

San Antonio Independent School District
Materials Management/Purchasing/Warehousing & Textbooks Department

January 3, 2012

Dear Vendor,

I am very pleased to have the opportunity to assist the vendor community in conducting business with the San Antonio Independent School District (SAISD) and to offer the necessary resources to ensure the support provided exceeds your expectations. To that end, I would like to briefly familiarize you with the Texas Bid System, the District's e-commerce procurement system.

SAISD utilizes this system to electronically post all of the District's competitive procurement opportunities, i.e. quotes, bids, proposals, addendums, Board approved vendor award information and other supporting documentation. The use of this system was coordinated through an inter-local agreement between the District and Bexar County. This system was developed to provide purchasing agencies within the State of Texas with an effective method for posting their formal bid documents. Many local inter-governmental agencies across south Central Texas, including SAISD, Bexar County, Cameron County, City of Cedar Park, City of Hutto, City of Leander, City of New Braunfels, City of Pflugerville, City of San Marcos, City of Taylor, City of Victoria, Comal ISD, Georgetown ISD, Manor ISD, Montgomery County, Pflugerville ISD, Potter County, San Marcos CISD and South San Antonio ISD are currently participating in the program.

Through participation in this user-friendly, web-based procurement program, vendors now have broader access to business opportunities throughout the region. In keeping with our continuing efforts to increase operational efficiency through automation and to save taxpayers dollars, SAISD has realized significant cost savings through a reduction in paper, printing and postage expenses.

The Texas Bid System offers two vendor notification options: paid and search only access. All prospective participants must register on-line in order to view and download bid related documents. By clicking on the following web address, vendors may compare and decide on the option most beneficial to their business: <http://www.govbids.com/scripts/teg/Public/info/regoptions.asp>. Additional information can be found at the website home address: www.texasbidsystem.com.

<p>Option #1: Value-added, automatic e-mail notification service based on a vendor's specific registration profile. Cost: 1 yr - \$49.95</p>

<p>Option #2: No cost option - Vendors must log-in frequently for search only access to obtain bid related information.</p>
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If selecting the e-mail notification option, vendors can pay on-line using a major credit card i.e. VISA, MasterCard, Discover, American Express or by calling 1-800-835-4603, for phone processing.

Vendors who would like to participate in the District's procurement program, but opt not to access on-line documents will be assessed a \$50 annual administrative processing fee. A cashier's check or money order made payable to SAISD must be submitted to Materials Management, Attn: Bid Section, 1215 Austin Street, San Antonio, Texas 78208.

We would appreciate your participation and comments regarding the use of the system. If you have any questions or encounter technical problems during registration please contact the Texas Bid System Vendor Support Department at 1-800-835-4603.

If you have any further questions regarding the District's procurement opportunities and support systems please contact the Bid Section at (210) 224-2781.

Sincerely,

Pamela Morrison, CTPM, CPPB
Director, Materials Management/Purchasing