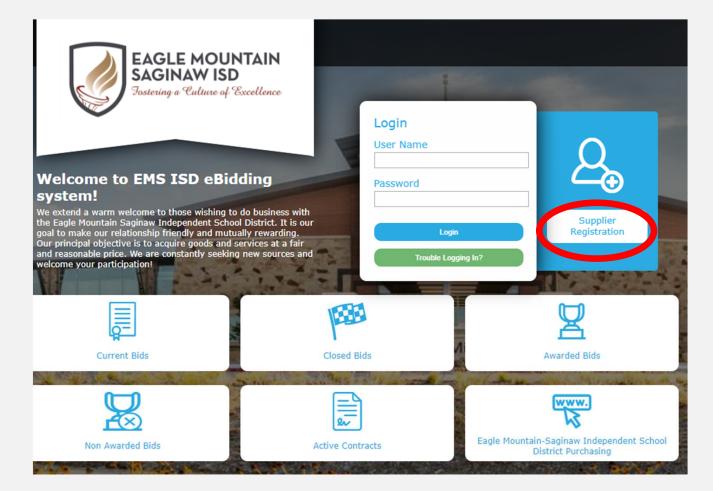
# HOW TO RESPOND



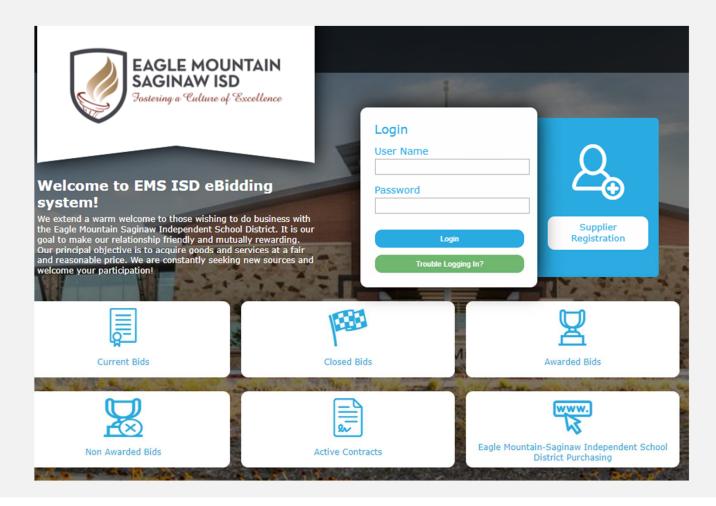


- 1. Go to https://emsisd.ionwave.net
- 2. This website will appear, choose "SUPPLIER REGISTRATION"

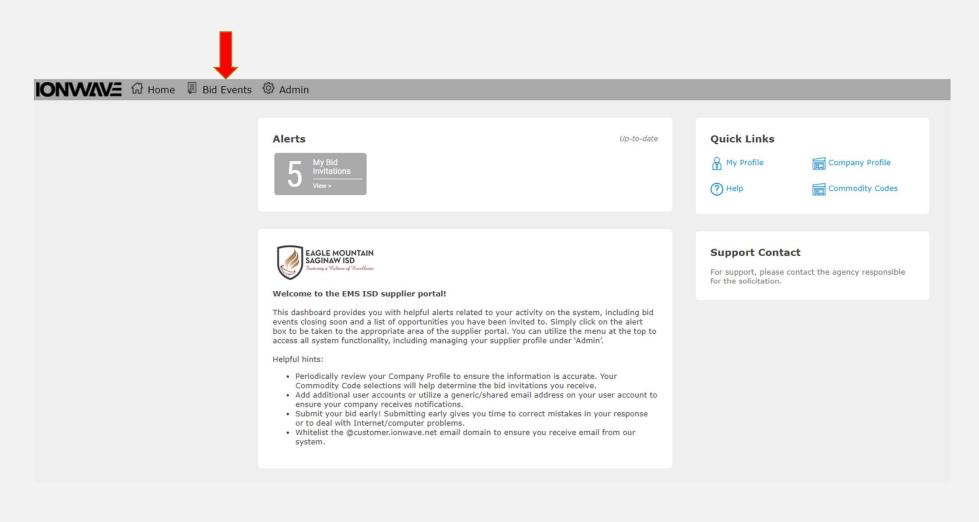
- 1. Complete each tab until registration is complete.
- 2. Please note a Company Description must be added. Please state all services you provide. We must also have a Tax ID or SSN stated. If entering a SSN, please select OTHER to enter.

EAGLE MOUNTAIN SAGINAW ISD Futuring a Cattaure of 'Excellence									
Preliminary Info Terr	ms Company Info Ad	ddresses Other	Info Commodity Codes	Classifications	Review	Complete			
Company Informatio	on								
⇒ Save and Next									
Company Information						User I	nformation		
* Trade Name (dba)	Company Name					*	User Name / Login	EMSPURCH	
Legal Name (if different)							* Password		
* Organization Type	Select 🗸	]					* Verify Password		
Formation Date							Prefix		
Tax ID Number	O FE	EIN OSSN/ITI	Other				* First Name		
DUNS							* Last Name		
Website							Title		
Company Description							* Email		
		2					* Verify Email		
Keywords	Use comma or [Enter] to sepa	rate keywords					Office Phone	() Ext: □ I	nternational
							Mobile Phone	() 🗆 International	
							* Time Zone	Select	~
Company Address									
* Address 1									
Address 2									
Address 3									
* City									
* State/Province	Select 🗸								
* Zip/Postal									
<b>*</b> ~ ·									

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



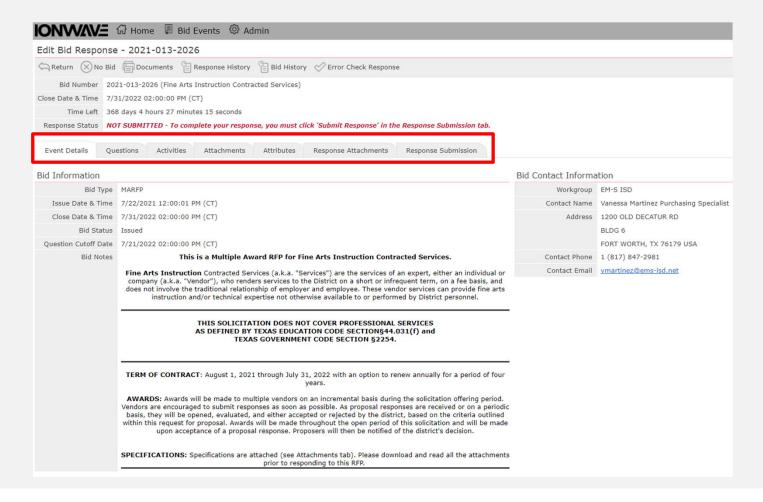
1. Once you are logged into the system select Bid Events on the top tool bar



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

ONVAVE G Home	🛛 Bid Events 🛛 Admin	1					
Available Bids Closed Bids M	ly Responses My Awards						
ly Invitations							
Bid Number	Organization	Title	Туре	Issue Date	Close Date 🔺	Time Left Bi	d 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 Is	sued 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 Is	sued 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 Is	sued 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 Is	sued 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 Is	sued Not Submitted
ther Bid Opportunities							
Bid Number	Organization	Title	Туре	Issue Date	Close Date 🔺	Time Left Bi	d 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 Is	sued 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 Is	sued 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 Is	sued 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 Is	sued Not Submitted
2021-013-2026	EM-S ISD	Fine Arts Instruction Contracted Services	MAREP	7/22/2021	7/31/2022 02:00 PM (CT)	368 Days Is	sued 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.



## Attachments Tab:

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

IONVAVE 🖓 Home 📮 Bid Events 🍄 Admin							
Edit Bid Response - 2021-013-2026							
Return 🛞 No Bid 🛱 Documents 🖺 Response History 🖺 Bid History 🔗 Error Check	Response						
Bid Number 2021-013-2026 (Fine Arts Instruction Contracted Services)							
Close Date & Time 7/31/2022 02:00:00 PM (CT)							
Time Left 368 days 4 hours 26 minutes 25 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 Response Attach	ments Response Submission						
Bid Attachments							
# Download All Dile Name	Description						
1 Download Electronic Submission Instructions 2016.pdf (72 KB)	Electronic Submission Instructions						
2 Download 2021-013-2026 SPECIAL TERMS COND SPECS Fine Arts Inst Contracted Svc MAC.pdf (165 KB) 2021-013-2026 SPECIAL TERMS COND SPECS Fine Arts Inst Contracted Svc							
3 Download 2021-013-2026 - Attachment A.pdf (91 KB)	2021-013-2026 - Attachment A EMS ISD PUBLISHED PAYMENT SCHEDULE						
4 Download EM-S ISD STANDARD TERMS AND CONDITIONS Rev 20 Jan 20.pdf (520 KB)	EMS ISD STANDARD TERMS AND CONDITIONS						
5 Download Vendor Data Form 7.15.19.pdf (20 KB)	Vendor Data Form						
6 Download W-9 Jan 2019.pdf (129 KB)	W-9 Form - January 2019						
7 Download CIQ - 11.30.15 (2).pdf (24 KB)	Conflict of Interest Questionnaire						
Items 1-7 shown of 7							

Attributes Tab:

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

#### Edit Bid Response - 2021-013-2026

#### 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)

	Return 🛞 No Bid 🖶 Documents 🖺 Response History 🖞 Bid History 🔗 Error Check Response								
	Bid Number 2021-013-2026 (Fine Arts Instruction Contracted Services)								
	Close Date & Time 7/31/2022 02:00:00 PM (CT)								
	Time Left 368 days 4 hours 26 minutes 9 seconds	of Coordinace							
nswer all	Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.								
	Event Details Questions Activities Attachments Attributes Response Attachments Response Submission								
outes	Bid Attributes								
erisk (*)	🖹 Save 🖺 Save & Next 🔗 Error Check Response Intel:	. \$0.00							
o roquirod	Attributes 1 - 30 shown of 78 • Page 1 of 3 shown	3 🅨 🍽							
e required	# Attribute								
	1 MUST ATTACH								
ibute	MAKE SURE TO UPLOAD ALL REQUIRED DOCUMENTS AND FORMS TO THE "RESPONSE ATTACHMENTS" TAB. 2 Introduction								
ered in	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 attributes) in order to view the next page of Bid Attributes.***	of							
	3 Attributes Questions								
t the	~~~ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY PLEASE ENTER N/A (not applicable).								
o save	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 continuin until the final date for submission of bid/proposal, contact with EMSISD employees, except for staff members of the Purchasing Department, is strictly prohibid. 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 3476	5 Successful Bid/Proposal Response Submittal								
s)	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/yeroposal documents successfully arrive before the due date and time. The District's onlin 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 supplier's alow themselves enough a successful suppliers alow themselves enough and the successful suppliers alow the suppliers alow the suppliers alow the suppliers alow the suppliers alow themselves enough and the suppliers alow the suppliers alow the suppliers alow the successful suppliers alow the successful suppliers alow the successful suppliers alow the suppliers alo	le I							
heck' (to	6 1.0 SECTION 1.0 - PROPOSAL REQUIREMENTS								
ou have	7 Authorized Signature The undersigned, in submitting this Bid/Proposal and endorsement of same, represents that he/she is authorized to obligate his/her Firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, color, religion, sex, national origin, age or disability unrelated to job								
quired	ne undersigned, in submitting this bio/vroposal and endorsement or same, represents that he/sne is autonized to obligate his/ner rim, that he/sne is an equal opportunity employer and will not discriminate with regard to face, coor, religion, sex, national origin, age or disability unrelated to job performance of this Bid/Proposal; that he/she will abide by all the policies and procedures of EM-S ISD; and that he/she has read this entire Bid/Proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements in ALL sections of this Bid/Proposal, ~~~This is your electronic signature.								
	* □ I agree								
	8 Authorized Representative Name and Title Name and title of authorized official signing this document.								

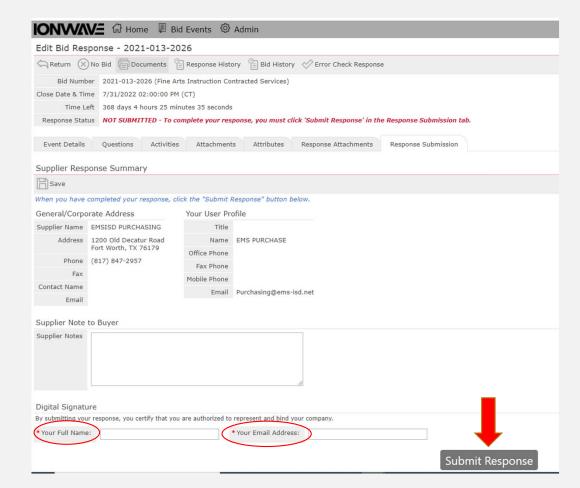
Maximum 1000 characters allowed

Response Attachments Tab: 1. Upload each completed document under this Tab.

Edit Bid Respo	onse - 202	1-013-202	6						
	Bid 📄 Doo	uments 😭	Response History	Bid History	Error Check Response	e			
Bid Number	2021-013-20	026 (Fine Arts	Instruction Contra	cted Services)					
Close Date & Time	7/31/2022 0	2:00:00 PM (0	CT)						
Time Left	368 days 4 h	nours 25 minut	es 52 seconds						
Response Status	NOT SUBMI	TTED - To com	plete your respon	se, you must cl	ick 'Submit Response' in th	e Response Submission ta	b.		
Event Details	Questions	Activities	Attachments	Attributes	Response Attachments	Response Submission			
Requested Attac	chments								
Error Check									
# Requested Atta	achments								
1 * IRS W-9 Form									
	the duly filled o Click "Upload"		n (found under the	Attachments tab)					
		to select me							
	2 * Vendor Data Form Please attach the duly filled out Vendor Data Form (found under the Attachments tab).								
Upload	Click "Upload"	to select file							
3 Conflict of Inte		5 (6			and the second second				
	Click "Upload"		ider the Attachmen	ts tab), ONLY IF a	any conflict to declare.				
Items 1-3 shown of	3								
	5								
Other Response	Attachmen	ts							
New									
No Other Response A	ttachments								

**Response Submission:** 

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