

# GRANT FUNDING PROCESS



WHEN APPLYING FOR AN NEF GRANT



## USE NEEDHAM PUBLIC SCHOOL (NPS) - APPROVED VENDORS

- Find items from an approved vendor (see back)
- Ask your school's bookkeeper for help
- Enter pricing into grant budget

## NOT AVAILABLE FROM APPROVED VENDOR

- Find desired quality & price for goods or services
- Enter pricing in grant budget
- **Make sure to list desired vendor qualifications in grant**
- **Allow for the extra time it may take to receive funds**



CAN'T USE AN APPROVED VENDOR?



IF GRANT IS AWARDED AND VENDOR IS NOT FROM APPROVED LIST



## ONLY ONE VENDOR EXISTS

- NPS will determine if your provider is a sole source (e.g. an author or book distributed by single vendor)
- Save any internet searches showing a lack of competitors



## MULTIPLE VENDORS EXIST

- NPS may request 3 quotes
- Must choose the **lowest cost provider who also meets the qualifications** specified in the grant
- **A vendor is not guaranteed until process is complete**

## GUEST STATUS: CONTRACTOR

- Guest is considered a contractor if they typically work in another field (e.g. author, artist)
- Contractors need proof of insurance (general liability & motor vehicle)



OTHER CONSIDERATIONS



## GUEST STATUS: TEMPORARY EMPLOYEE

- Guest is considered a temporary employee if they typically work in education
- Temporary employee has taxes taken from pay; notify guests so they know what to expect

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## ADDITIONAL INFO



## WHY IS THIS PROCESS NECESSARY?

- Ensures the schools save money across all purchases
- Vendor selection must be competitive under state law
- Due diligence to ensure quality goods and services

## GOODS VS SERVICES

- Goods: Books, classroom materials, equipment
- Services: Prof. development, speakers, authors, etc.
- Comm-BUYS has the only pre-approved service providers



This is just a overview; see the [NPS Procurement website](#) for complete details.

- [Comm-BUYS](#) - To search by vendor, enter the name in the search box, select 'Vendors' from the dropdown box, and click search. To search by category, click on 'Advanced' next to the search box, set the document type to Vendors, and search by NIGP Class/Item or keyword.
- [TIPS/TAPS](#) - Select 'All Contracts' to search by category or 'All Vendors' to search by vendor.
- Amazon Business - See [PDF Instructions](#).
- TEC Collaborative - Vendors are listed by the following categories towards the end of the [NPS Procurement website](#):
  - Athletic and Physical Education Supplies
  - Classroom, Education and Art Supplies
  - Office Supplies, Including Copy Paper
  - Technology & Office Equipment and Supplies
- [CREC](#) - Primarily A/V, health, & office supplies; must get login/password from Melane Bisbas ([melane\\_bisbas@needham.k12.ma.us](mailto:melane_bisbas@needham.k12.ma.us)).
- [PEPPM](#) - Primarily technology, network, and media hardware and supplies.
- [MHEC](#) - Primarily medical, library books & media, science materials, & technology equipment; must get login/password from Melane Bisbas ([melane\\_bisbas@needham.k12.ma.us](mailto:melane_bisbas@needham.k12.ma.us)).
- [Sourcewell](#) - Primarily health, fitness, recreation, & office supplies.

## APPROVED VENDORS OVERVIEW



## GET HELP



- General grant questions: your [NEF School Rep](#) or Sarah Winig, the NEF Administrative Director, at [swinig@nefneedham.org](mailto:swinig@nefneedham.org)
- Finding approved vendors: your school or department bookkeeper