

VENDOR ANNOUNCEMENT
IMPORTANT NOTICE – CHANGE TO ELECTRONIC BIDDING
SYSTEM

Dear Vendor:

The Cleburne 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. Cleburne ISD is committed to fair and equal competition among all vendors.

In order to streamline the [procurement operation for the District, the Cleburne ISD Business Office is proud to announce a new partnership with Public Purchase, a web based e-Procurement service. In order to receive bid notifications as a current vendor you must register with the new system. This process will only take a few minutes. The two-step registration process/instructions are detailed below in the Instructions section. Registration is FREE to vendors.

We will make the move to Public Purchase effective April 1, 2017. Please register as soon as possible so that you have uninterrupted access to our bids and the notification of our bids.

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you are already registered with Public Purchase, please proceed directly to step 2.

2. Register with Cleburne ISD:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions for use.

B. Then click on the link below to start your registration process with Cleburne ISD. Begin by selecting NAICS Commodity Codes that relate to your business so you can receive email notifications for future bid opportunities.

<https://www.publicpurchase.com/gems/cleburneisd.tx/buyer/public/home>

C. If, for any reason, the link below fails; you can use the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click “Select Region” and “Select Agency”. After selecting Cleburne ISD, click on the “Register with Cleburne ISD” on the right side of the Cleburne ISD logo.

It is important that the second part of the registration is complete or you will not receive notifications of upcoming quote opportunities from the Cleburne ISD. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up to date vendor database, which will be hosted on Public Purchase’s servers and will allow suppliers to easily update and change their information as needed.

What benefits to You?

The eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ’s issued through the Public Purchase website. This system will also provide you with automatic notification and transmittal of bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com or use their Live Chat during business hours. The Live Chat can be found in the upper left corner of the web site.

Thank you for participating in Cleburne ISD’s new registration process.

Sincerely,

Heidi Todd
Cleburne ISD Purchasing Agent
htodd@c-isd.com
817-202-1118

