

# 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](#)

[Trouble Logging In?](#)

[Supplier Registration](#)

- Current Bids
- Closed Bids
- Awarded Bids
- Non Awarded Bids
- Active Contracts
- Eagle Mountain-Saginaw Independent School District Purchasing



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SAGINAW ISD**  
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## Welcome to EMS ISD eBidding system!

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Supplier  
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Current Bids



Closed Bids



Awarded Bids



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**  
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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/ITIN  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 login interface for the Eagle Mountain Saginaw ISD eBidding system. At the top left, the logo features a shield with a flame and the text "EAGLE MOUNTAIN SAGINAW ISD" and "Fostering a Culture of Excellence". Below the logo, a banner reads "Welcome to EMS ISD eBidding system!" followed by a welcome message: "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!".

The central focus is a white login box with the following elements:

- Login** header
- User Name** label above an input field
- Password** label above an input field
- Login** button (blue)
- Trouble Logging In?** button (green)

To the right of the login box is a blue vertical panel with a white icon of a person and a plus sign, and a white button labeled **Supplier Registration**.

At the bottom, there is a grid of 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 'X' icon)
- Active Contracts** (document with signature icon)
- Eagle Mountain-Saginaw Independent School District Purchasing** (www. icon with 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

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#### 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
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	<b>Not Submitted</b>
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	<b>Not Submitted</b>

### Other Bid Opportunities

Bid Number	Organization	Title	Type	Issue Date	Close Date ▲	Time Left	Bid Status	Response Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
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	<b>Not Submitted</b>
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.

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)
Close Date & Time	8/31/2022 02:00:00 PM (CT)
Time Left	275 days 3 hours 39 minutes 31 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

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

#### Bid Information

Bid Type	MARFP
Issue Date & Time	9/1/2021 02:05:06 PM (CT)
Close Date & Time	8/31/2022 02:00:00 PM (CT)
Bid Status	Issued
Question Cutoff Date	8/24/2022 02:00:00 PM (CT)
Bid Notes	<p><b>This is a supplemental Catalog/Discount from List RFP for Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Equipment Services.</b></p> <p><b>Vendors awarded on the original RFP 2021-004-2025 do not have to respond unless they need to update/change the terms or price of their original proposal.</b></p> <hr/> <p>This is a <b>CATALOG/DISCOUNT FROM LIST RFP</b> for <b>PRINT SERVICES, AWARDS/RECOGNITION ITEMS, PROMOTIONAL/SPIRIT ITEMS, APPAREL, AND RELATED SERVICES</b>. 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.</p> <hr/> <p><b>TERM OF CONTRACT:</b> September 1, 2021 through August 31, 2022 with an option to renew annually for a period of three years.</p> <p><b>AWARDS:</b> 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.</p> <p><b>SPECIFICATIONS:</b> Specifications are attached (see Attachments tab). Please download and read all the attachments prior to responding to this RFP.</p>

#### Bid Contact Information

Workgroup	EM-S ISD
Contact Name	Mrs. Sara Ossa, Buyer
Address	1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA
Contact Phone	(817) 232-0880 x2977
Contact Fax	(817) 847-8961
Contact Email	<a href="mailto:sossa@ems-isd.net">sossa@ems-isd.net</a>

## Attachments Tab:

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

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)
Close Date & Time	8/31/2022 02:00:00 PM (CT)
Time Left	275 days 3 hours 38 minutes 53 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

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

### Bid Attachments

#	<a href="#">Download All</a>	File Name	Description
1	<a href="#">Download</a>	Electronic Submission Instructions 2016.pdf (72 KB)	Electronic Submission Instructions
2	<a href="#">Download</a>	2021-004-2025 SPECIAL TERMS COND SPECS PRINT SVC AWARDS PROMO APPAREL MAC.pdf (203 KB)	SPECIAL TERMS, CONDITIONS AND SPECIFICATIONS
3	<a href="#">Download</a>	EMS ISD STANDARD TERMS AND CONDITIONS Rev 7.26.21.pdf (298 KB)	EMS ISD STANDARD TERMS AND CONDITIONS
4	<a href="#">Download</a>	Vendor Data Form 7.15.19.pdf (20 KB)	Vendor Data Form
5	<a href="#">Download</a>	W-9 Jan 2019.pdf (129 KB)	W-9 Form - January 2019
6	<a href="#">Download</a>	Disclosure of Lobbying Activities.pdf (382 KB)	Disclosure of Lobbying Activities
7	<a href="#">Download</a>	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.

### 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 2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)

Close Date & Time 8/31/2022 02:00:00 PM (CT)

Time Left 275 days 3 hours 38 minutes 24 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 91 • Page 1 of 4 shown

# Attribute

1 **MUST ATTACH**  
MAKE SURE TO UPLOAD ALL REQUIRED DOCUMENTS AND FORMS TO THE "RESPONSE ATTACHMENTS" TAB.

2 **Introduction**  
THERE ARE 91 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.\*\*\*

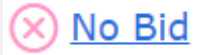
3 **Attributes Questions**  
\*\*\*ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY PLEASE ENTER N/A (not applicable).





4 **Bid Inquiries and/or Clarifications**  
Any questions pertaining to the bid/proposal procedures and/or specifications should be submitted using the Questions Tab on the eBid system. Answers will be published on the eBid system. Any oral response to such request or oral representation by any employee or representative of the District will not alter the terms of this RFP or any subsequent agreement or contract entered between the successful vendors and the District.

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!**

1 2 3 4 ▶▶

## Line Items Tab:

1. Complete each line that pertains to your company.
2. If there is a product/service that you do not provide, please select the  button.

Return  No Bid Documents  Response History  Bid History  Error Check Response

Bid Number 2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)

Close Date & Time 8/31/2022 02:00:00 PM (CT)



Time Left 275 days 3 hours 37 minutes 35 seconds







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

EAGLE MOUNTAIN SAGINAW ISD  
Pursuing a Culture of Excellence

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	<b>INSTRUCTIONS TO PROPOSERS (PRODUCTS)</b> 1. Items below are for <b>Products</b> (Supplies, Equipment, etc.) 2. On the Percentage field, enter the <b>Firm-Fixed Discount Percentage from Vendor's Published Price List</b> . 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. <b>Attach the Published Price List.</b> 7. A Quote is <b>NOT</b> considered a "Vendor's Published Price List".			<input type="text" value="Not required"/>	<b>No Response</b> <b>Line excluded from response total</b>
2	<b>AWARDS, THROPHIES AND PLAQUES.</b>			<input type="text" value="Percent Off"/>	<b>No Response</b>  No Bid  Add Notes
3	<b>APRONS.</b>			<input type="text" value="Percent Off"/>	<b>No Response</b>  No Bid  Add Notes
4	<b>BANNERS.</b>			<input type="text" value="Percent Off"/>	<b>No Response</b>  No Bid  Add Notes

## Response Attachments Tab:

1. Upload each completed document under this Tab.

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)
Close Date & Time	8/31/2022 02:00:00 PM (CT)
Time Left	275 days 3 hours 36 minutes 58 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

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

### Requested Attachments

✓ Error Check

#	Requested Attachments
6 *	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 "Vendors Published List" <a href="#">Upload</a> <b>Click "Upload" to select file</b>
7 *	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. <a href="#">Upload</a> <b>Click "Upload" to select file</b>
9	Conflict of Interest Form Attach the Conflict of Interest Form (found under the Attachments tab), ONLY IF any conflict to declare. <a href="#">Upload</a> <b>Click "Upload" to select file</b>
12 *	Vendor Data Form Please attach the duly filled out Vendor Data Form (found under the Attachments tab). <a href="#">Upload</a> <b>Click "Upload" to select file</b>
13 *	IRS W-9 Form Please attach the duly filled out IRS W-9 Form (found under the Attachments tab). <a href="#">Upload</a> <b>Click "Upload" to select file</b>

Items 1-5 shown of 5

## Response Submission:

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

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2021-004-2025-A (Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services)
Close Date & Time	8/31/2022 02:00:00 PM (CT)
Time Left	275 days 3 hours 36 minutes 4 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

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.