



## The Source NC E-Procurement Newsletter

*December 2017 Edition*

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### System Tips: Training Environment

Did you know there is an NC E-Procurement and eQuote [training environment](#) available to use for free and at any time? The training environment can be used as a resource for new NC E-Procurement users within your organization, or to test system functionality in a safe environment that will not impact actual purchasing operations. To request access to this training environment, please reach out to the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

### Help Desk Holiday Hours

The NC E-Procurement Help Desk will be available Monday through Friday from 7:30 a.m. to 5 p.m. EST by phone at 888-211-7440, option 1, or by email at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov) except for December 25 through 27. The Help Desk will also be unavailable January 1. Any emails or voicemails received during this time will be addressed within 24-hours after the Help Desk returns.

### State Term Contract Announcements

**Statewide Term Contract 360A** The Division of Purchase & Contract has established a new [Statewide Term Contract 360A- Floor Covering & Installation Services](#). The term of this contract is November 20, 2017-December 15, 2020. It is a multi-vendor, mandatory contract for state agencies, departments, institutions, universities and community colleges– unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. If you have any questions related to this contract, contact David O’Neal at (919) 807-4534 or [david.o-neal@doa.nc.gov](mailto:david.o-neal@doa.nc.gov).

**Statewide Term Contract 961A** The Division of Purchase & Contract has established a new [Statewide Term Contract 961A- Transcription Services General, Medical and Legal](#). The term of this contract is December 4, 2017-June 21, 2019. It is a multi-vendor, convenience contract which may be used by state departments, agencies, higher education institutions as well as non-mandatory state agencies and other eligible entities. If you have any questions related to this contract, contact Margaret Serapin at (919) 807-4529 or [margaret.serapin@doa.nc.gov](mailto:margaret.serapin@doa.nc.gov).

**Statewide Term Contract 420E** The Division of Purchase & Contract has established a new [Statewide Term Contract 420E- Mattresses](#). The term of this contract is December 1, 2017- November 30, 2020. It is a single vendor, mandatory contract for state agencies, departments, institutions, universities and community colleges– unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. If you have any questions related to this contract, contact Steve Hussey at (919) 807-4540 or [steven.hussey@doa.nc.gov](mailto:steven.hussey@doa.nc.gov).

## P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings. For further course details and registration instructions, please refer to the [2017 course catalog](#). Also, keep an eye out for P&C's training course schedule for the 2018 calendar year. A new catalog will be released soon.

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
12/19	NC Contract Administration & Monitoring	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
12/21	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E

### Follow-Up

This newsletter was sent to all users.

Questions about information covered in this newsletter? Send an email to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)