

How to do Business with Keller ISD

The first step in becoming a KISD Vendor is to register as an interested vendor on our Web site. On the "Purchasing" page, click on the button that says "Interested Vendors" and then follow all of the directions completely.

Please note that this step does not make you an approved vendor.

Now that you have completed Step One, once a bid opens that is for your selected commodity, you will be notified via e-mail.

The e-mail sent to you will explain how to download the bid (usually about 23 pages, ten of which are to be completed and submitted) and will also give you a due date and time. It is important to have your bid reply to us by the given due date and time in order for your reply to be considered.

******Any and all late bid replies will not be considered.******

The buyers will tabulate all bid replies and take the bid tab to the next Board of Trustees Meeting for award/approval.

The entire bid process usually takes about 2 months time, from bid posting to bid award.