August 1, 2022
Kentucky Department of Education

This email is provided to all EANS I and EANS II participants in Kentucky.

This has been a super busy summer with both the EANS I and EANS II programs running full throttle. As we gear up for the new school year, please be reminded of a few processing details that will help us more efficiently and effectively meet your needs. Link to the previous newsletter (May 16, 2022) is here.

1. EANS I Requests
    a. Please attach a copy of your most recent budget to any EANS I request. Remember, once a line item is shaded as "spent", do not change that shading. We want you to spend down as much of your allocation as you can but there is no "reserved" fund to cover expenditures over budget. Update your budget spreadsheet once you have actual costs.
    b. Procurements using EANS I funding can only come from the state-level Master Agreements unless the purchase is determined to be a sole-sourced procurement. Contact your budget consultant if you are not sure what route to take.
    c. For procurements, one request form per provider please. The request can have multiple categories (like Sanitizing Supplies and PPE) but all items on that form will be procured from one provider. This does not apply to EANS I reimbursement requests since the reimbursement payment is going to the school.
    d. If you submit several request forms on a single day, attach the budget spreadsheet to the first request for that batch.

2. EANS II Procurement Requests
    a. For your convenience, OVEC has developed a list of the most requested categories, and which preferred vendors have products in each category. (see attachment) Remember, if you utilize the preferred vendors, you only need to provide the quote from that vendor, regardless the amount of the procurement.
    b. One request form per provider please. The request can have multiple categories (like Sanitizing Supplies and PPE) but all items will be procured from one provider on a single form.
    c. If you have a multi-line quote, you can streamline the request form by referencing the quote in the "Part Number" column, something like "See Attached quote from SHI dated 07-22-22". You can put other pertinent details in the "Description" column if needed.
    d. If your request is greater than $500 and you are not able to utilize any of the preferred providers, you must have 3 quotes. If a request is received that should have 3 quotes but does not, the request will be returned to you for the additional quotes. You may provide a written justification for a procurement with less than three quotes, but it must be a significant business reason – not something like "we've always purchased from this company" or "this company is across the street." All of us need to be good stewards of this funding.
    e. Most of you are doing a great job tying the Request # in the file name for the request form to the line-item narrative in GMAP. Thanks for your attention to that small but important detail. Don't forget to update your GMAP with exact costs as soon as possible.

3. Asset Tags/Inventory
    a. Effective immediately, KDE will start the process to create and send asset tags for items that require inventory tracking at the time the procurement is sent to the purchasing agent (either KDE Procurement Branch or OVEC). The intent is to get the tags to you prior to delivery of the items so that you can get the items tagged and into service as quickly as possible.

4. Mailboxes and formats
    a. For all requests and supporting documentation, both EANS I and EANS II, please use the mailbox indicated on the form under the banner line. Multiple consultants have access to the request mailboxes to reduce the risk of a request falling through the cracks. Please still correspond with your consultant directly for questions and follow-ups but send any requests to the appropriate request mailbox.
    b. All requests should be attached to your email in the original Excel format with the .xls extension so that we can add details to the form. The supporting documentation should be attached as .pdf files.

5. Expiration Dates
    a. Keep in mind the expiration dates of each program. EANS I is in effect through September 30, 2023. EANS II ends September 30, 2024. This may impact your consideration of contracts for leasing or rentals. For staffing contracts, EANS I can fund them through the 2022-23 school year which ends June 30, 2023. EANS II can fund staffing contracts through 2023-24 ending on June 30, 2024. Service contracts can run the length of the funding program.

If you have any questions relating to EANS I or EANS II, please contact Kay Kennedy, KDE EANS Project Manager, at kay.kennedy2@education.ky.gov. Thanks for your participation!