



Calhoun County Independent School District

Finance Department

525 N. Commerce Street

Port Lavaca, Texas 77979

361-552-9728 (phone) 361-551-2648 (fax)

www.calcoisd.org

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To: Current and Potential Vendors

From: Robin Martinez
Chief Financial Officer

Subject: How to do Business with Calhoun County Independent School District

Calhoun County Independent School District (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 our purchasing is done via competitive procurement. The purpose and intent for the competitive process is to help public schools obtain the best value for goods and services by stimulating competition. Calhoun County ISD is committed to fair and equal competition among all vendors.

Notification of Bid Opportunities. Calhoun County ISD utilizes the Regional Purchasing Cooperative administered by the Region 3 Education Service Center. Vendors may register with the Regional Purchasing Cooperative online at <https://www.esc3.net/site/Default.aspx?PageID=903>. Once registered vendors will be notified of upcoming bid opportunities.

Contracts with Purchasing Cooperatives. Calhoun County ISD uses the Regional Purchasing Cooperative for its main source of vendors but we also have numerous interlocal contracts with the following cooperatives. Please contact our purchasing department at mickles@calcoisd.org if you have an active contract with any of these cooperatives and you may be added to the Calhoun County ISD Approved Vendor List.

PCA-PURCHASING COOPERATIVE OF AMERICA

<http://www.pcamerica.org/awarded>

REGION 2-GOODBUY PURCHASING COOPERATIVE

<https://purchase.esc2.net/>

PACE-PURCHASING ASSOCIATION OF COOPERATIVE ENTITIES

<https://programs.esc20.net/default.aspx?name=pacer.home>

BUYBOARD COOPERATIVE PURCHASING

<https://www.buyboard.com/Home.aspx>

TIPS-THE INTERLOCAL PURCHASING SYSTEM

<http://tips-usa.com/>

TCPN-NATIONAL IPA

<http://www.nationalipa.org/Pages/Contracts-search.aspx>

CHOICE PARTNERS

<https://www.choicepartners.org/vendors>

TEXAS SMART BUY

<http://www.txsmartbuy.com/>

DIR-TEXAS DEPARTMENT OF INFORMATION RESOURCES
<http://dir.texas.gov/View-Contracts-And-Services/Landing.aspx>
 REGION 19-ALLIED STATE COOPERATIVE
<http://www.alliedstatescooperative.com/vendors.php>
 US COMMUNITIES-GOVERNMENT PURCHASING ALLIANCE
<http://www.uscommunities.org/>
 REGION 1 PURCHASING COOPERATIVE
<http://www.escl.net/Page/917>
 HGAC BUY
<https://www.hgacbuy.org/>
 NCPA
<http://ncpa.us/>

Receive a Purchase Order. In accordance with District Policy, all purchasing commitments are communicated to you via a Purchase Order. Please do not provide goods and/or services without a Purchase Order. The Purchase Order specifies what the District is committing to and ensures that funds are set aside to pay for such commitments. A District Purchase Order number has the following format: XXXXXX and always starts with the the current school fiscal year. The leading two numbers 20 designation identifies purchases related to the 2019-2020 school year.

Invoice the District. After satisfactory delivery of the goods and/or services, send your invoice to our accounts payable department at hernandezc@calcoisd.org or mail to CCISD, Accounts Payable, 525 North Commerce Street, Port Lavaca, Texas 77979. Please include the following items on your invoice document:

• Company Name and Name of Contact	• Purchase Order Number
• Remit Address (where the check is to be mailed)	• Ship To information (where products were delivered or services performed)
• Invoice Number	• Detailed of items shipped and/or services rendered
• Invoice Date	• Total amount due