



# EMERGENCY ASSISTANCE FOR NON-PUBLIC SCHOOLS (EANS) ACCOUNTS PAYABLE AUTOMATED SYSTEM/PRODUCT

Request for Information

2021

Alabama State Department of Education

Federal Programs

Montgomery, AL

**\*There will not be a formal proposal opening and this will not result in an award or contract. This is an opportunity for interested entities to present their materials to the Federal Programs Section of the ALSDE for vetting and review. All material received by the ALSDE will be shared with the EANS Task Force. Thereafter, the EANS Task Force will submit recommendations to the Director of Federal Programs, Dr. Molly Killingsworth, for consideration. The ALSDE may request the vendor to provide an on-site demonstration of their product if deemed necessary. All communication must be through the ALSDE contact.**

## **SECTION 1: STATEMENT OF NEED**

The Alabama State Department of Education (ALSDE) is seeking an accounts payable automation system/product to help manage funds distribution and expenditure tracking associated with the Federal Government's Emergency Assistance to Non-Public Schools (EANS) program to help non-public schools to address the educational disruptions caused by COVID-19.

The goal is to centralize the distribution, tracking and reporting of EANS funds to one place, while eliminating cumbersome and time-consuming paperwork, so that purchases for non-public school COVID-19 relief can be handled with expediency.

The desired system/product would have the following capabilities:

- To integrate online procurement, reimbursement management, and automated ACH direct deposit payments
- For non-public schools to make approved purchases from multiple online vendors through a single sign-on
- To provide non-public schools with a vendor list to include only vendors that have been approved by the ALSDE
- For non-public schools to be able to submit invoices electronically for approval
- For the ALSDE to review and pre-approve non-public school purchases before they are made
- For both the ALSDE and non-public school to view the budget allocation balance
- To store invoices electronically for a period required by law
- To provide SKU item level detail of purchases made online
- To maintain accurate financial data and provide customized reporting tools for compliance monitoring
- For all unused funds to be returned by the close of the program period of performance (September 30, 2023).

The desired company would provide the following services:

- Training for non-public schools and ALSDE personnel on how to use the system/product
- Oversight of the procurement process, from approval to delivery of goods, as directed by the Federal Programs Director.

## **SECTION 2: BACKGROUND**

The EANS program, funded by Congress through the American Rescue Plan (ARP) Act, 2021, has allocated \$44,895,780 to Alabama for services or assistance to non-public schools including cleaning and sanitation supplies, PPE, improvements to ventilation systems, training and professional development for staff on minimizing the spread of infectious diseases, physical barriers to facilitate social distancing, educational technology to assist with remote or hybrid learning and more.

By creating a separate reservation of funds for this purpose, Congress reiterated the need for non-public schools to participate in emergency education relief programs by establishing a separate program under GEER, rather than relying on the equitable services requirements that typically apply to elementary and secondary formula grant programs. Consequently, the State Education Agency is responsible for distribution, tracking and reporting of EANS funds, which has created a challenge in terms of establishing a mechanism for distributing and managing them.

### **SECTION 3: COMPANY QUALIFICATIONS AND COMPANY/SYSTEM/PRODUCT INFORMATION REQUESTED**

The ALSDE is seeking submission of qualifications and information from any individuals or companies interested in having their accounts payable automated system/product vetted by the Federal Programs Section of the ALSDE for use with the EANS program.

Individual/Company qualifications requested may include, but are not limited to, the following:

- Knowledge of the EANS program
- Years of experience
- Skills
- Certifications
- Awards
- Similar work experiences with other states
- References from other states

Individual/Company/System/Product information requested may include, but are not limited to:

- Individual/Company name, representative, and contact information
- Description of system/product and its capabilities
- Services provided outside of system/product (training, technical services, etc.)

Please note: Vendors must be registered with the state e-procurement system, Alabama Buys. To ensure that your vendor status is up-to-date, active, and that you are ready to conduct business with the State of Alabama, you may contact the Alabama Buys helpdesk at (334) 353-0700 or [Alabamabuys@purchasing.alabama.gov](mailto:Alabamabuys@purchasing.alabama.gov) .

## **SECTION 5: SUBMISSION DETAILS AND DEADLINE**

Please submit the following for review:

- One hard copy of requested information, mailed to:  
Alabama State Department of Education  
ATTN: Dr. Molly Killingsworth  
Federal Programs  
50 N Ripley Street  
5337 Gordon Persons Building  
Montgomery, AL 36104-2101
- One electronic copy of requested information, emailed to Dr. Molly Killingsworth at [EANSapplications@alsde.edu](mailto:EANSapplications@alsde.edu)

**DUE DATE:** EANS Accounts Payable Automation System/Product information must be submitted electronically and all materials for review must be received at the address above by **Thursday, September 16, 2021, 4 P.M. CDT.**