

Vendor Opportunities

In order to be notified of new opportunities to provide goods and/or services to WFISD, please follow the instructions below:

Visit [Public Purchase](#) to access electronic solicitations posted by Wichita Falls ISD. To be placed on the list of prospective bidders, you must complete the following application process.

INSTRUCTIONS

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

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 the 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>

2. Register with Wichita Falls ISD:

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

B. Then click on the link below to start your registration process with Wichita Falls ISD. Begin by selecting the Classification Codes that relate to your business so you can receive email notifications of future bid opportunities. You may be prompted to submit a W-9 for the WFISD records and for tax purposes. *This form must be completed before you will be considered a vendor for the WFISD even if our District already has a W-9 from you on file.*

<http://www.publicpurchase.com/gems/wichitafallsisd.tx/buyer/public/home>

C. If, for any reason, the link fails, you can follow 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 Wichita Falls ISD, click on the "Register with Wichita Falls ISD" on the right hand side of the Wichita Falls ISD's logo

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

Although WFISD utilizes the Bidder's List in preparing bid invitations and quotation requests, placement on the list is no guarantee of solicitation.

NOT: Being registered with Public Purchase does not automatically make a vendor a WFISD awarded vendor.

WFISD Purchasing Process

The Purchasing Office is responsible for soliciting formal bids of \$50,000 or more for the District. All formal bids are solicited through newspaper advertisement in the Times Record News.

Direct School Solicitation

Vendors wishing to make direct contact with schools for the purpose of selling products or services for school use as a fundraiser must make contact with booster club officers or student organization sponsors. Officers and sponsor names can be obtained at the specific campus.

Wichita Falls Independent School District looks forward to working with your company. Please feel free to call us at 940.235.1017, or e-mail us at purchasing@wfisd.net.

Appointments for in-person visits must be made in advance.