

Public and Nonpublic School Ordering Process for Personal Protective Equipment (PPE)

Schools should obtain necessary supplies through normal procurement channels by:



- Utilizing existing purchasing agreements;
- Utilizing state contracts, where possible (go to <https://www.isbe.net/covid19> and click on PPE and Cleaning Supplies Master Contracts); and/or
- Pursuing other local procurement channels.

All procurements must comply with applicable local and/or state bidding/procurement laws and requirements. Please note that an initial shipment of cloth face masks and face shields has been made to all public school entities that responded to the Face Covering Survey.

After exhausting avenues locally, all public and nonpublic educational entities can request free supplies that cannot be obtained through normal channels and are necessary to start the 2020-21 school year from emergency management channels according to the following process:



- Request required items from the Regional Office of Education (ROE) or Intermediate Service Center (ISC). Find your ROE/ISC at <https://iarss.org/iarss-pdf-directory>.
- ROE/ISC will consolidate the requests from educational entities in their region by county.
- ROE/ISC will contact appropriate county Emergency Management Agencies (EMAs) to place an order for needed PPE. ROEs/ISCs, in partnership with local EMAs, will determine how frequently to order. Frequency of ordering.

County EMAs will fill orders from their stock or complete a request to the Illinois Emergency Management Agency (IEMA) for the needed PPE. Of note:



- IEMA will deliver to EMA.
- EMA may screen out requested item based on availability or suitability. The ordering process through EMAs is not intended to provide supplies to sustain ongoing operations but rather to meet emergency needs that cannot be met through normal ordering channels and are necessary to start the 2020-21 school year.
- EMA will deliver to location that the ROE provided.

ROEs/ISCs are encouraged to develop a distribution system for their region.

IEMA



Illinois State Board of Education