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Office of Grants Management

Bureau of Contracts, Grants, and Procurement Services

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Introduction to GrantED

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Agenda

- Introduction to GrantED
- How do I get access to GrantED
- How to create an account and system requirements
- How does my agency receive notices for grant applications
- What does my home screen look like
- How do I complete and submit an application
- How do I find my application
- How do I amend an application
- How do I receive my project/amendment award notification

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Introduction to GrantED

GrantED is the Florida Department of Education's (FDOE's) cloud-based system for the management of Grants built on the Submittable platform.

GrantED
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Access to GrantED and Creating an Account

- Agencies may create an account with the following link to Submittable: https://accounts.submittable.com/u/signup

- Agencies may also create an account when the department announces a grant application opportunity

System Requirements

- Web Browsers – Google Chrome, Firefox, Safari or Edge (beyond version 20)
- Internet Explorer is not compatible
- Password Requirements
- Firewalls and Safelisting

Receiving Grant Application Notices

- Notice of Grant Release for Application
  - Request for Applications, RFAs will be by specific email invitation
  - Request for Proposals, RFPs will be publicly noticed on the Department's website
- Applications are One-To-One

Home Screen and Dashboard

Will have filter options to:

- Display applications that are currently being prepared
- Display applications that have been submitted
- Display applications that have been awarded or completed

Completing and Submitting an Application

- Agencies must use the link from the Notice of Grant Release for Application from the Department for an RFA
- RFPs will be noticed publicly on the Department's webpages
- Same components as existing RFA and RFP templates
- Program Specific Documents
- Applications are One-To-One
- Collaboration is allowed
- Submittal must be authorized by the Agency Head

Application Status and Edits

- Email notification of submitted status
- In Progress will be displayed on the dashboard
- Communications through GrantED
- Edits are only allowed once per day
- Submit

Receiving Awarded Applications

- Email notice from GrantED
- Log in to the Submittable platform
- Accepted will be displayed on the dashboard
- Download from GrantED

Amending

Amending an Approved Application

- Log in to the Submittable platform
- Filter by Accepted status on the dashboard
- Select the appropriate application
- Forms tab
- Authorized by the Agency Head
- Follows the same process as the original application

Technical Assistance

- Submittable's Technical Support team is available and will respond to inquiries Monday through Friday, 9 a.m. - 5 p.m. MDT. (10 a.m. - 6 p.m. EST)
- You can reach them at: submittersupport@submittable.com.
- Submittable's response time is within 24 business hours.
- P**lease do not contact Submittable** support to inquire about the status of your submission(s).
- Please "cc" the GrantED@fldoe.org email box with all technical assistance issues, as the Office of Grants Management maybe able to assist.

Resources

- **Sign Up Uniform Resource Locator (URL)**
  https://accounts.submittable.com/u/signup
- **Login URL**
  https://accounts.submittable.com/u/login/
- **Technical Assistance**
- **For help with password-related problems, please contact:**
  submittersupport@submittable.com
- **For any other issues related to the GrantED system, please reach out to:**
  GrantED@fldoe.org
- **Grant Forms** Department of Education Grants Forms

QUESTIONS?

COMING SOON

Pre-Recorded Certified Roll Letter Presentation

Pre-Recorded Updated Grants Fiscal Management Training

FDOE APPROVAL OF NON-COMPETITIVE PROCUREMENTS

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Procurement Standards for Goods and Services Purchased with Federal Funds

When purchasing goods and services with federal funds, a subrecipient must meet the following standards:

- The LEA's own policies and procedures;
- State procurement requirements, in accordance with Rule 6A-1.012, Florida Administrative Code (Districts), Rule 6A-14.0734 (State Colleges), or BOG 18.001 (Universities); **and**
- Federal procurement methods and thresholds, as established in the Uniform Grant Guidance (2 CFR ss. 200.318 through 200.327).

Exceptions Authorizing Non-Competitive Procurement by Districts

FEDERAL EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT	STATE EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT FOR SCHOOL DISTRICTS under Rule 6A-1.012, F.A.C.
Single Source (2 CFR s. 200.320(c)(2))	Single Source (¶ (12)(d))
Public Exigency or Emergency (2 CFR s. 200.320(c)(3))	Immediate danger to public health, safety, or welfare or other substantial loss to the school district requires emergency action (¶(12)€
SEA Authorizes non-competitive procurement in response to written request from sub-recipient (2 CFR s. 200.320(c)(4))	
After solicitation of a number of sources, competition is determined inadequate (2 CFR s. 200.320(c)(5))	After competitive solicitations have been requested, no valid proposal has been received. (¶ (12)(a))

Exceptions Authorizing Non-Competitive Procurement by Districts

FEDERAL EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT	STATE EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT FOR SCHOOL DISTRICTS under Rule 6A-1.012, F.A.C.
	Professional services including: artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services…; and health services …. (¶ (11)(a))
	Educational services and any type of copyrighted materials including: educational tests, textbooks, … etc. (see full list in rule) ((¶ (11)(b))

Exceptions Authorizing Non-Competitive Procurement by Districts

FEDERAL EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT	STATE EXCEPTIONS AUTHORIZING NON-COMPETITIVE PROCUREMENT FOR SCHOOL DISTRICTS under Rule 6A-1.012, F.A.C.
	State or federal law, grant or state contract prescribes with whom the district school board must contract. (¶ (12)(f))
	Contracts for utilities or government franchised services (¶ (12)(g))
	Information technology (¶ (14))
	Districts may use State-Term contracts – (¶ (5))
	Specified Piggy Back contracts (¶ (6))

Approval of Non-Competitive Procurements by FDOE – Process

- Authority for SEA to authorize Exception:

  2 CFR s. 200.320(c)(4)

- LEAs seeking exception should submit written request:
  - to Janice.Brown@fldoe.org or Mari.Presley@fldoe.org
  - Include description of proposed procurement, price (including total and per-unit cost or rate), and reason non-competitive procurement is requested
  - Attach LEA's policies and procedures relating to procurement

Approval of Non-Competitive Procurements by FDOE – Criteria

The Department has established the following criteria for approval:

- Procurement must be consistent with state law (for school district, must be consistent with Rule 6A-1.012)
- Procurement must be consistent with LEA's own policies
- Price is reasonable
- Districts may be asked to justify non-competitive procurements that meet this criteria if they are under the simplified acquisition threshold ($350,000), since only two quotes are required

Special Note on Piggybacks

- No guidance issued by U.S. Department of Education
- Guidance from other federal agencies suggest piggybacks only allowed if:
  - the original contract was competitively procured in compliance with the federal regulations;
  - the original contract allowed for piggybacking;
  - the entity using the piggyback becomes a party to the original contract; and
  - no material terms of the original contract are changed, including for example, scope of work, pricing, and total cost.
- If piggyback meets this criteria, the procurement is competitive, so no request needs to be sent to FDOE

www.FLDOE.org