

EANS I Procurement Process Webinar

*School Business and Financial Services
Federal Programs Monitoring and Support
July 7, 2021*

Agenda

Welcome and Introductions

EANS I Overview

EANS I Allowable Uses

W-9 and Vendor Form

Procurement Process

EANS Timeline

Questions (EANS@dpi.nc.gov)

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. Kendrick Alston – EANS Specialist
- Dr. Andrea Carroll – EANS Specialist
- Julie Hill – EANS Specialist
- Dr. Sylvia Mizzelle –EANS Specialist
- Dr. Eunice Sanders – EANS Specialist

School Business & Finance

- Alexis Schauss – NCDPI Chief Financial Officer
- John Keefer – Budget Manager/School Business and Allotments
- Sue Kearney – Finance Manager
- Frank Cernik – Financial Data Analyst
- David Nance – Financial Program Analyst
- Shannon Hanchey – NCDPI Purchasing Agent

EANS I Overview

[NCDPI EANS Website Link-Click Here](#)

Submit All Reimbursements to EANSDocuments@dpi.nc.gov

Submit all general EANS questions to EANS@dpi.nc.gov

Emergency Assistance for Nonpublic Schools (EANS)

What

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) of 2021 established a program for nonpublic schools within the Governors Emergency Education Relief Fund (GEER II). This new program, called the Emergency Assistance for Nonpublic Schools (EANS) 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)

Who

The EANS 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. DPI retains control of funds and title to materials and equipment.

EANS I Allowable Uses

Emergency Assistance for Nonpublic Schools (EANS)

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)

- 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)

- 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

Emergency Assistance for Nonpublic Schools (EANS)


- Reimbursement for any services or assistance described above incurred on or after 3/13/20, except for:
 - improvements to ventilation systems and windows (except for portable air purification systems)
 - any expenses reimbursed through PPP
 - training and development on sanitation, use of PPE, and minimizing spread of COVID-19
 - development of instructional plans and curriculum development
 - initiating education and support services for remote or hybrid learning or to address earning loss.

W-9 and Vendor Form

Submit to Sue.Kearney@dpi.nc.gov

NC W-9 Form

REV 01/2019

<p>NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) *Denotes a Required Field</p>	<p align="center">STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number</p>				
<p>Taxpayer Identification</p>	<p>*1. <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)</p> <p>*2. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p align="center">(PRESS THE TAB KEY TO ENTER EACH NUMBER)</p>		<p>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.</p>		
	<p>*4. Legal Name (as shown on your income tax return):</p> <input type="text"/>		<p>3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)</p>		
	<p>5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</p> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p align="center">(PRESS THE TAB KEY TO ENTER EACH NUMBER)</p>		
	<p align="center">Contact Information</p>				
	<p>*6. Legal Address (DO NOT TYPE OR WRITE IN THIS FIELD)</p>		<p>7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)</p>		
	<p>*Address Line 1:</p> <input type="text"/>		<p>Address Line 1:</p> <input type="text"/>		
<p>Address Line 2:</p> <input type="text"/>		<p>Address Line 2:</p> <input type="text"/>			
<p>*City</p> <input type="text"/>		<p>*State</p> <input type="text"/>		<p>*Zip (9 digit)</p> <input type="text"/>	
<p>City</p> <input type="text"/>		<p>State</p> <input type="text"/>		<p>Zip (9 digit)</p> <input type="text"/>	

Vendor Electronic Payment Form

Office of the State Controller

Return to: OSC Support Services Center

Address: 1410 Mail Service Center
Raleigh, NC 27699-1410

Email: osc.support.services@osc.nc.gov

Telephone: 919-707-0795



Vendor Electronic Payment Form

- ☐ New Add Request
☐ Change/Update Existing Account
☐ Inactivate Existing Account

***Denotes a required field**

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.

***TAX ID # or SSN**

--	--	--	--	--	--	--	--	--	--

***PAYEE NAME**

--

***REMITTANCE ADDRESS**

(AS PRINTED ON
YOUR INVOICE)

--	--

STREET

SUITE/ROOM #

--

--

--

CITY

STATE

ZIP CODE

***CONTACT**

--

--

NAME & TITLE

PHONE NUMBER

NEW FINANCIAL INFORMATION

***FINANCIAL INSTITUTION NAME:**

--

***NAME ON ACCOUNT:**

--

***NEW ROUTING NUMBER:**

--	--	--	--	--	--	--	--	--	--

***NEW ACCOUNT NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

***ACCT TYPE:**

<input type="checkbox"/>

Checking

<input type="checkbox"/>

Savings

***REMIT E-MAIL ADDRESS**

--

New add requests MUST include contact information for the state agency with which you are doing business.

*North Carolina Agency Name:	*North Carolina Agency Contact Name:
*North Carolina Agency Contact Email Address:	*North Carolina Agency Contact Phone Number:

- Agency Name – NC Dept of Public Instruction
- Contact Name – Sue Kearney
- Contact Email – sue.kearney@dpi.nc.gov
- Contact Phone – 984-236-2352

Procurement Process

Instructions for Completing EANS Procurement Form – State Term Contract

- This form is provided to request items that are on State Term Contract.
- **Please refer to the eligible Services and Assistance available through EANS for Vendor Purchases. The allowable purchases differ from those allowed for reimbursements.**
- <https://www.dpi.nc.gov/media/10251/download?attachment>
- If you need assistance, please email Patricia Nnadi-Purvis at Patricia.NnadiPurvis@dpi.nc.gov or Doris McCain at doris.mccain@dpi.nc.gov
- 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> .

Instructions for Completing EANS 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
- Company/Vendor
- Item Description
- **Item # - enter the item number from the catalog**
- **Quantity and unit price**– The non-public school must provide a quantity and per unit purchase price for items included on the asset listing.
- Intended Use

Instructions for Completing EANS Procurement Form – State Term Contract

The following will provide you will 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 and then click on 2020-2021 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.

Instructions for Completing EANS Procurement Form – State Term Contract

The following links will also help [Desktops & Work Stations | NCDIT](#)

- Portable Devices - <https://it.nc.gov/programs/it-volume-purchasing/standard-configurations/portable-devices>
- Tablets - <https://it.nc.gov/programs/it-volume-purchasing/standard-configurations/tablets>
- 2-in-1 Laptops & Tablets | NCDIT - <https://it.nc.gov/programs/it-volume-purchasing/standard-configurations/2-1-laptops-tablets>
- Monitors | NCDIT - <https://it.nc.gov/programs/it-volume-purchasing/standard-configurations/monitors>

NOTE: For Apple products only enter in the item name, item# (if available) and the quantity. DPI staff will have to contact the vendor to receive the quote. Not all items are available.

Instructions for Completing EANS 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.
- 1. Click on the [NC DOA : Statewide Term Contracts](#)
- 2. Find the appropriate category. The following may be helpful

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 983B - Equipment Rental

Instructions for Completing EANS 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. If the school has submitted an Attestation Letter previously for a reimbursement, there is not a requirement for another. Upon receipt of the asset, DPI will send the school an asset tag for each item to ensure appropriate asset control. Any questions may be directed to EANSquestions@dpi.nc.gov .

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.
- Contact a vendor listed below and request the catalogue information for the supplies you seek

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

If you need assistance, please email Patricia Nnadi-Purvis at Patricia.NnadiPurvis@dpi.nc.gov or Doris McCain at doris.mccain@dpi.nc.gov

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 <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans> .
- **2. Email Subject**
- Subject of your emails should be in the following format:
- **EANS <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 refer this number when communicating with NC DPI.

Instructions for Completing EANS Procurement Form – State Term Contract

- The school ID file and other EANS 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 027 The Nest Academy Procurement STC 2021-07-12**
- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form on July 12, 2021.

Instructions for Completing EANS Procurement Form – State Term Contract

School ID	126	Procurement Requests for Items on Statewide Term Contracts (any \$ value)					
School Name	st marys						
Contact Name and email	Mary Jones	Mary.Jones@school.org					
Contact Name and telephone	919.123.4567						

A. Procurement Request for Information and Educational Technology Items							DPI use only
Company/Vendor Name	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	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	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	Service	Duration/Frequency of Services	Total	Reason for Obtaining Services	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 Services and Assistance available through EANS for Vendor Purchases. The allowable purchases differ from those allowed for reimbursements.**
- **<https://www.dpi.nc.gov/media/10251/download?attachment>**
- 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 do three formal Request for Quote (RFQ) with 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 up to 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.

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> .
- Enter the Contact information
- Enter only the Description of the item, the quantity and the intended use.
- A DPI staff member will 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. If the school has submitted an Attestation Letter previously for a reimbursement, there is not a requirement for another. Upon receipt of the asset, DPI will send the school an asset tag for each item to ensure appropriate asset control. Any questions may be directed to EANSquestions@dpi.nc.gov .**

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 <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans> .
- **2. Email Subject**
- Subject of your emails should be in the following format:
- **EANS <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 <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>

Quotes / Bids – Non STC Goods or Services

- 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 027 The Nest Academy Procurement QB 2021-07-12**
- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form on July 12, 2021.

Quotes / Bids – Form Instructions

Instructions for Completing EANS Quotes & Bids Form

-
- **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

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.

Intended Use

Please note that DPI will request periodic updates to the Asset Listing form to ensure that information is up to date. Any questions about the Asset Listing form may be directed to EANSquestions@dpi.nc.gov.

- **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 items that are PPE, those items must be provided in the section of the form titled “Quote/Bid Request for PPE.” The same information as listed above must be entered into the sheet.
- **Step 5** – The following information must be provided on the form to allow for efficient evaluation of the Quote/Bid request:

Company/Vendor

Service

Duration/Frequency of Services – Please ensure that your school provides either the duration that services were are to be provided (e.g., August 2021 through March 2022, Six months starting August 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.

Quotes / Bids – Non STC Goods or Services

School ID 126
 School Name st marys
 Contact Name: Mary Jones

Procurement Requests for Items Requiring Quotes and Bids

Contact Phone 919.123.3456
 Contact email mary.jones@school.org

A. Procurement Request for Information and Educational Technology Items						DPI use only
Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
Total Items					\$	
B. Procurement Request for Other Items - Non IT						DPI use only
Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
Total Items					\$	
C. Procurement Request for PPE						DPI use only
Company/Vendor Name	Item Name/Description	Item #	Quantity	Unit Price	Total	Intended Use
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
				\$	-	
Total Items					\$	
D. Procurement Request for Allowable Services						DPI use only
Company/Vendor Name	Service	Duration/Frequency of Services			Total	Reason for Obtaining Services
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
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 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 <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>.
- **Email Subject**
- Subject of your emails should be in following format:
- **EANS <SchID> <School Name> Quotes&Bids < 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 <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 027 The Nest Academy Quotes&Bids 2021-07-12**
- The example above would be for email subject from the Nest Academy (School ID 027), submitting a procurement form completed and signed on July 12, 2021.

Important Deadline Dates

Please note the following dates:

July 12, 2021 – Request for BID > \$25,000 must be submitted by this date.

July 19, 2021 – Request for BID: \$10,000 to \$25,000 must be submitted by this date.

August 2, 2021 – Request for Quotes: \$5,000 to \$ \$10,000 must be submitted by this date. This requires formal quotes from 3 different vendors.

August 16, 2021 – Request for Quote: \$0 to \$5,000 must be submitted by this date.

August 20, 2021 – ALL State Term Contract Request must be submitted by this date.

*****All purchase obligations must be completed by August 27, 2021 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 School IDs-Click Here](#)

School ID	School Name	Mailing Address	Approved On
040	Jackson Springs Treatment Facility	778 Hoffman RdWest End, NC27376	04/08/2021
263	Quality Education Institute	800 Elmira AveDurham, NC 27707	05/23/2021
316	Covenant Day School	800 Fullwood RoadMatthews, NC 28105	05/28/2021
173	An-Noor School	808 Atwater StreetRaleigh, NC 27607	04/21/2021
045	St. Michael the Archangel Cath School	810 High House Road, Cary, NC, 27513	03/26/2021
248	Fletcher School	8500 Sardis RoadCharlotte, NC 28270	05/20/2021
312	Cedarwood Academy	8611 Concord Mills Blvd, Ste 425 Concord, NC 28027	05/28/2021
297	United Faith Christian Academy	8617 Providence Rd., Charlotte, NC 28277	05/28/2021
034	Charlotte Leadership Academy	8727 Oak Drive NECharlotte, NC 28269	04/07/2021
168	Tillery Christian Academy	873 Pee Dee Avenue, Norwood, North Carolina 28128	04/20/2021
090	Greensboro Islamic Academy	900 16th street Greensboro NC 27405	04/08/2021
157	Lucy Daniels Center	9003 Weston ParkwayCary, NC 27513	04/15/2021
236	Faith Christian Academy (Cabarrus)	904 Chipola StreetKannapolis, NC 28083	05/15/2021
076	St. Thomas More Catholic School	920 Carmichael StreetChapel Hill, NC 27514	03/30/2021
146	Charlotte Latin School	9502 Providence Road, Charlotte, NC 28277	04/13/2021
163	Omni Montessori School	9536 Blakeney Heath RoadCharlotte, NC 28277	04/19/2021
022	High Point Christian Academy	High Point Christian Academy800 Phillips Ave.High Point, NC 27262	04/08/2021
144	Southeastern Autism Academy	OASIS NC3114-4 Randall Parkway Wilmington, NC 28403	04/13/2021
186	Nehemiah Enrichment Academy	P.O. Box 620155Charlotte, NC 28262	04/30/2021
318	Academy of Coastal Carolina	Po Box 1988, Shallotte, NC 28459	05/30/2021
197	Captain Gilmer Christian School	PO Box 5338, Fletcher, NC 28732	05/03/2021
199	Fletcher Academy (Henderson)	PO Box 5440, Fletcher, NC 28732	05/03/2021
119	Forsyth Country Day School	PO Box 5495501 Shallowford RoadLewisville, NC 27023	04/08/2021
020	Dynamic Opportunities	PO Box 753Rolesville, NC 27571	03/26/2021
203	Alamance Christian School	PO Box 8381336 Town Branch Rd.Graham, NC 27253	05/05/2021
106	Trinity Episcopal School	Trinity Episcopal School750 E 9th StCharlotte, NC 28202	04/14/2021

US Dept. Of Educaton Guidance

[US Dept. Of Ed Guidance Document - Click Here](#)

Frequently Asked Questions

Emergency Assistance to Non-Public Schools (EANS) Program

as authorized by the

Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act)

EANS I Timeline

EANS I Program Timeline

- Application Period
 - Opened March 25-Closed May 31, 2021
- EANS Technical Assistance Webinars
 - March 25-26, 2021
 - June 16, 2021
- Reimbursement Phase
 - May 24-July 31, 2021
 - Email Notifications May 24, 2021/June 11, 2021
- Procurement Phase
 - July-August 2021 (through 2023)

Questions

