

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>.

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**

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.

The following links will also help

[Desktops & Work Stations | NCDIT](#)

[Portable Devices | NCDIT](#)

[Tablets | NCDIT](#)

[2-in-1 Laptops & Tablets | NCDIT](#)

[Monitors | NCDIT](#)

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

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 [“Statewide Term Contract”](#)
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 615A – Office Supplies
STC 983B - Equipment Rental

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.

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

Statewide Term Contract #	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

493A	Krackeler	Chris Lee	919-614-6676	cpl@krackeler.com
493A	Thermo Fisher	Kris Schoolfield	336-254-6285	kris.schoolfield@thermofisher.com
493A	VWR	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 Ext. 1330	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

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 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.

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.