



# PROSPECTIVE VENDOR WEBINAR



ALAMO  
COLLEGES  
DISTRICT



# PRESENTERS



Monique Joseph  
Contract Manager  
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713.316.4259



Joann Nichols  
Assistant Director  
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713.696.2122



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713.696.8252



Steve Gibson  
Contract Manager  
[steve@choicepartners.org](mailto:steve@choicepartners.org)  
713.681.6052



Janet Wachs  
C.E. Asst. Director  
[janet@choicepartners.org](mailto:janet@choicepartners.org)  
713.696.1379



# AGENDA

## PART 1 (10 a.m. to 11:00 a.m.)

**10:00 to 10:15 a.m.**  
*Welcome and Introduction*  
*Choice Partners Cooperative*

**10:15 to 10:30 a.m.**  
*Legal Requirements,*

**10:30 to 10:45 a.m.**  
*Growing Your Business*

**10:45 to 11:00 a.m.**  
*eBid introduction*

## PART 2 (11:00 a.m. to 12:30 p.m.)

**11:00 to 12:00 p.m.**  
*Job Order Contracting*

**12:00 to 12:15 p.m.**  
*Q & A*

**12:15 -12:30 p.m.**  
*Closing*



# WELCOME

## Monique Joseph

*Contract Manager of Choice Partners*

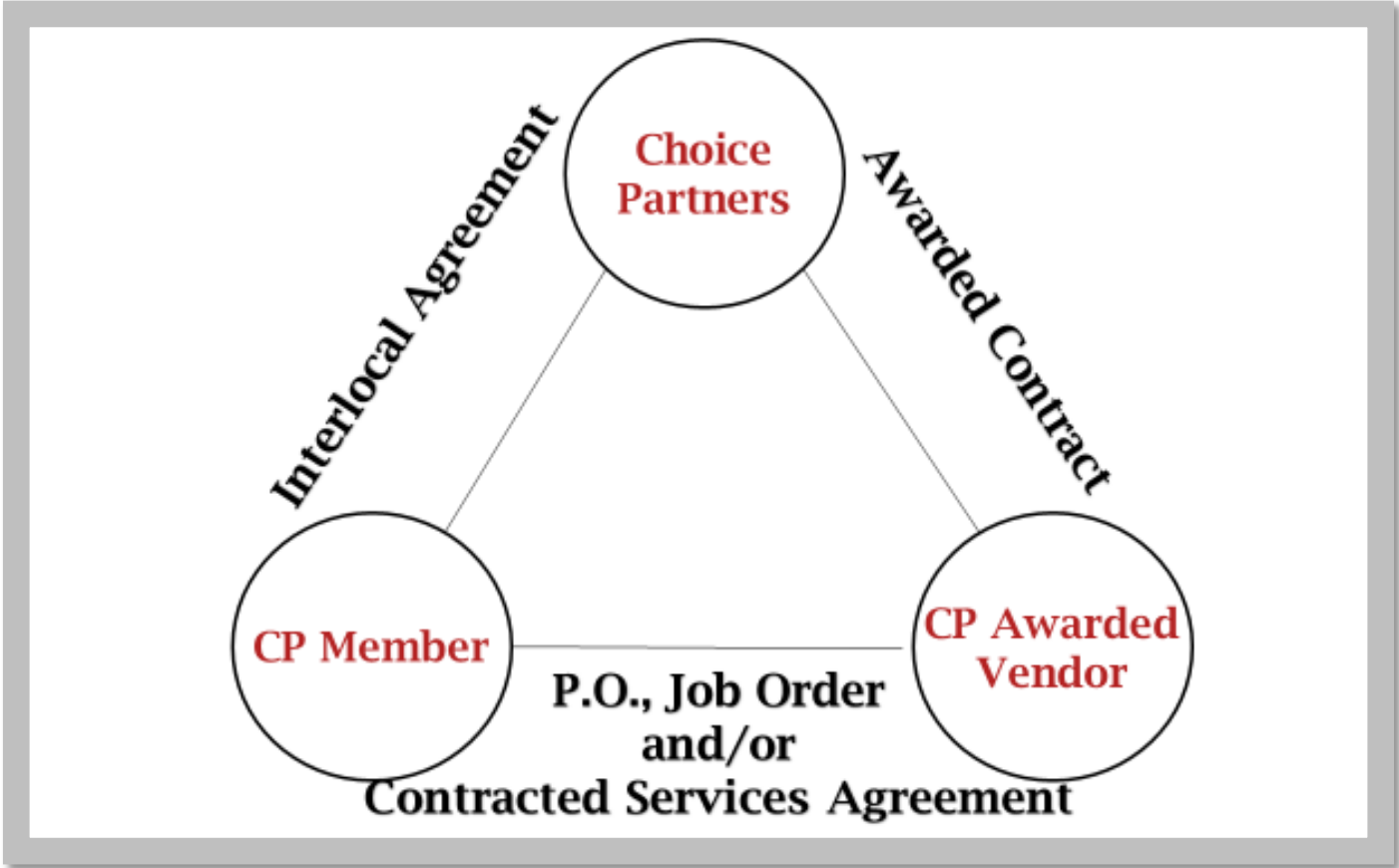
Contract is **b r o a d e r** than HCDE  
*School districts, charter schools, counties,  
municipalities, colleges, universities*

**WIN – WIN – WIN**

How can we help you?



# WIN, WIN, WIN





# HCDE, A GOVERNMENTAL ENTITY

## Harris County Department of Education

HCDE is located in Harris County, Texas; it is not a County agency.

HCDE is a governmental agency serving Harris County schools since 1889.

Taxing Authority



# THE 5 PILLARS WE SUPPORT

STUDENTS AND EDUCATORS SERVED

GRADUATE  
DEDICATED  
PURPOSEFUL  
CATALYST  
PERSISTENT

ADULT EDUCATION  
**9,121**

IMPACT  
ENGAGE  
DISCOVER  
ACHIEVE

CASE FOR KIDS  
**17,411**

SUCCESS  
EDUCATION  
PREPARE  
NUTRITION  
HEALTH

HEAD START  
**3,409**

STUDENT  
ACADEMIC  
ACHIEVER  
SCHOLAR  
OPPORTUNIST  
LEARNER

SPECIAL SCHOOLS  
**729**

TREATMENT  
HELPFUL  
BENEFIT  
UNDERSTANDING  
PATIENCE  
INSPIRE  
ANALYSIS

THERAPY SERVICES  
**13,898**



 CENTER FOR SAFE AND SECURE SCHOOLS  
**51,655** Students and Educators

 CHOICE PARTNERS  
**\$28** Million in Support for Districts

 EDUCATOR CERTIFICATION  
**1,489** Educators Served

 RECORDS MANAGEMENT  
**42** Government Agencies

 TEACHING AND LEARNING CENTER  
**9,200** Educators Served



# LEGAL REQUIREMENTS



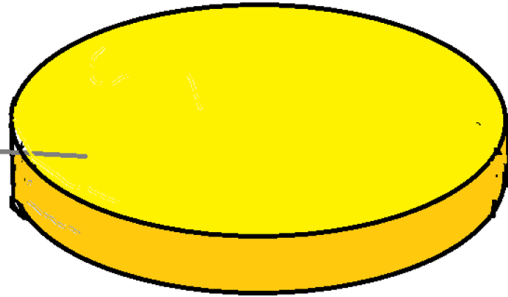




# Orders of Benefit

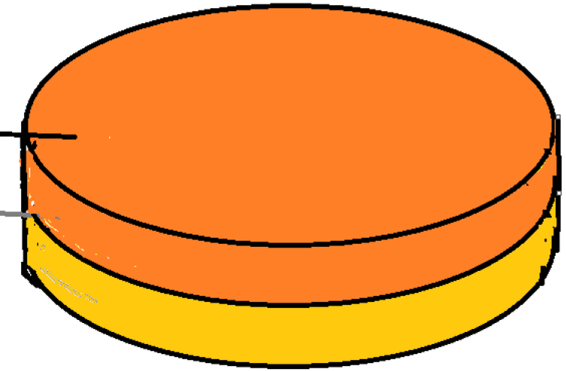
## Leveraging the Contract

Help the customer



get what they want

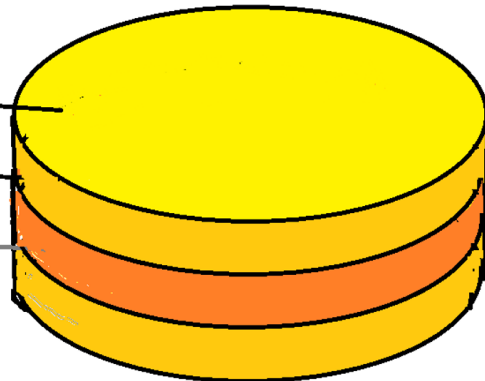
Help the customer



from you

Get what they want

Help the customer



legal and compliant

From you

Get what they want

Help the customer





# LEGAL REQUIREMENTS - TEXAS

## Choice Partners provides legally-procured contracts

Local Government Code 271 - Purchasing & Contracting Authority of Municipalities, Counties, other Government

Education Code Ch. 44 -Procurement (All construction, with the exception of Performance Contracts, is in Code 2269)

Government Code 791 – Interlocal Cooperative Contracts

Government Code 2269  
Construction Procurement  
for all government  
(except Higher Ed.)

Local Gov't Code 252/262  
Purchasing & Contracting  
Authority of Municipalities,  
Counties, other Government

24 CFR 85.36  
Housing and Urban  
Development



EDGAR/Uniform  
Guidance (2 CFR 200)

HB 1295

TEC 51.9335  
Higher Education



# LEGALLY PROCURED CONTRACTS

## WHY IS THAT IMPORTANT?

- Reduces risk and time per sale
- Repeat business
- Satisfies requirement for procurement process (TEC 44.031(a) and others)
- Single award to sell to multiple entities
- Less bids/RFPs to respond to
- (With a relationship!) – Propose on needs that are never “bid out”
- Easy contract: **Not-to-exceed** pricing applies to **all members**
- “Prequalification factor”

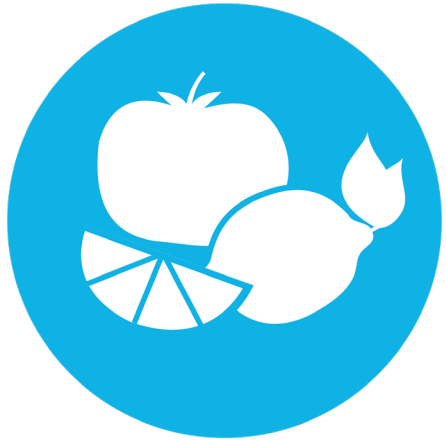


# WHY YOUR GOV'T CUSTOMERS ARE USING COOPERATIVE PURCHASING

- Reduce the number of bids to prepare, issue, and monitor
- Appropriate for many needs (but not all)
- Labor in preparing bids/RFPs can be used elsewhere
- Shift procurement cost (and risk) to the cooperative
- 90-days is average time for RFP from development to award. 45-60 for a bid
- Flexibility and convenience to work with the vendors on established pricing and better discounts
- Cooperative Purchasing authorized by Texas Gov't Code 791, LGC 271, TEC 44.031(a) and others



# CONTRACTS



**FOOD/CAFETERIA**

**TECHNOLOGY**

**COMMODITIES**

**SERVICES**

**FACILITIES**



# Careful what you propose



# GROWING YOUR BUSINESS



- Where do you begin?  
What is your target?
- Members vs.  
nonmembers?
- Get referrals from existing  
members including within  
the same organization.
- Can you collaborate with  
a Choice Partners  
contract holder?



# Register to Become a CP Vendor

## Become a Vendor

To be awarded a contract within HCDE Choice Partners Cooperative, vendors must follow these few simple steps:

- 1. Register as a supplier in the eBid System - you only become a BIDDER not an awarded vendor**
- 2. Respond to a specific bid or proposal advertised by HCDE/Choice Partners**
- 3. Be awarded a contract by the HCDE Board of Trustees**





# VENDOR LOGIN

## Vendor Login

If you have a contract awarded by Choice Partners, you may log-in below to view partner resources and current RFPs.

If you do not have a contract awarded by Choice Partners and want to view current RFPs or respond to an RFP, log-in below with your username and password. If you do not yet have a log-in, click on **Set Up New Account** Below.

USERNAME

PASSWORD

LOGIN

### Helpful Links

[Set Up a New Account](#)

[Forgot your password? Click here to reset password](#), then close the popup window to login on this page again.



# VENDOR DASHBOARD

## Vendor Dashboard

Welcome Admin Admin

As a Choice Partners vendor with a legal, competitively bid contract awarded by the HCDE governing board, you will have access to information just for awarded contract partners.

You may:

- **View your contract information page as members see it**
- **Access the list of members**
- **Login to eBid system**

Please contact your contract manager or call **877-696-2122** for help and information you need.

### View Vendors

Search vendors by name, contract title, or contract number

### View Members

Search members by name, type, state and region

### Marketing Resources

Find marketing tips, conference/membership lists, reporting files and more

### Partners Messages

Get latest vendor news and view new members

### eBid

Go to ebid and view/respond to current bids

### RECENT ACTIVITY

[2020 April Press Release](#)

April 20, 2020

[February 2020 Press Release](#)

March 5, 2020

### EVENTS

[TASBO Annual Conference](#)

March 2, 2020

[Texas Library Association](#)

March 24, 2020

[CMAT](#)

March 31, 2020



# VENDOR CONTACT INFORMATION

## Balfour Company

Print Info.

**Contract Category:** Graduation Items, Yearbooks & Commemorative Items

**Contract Number:** 19/012KC-01

**Contract Terms:**

Initial Award Date: February 27, 2019

1<sup>st</sup> Renewal Start Date: February 27, 2020

Current Expiration Date: February 26, 2021

Renewal Options Remaining: 2

**CP Contract Manager:**

Steve Gibson

[steve@choicepartners.org](mailto:steve@choicepartners.org)

713-681-6052

**Contract Partner:** Balfour Company



**Contract Partner Web Site:**

<http://www.aaljackets.com>

**Approved Market Area:** National

### CONTACT INFO

For SALES

**Butch Milks**

8525 Westland West Blvd  
Houston, Texas 77041

**Phone :** 832-912-8000

**Cell Phone :** 713-882-3222

**Fax :** 832-912-8005

[butchm@balfourhouston.com](mailto:butchm@balfourhouston.com)

For SALES

**Matt Milks**

8525 Westland West Blvd.  
Houston, Texas 77041

**Phone :** 832-912-8000

**Fax :** 832-912-8005

[mattm@balfourhouston.com](mailto:mattm@balfourhouston.com)

For SALES

**Butch Milks**

8525 Westland West Blvd.  
Houston, Texas 77041

**Phone :** 832-912-8000

**Fax :** 832-912-8005

[butchm@balfourhouston.com](mailto:butchm@balfourhouston.com)



# DUE DILIGENCE / PARTNERSHIP

## Facilities Sources

Print Info.

**Contract Category:** Construction-JOC (JOC-IDIQ)

**Contract Number:** 16/054JN-04

**Contract Terms:**

Initial Award Date: August 16, 2016

1<sup>st</sup> Renewal Start Date: August 16, 2018

2<sup>nd</sup> Renewal Start Date: August 16, 2019

Current Expiration Date: August 15, 2020

Renewal Options Remaining: 1

**CP Contract Manager:**

Joann Nichols

[joann@choicepartners.org](mailto:joann@choicepartners.org)

713-696-2122

**Contract Partner:** Facilities Sources



**Contract Partner Web Site:**

<http://www.facilitiesources.com>

**Approved Market Area:** TX

**APPROVED PRODUCT OR SERVICE:** Maintenance, repair, alteration, renovation, remediation, or minor construction of a facility when the work is of a recurring nature but the delivery times, type and quantities of work are indefinite.

**TO PLACE AN ORDER:** Contact the vendor for all your pricing needs, stating you are using CP contract and send us the confirmation only Purchase Order copy

**PRICING:** Coefficient on file. Email confirmation copies of all PO's to [ecatalog@choicepartners.org](mailto:ecatalog@choicepartners.org)

**Freight Terms:** N/A

**HUB Status:** Yes

**MWBE Status:** No

**SBE Status:** Yes

**DUE DILIGENCE:** [Download](#)

**ABOUT THIS PARTNER:**

With specialty licenses for electrical, mechanical and plumbing services, DPFS, Ltd. is able to efficiently coordinate all phases of construction, providing maximum productivity, quality and safety to its customers. This unique combination of services under one roof means one team is efficiently completing the job, ensuring maximum productivity and quality, at the least possible price, adding to customer satisfaction. Dura Pier Facilities Services foundation for success is the ability to plan and manage projects within budgets and within demanding schedules.



# RESOURCES

## Marketing Resources

### Your Marketing Resource Center

Choice Partners wants to work with all contract holders to help expand and grow your business, using your Choice Partners awarded contract. Please let your contract manager or the HCDE Client Engagement ([713-696-1379](tel:713-696-1379)) know how we can help.

Contract holders may use their contract for the region ([ESC region map](#)) or state it was proposed and awarded. While contract use is NOT limited to Texas, good resources for Texas government may be found in the [tips to market to government entities document](#) and a quick reference [list of member entities is here](#). Quick List of current vendor contracts list [here](#).

### Become a Featured Vendor

After you have used your Choice Partners contract and have several satisfied customers, you may request to be a featured vendor. Client Engagement will

[Dashboard](#)

[View Vendors](#)

[View Members](#)

[Marketing Resources](#)

[Partners Messages](#)

[Reporting Sales](#)

[Bond Elections](#)

[Graphics](#)

[eBid](#)

[Logout](#)



# FEATURED VENDOR

## Become a Featured Vendor

- Have 3+ members (not from same entity) that have used your contract and are satisfied. They must be willing to be interviewed and quoted.
- Complete request form found on Marketing Resources page and return to contract manager.
- Be interviewed by Client Engagement and your contract manager. CE will interview contacts.
- Vendor to review article before release.

*The article will be published in the Leader's Choice newsletter sent electronically to members and vendors on a monthly basis. The publication is posted on the CP website with a web banner plus a link to the story and distributed by field reps and conference exhibit booth staff.*



# MEMBER CONTACT LIST

## Vendor must:

- display Choice seal on your website home page (or landing page);
- link CP seal on vendor website to vendors page within Choice website; and
- provide proposed marketing material to be used with the list for review.

## Client Engagement will:

- review the language of your marketing email to reflect vendor status; and
- provide a contact list of members.

Ask your **contract manager** to provide you the **contact request form link** after you complete the three items at top.



# GET A QUOTE

- Members select a category of contract.
- Then select desired vendor(s).
- Member describes product/service to be quoted.
- Member enters date product/service is needed.
- Options available to upload photos/specifications.
- NOTE: Vendors must respond to quote request within 48 hours.

The screenshot shows a web form for requesting a quote. At the top right is a search bar. Below it is a list of contract categories with checkboxes. The selected vendor section shows several vendors with checkboxes, all of which are checked. The product service information section includes a large text area for description. Below that are input fields for name, email, organization name, organization type, phone, and product/service need by date. There is also an attach file section with a file upload button and a 'No file chosen' message. A red 'SUBMIT NOW' button is at the bottom right.

Search :

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

\*Select Contract Category :

<input type="checkbox"/> Data Network Cabling	<input type="checkbox"/> Debris Removal Service	<input type="checkbox"/> Digital Signage For Food Service
<input type="checkbox"/> Direct Delivery Of Snacks And Beverages	<input checked="" type="checkbox"/> Disaster Mitigation With Restoration (JOC-IDIQ)	<input type="checkbox"/> Disaster Recovery Consultants
<input type="checkbox"/> Document Management	<input type="checkbox"/> Doors, Windows, And Hardware (JOC-IDIQ)	<input type="checkbox"/> Drug Testing Services

\*SELECT VENDOR(S) : (VENDORS ARE REQUESTED TO RESPOND WITHIN 48 HOURS)

[Select All](#) | [Unselect All](#)

<input checked="" type="checkbox"/> Blackmon Mooring/BMS CAT	<input checked="" type="checkbox"/> ERC Environmental & Construction Services	<input checked="" type="checkbox"/> Enterprise Builders LLC
<input checked="" type="checkbox"/> Gerloff Company, Inc	<input checked="" type="checkbox"/> Horizon International Group LLC	<input checked="" type="checkbox"/> Texas General Contractors, Inc. LLC

PRODUCT SERVICE INFORMATION

\*NAME  \*EMAIL

\*ORGANIZATION NAME  \*ORGANIZATION TYPE

\*PHONE    EXT#

\*PRODUCT/SERVICE NEED BY DATE

ATTACH FILE (MAX FILE SIZE 10 MB)  No file chosen

**SUBMIT NOW**





# FAQ's

About Choice Partners

All-in-One Cooperative

Procurement Process

Member Reviews

FAQs

Current News

COVID-19

Vendor Spotlight

Events

Presentations

Contact Us

## Frequently Asked Questions

**Q : 0. What is Harris County Department of Education?**

A : Harris County Department of Education is a governmental entity. Created in 1889, HCDE provides educational services for school districts and learners of all ages. It is located in Harris County but is not part of the governmental entity of Harris County, Texas. See attorney letter [here](#). [See the benefits for membership to learn more.](#)

**Q : 1. What is Choice Partners?**

A : Choice Partners was created by the merger of three Harris County Department of Education procurement cooperatives, Choice Facility Partners, Gulf Coast Food Co-op and HCDE Purchasing Cooperative. Choice Partners is a national cooperative purchasing service with legally procured contracts. Using these contracts streamlines purchasing, saving time and money for governmental organizations and nonprofits. A division of [Harris County Department of Education](#), organizations in Texas that want to use these competitively bid and legally awarded contracts, sign an interlocal, government-to-government contract. Organizations outside Texas may just sign up and follow their state procurement laws.

**Q : 2. Who is eligible to use Choice Partners?**

A : Schools, colleges, universities, municipalities, counties, state agencies and other governmental entities, and nonprofits may join and use Choice Partners contracts. Private schools and higher education organizations that operate as nonprofit organizations may also become members.



# STAFF CONTACT INFORMATION

**About Choice Partners**

**All-in-One Cooperative**

**Procurement Process**

**Member Reviews**

**FAQs**

**Current News**

**COVID-19**

**Vendor Spotlight**

**Events**

**Presentations**

**Contact Us**

<a href="#">Joann Nichols, RTSBA</a>	Assistant Director/Construction & Commodities	877-696-2122
<a href="#">Trisha Prestigiacomio, RTSBA</a>	Assistant Director/Food	713-696-0742
<a href="#">Stephen Kendrick, RTSBA</a>	Sr. Mgr. Facility Planning	713-696-8252
<a href="#">Kristi Nichols, RTSBA</a>	Contract Manager	713-696-1337
<a href="#">Michael Robles, RTSBA</a>	Contract Manager	713-316-4254
<a href="#">Monique Joseph</a>	Contract Manager	713-316-4259
<a href="#">Steve Gibson</a>	Contract Manager	713-681-6052
<a href="#">Laura Sprehe</a>	Contract Manager/Food	713-696-8213
Melissa Wilder	Contract Coordinator/Food	713-696-8209
Emily Maldonado	Contract Assistant/Food	713-696-8243
<a href="#">Janet Wachs</a>	CE Asst. Director	920-251-1097
<a href="#">Jan Arnold, CPA</a>	Client Services Manager	713-696-0746
<a href="#">Mary Causey, MS, RTSBA</a>	Contract Compliance Specialist	713-696-8270
<a href="#">Cora Day</a>	Contract Coordinator	713-696-8208
<a href="#">Arlita Kyles, CTSBO</a>	Contract Specialist	713-696-8241
<a href="#">Yvonne Johnson, CTSBO</a>	General Office Clerk II	713-696-1886
<a href="#">Kay Vorish, CTSBO</a>	Contract Assistant	713-696-0743
<a href="#">Shandra Powell</a>	Clerk - General Office	713-696-1389
<a href="#">Fred Calhoun</a>	Field Representative	713-203-5365
<a href="#">Ann Marie Harbour</a>	Field Representative	817-703-7901
<a href="#">Jeff Drury, RTSBA</a>	Sr. Director	713-696-0786



# ACTION ITEMS AND TAKEAWAYS

- Register to become a vendor.
- Watch for evite to respond to RFP (request for proposal).
- Review Vendor Dashboard.
- Review Market Resources Page.



# eBid

A screenshot of the Choice Partners website. The browser address bar shows "https://www.choicepartners.org". The page features a red navigation bar with the phone number "877.696.2122" on the left and menu items "About Us", "Members", "Vendors", "Services", and "Bidders/RFPs" on the right. A search bar is located in the top right corner. Below the navigation bar, there is a "FEATURED VENDORS" section with logos for "CB Advantage USA, Inc.", "D7", and "Falkenberg CONSTRUCTION CO., INC.". To the right of the vendors, there is an "UPDATE" button and a link to "2021 February Press Release". A dropdown menu is open under the "Vendors" menu item, listing "Vendors/Contracts", "Become a Vendor", "Expired Contracts", "Incoming Contracts", and "Vendor Login". The "Vendor Login" option is highlighted with a red box. Below the featured vendors, there are two buttons: "I WANT TO BUY" and "I WANT TO SELL". The main content area is titled "Choice Partners" with the tagline "The Right Resources. Right Now." and a description of the cooperative's services. A list of benefits is provided, including best value resources, training, quality legal contracts, and no membership fees. The page concludes with a statement about the types of members and a link to "Become a Member Today!".



# eBid

## Vendor Login

If you have a contract awarded by Choice Partners, you may log-in below to view partner resources and current RFPs.

If you do not have a contract awarded by Choice Partners and want to view current RFPs or respond to an RFP, log-in below with your username and password. If you do not yet have a log-in, click on **Set Up New Account** Below.

**USERNAME**

**PASSWORD**

LOGIN

### Helpful Links

[Set Up a New Account](#)

[Forgot your password? Click here to reset password](#), then close the popup window to login on this page again.



# eBid

## Vendor Dashboard

Welcome Jeff Drury

If you are a Choice Partners vendor with a legal, competitively bid contract awarded by the HCDE governing board, you will have access to information just for awarded contract partners. If not, you will only see the eBid tab.

**After being awarded, you may:**

- **View your contract information page, as members see it**
- **Access the list of members**
- **Login to eBid system**
- **Get Marketing Resources with seal and guidelines**
- **See Bond results**

Please contact your contract manager or call **877-696-2122** for help and information you need.

**eBid**  
Go to ebid and view/respond to current bids

### RECENT ACTIVITY

[2021 February Press Release](#)  
March 25, 2021

[2021 January Press Release](#)  
January 27, 2021

### EVENTS

[TASBO Marketplace and Annual Conference](#)  
December 11, 2020

[CP Member Workshop \(Virtual with registration\)](#)  
April 14, 2021

[TAPPA 2021 \(Virtual Conference\)](#)  
April 26, 2021



# eBid

A screenshot of the eBid website interface. At the top center, there is a white banner with the Harris County Department of Education logo and the Choice Partners Cooperative logo. Below the banner is a login form with fields for "User Name" and "Password", a blue "Login" button, and a green "Trouble Logging In?" link. To the right of the login form is a blue box with a white user icon and a plus sign, and a white "Supplier Registration" button. Below these elements is a grid of six white buttons with blue icons and text: "Current Bids" (document icon), "Closed Bids" (checkered flag icon), "Awarded Bids" (trophy icon), "Non Awarded Bids" (trophy with an 'X' icon), "Active Contracts" (document with signature icon), and "HCDE Cooperatives" (www icon with a mouse cursor). At the bottom center, it says "Powered By IONWAVE technologies".

<https://hcdeebid.ionwave.net>



# eBid



- Preliminary Info
- Terms
- Company Info
- Addresses
- Other Info
- Commodity Codes
- Classifications
- Review
- Complete

## Preliminary Company Information

Cancel  Next

\* Company Name

\* Main Phone ( ) - - Ext:   International

DUNS





# eBid



Preliminary Info

Terms

Company Info

Addresses

Other Info

Commodity Codes

Classifications

Review

Complete

## HCDE Cooperatives Terms and Conditions

[⇒ Next](#)

### HARRIS COUNTY DEPARTMENT OF EDUCATION eBID WEB SITE USAGE AGREEMENT

This Agreement (the Agreement) is between Harris County Department of Education ("HCDE"), you, and, if you are registering on behalf of an entity, the entity. You and any entity you are registering on behalf of shall collectively be referred to as the ("Vendor").

IF YOU ARE REGISTERING AS A BUSINESS ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND THE ENTITY TO THIS AGREEMENT.

This registration enables the Vendor to make application for placement on HCDE's Vendor list and if approved as a Vendor, to receive Solicitation Notices, compile and submit Solicitation Responses, and view tabulated results of Solicitation Responses through the use of HCDE's on-line eProcurement and Vendor Management System ("the HCDE eBid system"), which is hosted by Ion Wave Technologies, Inc. ("IWT"), (see <http://www.Ionwave.net>), using IWT Software. The website through which the HCDE eBid system is accessed is hereinafter referred to as the "HCDE eBid Web Site".

I Accept the HCDE Cooperatives Terms and Conditions

[\[Printer-Friendly Version\]](#)



# eBid



- Preliminary Info
- Terms
- Company Info
- Addresses
- Other Info
- Commodity Codes
- Classifications
- Review
- Complete

## Company Information

Save and Next

### Company Information

* Trade Name (dba)	<input type="text"/>	
Legal Name (if different)	<input type="text"/>	
* Organization Type	<input type="text" value="-- Select --"/>	
Formation Date	<input type="text"/>	
* Tax ID Number	<input type="text" value="_-_____"/>	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN/ITIN <input type="radio"/> Other
DUNS	<input type="text"/>	
Website	<input type="text"/>	
Company Description	<input type="text"/>	
Keywords	<i>Use comma or [Enter] to separate keywords</i> <input type="text"/>	

### User Information

* User Name / Login	<input type="text"/>		
* Password	<input type="password"/>		
* Verify Password	<input type="password"/>		
Prefix	<input type="text"/>		
* First Name	<input type="text"/>		
* Last Name	<input type="text"/>		
Title	<input type="text"/>		
* Email	<input type="text"/>		
* Verify Email	<input type="text"/>		
Office Phone	<input type="text" value="( ) _-____"/>	Ext: <input type="text"/>	<input type="checkbox"/> International
Mobile Phone	<input type="text" value="( ) _-____"/>	<input type="checkbox"/> International	
* Time Zone	<input type="text" value="-- Select --"/>		



# eBid

## HCDE eBid Supplier Registration Email Verification Required



HCDE eBid <HCDEebid@customer.ionwave.net>

To ○ Michael Robles



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures.

Dear Supplier,

Please click the link below to verify your email address and continue the registration process. As you will be automatically saved and can be accessed at any time by clicking this link.

[Click Here to Continue Registration](#)

This link will expire in 14 days. If you have not completed your registration during this time period, it will expire.

Questions about this system can be directed to:

Harris County Department of Education

Email: [ebids@hcde-texas.org](mailto:ebids@hcde-texas.org)



# eBid

- Commodities
  - Apparel
  - Appliances
  - Art Supplies
  - Recycled Art Paper
  - Athletics
  - Awards, Trophies & Plaques
  - Audio Visual Equipment
  - Technology/A.V.
  - Maintenance Products
  - Maintenance Services**
  - Business Services
  - Child Nutrition
  - Classroom Teaching Materials
  - Construction Services
  - Consulting Services
  - Curriculum Materials
  - Janitorial Supplies
  - Data Processing Supplies
  - File Cabinets
  - Papers
  - Food Service Supplies
  - Furniture
  - Grounds, Maintenance
  - Health and Medical Supplies
  - Insurance
  - Instructional Supplies/Equipment
  - Miscellaneous
  - Office Supplies
  - Performing Arts
  - Safety and Security Supplies
  - Security
  - Special Needs Students
  - Technology
  - Telecommunications
  - Transportation
  - Teaching and Instructional



- Preliminary Info
- Terms
- Company Info
- Addresses
- Other Info
- Commodity Codes**

## Commodity Codes

Save and Next  Search

- Commodities
  - Apparel
  - Appliances
  - Art Supplies
  - Recycled Art Paper
  - Athletics
  - Awards, Trophies & Plaques**
  - Audio Visual Equipment
  - Technology/A.V.
  - Maintenance Products
  - Maintenance Services
  - Business Services
  - Child Nutrition
  - Classroom Teaching Materials
  - Construction Services

## Commodity Codes

Save and Next

- Commodities
  - Apparel
    - Departmental
    - Formal Wear**
    - Spirit Wear & Embroidery
    - Work Uniforms
  - Appliances
    - Dryer
    - Refrigerator
    - Washer
  - Art Supplies
  - Recycled Art Paper
    - Construction Paper, Recycled
    - Roll Bulletin Board Paper, Recycled



# eBid

- Preliminary Info
- Terms
- Company Info
- Addresses
- Other Info
- Commodity Codes
- Classifications**
- Review
- Complete

## Special Classifications

⇒ Save and Next

*Check any special business classifications that apply to your business; if none, then check "None Apply". Classifications are subject to app*

### General Classifications

- HUB - Texas Statewide Historically Underutilized Business Program** Texas Stat
  - Minority-Owned Business** MBE busin  
publicly ov  
and daily t  
American ;
  - Small Business Enterprise** SBEs are t  
in accorda
  - Woman-Owned Business** WBE busin  
business, ;  
operations
- None Apply  None of the above classifications apply to my business



# eBid

A screenshot of the eBid website interface. At the top center, there is a white banner with the Harris County Department of Education logo and the Choice Partners Cooperative logo. Below the banner is a login form with fields for "User Name" and "Password", a blue "Login" button, and a green "Trouble Logging In?" link. To the right of the login form is a blue box with a white user icon and a plus sign, and a white "Supplier Registration" button. Below these elements is a grid of six white buttons with blue icons and text: "Current Bids" (document icon), "Closed Bids" (checkered flag icon), "Awarded Bids" (trophy icon), "Non Awarded Bids" (trophy with an 'X' icon), "Active Contracts" (document with checkmark icon), and "HCDE Cooperatives" (www icon with a mouse cursor). At the bottom center, it says "Powered By IONWAVE technologies".

<https://hcdeebid.ionwave.net>



# eBid

## Alerts

Up-to-date

No alerts!



### Welcome to the HCDE eBid supplier portal!

This dashboard provides you with helpful alerts related to your activity on the system, including bid events closing soon and a list of opportunities you have been invited to. Simply click on the alert box to be taken to the appropriate area of the supplier portal. You can utilize the menu at the top to access all system functionality, including managing your supplier profile under 'Admin'.

#### Helpful hints:

- Periodically review your Company Profile to ensure the information is accurate. Your Commodity Code selections will help determine the bid invitations you receive.
- Add additional user accounts or utilize a generic/shared email address on your user account to ensure your company receives notifications.
- Submit your bid early! Submitting early gives you time to correct mistakes in your response or to deal with Internet/computer problems.
- Whitelist the @customer.ionwave.net email domain to ensure you receive email from our system.

## Quick Links

 My Profile

 Company Profile

 Help

 Commodity Codes

## Support Contact

For support, please contact the agency responsible for the solicitation.



# eBid

Available Bids Closed Bids My Responses My Awards

## My Invitations

Bid Number	Organization	Title	Type	Issue Date	Close Date ▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

No records to display.

## Other Bid Opportunities

Bid Number	Organization	Title	Type	Issue Date	Close Date ▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
21/038YR	HCDE Internal Purchasing	Workforce Certification Training for Harris County Department of Education Adult Education Division	Request for Proposal	3/23/2021	4/13/2021 02:00 PM (CT)
21/040SG	Choice Partners	Automotive Equipment, Tires, and Related Services	Request for Proposal	4/2/2021	4/27/2021 02:00 PM (CT)
21/039MR	Choice Partners	CSP for JOC - IDIQ Construction	Competitively Sealed Proposal	3/12/2021	4/30/2021 02:00 PM (CT)
21/042MJ	Choice Partners	Moving, Storage and Related Items	Request for Proposal	4/2/2021	4/30/2021 02:00 PM (CT)
21/041LS	Choice Partners	Ice Cream Products	Request for Proposal	4/2/2021	5/3/2021 02:00 PM (CT)
21/046LS	Choice Partners	Site Based Pizza Program	Request for Proposal	4/9/2021	5/10/2021 02:00 PM (CT)
21/005IA-3	HCDE Internal Purchasing	CASE for Kids Content Area Services and Trainers	Request for Proposal	3/22/2021	5/18/2021 02:00 PM (CT)
21/029IA	HCDE Internal Purchasing	Early Head Start Child Care Partnership	Request for Proposal	3/22/2021	5/18/2021 02:00 PM (CT)
21/004IA-3	HCDE Internal Purchasing	CASE for Kids Youth Services for Afterschool and Summer	Request for Proposal	2/4/2021	6/22/2021 02:00 PM (CT)





# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	21/039MR (CSP for JOC - IDIQ Construction)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Time Left	17 days 22 hours 26 minutes 24 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

[Event Details](#) [Questions](#) [Activities](#) [Invitations](#) [Attachments](#) [Attributes](#) [Line Items](#) [Response Attachments](#) [Response Submission](#)

### Bid Information

Bid Type	Competitively Sealed Proposal
Issue Date & Time	3/12/2021 03:28:02 PM (CT)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Bid Status	Issued
Question Cutoff Date	4/23/2021 02:00:00 PM (CT)
Bid Notes	Job Order Contracting IDIQ (indefinite Delivery Indefinite Quantity) Minor Construction, Maintenance, Repair, Alteration, Renovation and Remediation Services

### Bid Contact Information

Workgroup	Choice Partners
Contact Name	Michael Robles
Address	6005 Westview Drive Houston, TX 77055 USA
Department	Choice Partners
Building	NPO
Floor/Room	2016
Contact Phone	(713) 3164254
Contact Email	<a href="mailto:mrobles@hcde-texas.org">mrobles@hcde-texas.org</a>

### Ship to Information

No Ship to Information

### Bill to Information

No Bill to Information



# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

**Bid Number** 21/039MR (CSP for JOC - IDIQ Construction)

**Close Date & Time** 4/30/2021 02:00:00 PM (CT)

**Time Left** 17 days 22 hours 25 minutes 22 seconds

**Response Status** ***NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.***

Event Details

Questions

Activities

Invitations

Attachments

Attributes

Line Items

Response Attachments

Response Submission

## Bid Questions

[+ Ask Question](#)

*Question Cutoff Date: 4/23/2021 02:00 PM (CT)*

**Question** Evaluation Factors Item 5, page14, Vendor's safety record, including current OSHA safety report. Please specify what does it mean the Vendor's safety record?

**Answer** This is your company's safety plan and how safety is handled while on the job site.

**Submitted** 3/30/2021 07:23:08 PM (CT)



# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	21/039MR (CSP for JOC - IDIQ Construction)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Time Left	17 days 21 hours 40 minutes 31 seconds
Response Status	<b>NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.</b>

- Event Details
- Questions
- Activities**
- Invitations
- Attachments
- Attributes
- Line Items
- Response Attachments
- Response Submission

### Event Activities

Activity Date ▲	Activity Time	Activity Type	Activity Name
		All	
3/12/2021	9:00 AM (CT)	Participation	1st Advertisement
3/15/2021	9:00 AM (CT)	Participation	2nd Advertisement
3/25/2021	10:00 AM (CT)	Participation	Pre-Proposal Meeting (Optional)
3/25/2021	11:00 AM (CT)	Participation	RS MEANS Beginner Training (Optional)
4/30/2021	2:00 PM (CT)	Participation	Proposal Closes
7/21/2021	2:00 PM (CT)	Participation	Anticipated Board Award



# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	21/039MR (CSP for JOC - IDIQ Construction)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Time Left	17 days 21 hours 39 minutes 40 seconds
Response Status	<b>NOT SUBMITTED</b> - To complete your response, you must click 'Submit Response' in the Response Submission tab.

[Event Details](#) [Questions](#) [Activities](#) [Invitations](#) [Attachments](#) [Attributes](#) [Line Items](#) [Response Attachments](#) [Response Submission](#)

## Bid Attachments

#	<a href="#">Download All</a> File Name	Description
1	<a href="#">Download</a> Lump Sum Estimate Example.pdf (410 KB)	Lump Sum Estimate Example.
2	<a href="#">Download</a> 10.0 Attachment Packet (swl 1.23.2021).pdf (4.67 MB)	Section 10 Attachment.
3	<a href="#">Download</a> CP Cooperative Member List _FEBRUARY Web 2021.pdf (228 KB)	Membership list as of February 2021.
4	<a href="#">Download</a> 21039MR Job Order Contracting IDIQ.pdf (561 KB)	This is the complete CSP with instructions. Please read completely before asking questions.

Items 1-4 shown of 4



# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	21/039MR (CSP for JOC - IDIQ Construction)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Time Left	17 days 21 hours 36 minutes 53 seconds
Response Status	<b>NOT SUBMITTED</b> - To complete your response, you must click 'Submit Response' in the Response Submission tab.

[Event Details](#) [Questions](#) [Activities](#) [Invitations](#) [Attachments](#) [Attributes](#) [Line Items](#) [Response Attachments](#) [Response Submission](#)

### Bid Attributes

[Save](#) [Save & Next](#) [Error Check](#)

Attributes 1 - 30 shown of 79 • Page 1 of 3 shown

#	Attribute	Response
1	Company Name Please provide your company name.	<input type="text" value="Maximum 1000 characters allowed"/>
2	Company Street Address Please provide your company street address.	<input type="text" value="Maximum 1000 characters allowed"/>
3	Company City Please provide you company city.	<input type="text" value="Maximum 1000 characters allowed"/>
4	Company State Please provide your company state.	<input type="text" value="Maximum 1000 characters allowed"/>
5	Company Zip Code Please provide your company zip code.	<input type="text" value="Maximum 1000 characters allowed"/>
6	Company Phone Please provide your company phone number.	<input type="text" value="( ) ___-___"/> Ext. <input type="text" value="___"/> <input type="checkbox"/> International*
7	Company Website Please provide your company's website address. A website is mandatory for consideration with this proposal. This should be a page that describes the products/services for which you were awarded the contract - if you have many products/services not within the award, it is best to create a unique landing page for our members.	<input type="text"/>



# eBid

- Event Details
- Questions
- Activities
- Invitations
- Attachments
- Attributes
- Line Items
- Response Attachments
- Response Submission

## Bid Line Items

Response Total: \$0.00

#	Specification	Quantity	UOM	Response	Extended
1	Coefficient to be used with the RSMeans unit price book for Regular hours as defined in the CSP. <b>Item Note:</b> This is a not to exceed price. This one will be used with the RSMeans online data set. This shall be less than 1.0 to give our members best value.	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
2	Coefficient for RSMeans online - after hours and overtime hours	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
3	Coefficient for National Construction Estimator book by Craftsman <b>Item Note:</b> This will be more than 1 and usually between 1.15 and 1.25	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
4	Coefficient for overtime hours for the National Construction Estimator book by Craftsman <b>Item Note:</b> This is normally over 1.25 but below 1.35	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
5	<a href="#">This is the coefficient to be used with the Sierra West Publishing UPB.</a>	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
6	<a href="#">Coefficient to be used with Xactimate UPB</a>	1	Percentage	<input type="text" value="Coefficient*"/>	No Response <a href="#">Add Notes</a>
7	Usual and customary mark up for any non-pre-priced items that may come up. This is not a coefficient. It is a percent mark up of actual cost. <b>Item Note:</b> This is normally between 10 and 20%. For best value, we recommend 10%.	1	Percentage	<input type="text" value="Price"/>	No Response <a href="#">Add Alternate</a> <input checked="" type="button" value="No Bid"/> <a href="#">Add Notes</a>



# eBid

- Event Details
- Questions
- Activities
- Invitations
- Attachments
- Attributes
- Line Items
- Response Attachments
- Response Submission

## Requested Attachments

Error Check

- | #  | Requested Attachments  |
|----|--|
| 1  | <p><b>* Section 10.0 Attachments</b><br/>Upload the completed, executed, dated, and electronically signed (ex: DocuSign) or wet signature documents. If wet signature is used, the originals MUST be mailed or hand d include/upload these items may result in non-award.</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p> |
| 2  | <p><b>* Form 1295</b><br/>Upload your certified, signed, and notarized form here.</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |
| 3  | <p><b>* Insurance Coverage</b><br/>Attach your most recent insurance coverage that meets the requirements as stated in section 5.44 of the CSP Document</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |
| 4  | <p><b>Company Logo</b><br/>Attach your company logo in .JPG format</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>  |
| 5  | <p><b>HUB/MWBE/SBE etc. Certifications</b><br/>Attach any HUB or M/WBE, or other Certifications your company may hold</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |
| 6  | <p><b>* Marketing Plan</b><br/>How will you market your contract with HCDE/Choice Partners?</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |
| 7  | <p><b>* Safety Plan</b><br/>Include your Safety Plan here.</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>  |
| 8  | <p><b>* Surety Letter</b><br/>This should show us your bonding capacity</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |
| 9  | <p><b>* Give us a RSMean line item example using your suggested coefficient</b><br/>This will show us your demonstrated ability to perform job order contracting service estimating with the line item estimates that you attached here. Not attaching an example c</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>       |
| 10 | <p><b>* Quality Assistance/Quality Control (QA/QC) Program</b><br/>Attach your responses to Question 65 here.</p> <p><input type="button" value="Upload"/> <a href="#">Click "Upload" to select file</a></p>   |



# eBid

Event Details

Questions

Activities

Invitations

Attachments

Attributes

Line Items

Response Attachments

Response Submission

## Supplier Response Summary



Save

## Supplier Note to Buyer

Supplier Notes

## Digital Signature

By submitting your response, you certify that you are authorized to represent and bind your company.

\* Your Full Name:

\* Your Email Address:

Submit Response





# eBid

## Edit Bid Response - 21/039MR

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number	21/039MR (CSP for JOC - IDIQ Construction)
Close Date & Time	4/30/2021 02:00:00 PM (CT)
Time Left	16 days 23 hours 11 minutes 30 seconds
Response Status	<b>NOT SUBMITTED</b> - To complete your response, you must click 'Submit Response' in the Response Submission tab.

**88 validation error(s) present. Please review the following tabs:**



- Attributes
- Line Items
- Response Attachments
- Response Submission

Event Details

Questions

Activities

Invitations

Attachments

Attributes

Line Items

Response Attachments

Response Submission

## Supplier Response Summary

Save

**2 validation error(s) present**

- Digital Signature: You must enter the full name of the individual responding to this event
- Digital Signature: You must enter the email address of the individual responding to this event



**Job Order  
Contracting  
(JOC)**



# Objectives

Why JOC?

Maintenance vs. Construction

Concepts including Trade JOC & Quoting vs. Bidding

How to Legally Use a CP JOC Contract



# Why Does Legal Compliance Matter?

- Different procurement rules apply
  - Contracts not properly procured can be voided or unenforceable
  - Officials and officers who violate procurement statutes can be subject to criminal penalties
- Public works contracts may trigger bonding and prevailing wage requirements
- Legal mistakes can:
  - DELAY projects
  - Jeopardize budgets and result in cost-overruns
  - Subject gov't entity to financial liability to vendors & subcontractors



# JOC/IDIQ – Why Job Order Contracting (JOC)

## • Time & Materials

If providing **construction services**

- Only method allowed to select contractors for future, undefined projects [Texas Education Code 44.031](#) (a)1-8





# JOC/IDIQ – What is JOC/IDIQ Contracting

“A procurement method used for **maintenance, repair, alteration, renovation remediation, or minor construction**” of facilities “when the **work is of a recurring nature**, but the delivery **times, types, and quantities** of work required are **indefinite.**”

*TEX. GOV'T CODE § 2269.401*



# JOC/IDIQ – Maintenance VS. Construction

## Factors to Consider

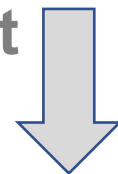
- *Like for like* – NOT new or upgraded
- Scale and complexity of project
- Physical size of object being worked on

**JOC contract**  
(TGC 2269)



Repair &  
Maintenance

**Maintenance Contract**  
(TEC 44.031)



Construction  
Services

*OSHA Letter to Raymond Knobb (11.18.2003)*



# JOC's procured by Purchasing Cooperatives

- Gov't Entity selects vendor without having to use its own competitive procurement process
- ONLY satisfies the **procurement** requirement, NOT the **contracting** requirement
- Statute **requires a written and signed** job order between the **vendor and the Gov't Entity** **TGC 2269.410(a)**
- Only construction method that allows for use of a cooperative in lieu of self-procurement
- Only method allowed to select contractors for future, undefined projects or tasks





# JOC/IDIQ – What's an IDIQ/JOC Estimate?

- MUST contain:
  - CP Contract Number
  - Line item assessment based on Unit Price Book (UPB)
  - Localized by applying City Cost Index (CCI)
  - Legally bid coefficient
  
- Subcontractor pricing must be estimated using the UPB for ALL scope of work



# JOC/IDIQ Estimate

HVAC Example									
<b>Vendor Name</b>									
<b>Job Description</b>									
Choice Partners Contract #18/036MC-XX									
Data Release : Year 2019 Quarter 2									
Quantity	LineNumber	Description	Unit	O&P	Ext. Total O&P	Labor Type	Data Release	CCI Location	Notes
10	230505100400	Central station air handler, up thru 15 ton, selective demolition	Ea.	\$ 579.25	\$ 5,792.50	RR	Year 2019 Quarter 2 (Use most updated available at time quote is requested)	TEXAS / HOUSTON (770-772)	Insert any notes to describe where work is being done, what is being provided in this line item, etc
1	237433101100	Rooftop air conditioner, single zone, electric cool, gas heat, 3 ton cooling, 60 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 4,359.00	\$ 4,359.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
3	237433101150	Rooftop air conditioner, single zone, electric cool, gas heat, 7.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 8,213.65	\$ 24,640.95	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101156	Rooftop air conditioner, single zone, electric cool, gas heat, 8.5 ton cooling, 170 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 9,733.10	\$ 9,733.10	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101160	Rooftop air conditioner, single zone, electric cool, gas heat, 10 ton cooling, 200 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 12,186.50	\$ 24,373.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	237433101170	Rooftop air conditioner, single zone, electric cool, gas heat, 12.5 ton cooling, 230 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 13,614.90	\$ 13,614.90	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
2	237433101180	Rooftop air conditioner, single zone, electric cool, gas heat, 15 ton cooling, 270 MBH heating, includes, standard controls, curb and economizer	Ea.	\$ 16,839.60	\$ 33,679.20	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
100	239110106050	Curbs/pads prefabricated, pad, condenser, fiberglass reinforced concrete with polystyrene foam core, 2" thick, 20" x 38"	Ea.	\$ 94.70	\$ 9,470.00	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
1	015433602720	Rent crane truck mounted, hydraulic, 100 ton capacity, Incl. Hourly Oper. Cost.	Week	\$ 9,898.76	\$ 9,898.76	RR	Year 2019 Quarter 2	TEXAS / HOUSTON (770-772)	
RS Means Unit Cost Total				\$ 75,519.46	\$ 135,561.41				
Insert what you bid		<b>Total with Coefficient (1.0 x RS Means Total)</b>			\$ 135,561.41				
		Additional Discount of XX% good for current project only			\$ 122,005.27	***Optional if you need to give additional discount to be competitive.			
		2% Bond (Any additional Pass-Through Costs)			\$ 2,440.11				
		<b>Total Project Quote</b>			\$ 124,445.37				

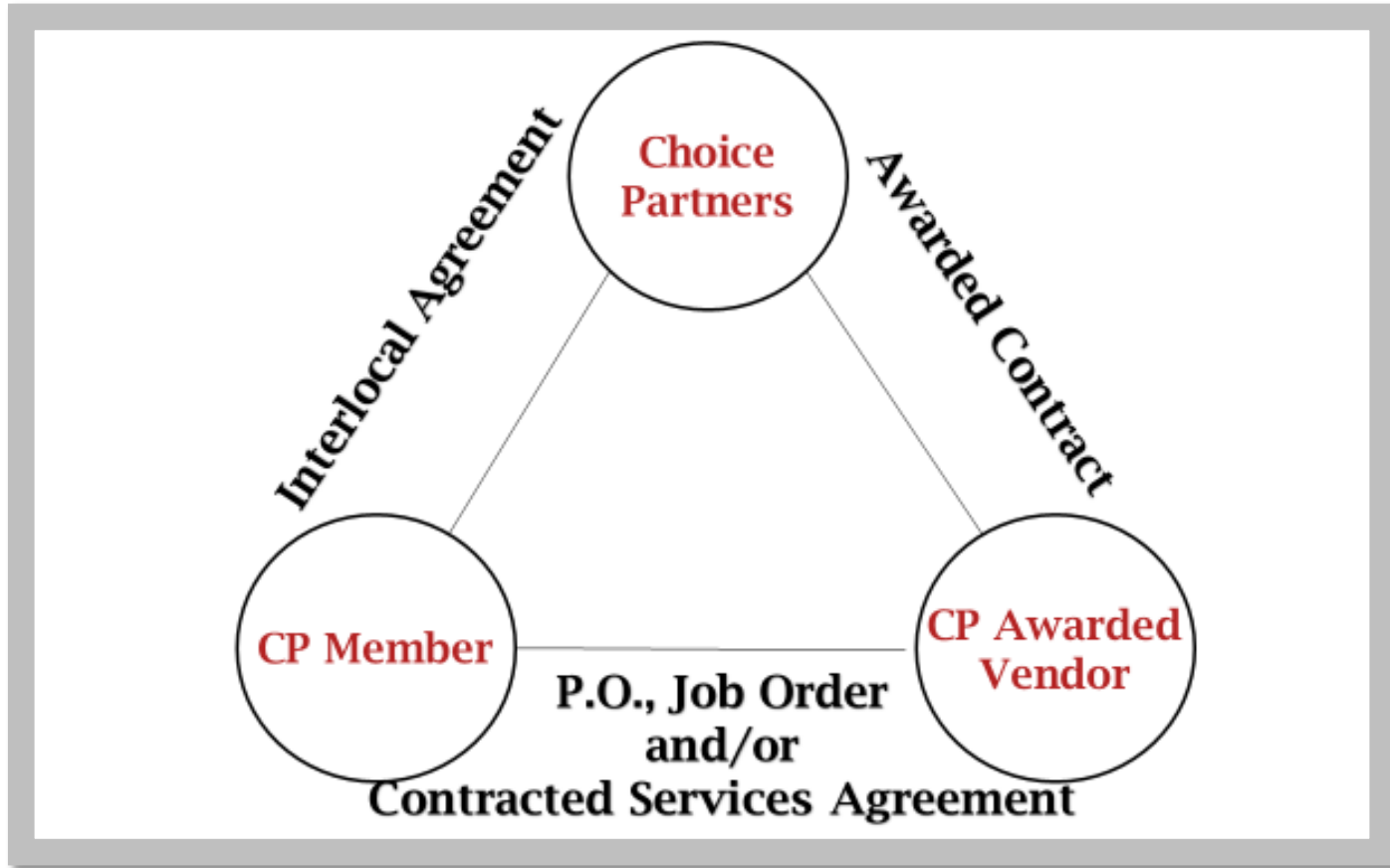


# Review the JOC Quote

- CCI location
  - Coefficient
  - O & P Pricing
  - Data release (most recent)
- Non pre-priced items
  - Attempts to pass-through co-op fee
  - Division 1
  - Adjustment Factors



# WIN, WIN, WIN





# Use A Master Job Order Contract

- Contains Gov't Entity's project specific Scope of Work
- Includes Job Order & Prevailing Wage Rate as Attachments
- Liquidated Damages
- Retainage
- Terms & Conditions Specific to Gov't Entity
- Signed by Gov't Entity & Vendor

“An order for a job or project under a job order contract must be signed by the government entity's representative and the contractor.”



## JOC / IDIQ – The JOB Order

- Owner/Gov't Entity - issued
- Signed by both parties
- States scope of work and price of assigned tasks
- Provides Owner's Adopted Prevailing Wage Rates



# Public Works Bonds

- Performance bond required if contract is in excess of \$100,000
  - Protects the Gov't Entity from financial losses arising from default, material breach, termination or abandonment
- Payment bond required if a contract is in excess of:
  - \$25,000 & the Gov't Entity is not a municipality or a joint board
  - \$50,000 and the Gov't Entity is a municipality or a joint board
  - Protects the Gov't Entity from claims for nonpayment of suppliers, subcontractors, and sub-subcontractors

*TEX. GOV'T CODE § 2253.021*



# JOCs and Using an Architect or Engineer

- Gov't Entity must independently hire A/E if services required

*TEX. GOV'T CODE § 791.011(j)*

- Architect required for:

- A new building having construction costs exceeding \$100,000
- An alteration or addition having construction costs exceeding \$50,000

*TEX. OCC CODE § 1051.703*

- Exceptions to Engineering Services:

- An engineer is **NOT** required for a public work project if:
  - A project involving electrical or mechanical engineering will cost **\$8,000 or less**
  - A project not involving electrical or mechanical engineering will cost **\$20,000 or less** (i.e., structural or civil)

*TEX. OCC CODE § 1001.053*





# What Must Go to the Board?

- **Determination of construction services project delivery method (if other than Competitive Sealed Bids).**
- Approval of competitive procurement results, where procurement is required
- Approval of all Interlocal Contracts for cooperatives
- Approval of the contract with any vendor
- Approval of all contract amendments or change orders
- All contract renewals and contract terminations
- Governing Body may act to delegate all of the above powers (CH or CV Local for ISD's)
- **Job Orders (including cooperative purchases) in excess of \$500,000**



# Trade JOC VS. JOC

- **Trade JOC**
  - Allows the use of one trade or division
  - Reduces overhead expenses when multiple trades are not needed to complete project
- **JOC**
  - Allows for the use of all divisions and is typically a general contractor

Case law has clarified that a “public work contract includes both traditional construction and contracts for repair of a building.” LA Ash, Inc. v. Tex. A&M Univ., 2008 Tex. App. LEXIS 8206, 2008 WL 4742135 (Tex. App. Waco Oct. 29, 2008); see also Acrotod Co. v. Housing Auth. Of Houston, 1999 Tex. App. LEXIS 889, 1999 WL 82450 (Tex. App. Houston 1<sup>st</sup> Dist. Feb. 11, 1999).



# JOC / IDIQ – Bidding VS. Quoting

- **BID or PROPOSAL**

vendor's *formal, written, sealed response* that satisfies the state's procurement requirements for a governmental entity.

- **QUOTE**

vendor's *job-specific price in writing* based on their previously bid and awarded contract coefficient and contract specified UPB.



# JOC / IDIQ – Final Thoughts

- Establish procurement method with your vendor prior to them quoting the job
- Include contract number on quote and PO
- Verify pricing by requesting the vendor's line item estimate with legally bid coefficient.
- If utilizing a coop, send a confirming copy of each JOC PO issued to Coop
- Not all coefficients are created equal
- Not all Co-ops are created equal, are in State, or are 2 CFR Part 200 (EDGAR) compliant
- Governing Body Approval



THE FOREGOING PRESENTATION WAS CREATED BY HARRIS COUNTY DEPARTMENT OF EDUCATION. THIS PRESENTATION IS INTENDED TO BE USED SOLELY FOR GENERAL INFORMATION PURPOSES AND IS NOT TO BE REGARDED AS LEGAL ADVICE. IF SPECIFIC LEGAL ADVICE IS SOUGHT, PLEASE CONSULT AN ATTORNEY

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# Q & A





# Looking forward to working with you!

## Monique Joseph

*Contract Manager of Choice Partners*

Contract is **b r o a d e r** than HCDE  
*School districts, charter schools, counties,  
municipalities, colleges, universities*

**WIN – WIN – WIN**

How can we help you?



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# PROSPECTIVE VENDOR WEBINAR



ALAMO  
COLLEGES  
DISTRICT

# Quick Reference Guide to the HCDE/Choice Partners eBid System for Bidders

## Register

1. Register at <https://hcdeebid.ionwave.net/>



2. Click on blue “Supplier Registration” link
3. Complete **Preliminary Information**. Then continue through **tabs**, left to right.

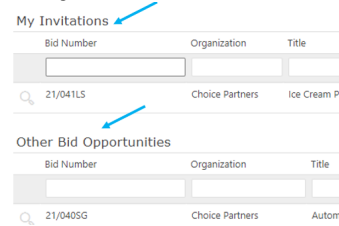
4. Accept Website **Terms and Conditions**
5. Complete **Company** and **User Information**.

6. Complete **Address** and tabs that follow.
7. **Important! Commodity Code** tab is where you select the types of RFPs for which you wish to receive notifications.

8. Review and complete Company Profile in last two tabs.
9. **Important!** You will receive a link in your inbox to confirm your email. You must click on the link to gain access.

## Bid

1. Login to <https://hcdeebid.ionwave.net/>.
2. Click on “Bid Events” – Choose from available bids in both “My Invitations” and “Other Bid Opportunities”.



3. Review/Respond on all tabs, right to left to complete your Proposal.

4. **Invitations** – you do not need to be “Invited” to Respond.
5. **Attachments tab**: Be sure to Download **RFP Document** and **Section 10** (legal) documents for Review and Completion.
6. Complete **Attributes** tab (Note- 3 pages of required information – used in evaluation of your response).
7. **Complete** or “**No-Bid**” **Line Items** – Used to Evaluate Price Competitiveness.

8. Upload all requested and important Proposal Response documents in **Response Attachments** tab.

**Important! Must upload your Catalog or Price List and other required documents. Additional documents may be uploaded at bottom of form.**

9. When complete, check your work and click **Submit Response**. If it does not **Submit**, check through each tab for any required fields not completed, then resubmit. Contact the contract manager listed on the RFP if assistance is needed.