



Purpose

The purpose of this event is to enhance vendor GC and sub-relationships, A/E and sub-relationships, including vendor relationships to ensure quality performance on FBISD projects.

The FBISD Small Business Focus Group will concentrate on criteria for vendors interested in doing business with Fort Bend ISD and the Small Business Enterprise Program, which was adopted by the Fort Bend ISD Board of Trustees.



AGENDA

- Criteria For Doing Business With FBISD- Jeanette Boleware, FBISD Small Business Coordinator
- FBISD Purchasing – Antoinette Lewis, Sr. Buyer - Doris Emeka, Director
- FBISD Risk Management – Bonding & Insurance – Bridget Chustz-Morrison, Director

CERTIFICATION CRITERIA

- SBE Certification Process – Metro Transit Authority, Port Authority, City of Houston, US SBA

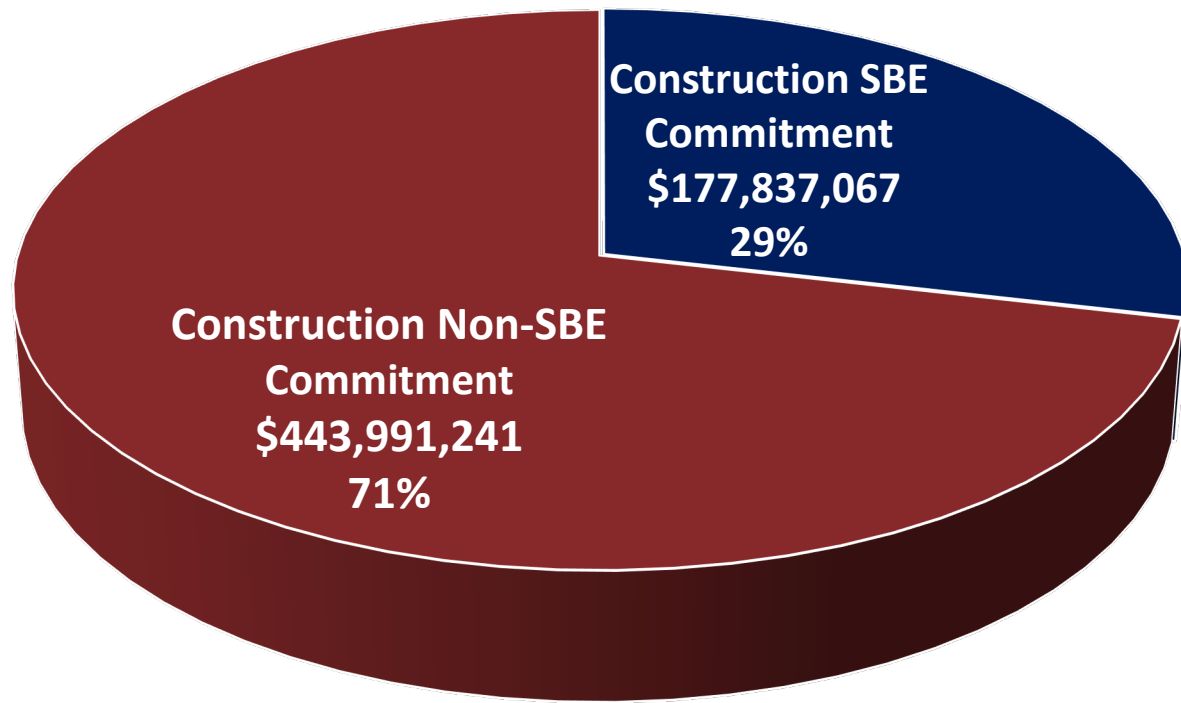
NETWORKING – OPPORTUNITIES

- Houston Community College – Veronica Douglas, City of Houston-OBO-Dr. Porscha Jackson, City of Houston - Housing & Development-Karen Franklin

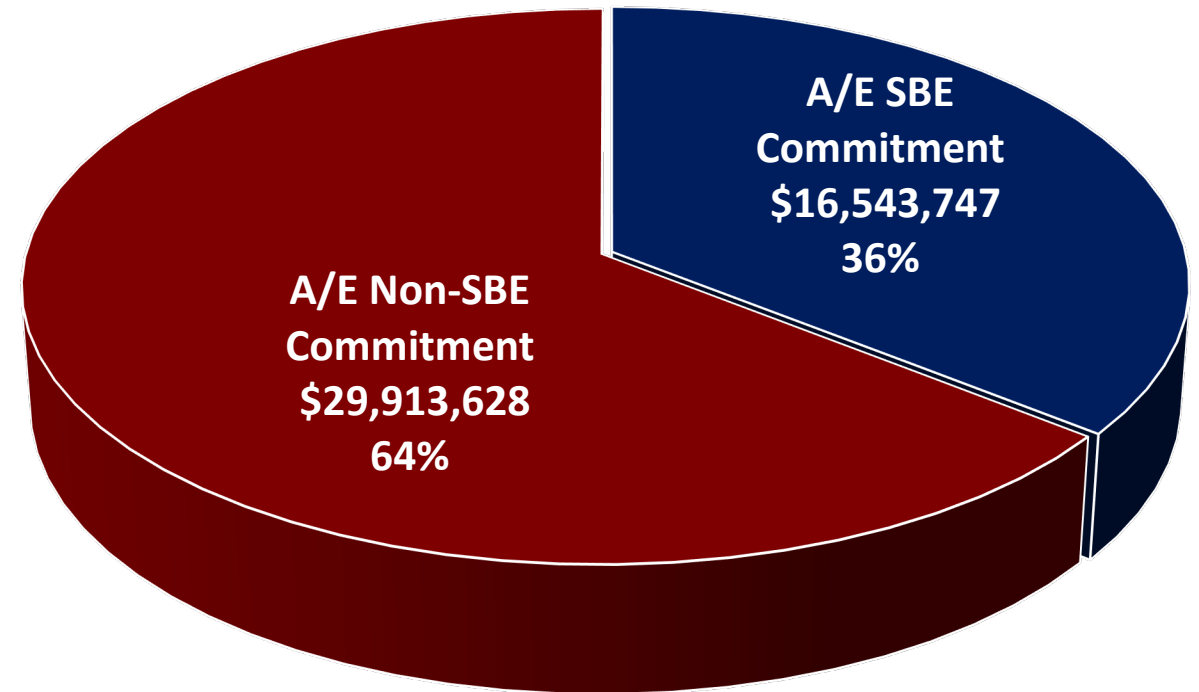
FBISD Small Business Team – Wrap Up

2018 SBEP BENCHMARKS

Total Construction Firms \$621,828,307



Total A/E Firms \$46,457,374

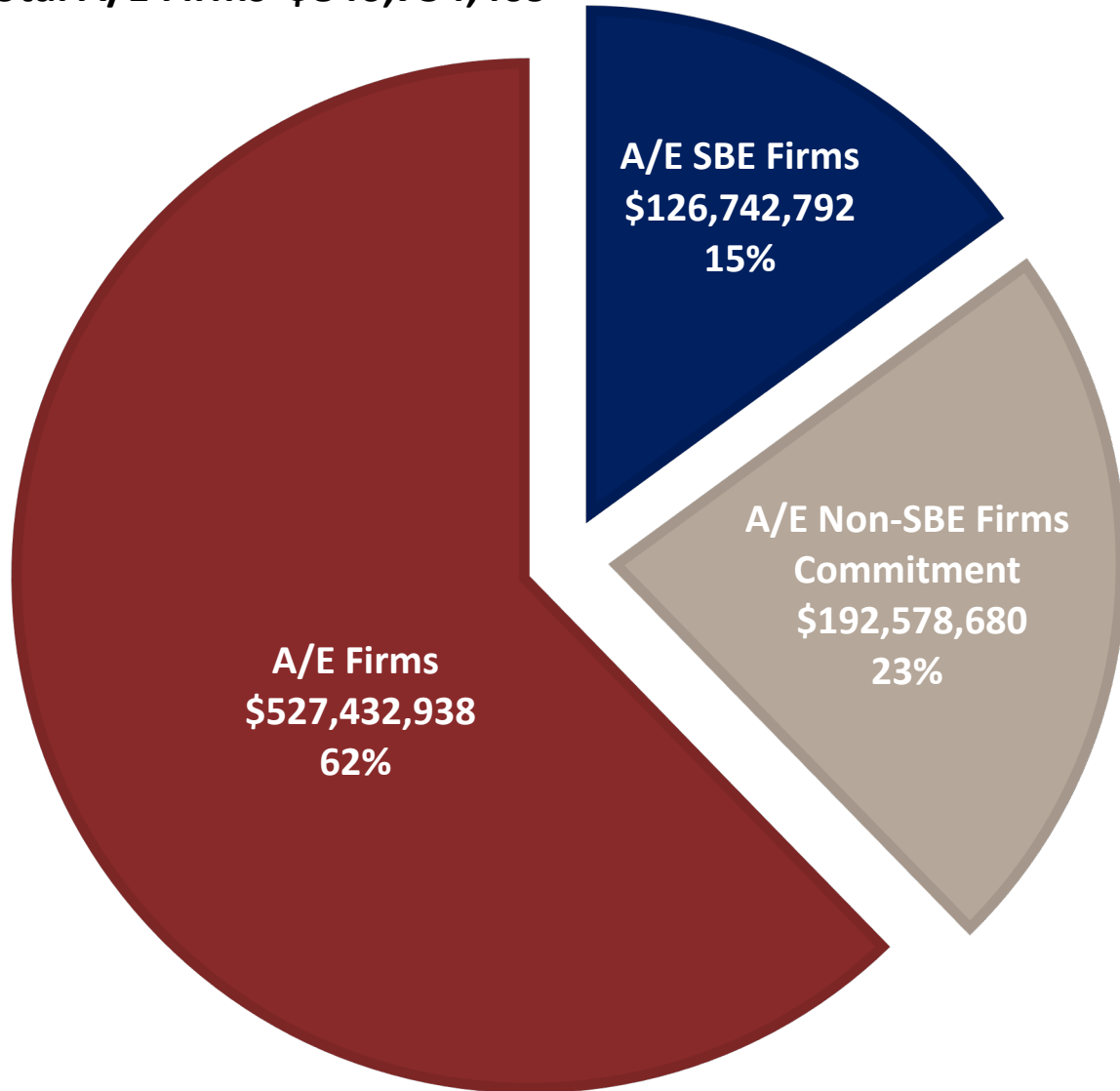


**\$1.26
BILLION**

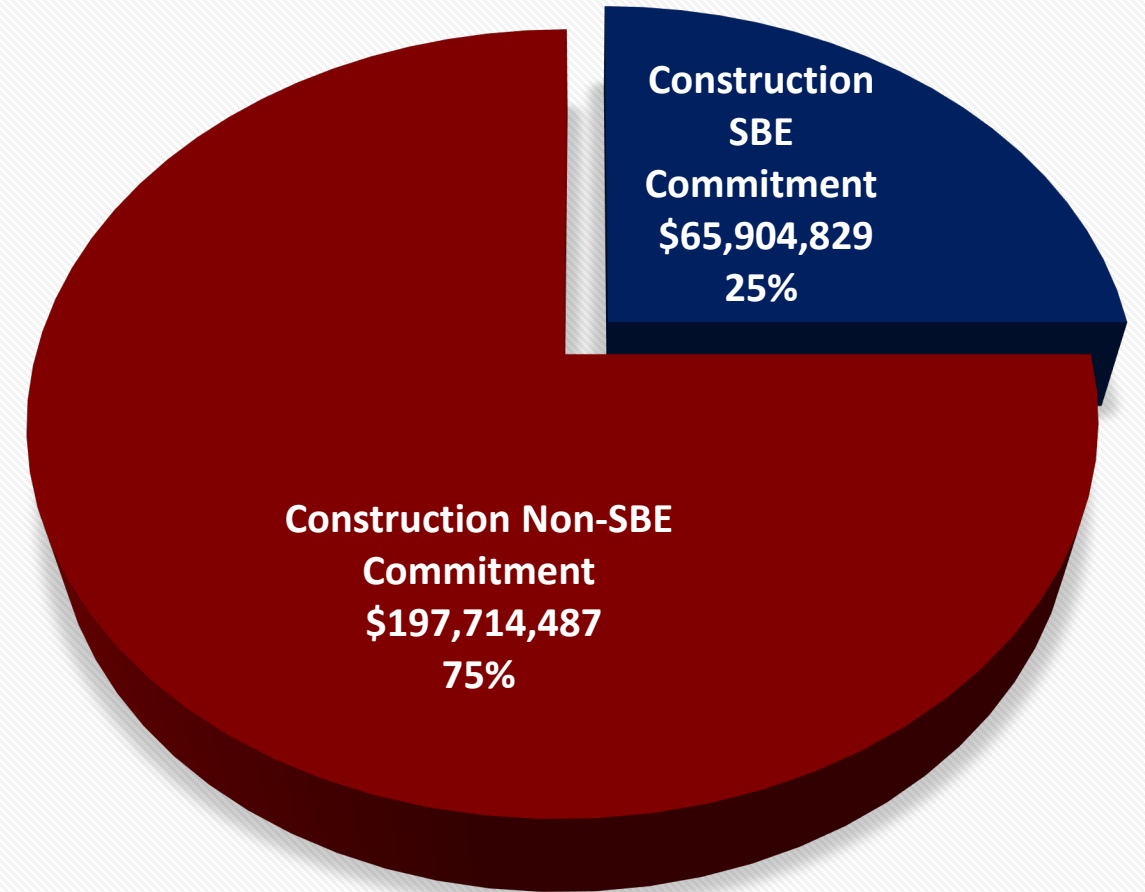


2023 BOND SBEP BENCHMARK

Total A/E Firms \$846,754,409



Total Construction Firms \$263,619,316



DOING BUSINESS WITH FBISD CRITERIA

Vendor Registration - To be eligible as a “Small Business” under the SBEP, a business must adhere to the following criteria:

- Visit the Vendor Registration section in Bonfire (<https://fortbendisd.bonfirehub.com/portal/>)
- Registration Video Assistance <https://support.gobonfire.com/hc/en-us>

Certification - To be eligible as a “Small Business” under the SBEP, a business must have one of the following eligible small business certificates/certifications:

- City of Houston SBE, MBE, WBE, PDBE
- Metropolitan Transit Authority of Harris County (METRO) SBE;
- Port of Houston Authority Enrollment (SBE Certificate); or
- US Small Business Administration - SBA 8A (if authorized by the District for a particular procurement)

Sam.Gov - SAM.gov, an official website of the U.S. government. There is no cost to use this site.

- The unique entity identifier - On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

**FBISD SMALL BUSINESS
ENTERPRISE PROGRAM
CERTIFICATION/CERTIFICATE
CHECKLIST**

FBISD recognizes the following certification/certificate(s):

City of Houston	SBE	MBE	WBE	PDBE
Metro	SBE			
Port of Houston Authority	SBE			
US SBA	8A			

FBISD Small Business Enterprise Program

Upcoming Events



Virtual One-on-One Meetings (visit www.fortbendisd.com/sbep to request an appointment)



Virtual Focus Group(s) - May 29, 2024
(Visit www.fortbendisd.com/sbep for details)



In-Person – Workshop – April 25, 2024 – 2:00 – 4:00 PM

James Reese Career & Technical Center (12300 University Blvd., Sugar Land, 77479)

PURCHASING

Doris Emeka-Onyenwe
DIRECTOR MTRL MGT • PURCHASING & MATERIALS MGMT

Antoinette Lewis
SR. BUYER



[Vendor Registration](#)

purchasing@fortbendisd.com



Doing Business with Fort Bend ISD Purchasing Department

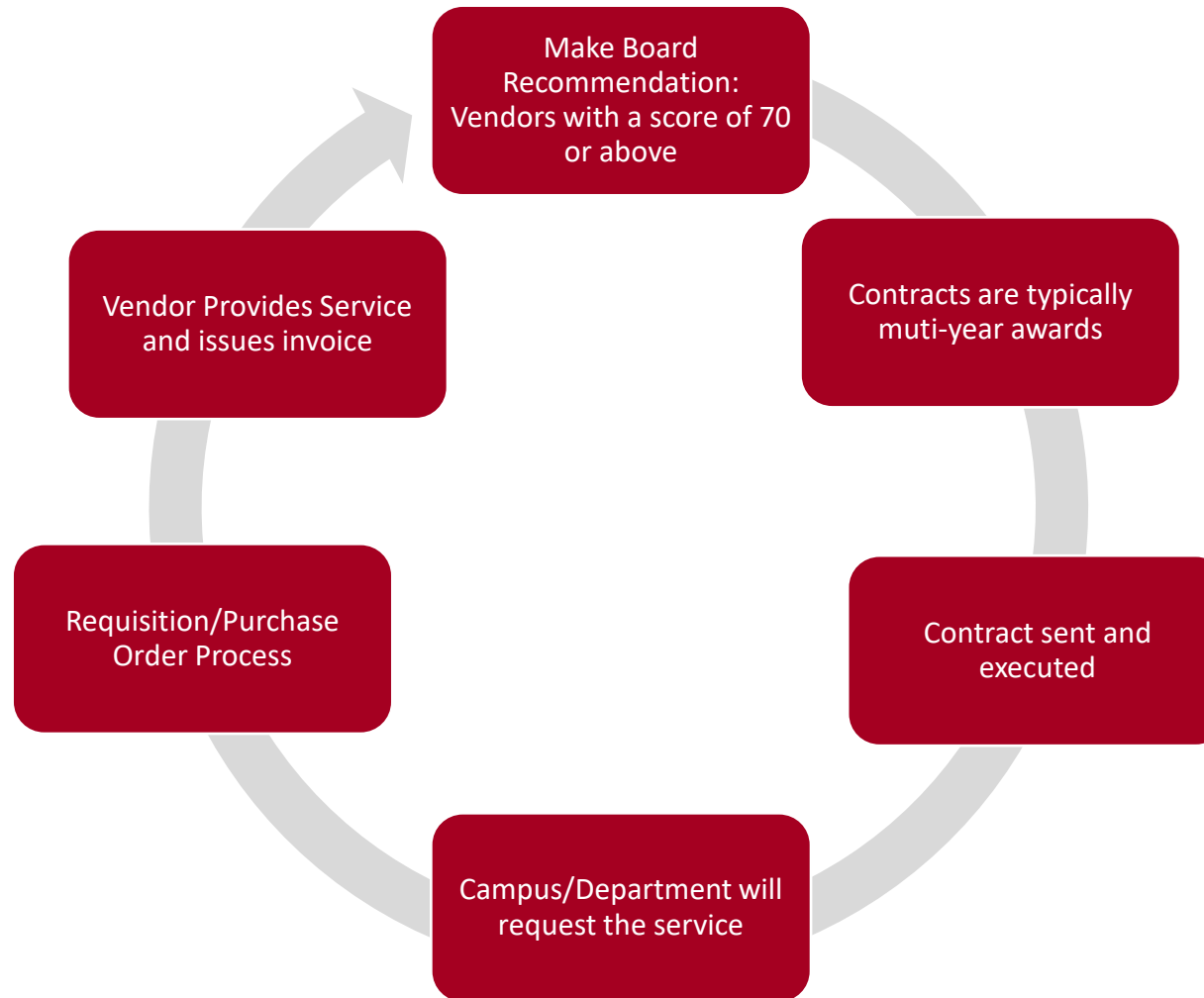
THE PURCHASING DEPARTMENT

- The purchasing dept ensure goods and services are legally procured at the highest quality and best value We also review, process, and maintain all Districts contracts
- We are committed to providing the highest level of customer service, accountability, and integrity.
- The purchasing processes and procedures are designed to achieve three (3) goals:
 - ☐ Follow the law and Board policy on Purchasing
 - ☐ Promote efficiency in the purchasing practices
 - ☐ Achieve savings of money through proper purchasing practices.

PURCHASING PROCESS – The reasons for bids

- District purchases are made within relevant [statutes](#) and [policies](#): The requirements can be found in the Texas Education Code Texas Government Code
- ([CH \(Local\)](#) & [CH \(Legal\)](#)) Purchasing and Acquisition policies can be accessed through the District website.
- Individual campuses and departments are not separate legal entities
- When determining what sort of competitive process will be required for the purchase of goods or services, the entire District's purchases are considered
- District's objective is to purchase the best products, materials, and services at the lowest practical prices considered the **Overall Best Value**.
- Cooperative Purchasing Agreements and/or Central Texas Purchasing Alliance (CTPA) - FBISD gives preference to the use of FBISD awarded vendors. The District only utilizes Cooperative purchasing programs such as the BuyBoard, Choice Partners and DIR and/or shares resources, including contracting opportunities with CTPA member districts when it offers the Best value to the District. **Vendors are encouraged to respond to the solicitation published by FBISD to be awarded.**

AWARD CYCLE



WHAT IS BONFIRE?

- On July 1, 2020, Fort Bend ISD transitioned to Bonfire bidding system to manage vendors & distribute and receive solicitations electronically. Existing and potential suppliers wishing to do business with Fort Bend ISD must register within the electronic bidding system.

UPDATING BONFIRE PROFILES

- To ensure that you are receiving the appropriate information, please make sure your profile has been filled out completely. As a vendor, you are responsible for maintaining your profile.
- Your profile should have the appropriate contact person, contact person e-mail address, and correct commodity code **Vendors will only receive bidding opportunities for commodity codes selected during the registration process.**

BECOMING AN AWARDED VENDOR

1. Attend the vendor workshop to know how to do business with the district. (Optional)
2. Register on FBISD e-bidding system Bonfire to receive notifications of upcoming solicitations.
3. View the FBISD e-bidding system (Bonfire) to view open opportunities
4. Attend Pre-Proposal or Pre-Qualifications meetings
5. Respond to the solicitations
6. Meet all the requirements of the solicitation
7. Recommended vendor(s) will be approved by the FBISD Board of Trustees
8. Receive a Notice of Award

RESPONDING TO A SOLICITATION

FBISD awards the **Overall Best Value**, based on the information provided in the vendors proposal.

The District **DOES NOT** award the low bidder/low price

In awarding a contract, the District shall consider:

1. the purchase price.
2. the reputation of the vendor and of the vendor's goods or services
3. the quality of the vendor's goods or services.
4. the extent to which the goods or services meet the district's needs.
5. the vendor's past relationship with the district.
6. the total long-term cost to the district to acquire the vendor's goods or services.
7. service agreement

RESPONDING TO A SOLICITATION

- ☐ Review the solicitation documents thoroughly
- ☐ Attend the Pre-Proposal meeting
- ☐ Provide all the requested information
- ☐ Provide references
- ☐ We do not accept red line Agreements
- ☐ Potential vendors cannot participate in determining the scope of work, strategic direction, technical specifications, or evaluation criteria of projects they are interested in submitting a solicitation response

AFTER BECOMING AN AWARDED VENDOR

- ❑ You may mail current flyer/packet/ brochures or catalogs to the campus/department
 - Include the contract number of your award. This will immediately let the campus/department know that the District is legally able to purchase from you
- ❑ Use district-wide directory on our FBISD website. All campus/department phone numbers and physical addresses are listed on our website: www.fortbendisd.com
- ❑ Visiting campuses - **DO NOT** visit the campuses or departments without an appointment

OPPORTUNITIES

CSP 24-040SM	BP044 HVAC MEP West Central 1 Package A
CSP 24-040SM	BP044 HVAC MEP West Central 1 Package B and Package C
RFQ 24-021TA	Telecommunications and Cell Tower Consulting Services
RFP 23-061AL-01	Physical Education (PE) and Athletic Supplies, Equipment, and Related Items (Supplemental).
24-043DE	Mental Health Services
RFP 24-031MG	Instructional Tutors and Related Services

PURCHASING



CONTACT US

Purchasing Department

555 Julie Rivers Dr.
Sugar Land, TX 77478

281-634-1802

Purchasing@fortbendisd.com

Office Hours

Monday – Friday
7:30am - 4:00pm

PURCHASING



Bridget Chustz-Morrison

DIRECTOR RISK MANAGEMENT – BUSINESS SERVICES
(Pending Additional Slides from Bridget)



Payment & Performance Bonds And Insurance

Mission

The mission of the Fort Bend ISD Risk Management team is to influence efforts to help preserve human and physical assets while controlling loss exposures and financing loss liabilities to minimize the adverse effects of unpredictable events that can systemically impact student success.



Welcome



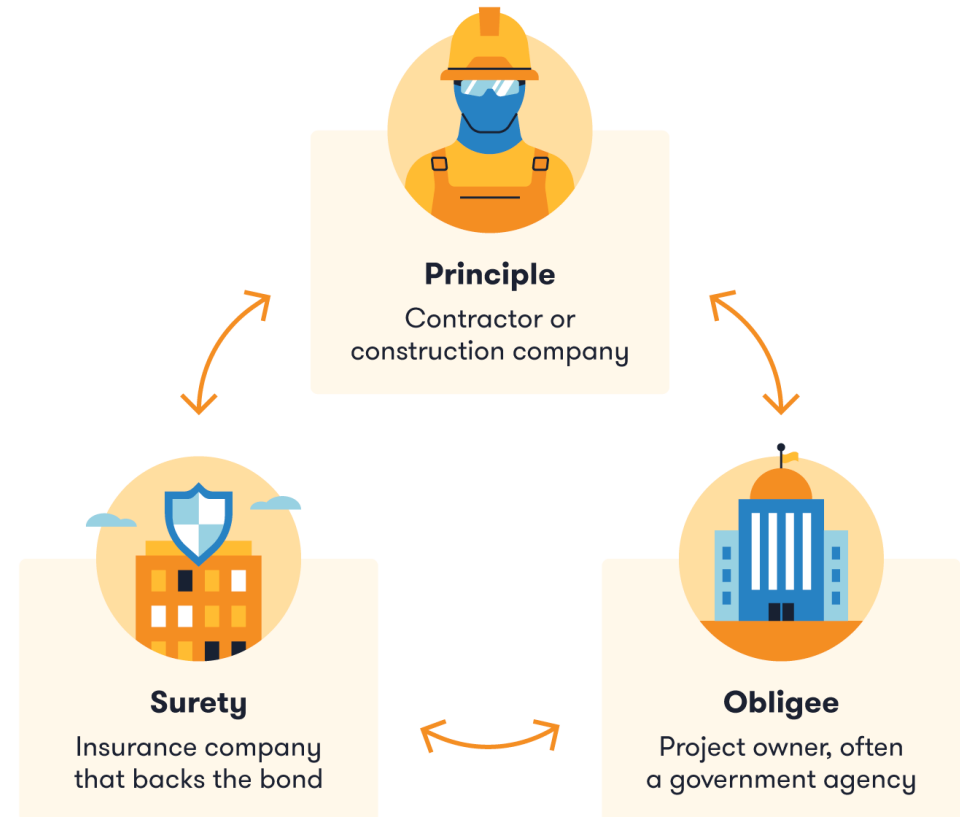
Risk Management

- Payment Bond
- Performance Bond
- Certificates of Insurance

Risk Management

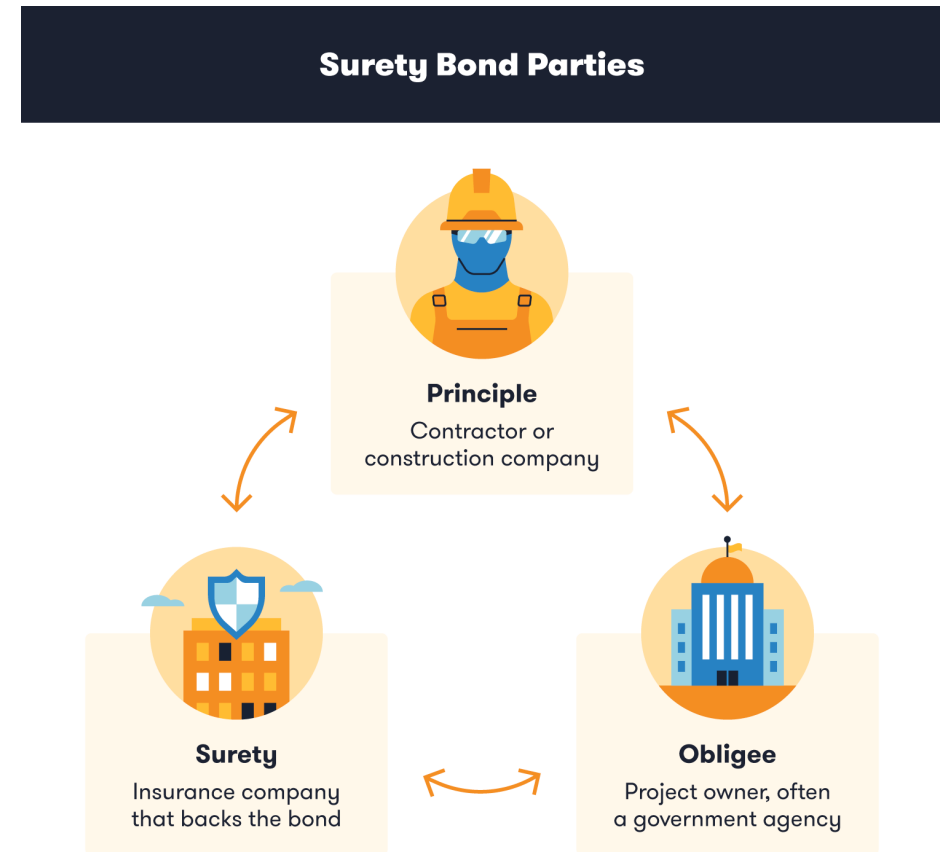
PAYMENT BOND

Surety Bond Parties



Risk Management

PERFORMANCE BOND





Insurance

Fort Bend ISD

Exhibit A

FORT BEND I.S.D. CONSTRUCTION BOND & INSURANCE REQUIREMENTS

It is suggested that this Exhibit be provided to the Contractor's insurance provider.

Contractor shall not commence work until all required bonds and insurance coverages have been obtained and such insurance has been reviewed and accepted by the District. Certificates of Insurance on the current ACORD form shall be issued to the District showing all required insurance coverages.

Bonds Required

Construction, installation and service contracts (including repair and alteration) exceeding \$100,000 requires that a 100% Performance Bond be furnished by the successful bidder (contractor). Contracts exceeding \$25,000 require that a 100% Payment Bond be furnished by the successful bidder (contractor). All such bids must include a 5% Bid Bond.

Bonds shall be issued by a company authorized to do business in the State of Texas with an A.M. Best Company rating of at least A- X and included on the U.S. Department of the Treasury Listing of Approved Sureties (Dept. Circular 570). The contractor shall be responsible for obtaining bonds and shall absorb any and all costs of such Bonds.

Insurance Required

Limit Required

Automobile Liability insurance covering Any Auto	\$1,000,000 Combined Single Limit
Comprehensive (Commercial) General Liability insurance including Products, Completed Operations, Independent Contractors, Broad Form Property Damage, Pollution and Blanket Contractual Liability coverages. XCU exclusions to be removed when underground work is performed.	\$1,000,000 Occurrence \$2,000,000 Aggregate \$1,000,000 Personal Injury \$ 500,000 Fire Damage \$ 5,000 Medical Payments Per Project Aggregate (CG 70 49) Evidence of coverage must be shown on certificates of insurance.
Professional Errors & Omissions Liability insurance may be required from all contractors and licensed or certified as professionals; e.g., engineers, architects, insurance agents, physicians, attorneys, banks, financial consultants, etc.	One time project amount, \$1,000,000 Occurrence & Aggregate minimum, \$5,000,000 Maximum Limit Retroactive Date preceding date of contract must be shown Extended Reporting Period three years past completion of contract
Workers Compensation insurance with limits to comply with the requirements of the Texas Workers' Compensation Act Employers Liability insurance	Statutory Limits \$1,000,000
Umbrella or Excess Liability insurance (excess of primary General Liability, Automobile Liability and WC Coverage B)	One time contract amount for all contracts exceeding \$100,000, up to \$25,000,000 total limit

Limits for primary policies may differ from those shown when Umbrella or Excess Liability insurance is provided.

EXHIBIT A

EXHIBIT A

PG 2

<p>All Risk Builders Risk Property Insurance shall be required for all construction contracts when property of the owner is at risk or in the care, custody and control of the Contractor. Builders Risk insurance shall be required for all construction contracts requiring a bond. All Property insurance shall include coverage against the perils of Flood and Earthquake. (Installation Floater may be substituted when contract involves installation only.)</p>	<p>Contract Limit or Replacement Cost Value of Scope of Work whichever is greater</p> <p>Permission to Occupy granted</p> <p>Deductible: 1% of contract, \$50,000 maximum, unless otherwise approved by the Owner.</p>
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Insurance Conditions

All insurance coverages shall be issued on an Occurrence basis (except Professional Liability) by companies acceptable to District and licensed to do business in the State of Texas by the Texas Department of Insurance. Such companies shall have a Best's Key rating of at least "A- X".

All certificates must include:

1. The location or description and the bid number, CSP number or Purchase Order number
2. A 60 day notice of cancellation of any non-renewal, cancellation or material change to any of the policies
3. "Additional Insured" on the Property, General Liability, Automobile Liability and Umbrella (Excess) Liability policies naming the District.
4. A "Waiver of Subrogation" clause in favor of the District will be attached to the Workers Compensation, General Liability, Automobile Liability, Umbrella Liability and the Property insurance policies.
5. In addition to certificates of insurance, copies of policy endorsements must be provided (a) listing the District as Additional Insured, and (b) showing waivers of subrogation in favor of the District: CG2010, CG2037, CG2404, CA0070, CA0032, WC0003 or their equivalents.

All insurance must be maintained for one year following substantial completion with Certificates of Insurance provided.

Contractor shall be responsible for payment of all deductibles; the District shall approve the deductibles selected.

If any policy has aggregate limits, a statement of claims against the aggregate limits is required.

The District reserves the right to review the insurance requirements during the effective period of any contract to make reasonable adjustments to insurance coverages and limits when deemed reasonably prudent by District based upon changes in statutory laws, court decisions or potential increase in exposure to loss.

FORT BEND Independent School District
C/o Director – Design & Construction Department
2323 Texas Parkway
Missouri City, TX 77489

Insurance Agent/Broker Providing Certificate

Trucker/Vendor/ Name Needs to Agree With Contract

Date Issued

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

(THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AVOW, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES REF. DA. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.)

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(s) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder to (30) days Notice of Cancellation.

Insurance Agent / Broker Providing Certificate And Address

Address Name Needs to Agree with Contract

Insurance Company Writing Policy

General Liability

Auto Liability

ALL 3 Boxes Checked Also OK

Umbrella Excess (Limits can be combined with AL, GL and/or EL to meet req.)

Commercial General Liability & Occurrence Based

Limits Required in ALL Four

Location name & mailing address: This is where notice of cancellation will be mailed to.

CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE NUMBER: XYZ22434343334

REVISION NUMBER: 1/1/2012 1/1/2013

CERTIFICATE HOLDER:

CANCELLATION:

ACORD 25 (201002)

The ACORD name and logo are registered marks of ACORD.

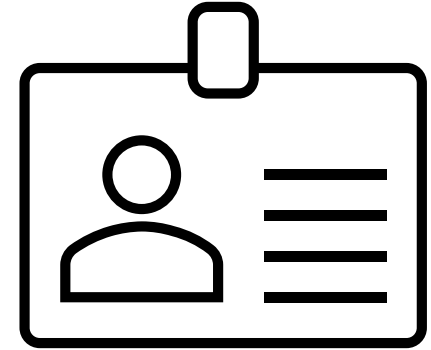
Contact

Bridget Chustz-Morrison


Director, Risk Management

(281) 634-1721

Bridget.ChustzMorrison@fortbendisd.com



NETWORKING OPPORTUNITIES



Houston Community College – Veronica Douglas, City of Houston-OBO-Dr. Porscha Jackson, City of Houston - Housing & Development-Karen Franklin

FBISD Certifying Agencies – Metro Transit Authority, Port Authority, City of Houston, US SBA



F O R T B E N D I S D

16431 Lexington Blvd.

Sugar Land, TX 77479

281-634-1000

www.fortbendisd.com

Small Business Enterprise Program

2323 Texas Pkwy, Missouri City, TX 77489

Jeanette.boleware@fortbendisd.com

281-327-7697