



The Source NC E-Procurement Newsletter

September 2017 Edition

NC Division of Purchase & Contract Procurement Conference 2017

The 2017 NC Division of Purchase & Contract Procurement Conference will be held November 29 – 30 at the McKimmon Conference and Training Center in Raleigh. This year's theme is *"Guiding You from Transactional to Strategic Procurement."* The conference is designed for procurement professionals of state agencies, community colleges, K-12 schools, local government entities, and universities. Registration is free and breakfast, lunch and snacks will be provided. Please visit the [P&C conference webpage](#) for more information.

New Online Training Tool for Vendors

The North Carolina Department of Administration's Division of Purchase & Contract (P&C) is excited to launch its first online training module for vendors. To access this new training tool, vendors can select the Vendor Resources tile located on the P&C home page (<https://ncadmin.nc.gov/pandc>). We welcome you to spread the word about this new training tool as it will help vendors learn best practices and other important tips for state partnership. The module is part of P&C's continuous effort to develop and implement sound procurement practices and provide quality services through teamwork and communication. Questions? Please contact the Division of Purchase & Contract at 919-807-4500.

Tips & Tricks: Is It Time to Update Your NC E-Procurement User Information?

Security Administrators, Community College/School System EP Lite Administrators, and other users with the **UserMaintenance eForm** role can add, update and delete user information for their entity group. Follow the instructions below to makes updates to users within your entity.

The screenshot shows the NCE-Procurement user maintenance interface. At the top, there is a navigation bar with 'Home | Help | Logout' and 'Welcome NCAS Administrator'. Below this is a menu with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'User' and 'US297: Untitled UserMaintenance'. On the left, there is a sidebar with three steps: 1 Title, 2 Complete Form, and 3 Summary. The main area contains the following form fields:

- Title: Enter a title. (Field contains: Untitled UserMaintenance)
- Select Maintenance Mode: Add (Dropdown menu)
- NCID User ID: New.User (Text field)
- My Labels: Apply Label... (Text field)

Navigation buttons for 'Prev', 'Next', and 'Exit' are located at the top right and bottom right of the form area.

1. Access the UserMaintenance eForm screen via **Create** drop-down in the top menu bar.
2. Complete the information on the Title page by selecting whether you'd like to **Add, Update, or Delete** a user, and selecting the desired user's NCID from the pick-list.

For step-by step directions, please use the [User Maintenance eForm Process Guide](#).

State Term Contract Announcements

Statewide Term Contract 640A The Division of Purchase & Contract has established a new Statewide Term Contract [640A- Napkins, Bathroom Tissue, Paper Towels and Toilet Seat Covers](#). The term of this contract is September 1, 2017-August 31, 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 Jim Blue at (919) 807-4560 or jim.blue@doa.nc.gov.

Statewide Term Contract 071A The Division of Purchase & Contract has established a new Statewide Term Contract [071A- EZGO Golf, Utility & Hospitality Carts, Parts, Supplies & Related Services](#). The term of this contract is September 1, 2017-December 31, 2019. 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 Jim Blue at (919) 807-4560 or jim.blue@doa.nc.gov.

Statewide Term Contract 948A The Division of Purchase & Contract has established a new Statewide Term Contract [948A- Pharmaceutical Waste Disposal Services](#). The term of this contract is September 1, 2017-September 30, 2019. It is a single vendor, convenience 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 Grant Braley at (919) 807-4519 or grant.braley@doa.nc.gov.

Statewide Term Contract 031B The Division of Purchase & Contract has established a new Statewide Term Contract [031B – HVAC Air Filters](#). The term of this contract is September 1, 2017-August 31, 2020. It is a single vendor, convenience 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.

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](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
9/27-28	RFP Development & Evaluation	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
10/3-5	NC Procurement	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E

10/10	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
10/11	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
10/12	NC Contract Administration & Monitoring	Raleigh	Dept. of Administration 116 W. Jones St., P&C's Training Ctr., Room G111-E
10/17	Specification Writing	Fayetteville	Fayetteville Tech CC 2201 Hull Road McLean Bldg., Room 170

Follow-Up

This newsletter was sent to all NCAS and non-integrated users

Questions about information covered in this newsletter? Send an email to: ephelpdesk@its.nc.gov