



Quick Answers to the Most Common Questions

E&I's Steelcase Contract is the Vehicle of Choice for Both Higher Education and K-12

How do I get access to Steelcase products on the E&I contract?

Dealers within [Steelcase's national dealer network](#) can provide E&I members with access to E&I's contract and discounting.

How do I become an E&I member?

You can either visit eandi.org to fill out our [Membership Application](#), or contact E&I's Membership Department at membership@eandi.org or 877-693-2634.

What products and services are included on the contract?

E&I works with Steelcase to ensure product additions are added to our agreement. You can find the full catalog of products on [Steelcase's website](#).

Is the E&I contract pricing with or without design and installation?

The contract includes drop ship or delivered and installed purchase options. Design and specification assistance is available from your preferred Steelcase Servicing Dealer and quoted on a per job basis.

Does E&I's competitive solicitation process meet my requirements?

Our member-driven, competitive solicitation process has been validated by [NIGP](#) as being in compliance with generally accepted procurement standards. Additionally, when E&I issues an RFP, we make available a Process Letter, which details the process for the specific RFP. The RFP Process Letter is available upon request. For more information, please contact E&I's *Business Development Manager, Interiors*, Tina Smith, at tsmith@eandi.org.

Can I access the RFP and supporting documentation?

For all RFP and supporting information, please contact E&I's *Business Development Manager, Interiors*, Tina Smith, at tsmith@eandi.org.

What is the expiration date of the contract?

E&I's Steelcase contract is valid through 02/28/2022.

Do I have to pay to become a member?

Becoming a member is so easy....and free! Visit our [web-site](#) for more details, and read about our two membership options.

Do I have a local representative for E&I?

We have a field-based team of Member Relations Executives located throughout the United States to provide you with localized attention and support. Find a list of MREs on our [website](#).

Who do I contact to find out more about the contract details?

For more information about the contract, please contact Tina Smith, *Business Development Manager, Interiors*, at tsmith@eandi.org.

Tell me more about being a member-owned, not-for-profit Cooperative.

E&I provides members with access to a diverse portfolio of competitively solicited contracts and value-added services. By leveraging the knowledge and expertise of nearly 5,000 member institutions, we help members reduce costs and optimize supply chain efficiencies.

At the end of each calendar year, E&I's Board of Directors declares a patronage refund based on the Cooperative's net income. The amount distributed to each member is based upon each institution's relative contributions to the Cooperative's gross income.

Can you give me some examples of members who are using the agreement and for what variety of spaces – classrooms, libraries, public seating, project labs, learn labs, etc.?

Case studies and project examples are available at www.eandi.org and www.steelcase.com.

