



Northside Independent School District Purchasing Department

Doing Business with Northside ISD

- If you are interested in doing business with Northside ISD, there are a few steps you will need to take **before** Northside can begin purchasing your goods or services.
- Most items purchased throughout the district require that the vendor(s) we are purchasing from be an approved vendor on a **bid**.
- The first thing you will want to do is print a copy of the **Vendor Application**, which is available on the Purchasing Department's Website.
- Fill out this application and submit it to the Purchasing Department. You can mail the application to: Northside ISD Purchasing Department, Attention: Vendor Application Processing, 607 Richland Hills Dr., Suite 700, San Antonio, TX 78245
- Bid invitations are sent to vendors based on the selected commodity from the vendor application.
- The **Current Bids** file on the Purchasing Department's Vendor Page is updated weekly.
- When you see a bid coming up for a commodity or service that NISD will be buying, simply contact one of the Purchasing Department's Bid Specialists (their contact information is available on the Purchasing Staff section of the Purchasing Department Web Page) to receive a copy of the bid.
- Make sure that you fill out the bid completely and thoroughly and that you submit your bid on or before the due date and time.
- Results from the bid will be available after the approval by the Board of Trustees.
- Once the Board of Trustees approves the bids, the selected vendors will be used to purchase the goods and services on that bid for the duration of the bid (typically one year). Some bids have the option to extend for an additional year or more.
- In successive years, you will remain on the *Vendor List* and be mailed a copy of the latest bids as long as you acknowledge receipt of the bids by returning them to the Purchasing Department (whether you bid on the contracts or not).