



The Source NC E-Procurement Newsletter

August 2016 Edition

North Carolina electronic Vendor Portal (eVP) The Department of Administration is pleased to introduce the North Carolina electronic Vendor Portal (eVP) as the new brand name for the state's Vendor Registration System. The electronic Vendor Portal (eVP) will combine the state's current multiple Vendor Registration Systems into a single, easy to use portal. Work continues on this effort and the launch of the NC eVP is expected in late September. For further details about the state's upgraded Vendor Registration System, please refer to the [electronic Vendor Portal page](#).

Statewide Term Contract 193A The Division of Purchase & Contract formally announced Statewide Term Contract [193A – Drug Testing Products & Services](#). This contract is effective August 1, 2016 for all listed Vendors. The expiration date varies as this is a multiple Vendor contract. This is also a convenience contract, which may be used by state agencies, departments, institutions, universities, community colleges and non-mandatory entities including schools and local governments. 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 615A The Division of Purchase & Contract formally announced an update to Statewide Term Contract [615A – Office Supplies](#). This contract has been amended with the effective date of August 1, 2016, through March 31, 2017 with an option to renew for one (1) additional one-year period. It is a single Vendor, mandatory Statewide Term Contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. If you have any questions related to this contract, contact Bahaa Jizi at 919-807-4520 or Bahaa.Jizi@doa.nc.gov.

Statewide Term Contract 680A The Division of Purchase & Contract formally announced Statewide Term Contract [680A – Ammunition & Firearms](#). The term of the contract is August 1, 2016, through July 31, 2019 with an option to renew for two (2) additional one-year periods. It is a multiple Vendor, mandatory contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. If you have any questions related to this contract, contact Grant Braley at 919-807-4519 or grant.braley@doa.nc.gov.

NIGP Trainings in Raleigh The Division of Purchase & Contract (P&C) is committed to providing training opportunities to strengthen the knowledge and expertise of procurement professionals. In their continuous effort, P&C has partnered with the National Institute of Governmental Purchasing Inc. (NIGP) – The Institute for Public Procurement – to offer procurement training opportunities at a reduced cost. All classes will be held in Raleigh and will be offered at the NIGP membership rate – a cost savings of \$200 for 3-day classes!

In order to register for a training, please access the [NIGP registration page](#). Once you are on the registration page, type "NC" in the search field within the "Search Upcoming Courses" box.

For registration assistance please contact NIGP at (800) 367-6447.

DATES	COURSE NAME	LENGTH	LOCATION
Tuesday, August 30, 2016 Wednesday, August 31, 2016 Thursday, September 1, 2016	Sourcing in the Public Sector	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603
Tuesday, September 27, 2016 Wednesday, September 28, 2016 Thursday, September 29, 2016	Strategic Procurement Planning	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603
Tuesday, October 25, 2016 Wednesday, October 26, 2016 Thursday, October 27, 2016	Legal Aspects of Public Procurement	3 Days	Department of Administration HRM Training Room, 2nd Floor 116 W. Jones St. Raleigh, NC 27603
Tuesday, November 29, 2016 Wednesday, November 30, 2016 Thursday, December 1, 2016	Developing & Managing Requests for Proposals	3 Days	Department of Public Safety Juvenile Justice Conference Room 3010 Hammond Business Place Raleigh, NC 27603

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 [2016 Course Catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
8/18	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
9/8	NC Contract Administration & Monitoring	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
9/13	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
9/13	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
9/13-9/15	NC Procurement	Raleigh	<i>To Be Determined</i>
9/14	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
9/21	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
9/28	E-Procurement	Raleigh	<i>To Be Determined</i>

Tips & Tricks: Commodity Code for Software Licenses When purchasing software, it is important for users to differentiate between **perpetual** and **subscription** software licenses:

- **Perpetual software** licenses are used for an unlimited time. A word processing program, such as Microsoft Office Word, that is purchased to install on computers is an example of perpetual software license. The transaction fee is applicable to perpetual licenses and users should use a non-900 commodity code such as **208-20 – PC Software: Business Software**.
- **Subscription software** licenses are purchased for a specific timeframe. Purchasing one year access to a research database, such as LexisNexis, is an example of subscription software license. The transaction fee is not applicable to subscription licenses and users should use a 900-series commodity code such as **920-07 – Services: Applications Software for Microcomputer Systems**.

Resources for Selecting Commodity Codes NC E-Procurement provides a wide variety of online resources for assisting users with the selection of commodity codes. It is important to select a commodity code that best represents what is being purchased, as it helps the state in determining what commodities are being purchased and what commodities should be on Statewide Term Contract for better pricing. Please find below some helpful resources available to assist with selecting an appropriate commodity code. More information can be found by visiting the [Commodity Code Resources System Tips page](#) on the NC E-Procurement website.

Commodity code suggestions:

- [Commodity Code Selection & Top 5 Service Commodity Codes](#)
- [Top 50 Commodity Codes](#)

How commodity code selection works in NC E-Procurement:

- [How to Select Commodity Codes while Editing Line Items](#) (pages 2-6)
- [Expanding the Commodity Code Search Results while Editing Line Items](#)

Follow-Up

This newsletter was sent to all NC E-Procurement users.

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