

STEPHANIE S. ELIZALDE, ED.D.
SUPERINTENDENT OF SCHOOLS



Date

Award Letter

«Company_Name»
«First_Name», «Last_Name»
«Address_Line_1» «Address_Line_2»
«City», «State» «ZIP_Code»
«Email_Address»

Subject: Award of RFP # _____ “<Description>”
Board Doc #

On <Board Meeting Date>, the Dallas Independent School District Board of Trustees approved <Vendor Name> as part of an award to provide goods and/or services. The term of this agreement is effective from <1st

On an as-needed basis, the agreement will allow Dallas ISD to purchase goods and/or services from your company at the pricing indicated in your proposal. Delivery orders per contract will be via purchase orders that are properly drawn and executed by Dallas ISD, listing the above RFP as the governing document. **Purchases are on an as-needed basis, and there is no guarantee of any purchase made with this award.** The following items must be completed and returned by the vendor to complete the award – Insurance, IRS Form W9, and Form 1295 – downloaded and signed (not needed if publicly traded).

Please log in to your iSupplier account at Dallas ISD.org – Departments – Procurement Services – Doing business with DISD – Vendor Links; please update any contact information. If you need help, please get in touch with suppliers@dallasisd.org.

Minority/Women Business Enterprise (M/WBE) Subcontractor Utilization Reporting Requirements*:
If you included any subcontractor(s) information on Section 9 | Subcontractor Utilization, pgs. 5-6 of the M/WBE forms, you are required to report any payments made to the subcontractor(s) to the M/WBE Department. Upon receipt of this award letter, email mwbe@dallasisd.org to inform the M/WBE Department that you have received your award letter and specify the bid/RFP number. The M/WBE Department will provide you with additional information to ensure compliance. *You only need to complete this step if you included subcontractors on your M/WBE forms.

Risk Management

Risk Management will verify and approve all Certificates of Insurance provided to the District. If you have any questions about Risk Management, please get in touch with VendorCOI@dallasisd.org.

Sincerely,

<Buyer Name>
<Buyer Title>
<Buyer Email>

NOTE: All goods and services require the issuance of a valid purchase order PRIOR to the commencement of the delivery of the goods and/or the start of services.

September 2022