

The **Procurement Internal News**

CHARISMA'S REQUISITION CORNER

Q1. How can I obtain a copy of the new fillable vendor packet?
Please go to [The Hub](#) and click on Divisions and Purchasing. From the Purchasing portal select Contracts then click on **Internal Purchasing Templates**. From there you can scroll down to Internal Vendor Packet. Should you have problems locating the vendor packet, please contact ctolbert@hcde-texas.org.

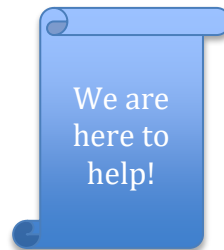
Q2. How can I find a list of RFP awarded vendors?
Click on [The HUB](#)
Go to Divisions
Select Purchasing
Select Procured Contracts (Internal)

You may search by vendor, RFP number or RFP name..

Also, visit [Choice Partners National Purchasing Cooperative and Procurement Network | Choice Partners Cooperative](#) and search by vendor name or contract.



Let me help you with your requisition questions.
ctolbert@hcde-texas.org



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Contract Specialist

Dr. Jesus J. Amezcua, Ph.D., CPA, RTSBA, CPFIM
Assistant Superintendent for Business Services



JESSICA'S CONTRACT JOURNAL

Q1. Where can I find the new Contract Processing Form?
Please go to [The Hub](#) and click on Divisions and Purchasing. From the Purchasing portal select Contracts then click on **Contract Templates and Required Forms**. From there you can either scroll down to Contract Process Form or enter the name of the form in the search box. Should you have problems locating the form, please contact jbermea@hcde-texas.org.

Let me help you with your contract questions.

jbermea@hcde-texas.org

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REMINDER: All P-card reports are due on or before the 11th of the month



Lili Maldonado is your point of contact for P-card purchases and reports:
For questions and support related to your P-card purchases and reports, please contact lmaldonado@hcde-texas.org.

Who Manages My Contracts?



Edna E. Johnson

- Adult Ed
- CES
- Grants
- Head Start
- Human Resources
- REI
- Schools
- Others



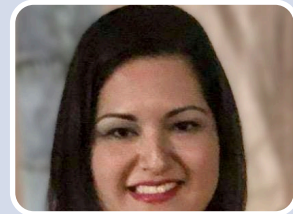
Yaritza Román

- Choice Partners
- Records Management



Inga Ash

- CASE
- Center for Safe and Secure Schools
- Communications
- Marketing
- Technology



Deisy Rubio

- Business Services
- Facilities

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