

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.

These thresholds are:

\$0 to \$5,000

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.

\$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.

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.

Instructions for Document Naming Conventions and Emails Subject

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>

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.