

# 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**  
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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*

**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

**Company Address**

\* Address 1

Address 2

Address 3

\* City

\* State/Province

\* Zip/Postal

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 is the school district logo, which 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!". A paragraph of text follows, stating: "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!".

In the center, there is a white login box with the following elements:

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

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 are six white navigation buttons arranged in a 2x3 grid, each with an icon and a label:

- Current Bids**: icon of a document with a ribbon seal
- Closed Bids**: icon of a checkered flag
- Awarded Bids**: icon of a trophy
- Non Awarded Bids**: icon of a trophy with a red 'X' over it
- Active Contracts**: icon of a document with a signature
- Eagle Mountain-Saginaw Independent School District Purchasing**: icon of a cursor clicking on a "www." sign

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

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
2021-010-2026 Addendum 1	EM-S ISD	Student Instructional & Therapy Contracted Services	MARFP	5/24/2021	5/31/2022 02:00 PM (CT)	183 Days	Issued	Not Submitted
2021-002-2025-A	EM-S ISD	Maintenance, Operations and Transportation Supplies, Parts, Equipment and Related Services	MARFP	9/1/2021	8/31/2022 02:00 PM (CT)	275 Days	Issued	Viewed
2122-002-2026	EM-S ISD	Sports Photography Contracted Services	MARFP	9/24/2021	11/30/2022 02:00 PM (CT)	366 Days	Issued	No Response

### Other Bid Opportunities

Bid Number	Organization	Title	Type	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)	183 Days	Issued	Viewed
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)	183 Days	Issued	Viewed
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)	213 Days	Issued	Viewed
1920-012-2025-A Addendum 1	EM-S ISD	Administrative & Academic Contracted Services	MARFP	7/1/2021	6/30/2022 02:00 PM (CT)	213 Days	Issued	Not Submitted
2021-013-2026	EM-S ISD	Fine Arts Instruction Contracted Services	MARFP	7/22/2021	7/31/2022 02:00 PM (CT)	244 Days	Issued	Viewed
2021-001-2025-A	EM-S ISD	Retail/General Merchandise Stores, Grocery Stores, Food Suppliers and Restaurants/Catering	MARFP	9/1/2021	8/31/2022 02:00 PM (CT)	275 Days	Issued	Viewed
2021-003-2025-A	EM-S ISD	Technology, Network, and Data Management Accessories, Parts, Equipment, and Related Equipment Services	MARFP	9/1/2021	8/31/2022 02:00 PM (CT)	275 Days	Issued	Viewed
2021-004-2025-A	EM-S ISD	Print Services, Awards/Recognition Items, Promotional/Spirit Items, Apparel, and Related Services	MARFP	9/1/2021	8/31/2022 02:00 PM (CT)	275 Days	Issued	Viewed

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	2122-002-2026 (Sports Photography Contracted Services)
Close Date & Time	11/30/2022 02:00:00 PM (CT)
Time Left	366 days 4 hours 14 minutes 48 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

Event Details Messages Questions Activities Attachments Attributes Response Attachments Response Submission

Bid Information		Bid Contact Information	
Bid Type	MARFP	Workgroup	EM-S ISD
Issue Date & Time	9/24/2021 02:41:04 PM (CT)	Contact Name	Sara Ossa, Buyer
Close Date & Time	11/30/2022 02:00:00 PM (CT)	Address	1200 OLD DECATUR RD BLDG 6 FORT WORTH, TX 76179 USA
Bid Status	Issued	Contact Email	<a href="mailto:sossa@ems-isd.net">sossa@ems-isd.net</a>
Question Cutoff Date	11/23/2022 02:00:00 PM (CT)		
Bid Notes	<p><b>This is a Multiple Award RFP for Sports Photography Contracted Services.</b></p> <p><b>Sports Photography Contracted Services</b> (a.k.a. "Services") are the services of an expert, either an individual or company (a.k.a. "Vendor"), who renders services to the District on a short or infrequent term, on a fee basis, and does not involve the traditional relationship of employer and employee. These vendor services can provide sports photography, videography services and/or technical expertise not otherwise available to or performed by District personnel.</p> <hr/> <p><b>THIS SOLICITATION DOES NOT COVER PROFESSIONAL SERVICES AS DEFINED BY TEXAS EDUCATION CODE SECTION 544.031(f) and TEXAS GOVERNMENT CODE SECTION 52254.</b></p> <hr/> <p><b>TERM OF CONTRACT:</b> December 1, 2021 through November 30, 2022 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.

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2122-002-2026 (Sports Photography Contracted Services)
Close Date & Time	11/30/2022 02:00:00 PM (CT)
Time Left	366 days 4 hours 14 minutes 2 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

Event Details Messages Questions Activities Attachments Attributes Response Attachments Response Submission

### Bid Attachments

#	Download All	File Name	Description
1	Download	Electronic Submission Instructions 2016.pdf (72 KB)	Electronic Submission Instructions
2	Download	2122-002-2026 SPECIAL TERMS COND SPECS Sports Photography Svc.pdf (192 KB)	SPECIAL TERMS, COND AND SPECIFICATIONS
3	Download	2122-002-2026 - Attachment A.pdf (117 KB)	Attachment A - EMS ISD Published Payment Schedule
4	Download	EMS ISD STANDARD TERMS AND CONDITIONS Rev 7.26.21.pdf (298 KB)	EMS ISD STANDARD TERMS AND CONDITIONS
5	Download	Vendor Data Form 7.15.19.pdf (20 KB)	Vendor Data Form
6	Download	W-9 Jan 2019.pdf (129 KB)	W-9 Form - January 2019
7	Download	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 2122-002-2026 (Sports Photography Contracted Services)

Close Date & Time 11/30/2022 02:00:00 PM (CT)

Time Left 366 days 4 hours 13 minutes 13 seconds

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

Event Details Messages Questions Activities Attachments **Attributes** Response Attachments Response Submission

Bid Attributes

Save Save & Next Error Check Response Total: \$0.00

Attributes 1 - 30 shown of 81 • Page 1 of 3 shown

1 2 3 ▶▶

#	Attribute
1	<b>MUST ATTACH</b> MAKE SURE TO UPLOAD ALL REQUIRED DOCUMENTS AND FORMS TO THE "RESPONSE ATTACHMENTS" TAB.
2	<b>Introduction</b> THERE ARE 81 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	<b>Attributes Questions</b> ~~~ANY QUESTION THAT "REQUIRES" AN ANSWER AND DOES NOT PERTAIN TO YOUR COMPANY PLEASE ENTER N/A (not applicable).
4	<b>Bid Inquiries and/or Clarifications</b> 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 <b>on or before seven (7) calendar days prior to the opening date.</b> 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	<b>Successful Bid/Proposal Response Submittal</b> All bids/proposals must be <b>SUCCESSFULLY</b> submitted before the due date and time regardless of your organization's ability to submit bids online. It is the supplier's <b>sole responsibility</b> 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. <b>Do not wait until the last minute!</b>
6	1.0 <b>SECTION 1.0 - PROPOSAL REQUIREMENTS</b>

## Response Attachments Tab:

1. Upload each completed document under this Tab.

Return No Bid Documents Response History Bid History Error Check Response

Bid Number	2122-002-2026 (Sports Photography Contracted Services)
Close Date & Time	11/30/2022 02:00:00 PM (CT)
Time Left	366 days 4 hours 12 minutes 19 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

Event Details Messages Questions Activities Attachments Attributes Response Attachments Response Submission

### Requested Attachments

✓ Error Check

#	Requested Attachments
1 *	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>
2 *	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>
3	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>

Items 1-3 shown of 3

## 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	2122-002-2026 (Sports Photography Contracted Services)
Close Date & Time	11/30/2022 02:00:00 PM (CT)
Time Left	366 days 4 hours 11 minutes 27 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

Event Details Messages Questions Activities Attachments Attributes 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.