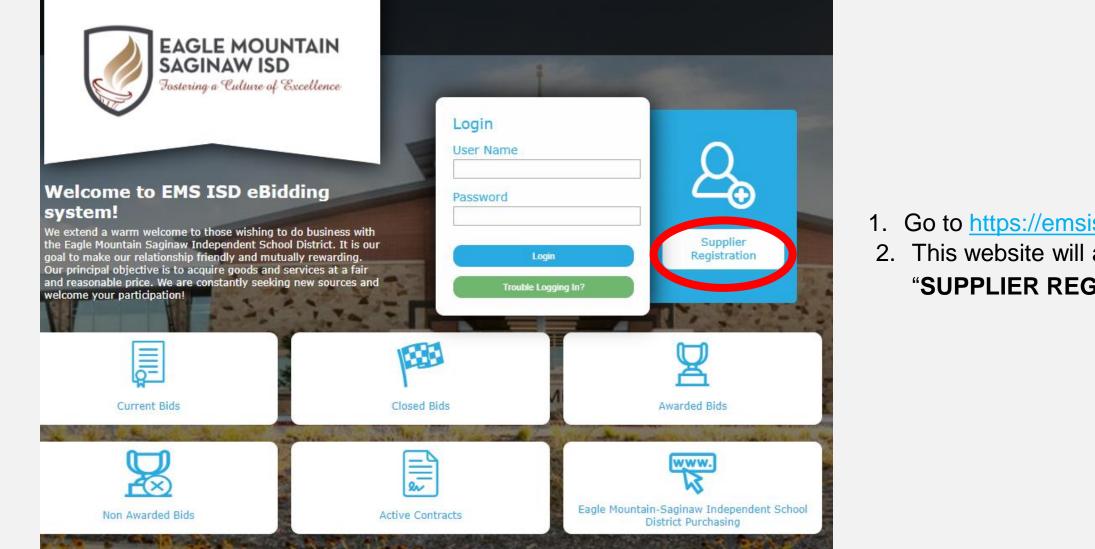


HOW TO RESPOND

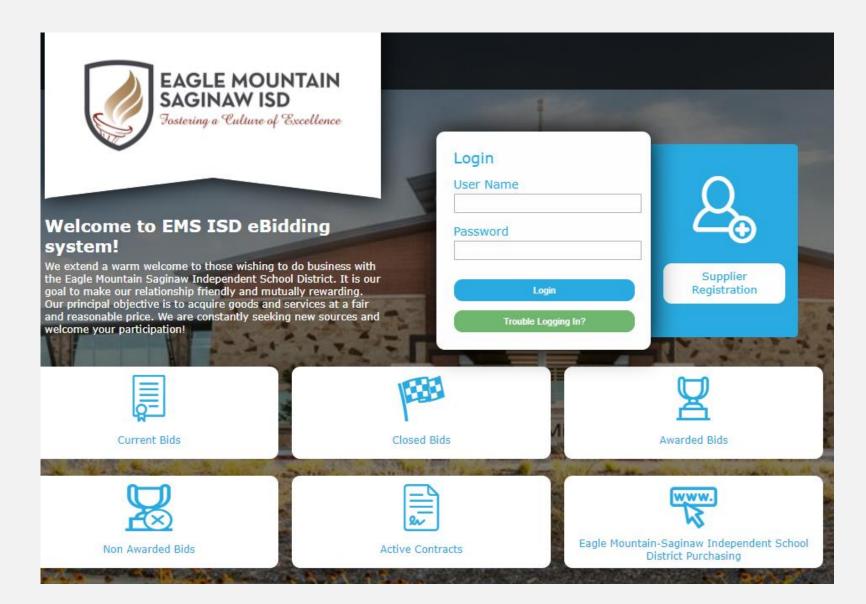


- 1. Go to https://emsisd.ionwave.net
- 2. This website will appear, choose **"SUPPLIER REGISTRATION"**

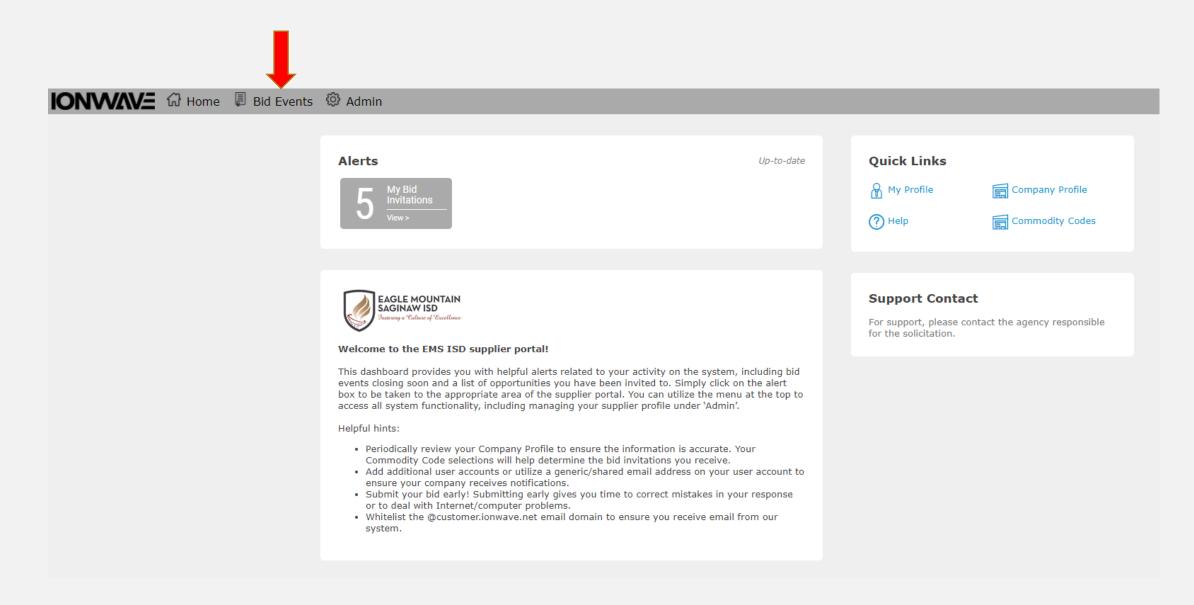
- 1. Complete each tab until registration is complete.
- 2. Please note a Company Description must be added. Please state all services you provide. We must also have a Tax ID or SSN stated. If entering a SSN, please select OTHER to enter.

EAGLE MOUNTAIN SAGINAW ISD Postering o Culture of Excellence			
Preliminary Info Terr	ms Company Info Addresses Other Info Commodity Codes Classifications Review Co	omplete	
Company Informatio	on		
⇔ Save and Next			
Company Information		User Information	
* 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	□ ○ FEIN ○ SSN/ITI	* First Name	
DUNS		* Last Name	
Website		Title	
Company Description		* Email	
		* Verify Email	
Keywords	Use comma or [Enter] to separate keywords	Office Phone	() Ext: 🗆 International
		Mobile Phone	()
		* Time Zone	Select V
Company Address			
* Address 1			
Address 2			
Address 3			
* City			
* State/Province	Select V		
* Zip/Postal			

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

NVXXE 🖓 Home 🔋	Bid Events 😢 Admi	in						E
vailable Bids Closed Bids My	Responses My Awards							
Invitations								
Bid Number	Organization	Title	Туре	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	MARFP	8/3/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	No Response
		Suppliers and Restaurants/Catering						
2021-002-2025 Addendum 1	EM-S ISD	Maintenance, Operations and Transportation Supplies, Parts,	MARFP	8/14/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	Not Submitted
		Equipment and Related Services						
2021-003-2025 Addendum 2	EM-S ISD	Technology, Network, and Data Management Accessories, Parts,	MARFP	8/28/2020	8/31/2021 02:00 PM (CT)	34 Days	Issued	No Response
2021-004-2025 Addendum 1	EM-S ISD	Equipment, and Related Equipment Services Print Services, Awards/Recognition Items, Promotional/Spirit	MARFP	8/28/2020	8/31/2021 02:00 PM (CT)	34 Days	lanual	No Response
2021-004-2025 Addendum 1	EIVI-5 ISD	Items, Apparel, and Related Services	MARTP	0/20/2020	6/51/2021 02:00 PM (C1)	54 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
ner Bid Opportunities								
Bid Number	Organization	Title	Туре	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	MARFP	6/1/2021	5/31/2022 02:00 PM (CT)	307 Days	Issued	No Response
1920-010-2023-A Addendum 1	EIM-5 ISD	Related Equipment Services	MARTP	0/1/2021	5/51/2022 02:00 PM (C1)	SUT Days	Issued	No Response
1920-011-2025-A Addendum 1	EM-S ISD	Instructional & Classroom materials, supplies, equipment, and	MARFP	7/1/2021	6/30/2022 02:00 PM (CT)	337 Days	Issued	No Response
		related equipment services						-
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

- 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.

Return 🛞 No Bid	🕞 Documents 🛭 📋 Response History 🖀 Bid History 🛷 Error Check Response					
Bid Number 2021-001-2025-A (Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering)						
Close Date & Time 8/3	Close Date & Time 8/31/2022 02:00:00 PM (CT)					
Time Left 27	5 days 3 hours 21 minutes 24 seconds					
Response Status NO	T SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.					
Event Details Que	estions Activities Attachments Attributes Line Items Response Attachments Response Submission					
Bid Information		Bid Contact Informa	tion			
Bid Type	MARFP	Workgroup	EM-S ISD			
Issue Date & Time	& Time 9/1/2021 02:03:36 PM (CT)		Mrs. Sara Ossa, Buyer			
Close Date & Time	ose Date & Time 8/31/2022 02:00:00 PM (CT)		1200 OLD DECATUR RD			
Bid Status	Issued		BLDG 6			
Question Cutoff Date	8/24/2022 02:00:00 PM (CT)		FORT WORTH, TX 76179 USA			
Bid Notes	Restaurants/Catering. Vendors awarded on the original RFP 2021-001-2025 do not have to respond unless they need to update/change the terms or price of		(817) 232-0880 x2977			
			(817) 847-8961			
	their original proposal.	Contact Email	<u>sossa@ems-isd.net</u>			
	This is a CATALOG/DISCOUNT FROM LIST RFP for RETAIL/GENERAL MERCHANDISE STORES, GROCERY STORES, FOOD SUPPLIERS AND RESTAURANTS/CATERING. EMS ISD urges all Vendors that provide these products/services to respond to this RFP, even if the Vendor is the sole source for the product/service.					
	TERM OF CONTRACT: September 1, 2021 through August 31, 2022 with an option to renew annually for a period of three years.					
	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 or on a periodic basis, they will be opened, evaluated, and either accepted or rejected by the district, based on the criteria outlined within this request for proposal. Awards will be made throughout the open period of this solicitation and will be made upon acceptance of a proposal response. Proposers will then be notified of the district's decision.					
	SPECIFICATIONS: Specifications are attached (see Attachments tab). Please download and read all the attachments prior to responding to this RFP.					

Attachments Tab:

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

Return (🗙 No Bid	Do	cuments 🔋	Response History	Bid Histor	y 🛷 Error Ch	eck Response	
Bid Nu	mber 20	21-001-20	025-A (Retail/0	General Merchandi	se Stores, Groce	ery Stores, Food	Suppliers and Restaurants/	Catering)
Close Date &	Time 8/3	8/31/2022 02:00:00 PM (CT)						
Time	Left 27	275 days 3 hours 20 minutes 48 seconds						
Response S	tatus NC	T SUBMI	TTED - To com	plete your respon	se, you must cl	ick 'Submit Res	ponse' in the Response Sub	mission tab.
Event Detai	ils Qu	estions	Activities	Attachments	Attributes	Line Items	Response Attachments	Response Submission
Bid Attachn	nents							
# Download Al	File Nan	ne					Description	
1 Download	Electron	Electronic Submission Instructions 2016.pdf (72 KB) Electronic Submission Instructions					sion Instructions	
2 Download	2021-00	1-2025-A	SPECIAL TERMS	COND AND SPECS	Retail Grocery Fo	ood Cater MAC.po	df (209 KB) SPECIAL TERMS,	CONDITIONS AND SPECIFICATIONS
3 Download	EMS ISD	STANDAR	D TERMS AND	CONDITIONS Rev 7	.26.21.pdf (298 k	(В)	EMS ISD STANDA	RD TERMS AND CONDITIONS
4 Download	Vendor	Data Form	7.15.19.pdf (20) КВ)			Vendor Data Form	n
5 Download	W-9 Jan	2019.pdf	(129 KB)				W-9 Form - Janua	ary 2019
6 Download	Disclosu	re of Lobby	ying Activities.p	df (382 KB)			Disclosure of Lob	bying Activities
7 Download	CIQ - 11	.30.15 (2)	.pdf (24 KB)				Conflict of Interes	st Questionnaire
Items 1-7 sho	wn of 7							

Attributes Tab:

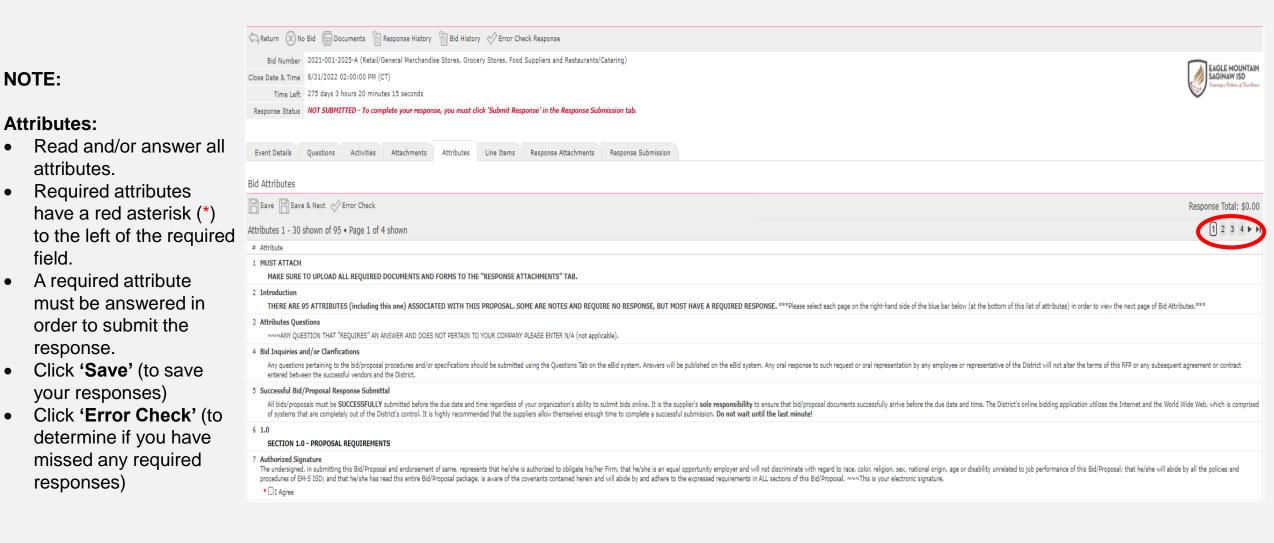
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- 1. Complete each attribute under this tab.
- 2. Be sure to complete each page.



Line Items Tab:

- 1. Complete each line that pertains to your company.
- 2. If there is a product that you do not provide, please select the \bigotimes <u>No Bid</u> button.

Return 🛞 No Bid 🛱 Documents 🕆 Response History 🖒 Error Check Response	
Bid Number 2021-001-2025-A (Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering)	EAGLE MOUNTAIN
Close Date & Time 8/31/2022 02:00:00 PM (CT)	SAGINAW ISD
Time Left 275 days 3 hours 19 minutes 9 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 🛞 No Bid Lines 🛷 Error Check	Response Total: \$0.00
# Specification Quantity UOM	Response Extended
1 INSTRUCTIONS TO PROPOSERS (PRODUCTS)	Not required No Response
1. Items below are for Products (Supplies, Equipment, etc.)	Line excluded from response total
2. On the Percentage field, enter the Firm-Fixed Discount Percentage from Vendor's Published Price List.	
3. A discount of 0% is a valid response.	
4. Only enter a number (zero included), if you sell the products listed on the line item.	
5. If you do not sell the products listed on the line item, enter "NO BID".	
6. Attach the Published Price List.	
7. A Quote is NOT considered a "Vendor's Published Price List".	
2 RETAIL, GENERAL MERCHANDISE STORES Products.	Percent Ofi
	🛞 <u>No Bid</u> 📑 Add Notes
3 GROCERY STORES Products.	Percent Ofl* No Response
	🛞 <u>No Bid</u> 📝 <u>Add Notes</u>
4 RESTAURANTS/CATERING Services.	Percent Ofi* No Response
	🛞 <u>No Bid</u> 📝 <u>Add Notes</u>

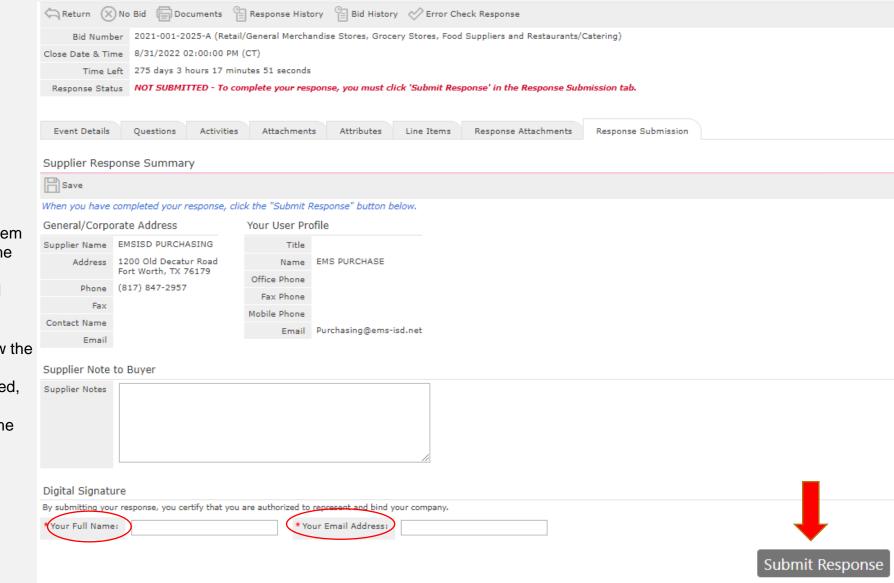
Response Attachments Tab:

1. Upload each completed document under this Tab.

🦳 Return 🛞 No Bid 🖶 Documents 🖺 Response History 🖺 Bid History 🔗 Error Check Response
Bid Number 2021-001-2025-A (Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering)
Close Date & Time 8/31/2022 02:00:00 PM (CT)
Time Left 275 days 3 hours 18 minutes 43 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
Cror Check
Requested Attachments
1 * Vendor's Published Price List Attach your Published Price List for goods and/or services. If price list is online, indicate the website address on the Attributes tab # 61. A Quote is NOT considered a "Vendor's Published List
Upload Click "Upload" to select file
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 * IRS W-9 Form
Please attach the duly filled out IRS W-9 Form (found under the Attachments tab). 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.
Upload Click "Upload" to select file
5 Conflict of Interest Form Attack the Conflict of Interest Form (found under the Attachments tab), ONLY IF any conflict to declare.
Upload Click "Upload" to select file
6 Health Certificate
If your proposal is for Restaurant/Catering Services, a copy of your Public Health Inspection Certificate MUST be submitted with your proposal. Upload Click "Upload" to select file
Items 1-6 shown of 6

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.