



## Doing Business with Denton ISD

Denton ISD, as well as all other school districts in the State of Texas, is governed by the state competitive bid law. Therefore, the majority of purchasing is done via a competitive procurement process such as a Request for Bid (RFB), Proposal (RFP), Competitive Sealed Bids (CSB) or Proposals (CSP).

In 2017, the Denton ISD Purchasing Department moved from a paper bidding process to an electronic bidding system. DISD e-Bid, the new e-bidding system, is used by all vendors/suppliers regardless of whether they are current, awarded vendors or new applicants. You will need to register with us using the "Supplier Registration" link on the DISD e-Bid login screen.

<https://dentonisd.ionwave.net/Login.aspx>



## Bids

The purpose and intent of this competitive process is to help public schools obtain the best products at the lowest practical prices in the best interest of the taxpayers by stimulating competition. Denton ISD is committed to fair and equal competition among all vendors and does not allow favoritism to be shown to any vendor.

With the exception of construction projects, the bids that typically go through the Purchasing Department are annual contracts for supplies and/or services. The Purchasing Department is also responsible to the Board of Trustees for other one-time purchases which cost more than \$50,000.00. Denton ISD has a website whereby construction project information may be obtained at <https://www.dentonisd.org/Domain/30>.

## Registration for Bidder / Supplier

The registration for a bidder / supplier in the DISD e-Bid System is used to identify vendors who desire to participate in the competitive bid or proposal process by being added to our vendor database. This registration is not intended

to add a vendor to the approved vendor list, but to make sure all those that desire to be a part of the process get sent the appropriate invitation to bid or propose. Vendor approval status is based on the awarding of bids and proposals per the purchasing guidelines.

Applicants should carefully review the list of commodities and/or services on the bidder registration and clearly mark the items supplied by your company. Be sure to mark all that apply in order to guarantee that your data will be properly listed in the vendor database.

## **Notice to Potential Bidders**

Unless specifically requested, the District does not send bid packets via U.S. Mail. Vendors are informed by an e-mailed bid notification. In addition, most bid or proposal notification documents are posted on the [Denton ISD Purchasing Department's website](#). The District also advertises all requests for sealed bids and proposals in the Denton Record-Chronicle.

## **Changes to Bidder Information**

In order that you will receive proper notification, it is very important that you make Denton ISD's Purchasing Department aware of any changes in your contact information. It is the responsibility of the vendor to change contact information by updating your supplier Information in the DISD e-Bid System online.

## **E-bid Registration Instructions**

Go to <https://www.dentonisd.org/Page/1139>, click the e-bid button, then click "Supplier Registration" and follow the instructions below:

- 1.) Complete the Preliminary Company Information.
- 1.) Read and accept "Terms & Conditions".
- 2.) You will need to complete the information required on the next few pages and click "Next" when completed. The system will prompt you if the submitted information is incorrect.
- 3.) You will be asked to enter a username. This can be any name you select but be sure to write it down so you will remember it.
- 4.) Next, enter the password you want to use. Again, write this down.
- 5.) When finished, scroll to the bottom of the page to click "Submit". (If you do not click submit, the system will not save your entries and you will have to start over again).
- 6.) After registering, you will receive an automatic email when bidding opportunities go public for your commodity.