



**TO:** Current and Potential Vendors

**FROM:** Stephen Parmer, Director of Procurement

**SUBJECT:** How to do Business with Uplift Education?

Uplift Education, as well as all other school districts in the State of Texas, is governed by the state and federal 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. Uplift Education is committed to fair and equal competition among all vendors. The following information is a macro view of how to do business with Uplift Education.

**BID NOTIFICATIONS:** To receive bid notifications for Uplift Education’s bids/proposals please register by emailing your contact information to [procurement@uplifteducation.org](mailto:procurement@uplifteducation.org).

**SUBMIT A BID:** The district also advertises required bid/procurement opportunities on [www.uplifteducation.org/procurement](http://www.uplifteducation.org/procurement). Each bid has a unique number in the format of ##-### (for example 09-237). Double click on the bid number and the actual bid document will open in a .pdf file. Print out and complete all of the bid forms/documents and deliver the completed bid forms/documents to the Procurement Department prior to the due date and time.

**DISCLAIMER:** The official opening date/time is shown in the Bid/RFP document. Information on this webpage is for quick access only and does not constitute a binding date/time. In case of discrepancy, the date/time in the Bid/RFP document will prevail. To the extent this document conflicts with a duly issued Uplift Education Request for Proposal (RFP), the RFP shall control.

**AWARD NOTIFICATION:** Each particular bid contain instructions on how the bid will be evaluated and awarded. All of our procurements are evaluated and awarded in accordance with applicable state law. Maintain your bid numbers for reference when conducting business with Uplift. If you need additional information about a bid award, contact the Buyer identified on the front page of each bid.

**PURCHASE ORDERS:** In accordance with District Policy, all purchasing commitments (other than those made via a District’s Credit Card) 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 is a 5-digit number. Example: 5XXX1.

**INVOICING:** After satisfactory delivery of the goods and/or services, send your invoice to [accountspayable@uplifteducation.org](mailto:accountspayable@uplifteducation.org). Please include the following items on your invoice document:

<input type="checkbox"/> Company Name and Name of Contact	<input type="checkbox"/> Purchase Order Number
<input type="checkbox"/> Remit Address (where the check is to be mailed)	<input type="checkbox"/> Ship To information (where products were delivered or services performed)
<input type="checkbox"/> Invoice Number	<input type="checkbox"/> Details of items shipped and/or services rendered
<input type="checkbox"/> Invoice Date	<input type="checkbox"/> Total amount due

**PAYMENT:** Payments for goods and services are on **NET 30** terms unless otherwise agreed upon by Uplift Education.