EANS II
Procurement Process
Webinar

School Business and Financial Services
Federal Programs Monitoring and Support
November 17, 2021

Agenda

Welcome and Introductions

EANS II Overview

EANS II Allowable Uses

Procurement Process

Questions

Welcome and Introductions

Governor's Office, NC Pandemic Recovery Office & Office of State Budget and Management (OSBM)

- Geoff Coltrane
  - Senior Education Advisor/Office of Gov. Roy Cooper

- Andy MacCracken
  - Policy Analyst/NC Pandemic Recovery Office

- Jennifer Neisner
  - Office of State Budget and Management

Federal Programs & IT

- Dr. LaTricia Townsend – Director
- Tina Letchworth – Assistant Director
- Will White – IT Manager

- Dr. Andrea Carroll – EANS Specialist
- Dr. Sylvia Mizzelle –EANS Specialist
- Dr. Eunice Sanders – EANS Specialist

School Business & Finance

- Shannon Hanchey - NCDPI Procurement Manager
- Constance Bridges - Procurement Specialist
- Jenee Killens - EANS Procurement Specialist
- Kyna Brands - EANS/Asset Listings

- Sue Kearney – Finance Manager/Accounts Payable
- David Nance – Financial Program Analyst

EANS II Overview

NCDPI EANS Website Link-Click Here

Submit All Procurements and questions to
EANSDocuments@dpi.nc.gov

Emergency Assistance for Nonpublic Schools (EANS I &II)

What
The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan Act (ARPA) of 2021 established a program for nonpublic schools within the Governors Emergency Education Relief Fund. This program, called the Emergency Assistance for Nonpublic Schools (EANS I & II) program, provides funding for services or assistance to eligible nonpublic schools to address educational disruptions caused by COVID-19.

Emergency Assistance for Nonpublic Schools (EANS II)

Who
The EANS II program is administered by the Office of the Governor, in conjunction with the NC Department of Instruction (DPI). This is not a grant program for nonpublic schools; the purpose of the EANS program is to provide nonpublic schools with funding for eligible services and assistance through procurement only. DPI retains control of funds and title to materials and equipment.

EANS II Allowable Uses

Emergency Assistance for Nonpublic Schools (EANS II)

Eligible Services and Assistance
A nonpublic school may apply to receive services or assistance to address educational disruptions resulting from COVID-19 for:

- Supplies to sanitize, disinfect, and clean school facilities

- Personal Protective Equipment (PPE)

- Improving ventilation systems, including windows or portable air purification systems

Emergency Assistance for Nonpublic Schools (EANS II)

- Training and professional development for staff on sanitation, the use of PPE, and minimizing the spread of infectious diseases

- Physical barriers to facilitate social distancing

- COVID-19 testing and tracing

- Educational technology

- Redeveloping instructional plans for remote or hybrid learning or to address learning loss

Emergency Assistance for Nonpublic Schools (EANS II)

- Leasing sites or spaces to ensure social distancing

- Reasonable transportation costs

- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety

- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

Procurement Process

Instructions for Completing EANS II Procurement Form – State Term Contract

- This form is provided to request items that are on State Term Contract. Only enter **one** Vendor per form per request.

- **Please refer to the allowable Services and Assistance available through EANS II for Vendor Purchases.**

EANS II Website

- Enter the DPI-created School ID number for your non-public school in Cell 1B, and the name of the school in Cell 2B. School ID numbers can be found on the DPI website at **EANS II School ID List**

Instructions for Completing EANS II Procurement Form – State Term Contract

A. Procurement Request for Information & Educational Technology

- If your school is requesting procurement of items that are educational technology, those items must be provided in the section of the form titled "Procurement Request for IT Items". These items will be included in the inventory. Only enter **one** Vendor per form per request.

- Company/Vendor

- Item Description

- Item #

- **Quantity and unit price**– The non-public school <u>must</u> provide a quantity and per unit purchase price for items included on the asset listing.

- Intended Use

- STC # for example STC 204A

Instructions for Completing EANS II Procurement Form – State Term Contract

The following will provide you with a list of items under Microcomputers & Peripherals (STC 204A) Available on State Term Contract (see note below regarding Apple products)

https://it.nc.gov/programs/it-volume-purchasing Scroll down to **Standard Configurations & Pricing** and then click on 2021-2022 PC IT Volume Purchase Award document. This will take you to the PC Volume Purchase Master Award. You can then do a control Find (Ctrl F) and find the needed item.

NOTE: For Apple products Contact Mitch Diaz Inside Account Executive at (512) 674-6994 or m_diaz@apple.com and receive pricing for your items that you are requesting. Please list all of the requested information on the Procurement Form.

Instructions for Completing EANS II Procurement Form – State Term Contract

B. Procurement Requests for Other Items - Non- IT

- If your school is requesting procurement of items that are Non-IT, those items must be provided in the section of the form titled "Procurement Requests for Items from Non-IT Items" The same information as listed above must be entered into the sheet. Only enter **one** Vendor per form per request.

- 1. Click on the [NC DOA : Statewide Term Contracts](#)

- 2. Find the appropriate category. The following may be helpful

    STC 001A – Correction Enterprise Products with Cleaning Supplies

    STC 031A - HVAC Air Filters

    STC 445B – Maintenance, Repair and Operation Supplies and Equipment (MRO)

    STC 475A – Medical Products Distribution

    STC 493A – Laboratory Supplies and Equipment

    STC 615A – Office Supplies

    STC 880A - Audio Visual and Photographic Equipment and Accessories

    STC 983B - Equipment Rental

Instructions for Completing EANS II Procurement Form – State Term Contract

- 3. Open the PDF and find the preferred vendor

- 4. Contact vendor for the item and request the State Term Contract price and item number.

Please note that ALL educational technology, regardless of cost, and items over $2,500 are required to be inventoried. Schools requesting to purchase these items are required to submit a signed Attestation Letter prior to the purchase.

Instructions for Completing EANS Procurement Form – State Term Contract

C. Procurement Request for PPE

- If your school is requesting procurement of items that are PPE, those items must be provided in the section of the form titled "Procurement Requests for PPE." The same information as listed above must be entered into the sheet. Only enter **one** Vendor per form per request.

- Contact a vendor listed below and request the catalog information for the supplies you seek, to include part # and pricing.

STC#	Statewide Term Contract Vendor	Contact Person	Contact Phone Number	Contact Email Address
260A	Darby Dental Supply	Kelly Jorgensen	800-901-1369 Ext. 1011	Kelly.Jorgensen@DarbyDentalSupply.com
260A	Dental Health Products	LaDeana DeClark	920-866-9001 Ext. 1308	LaDeana.DeClark@dhpi.net
260A	Henry Schein Dental	Drew Horne	770-330-8919	Drew.Horne@henryschein.com
445B	Grainger	Tiffany Jelovich	919-830-5589	Tiffany.Jelovich@grainger.com
475A	Concordance Healthcare Solutions	Marie Neubert	914-819-1120	MNeubert@concordancehs.com
475A	Henry Schein Medical	Curran Hoover	919-818-2013	Curran.hoover@henryschein.com
475A	McKesson	Kathy Fleischman	954-980-3774	kathy.fleischman@mckesson.com
475A	Medical Solutions	Lynn Meyers	888-557-8020	lmeyers@medicalsolutionsinc.com

Instructions for Completing EANS Procurement Form – State Term Contract

STC #	Statewide Term Contract Vendor	Contact Person	Contact Phone Number	Contact Email Address
493A	Krackeler	Chris Lee	919-614-6676	cpl@krackeler.com
493A	Thermo Fisher	Kris Schoolfield	336-254-6285	kris.schoolfield@thermofisher.com
493A	WR	Lynn Moore	434-249-1196	lynn.moore@avantorsciences.com
615A	FSI, Inc	Beth Freeman	704-578-0671	Beth.Freeman@formsandsupply.com
640A	Brame Specialty	Mercer Stanfield	800-672-0011	m.stanfield@bramespecialty.com
875A	DRE Medical	Hannah Harris	502-882-8760	hharris@dremed.com
983B	Cintas	Christopher Dunne	239-634-8994	DunneC@cintas.com

Instructions for Completing EANS Procurement Form – State Term Contract

D. Procurement Request for Allowable Services

- Enter in Items that are for services. The following information must be provided on the form to allow for efficient evaluation of the procurement request:

- Company/Vendor Name

- Detailed Description of Services

- **Duration/Frequency of Services** – Please ensure that your school provides either the duration that services are to be provided (e.g., December 2021 through June 2022, Six months starting December 1, 2021, etc.) and/or the frequency of services provided (e.g., daily, thirty hours a week, etc.).

- Total Amount of Services

- **Reason for Obtaining Services** – Your school should provide a short statement as to why it is necessary to obtain the services being requested. Please limit statements to three or less sentences.

- STC #

Instructions for Completing EANS Procurement Form – State Term Contract

Instructions for Document Naming Conventions and Emails Subject

- When submitting the Procurement Forms, Attestation Letter, and supporting documents, please use the following naming conventions:

- **1. Attestation Letter**

- For details regarding attestation letter instructions and file naming convention, refer to document "*EANS Asset Attestation Form.docx*", available at <u>EANS Asset Attestation Form</u>

- **2. Email Subject**

- Subject of your emails should be in the following format:

- **EANS II <SchID> <School Name> Procurement STC # < yyyy-mm-dd>**

- Email subject naming convention explanation:

- <SchID>

- Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always reference this number when communicating with NC DPI.

Instructions for Completing EANS II Procurement Form – State Term Contract

- The school ID file and other EANS II documents can be found on DPI website at https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans . Note that If your school ID value is below 100, you must include leading zero(s).

- <School Name>

- Your school name as listed in your EANS application. Your school name is included in the school ID file on DPI website at https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans .

- <yyyy-mm-dd>

- Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens "-" between the year, month, and day.

- Email subject example:

- **EANS II 027 The Nest Academy Procurement STC # 2021-11-20**

- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form on November 20, 2021.

- Please make sure that the form is signed by the authorized representative.

- Save the Procurement Form in Excel NOT pdf.

Procurement Form – State Term Contract

School ID:	126
School Name:	st marys
School Physical Address:	345 Martin Lane, Raleigh, NC 27603
Contact Name:	Mary Jones
Contact Phone:	919-123-3456
Contact email:	mary.jones@school.org
Shipping Contact:	Pat Smith
Shipping Contact Phone:	919-123-3456
Shipping Contact Email:	pat.smith@school.org

Procurement Requests for Items on Statewide Term Contracts (any $ value)

Only enter ~~ONE VENDOR~~ per form per request

Date of Request:

A. Procurement Request for Information and Educational Technology Items

Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	STC #	DPI use only — Approved By
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
Total Items					**$ -**			

B. Procurement Request for Other Items - Non IT

Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	STC #	DPI use only — Approved By
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
Total Items					**$ -**			

C. Procurement Request for PPE

Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	STC #	DPI use only — Approved By
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
Total Items					**$ -**			

D. Procurement Request for Allowable Services

Company/Vendor Name	Detailed Description of Service (use more space if needed)		Duration/Frequency of Services		Total	Reason for Obtaining Services	STC #	DPI use only — Approved By
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
					$ -			
Grand Total					**$ -**			

Authorized Designee of School (Print Name Below)	Grand Total	$ -	Balance Available (DPI use only)	Initial

Quotes / Bids – Non STC Goods or Services

Instructions for Completing Procurement Requests for Items that must Receive Quotes or Bids.

- These instructions are provided to request items that are not on State Term Contract and therefore must receive quotes or bids before purchasing

- **Please refer to the eligible allowable uses through EANS II for Vendor Purchases.**

  EANS II Website

- DPI must adhere to the State mandated thresholds when purchasing goods and services outside of the State Term Contract vendors.

Quotes / Bids – Non STC Goods or Services

These thresholds are:

$0 to $5,000

- DPI must receive 1 valid quote.

$5,001 to $10,000

- DPI must complete a Request for Quote (RFQ) and submit to three vendors. The lowest quote would receive the order unless a justification is provided as to why the lowest vendor is not acceptable.

$10,001 to $25,000

- DPI is required to do a formal BID process for any goods or services within these dollar limits. This is a lengthy process involving on-site visits for vendors, open market bid window of at least 10 days, bid opening, vendor review and rating, bid award, and acceptance.

$25,001 and up

- These types of purchases are administered at the state level by NC Department of Administration – Purchasing & Contract Division. This process usually takes at a minimum of 3 months or longer.

Note: DPI staff is required to obtain all quotes and bids. No quotes or bids will be accepted from the school. The non-public schools still have to receive pricing from the vendors to complete the Procurement form.

Non STC Goods or Services – Registered Vendors in E-Procurement

- The school must verify that the requested vendor is registered in E-Procurement before submitting the Procurement Form.

- Go to the Electronic Vendor Portal and search for the vendor. Ensure that the vendor is registered for E-Procurement by ensuring the NC eProcurement column has a check under it. https://vendor.ncgov.com/vendor/public-vendor-search?execution=e1s1

Vendor Name	Main Contact Name	Main Contact Email	Main Contact Phone	NC eProcurement	IPS
Raleigh Tutoring	Melissa Rich	melissa@raleightutoring.com	+1 (919) 781-8963	✔	✔

- If the vendor is not registered the school will need to contact the vendor to get registered or the school will have to find another vendor that is already registered or that will get registered. The school should not submit the request until they have been notified that the vendor is registered.

Instructions for Vendors to Register in E-Procurement

• The link indicated below is the location at which vendors may register in E-procurement. The Vendor must read all terms and conditions of the registration. The help desk number if the vendor should have a problem when registering or if they have any questions prior to registering is 1-888-211-7440 option 2.

• NC electronic Vendor Portal (ncgov.com)

   -Click on Vendor not registered? Register now

   -Follow the prompts to complete all required information

Quotes / Bids – Non STC Goods or Services

Instructions

- Enter the DPI-created School ID number for your non-public school in Cell 1B, and the name of the school in Cell 2B. School ID numbers can be found on the DPI website at https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans Only enter **one** Vendor per form per request.

- Enter the Company/Vendor Name, Name of Contact, Phone # & email address for who you spoke with about pricing.

- Enter the Item name/Description of the item, item #, the quantity, unit price, total and the intended use.

- This information will help DPI staff members to obtain the quote or bid and will be in contact with the person provided.

- **Please note that ALL educational technology, regardless of cost, and items over $2,500 are required to be inventoried. Schools requesting to purchase these items are required to submit a signed Attestation Letter prior to the purchase. Upon receipt of the asset, DPI will send the school an asset tag for each item to ensure appropriate asset control.**

Quotes / Bids – Non STC Goods or Services

- When submitting the Procurement Forms, Attestation Letter, and any other documents, please use the following naming conventions:

- **1. Attestation Letter**

- For details regarding attestation letter instructions and file naming convention, refer to document "*EANS Asset Attestation Form.docx*", available at <u>EANS Asset Attestation Form</u>

- **2. Email Subject**

- Subject of your emails should be in the following format:

- **EANS II <SchID> <School Name> Procurement QB < yyyy-mm-dd>**

- Email subject naming convention explanation:

- <SchID>

- Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <u>https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans</u> . Note that If your school ID value is below 100, you must include leading zero(s).

- <School Name>

Quotes / Bids – Non STC Goods or Services

- Your school name is listed in your EANS application. Your school name is included in the school ID file on DPI website at https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans .

- <yyyy-mm-dd>

- Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens "-" between the year, month, and day.

- Email subject example:

- **EANS II 027 The Nest Academy Procurement QB 2021-11-20**

- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form on November 20, 2021.

Quotes / Bids – Form Instructions

Instructions for Completing EANS II Quotes & Bids Form Only enter **one** Vendor per form per request.

- **Step** 1 – Provide the DPI-created School ID number for your non-public school in Cell 1B, and the name of the school in Cell 2B. School ID numbers can be found on the DPI website at https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans.

- **Step 2** – If your school is requesting a Quote/Bid of items that are educational technology, those items must be provided in the section of the form titled "Quote/Bid Request for IT Items"

    Company/Vendor Name with Name of Contact, phone # & email address of who you spoke with about pricing

    Item Description

    Model Information – If the item has a specific model designation or similar, the non-public school should provide that through the Asset Listing.

    Item #

    Quantity

    Unit Price

    Total

    Intended Use

Please note that DPI will request periodic updates to the Asset Listing form to ensure that information is up to date.

Step 3 – If your school is requesting procurement of items that are Non-IT, those items must be provided in the section of the form titled "Quote/Bid Request for Non-IT Items" The same information as listed above must be entered into the sheet.

Quotes / Bids – Form Instructions

- **Step 4** – If your school is requesting procurement of Allowable Services, those services must be provided in the section of the form titled "Quote/Bid Request for Allowable Services." The same information as listed above must be entered into the sheet. Only enter **one** Vendor per form per request.

- **Step 5** – The following information must be provided on the form to allow for efficient evaluation of the Quote/Bid request:

    Company/Vendor with Point of Contact information

    Detailed Description of Service

    Duration/Frequency of Services – Please ensure that your school provides either the duration that services were are to be provided (e.g., December 2021 through June 2022, Six months starting December 1, 2021, etc.) and/or the frequency of services provided (e.g., daily, thirty hours a week, etc.).

    Total

    Reason for Obtaining Services – Your school should provide a short statement as to why it is necessary to obtain the services being requested. Please limit statements to three or less sentences.

- Please make sure that the form is signed by the authorized representative.

- Save the Procurement Form in Excel NOT pdf.

Quotes / Bids – Non STC Goods or Services

School ID:	126
School Name:	st marys
School Physical Address:	345 Martin Lane, Raleigh, NC 27603
Contact Name:	Mary Jones
Contact Phone:	919-123-3456
Contact email:	mary.jones@school.org
Shipping Contact:	Pat Smith
Shipping Contact Phone:	919-123-3456
Shipping Contact Email:	pat.smith@school.org

Date of Request:

A. Procurement Request for Information and Educational Technology Items — DPI use only

Company/Vendor Name with Name of Contact, phone # & email address of who you spoke with about pricing	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	Approved By
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
Total Items					$		

B. Procurement Request for Other Items - Non IT — DPI use only

Company/Vendor Name with Name of Contact, phone # & email address of who you spoke with about pricing	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	Approved By
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
Total Items					$		

C. Procurement Request for PPE — DPI use only

Company/Vendor Name with Name of Contact, phone # & email address of who you spoke with about pricing	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use	Approved By
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
Total Items					$		

D. Procurement Request for Allowable Services — DPI use only

Company/Vendor Name with Name of Contact, phone # & email address of who you spoke with about pricing	Detailed Description of Service (use more space if needed)	Duration/Frequency of Services	Total	Reason for Obtaining Services	Approved By
			$ -		
			$ -		
			$ -		
			$ -		

Quotes / Bids – Non STC Goods or Services

Instructions for Document Naming Conventions and Emails Subject

- When submitting the Procurement Forms, Asset Listing, Attestation Letter, and supporting documents, please use the following naming conventions:

- **Attestation Letter**

- For details regarding attestation letter instructions and file naming convention, refer to document "*EANS Asset Attestation Form.docx*", available at <u>EANS Asset Attestation Form</u>

- **Email Subject**

- Subject of your emails should be in following format:

- **EANS II <SchID> <School Name> Quotes&Bids < yyyy-mm-dd>**

- <u>Email subject naming convention explanation:</u>

- **<SchID>**

- Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <u>https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans</u>. Note that If your school ID value is below 100, you must include leading zero(s).

- **<School Name>**

- Your school name as listed in your EANS application. Your school name is included in the school ID file on DPI website at <u>https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans</u>.

- **<yyyy-mm-dd>**

- Form date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens "-" between the year, month, and day

- <u>Email subject example:</u>

- **EANS II 027 The Nest Academy Quotes&Bids 2021-11-20**

- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form completed and signed on November 20, 2021.

Important Deadline Dates

Please note the following dates:

Feb 11, 2022 – Request for BID > $25,000 must be submitted by this date.

Feb 18, 2022 – Request for BID: $10,000 to $25,000 must be submitted by this date.

March 2, 2022 – Request for Quotes: $5,000 to $ $10,000 must be submitted by this date. This requires formal quotes from 3 different vendors.

March 16, 2022 – Request for Quote: $0 to $5,000 must be submitted by this date.

March 21, 2022 – ALL State Term Contract Request must be submitted by this date.

All purchase obligations must be completed by March 24, 2022 per the US Department of Education guidance.

EANS Asset Attestation Form

EANS Attestation Form - Click Here

EANS Asset Attestation

Introduction

Under Section 312(d)(7) of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021, title to materials, equipment, and property purchased with funds from the Emergency Assistance to Non-Public Schools (EANS) shall be in a public agency. Accordingly, any equipment, materials, or supplies that are either procured by the North Carolina Department of Public Instruction (NC DPI), or for which a non-public school is reimbursed by NC DPI, using EANS funds shall become the property of NC DPI.

EANS School ID Information
EANS II School ID List

ID	School Name
024	Peletah Academic Center for Excellence
025	Trinity Christian School (Rutherford)
029	New Life Christian Acad & Prep Sch
031	Woodson Branch Nature School
034	Charlotte Leadership Academy
040	Jackson Springs Treatment Facility
041	Hope Gardens Treatment Center
043	Blessed Sacrament Catholic School
047	Pope John Paul II Catholic H. S.
048	Christian Faith Center Academy
059	Sure Promise Christian Academy
061	The School of Hope
069	The Point Christian Academy

EANS II Timeline

EANS II Program Timeline

- Application Period
  - Opened October 18-Closed November 5, 2021
- EANS Procurement Technical Assistance Webinar
  - November 17, 2021
- Procurement Phase
  - November 2021-March 2022 (through 2024)

Questions

North Carolina Department of
PUBLIC INSTRUCTION