

## **Purchasing FAQ's**

### **How does CHISD order/purchase goods and services?**

The purchase of goods or services will only be by authorized purchase order issued by CHISD. CHISD is not responsible for orders that are not contained in a written authorized purchase order.

Acceptance of orders verbally or in any other manner without an authorized purchase order are at risk of non-payment.

CHISD employees may not order goods or services without the issuance of a written purchase order issued by an authorized official.

CHISD Purchasing and Acquisition is governed by Board Policy [CH \(LEGAL\)](#) and [CH \(LOCAL\)](#).

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### **How do I get on the CHISD vendor list?**

To become an awarded CHISD vendor, you will need to go to the [Purchasing Website](#) and complete the Vendor Request Form and submit the form to the purchasing office. When a bid opportunity becomes available for your procurement category, you will be notified by the purchasing office. If you choose to participate in the bidding process, your bid/proposal must be selected by an evaluation committee and approved by the CHISD Board of Trustees.

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### **How do I find out what/when items are scheduled for a RFP, CSP, or RFQ?**

All RFP, CSP, and RFQs, are published in the Focus Daily Newspaper.

All currently approved vendors as well as those vendors who submitted a vendor request form, will be notified when a bid is open for the product or service they supply.

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### **How can I obtain a copy of a RFP, CSP, or RFQ?**

All current RFP, CSP, and RFQs, are posted on the [Purchasing Website](#) under **Current Bids**. Proposal packet and addenda are supplied here as well.

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### **If I have questions filling out the documents, whom can I contact?**

All RFP, CSP, and RFQ documents contain the Purchasing Manager's name and contact information, such as email and phone number.

In addition, contact information for the Purchasing Manager is located on the [Business Office Staff website](#).

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**What are the district's insurance requirements?**

The general insurance requirements are workers' compensation, general liability and vehicle liability. The specific type and amount of insurance required depends on the nature of the goods or services to be provided and will be specified in the RFP, CSP, and RFQ documents.

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**Does CHISD require bonds?**

Yes. State law requires construction contractors to provide a payment bond for contracts with a cost of \$25,000 or more. Performance bonds are required for construction contracts with a cost of \$100,000 or more. The specific information on type and/or amount required will be specified in the RFP, CSP, and RFQ documents.

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**Does CHISD require a W-9 form?**

Yes. We are required to maintain a current W-9 form on file for every vendor. And it is the responsibility of the vendor to ensure that the W-9 the district has on file is current.

Note: Per the IRS a W-9 is considered current as long as the information it contains and/or supplies is still true, accurate, and without change. The date that the form was signed has no bearing on if it is considered current or not. However, CHISD may request a new W-9 with a current date at its discretion.

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**How can I find out the results of a RFP, CSP, or RFQ?**

Once vendors have been awarded a contract, the awarded vendor(s) are listed on the [Purchasing Website](#) under Awarded Bids, as well as added to the CHISD Master Vendor List. Additionally, interested companies may attend the public openings (if applicable) and Board Meetings.

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**How do I apply to be a Sole Source vendor?**

The Sole Source Competitive Bidding Exemption will only apply to a vendor who does not have any competition from a similar company or product. You must complete the Sole Source Affidavit, and submit to the Purchasing Manager. Awarding a Sole Source Vendor will be up to the discretion of the Purchasing Manager and or TEA.

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## **Does CHISD use purchasing cooperatives?**

Yes, The District is a member of numerous Purchasing Cooperatives. Purchasing cooperative vendors have been awarded through a specific purchasing cooperative, allowing the District to make purchases without completing the district's Procurement process.

The following is a list of purchasing cooperatives of which the district is a member and can purchase through their approved vendors/contracts:

- [BuyBoard National Purchasing Cooperative \[BuyBoard\]](#)
- [Department of Information Resources \[DIR\]](#)
- [Educational Purchasing Cooperative of North Texas \[EPCNT\]](#)
- [The Interlocal Purchasing System \[TIPS/TAPS\]](#)
- [Harris County DOE/Choice Partners national cooperative \[HCDE/Choice Partners\]](#)
- [National Cooperative Purchasing Alliance \[NCPA\]](#)
- [Purchasing Association of Cooperative Entities \[PACE\]](#)
- [Region 19 Purchasing Cooperative \[Region 19\]](#)
- [The Cooperative Purchasing Network \[TCPN\]](#)
- [Government Purchasing Alliance \[US Communities\]](#)
- [National Joint Powers Alliance \[NJPA\]](#)
- [TXSmartBuy](#)
- [ESC Region 2 GoodBuy Purchasing Coop](#)
- [IGPA](#)
- [E&I Cooperative Services](#)