

# 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



**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

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**  
Fostering 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/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 login form 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 form is a blue sidebar containing:

- A white icon of a person with a plus sign.
- A white button labeled **Supplier Registration**.

At the bottom, there is a grid of six white buttons with blue icons and text labels:

- 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)
- 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

The screenshot shows the IONWAVE system dashboard. At the top is a grey navigation bar with the IONWAVE logo on the left and three menu items: 'Home' with a house icon, 'Bid Events' with a document icon, and 'Admin' with a gear icon. A red arrow points to the 'Bid Events' menu item. Below the navigation bar is a main content area with a light grey background. On the left side of this area is a large white card for 'Alerts' with the text 'Up-to-date' on the right. Inside the Alerts card is a grey box with a large number '5' and the text 'My Bid Invitations' and 'View >'. On the right side of the main content area are two smaller white cards. The top one is 'Quick Links' with four items: 'My Profile' (person icon), 'Company Profile' (document icon), 'Help' (question mark icon), and 'Commodity Codes' (document icon). The bottom one is 'Support Contact' with the text 'For support, please contact the agency responsible for the solicitation.' In the center of the main content area is a white card for 'Eagle Mountain Saginaw ISD' with the school's logo and the text 'Fostering a Culture of Excellence'. Below the logo is the heading 'Welcome to the EMS ISD supplier portal!' followed by a paragraph of text and a section titled 'Helpful hints:' with a bulleted list of four items.

**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

### My Invitations

Organization	Bid Number	Title	Issue Date	Close Date	Time Left	Bid Status	Response Status
All							
EMS ISD	2122-002-2026-A	Sports Photography Contracted Services	12/1/2022	11/30/2023 02:00 PM (CT)	105 Days	Issued	No Response
EMS ISD	2223-014-2028	Special Education Supplies, Equipment, and Related Equipment Services	6/1/2023	5/31/2024 02:00 PM (CT)	288 Days	Issued	No Response

Navigation: 1 | 2 items in 1 pages

### Other Bid Opportunities

Organization	Bid Number	Title	Issue Date	Close Date	Time Left	Bid Status	Response Status
All							
EMS ISD	2021-001-2025-B	Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering	9/1/2022	8/31/2023 02:00 PM (CT)	14 Days	Issued	Viewed
EMS ISD	2021-002-2025-B	Maintenance, Operations and Transportation Supplies, Parts, Equipment and Related Services	9/1/2022	8/31/2023 02:00 PM (CT)	14 Days	Issued	Unsubmitted
EMS ISD	2021-003-2025-B	Technology, Network, and Data Management Accessories, Parts, Equipment, and Related Equipment Services	9/1/2022	8/31/2023 02:00 PM (CT)	14 Days	Issued	Viewed
EMS ISD	2021-004-2025-B Addendum 1	Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services	9/1/2022	8/31/2023 02:00 PM (CT)	14 Days	Issued	No Response
EMS ISD	1920-008-2025-C	Athletic, P.E. and Co-Curricular Supplies, Equipment, Uniforms, and Related Equipment Services	6/1/2023	5/31/2024 02:00 PM (CT)	288 Days	Issued	No Response
EMS ISD	1920-010-2025-C	First Aid, Medical, Sports Training Supplies, Equipment, and Related Equipment Services	6/1/2023	5/31/2024 02:00 PM (CT)	288 Days	Issued	No Response
EMS ISD	2021-010-2026-B	Student Instructional & Therapy Contracted Services	6/1/2023	5/31/2024 02:00 PM (CT)	288 Days	Issued	No Response
EMS ISD	1920-011-2025-C	Instructional & Classroom Materials, Supplies, Equipment, and Related Equipment Services	7/1/2023	6/30/2024 02:00 PM (CT)	318 Days	Issued	No Response
EMS ISD	1920-012-2025-C	Administrative & Academic Contracted Services	7/1/2023	6/30/2024 02:00 PM (CT)	318 Days	Issued	No Response
EMS ISD	2021-013-2026-B	Fine Arts Instruction Contracted Services	8/1/2023	7/31/2024 02:00 PM (CT)	349 Days	Issued	No Response

Navigation: 1 | 10 items in 1 pages

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.

2223-014-2028 (Special Education Supplies, Equipment, and Related Equipment Services) Issued  
*NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.*  
 Closing in 288 days 4 hours 20 minutes 48 seconds

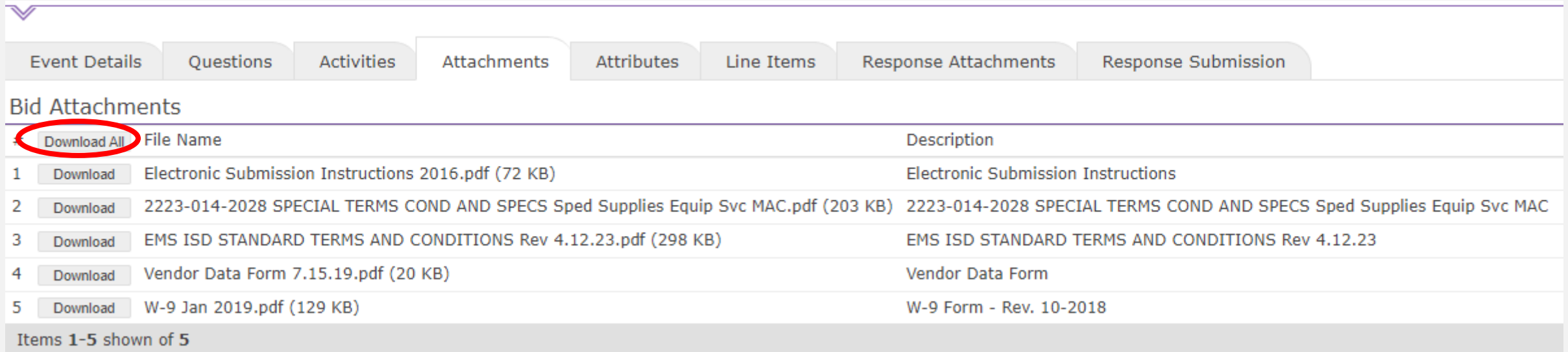
Type	Date Issued	Description
------	-------------	-------------

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

Bid Information		Bid Contact Information	
Bid Type	Multiple Award RFP	Workgroup	EMS ISD
Status	Issued	Contact Name	Taylor Shaw, Senior Buyer
Issue Date & Time	6/1/2023 02:00:06 PM (CT)	Address	1600 MUSTANG ROCK RD FORT WORTH, TX 76179 USA
Close Date & Time	5/31/2024 02:00:00 PM (CT)	Contact Email	<a href="mailto:tshaw@ems-isd.net">tshaw@ems-isd.net</a>
Question Cutoff Date & Time	5/31/2024 02:00:00 PM (CT)		
Notes	<p style="text-align: center;"><b>This RFP will replace RFP 1819-006-2023.</b>  <b>All current Awarded Vendors on RFP 1819-006-2023, who wish to continue doing business with Eagle Mountain-Saginaw ISD <u>MUST</u> respond to and be awarded on this NEW RFP.</b></p> <hr/> <p>This is a <b>CATALOG/DISCOUNT FROM LIST RFP</b> for <b>SPECIAL EDUCATION SUPPLIES, EQUIPMENT, AND RELATED EQUIPMENT 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> June 1, 2023 through May 31, 2024 with an option to renew annually for a period of four 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>		

## Attachments Tab:

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



The screenshot shows a software interface with a navigation bar at the top containing tabs: Event Details, Questions, Activities, Attachments (selected), Attributes, Line Items, Response Attachments, and Response Submission. Below the navigation bar is a section titled "Bid Attachments". In this section, a "Download All" button is circled in red. Below the button is a table with 5 rows of attachments. Each row includes a "Download" button, a "File Name" column, and a "Description" column. At the bottom of the table, it says "Items 1-5 shown of 5".

	Download All	File Name	Description
1	Download	Electronic Submission Instructions 2016.pdf (72 KB)	Electronic Submission Instructions
2	Download	2223-014-2028 SPECIAL TERMS COND AND SPECS Sped Supplies Equip Svc MAC.pdf (203 KB)	2223-014-2028 SPECIAL TERMS COND AND SPECS Sped Supplies Equip Svc MAC
3	Download	EMS ISD STANDARD TERMS AND CONDITIONS Rev 4.12.23.pdf (298 KB)	EMS ISD STANDARD TERMS AND CONDITIONS Rev 4.12.23
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 - Rev. 10-2018

Items 1-5 shown of 5



## 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)

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 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!**

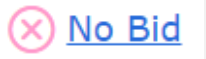
6 **1.0**  
SECTION 1.0 - PROPOSAL REQUIREMENTS

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 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


9 **EM-S ISD STANDARD Terms and Conditions**

## 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.

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

Bid Line Items

Save Save & Next Go to Line  Error Check Response Total: \$0.00

Lines 1 - 41 shown of 69 • Page 1 of 3 shown 1 2 3 ▶▶

| # | Specification  | Quantity | UOM | Response                                  | Extended  |
|---|--|----------|-----|---|---|
| 1 | <b>INSTRUCTIONS TO PROPOSERS (PRODUCTS)</b><br>1. Items below are for <b>Products</b> (Supplies, Equipment, etc.)<br>2. On the Percentage field, enter the <b>Firm-Fixed Discount Percentage from Vendor's Published Price List</b> .<br>3. A discount of 0% is a valid response.<br>4. Only enter a number (zero included), if you sell the products listed on the line item.<br>5. If you do not sell the products listed on the line item, enter "NO BID".<br>6. <b>Attach the Published Price List</b> .<br>7. A Quote is <b>NOT</b> considered a "Vendor's Published Price List". |          |     | <input type="text" value="Not required"/> | <b>No Response</b><br><i>Line excluded from response total</i>  |
| 2 | <b>APPLIANCES</b>  |          |     | <input type="text" value="Percent Off"/>  | <b>No Response</b><br> <a href="#">Add Notes</a> |

Item Attributes


| # | Attribute  | Response             |
|---|--|----------------------|
| 1 | <b>Published Price List</b><br>Attach your Published Price List to the "Response Attachments" tab. If your | <input type="text"/> |

## Response Attachments Tab:

1. Upload each completed document under this Tab.

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

### Requested Attachments

 Error Check

| #   | Requested Attachments  |
|-----|--|
| 1 * | <p>Vendor's Published Price List<br/>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".</p> <p><input type="button" value="Upload"/> <b>Click "Upload" to select file</b></p> |
| 2 * | <p>Vendor Data Form<br/>Please attach the duly filled out Vendor Data Form (found under the Attachments tab).</p> <p><input type="button" value="Upload"/> <b>Click "Upload" to select file</b></p>  |
| 3 * | <p>IRS W-9 Form<br/>Please attach the duly filled out IRS W-9 Form (found under the Attachments tab).</p> <p><input type="button" value="Upload"/> <b>Click "Upload" to select file</b></p>  |
| 4 * | <p>Disclosure of Lobbying Activities<br/>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.</p> <p><input type="button" value="Upload"/> <b>Click "Upload" to select file</b></p>          |
| 6   | <p>Conflict of Interest Form<br/>Attach the Conflict of Interest Form (found under the Attachments tab), ONLY IF any conflict to declare.</p> <p><input type="button" value="Upload"/> <b>Click "Upload" to select file</b></p>  |


Items 1-5 shown of 5

## Response Submission:

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

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<br>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.