



The Source NC E-Procurement Newsletter

July 2016 Edition

Statewide Term Contract 966A The Division of Purchase & Contract formally announced Statewide Term Contract [966A - NC Brand Business Cards](#). This contract is a mandatory contract for state departments, most state agencies, and state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). This contract may also be utilized, without further competition, by 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.

Updated Solicitation Forms The Division of Purchase & Contract (P&C) made recent updates to the agency solicitation forms. The following templates have been revised and are now available on the P&C website: Invitation for Bids (IFB) for open market purchases, Invitation for Bids (IFB) for 3rd Party financing of a lease, Request for Proposals (RFP), and Request for Quote (RFQ) forms. The updates include modifications to the document format and wording (e.g., must changed to shall, should changed to will). Furthermore, in addition to the updated templates, a new Request for Best and Final Offers (BAFO) form is also available on the [P&C website](#).

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, July 26, 2016 Wednesday, July 27, 2016	Fundamentals of Leadership & Management	2 Days	Department of Administration HRM Training Room, 2nd Floor 116 W. Jones St. Raleigh, NC 27603
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
7/12	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/13	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/19	Solicitation Documents & the Law	Raleigh	Dept. of Information Technology 3900 Wake Forrest Road
7/19-7/21	NC Procurement	Garner	Dept. of Transportation 750 N. Greenfield Parkway

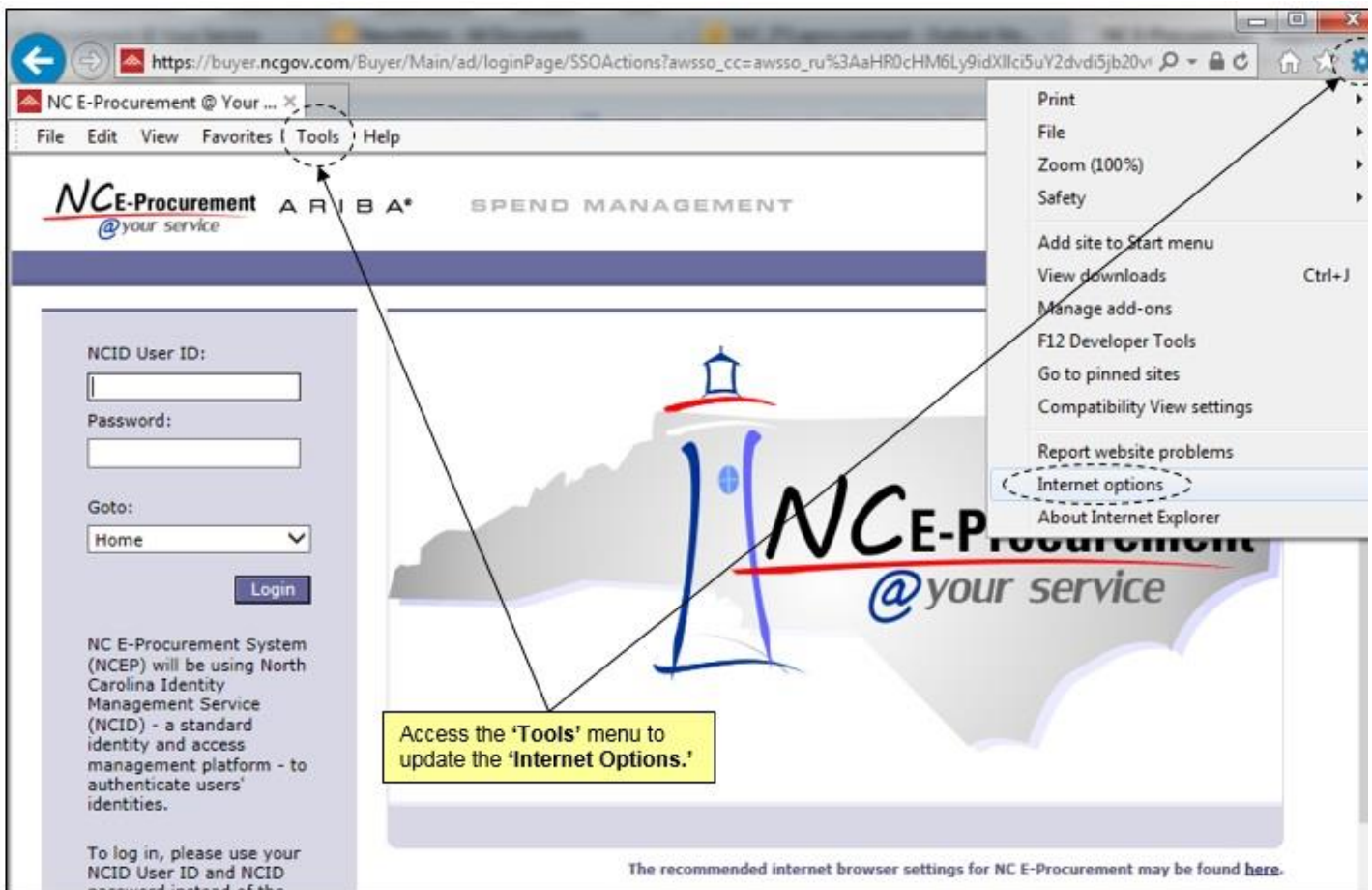
Tips & Tricks: Preserving Compatibility View Settings When using Internet Explorer versions 9 and above to access NC E-Procurement, it is recommended that 'ncgov.com' be added to the [Compatibility View Settings](#). However, if the Internet Explorer browser option 'Delete browsing history on exit' has been selected, then the compatibility view setting will be deleted when the user closes the browser. To preserve the compatibility view settings for NC E-Procurement, please follow the steps below.

Note: Please consult with your local IT support before changing any of your Internet browser security settings.

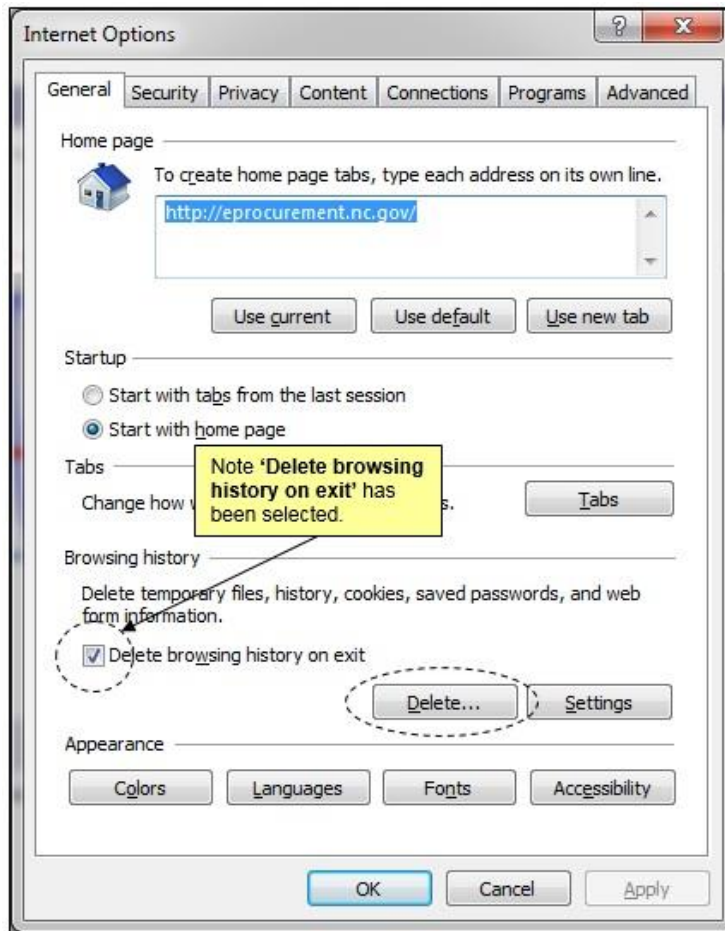
1. Add <https://buyer.ncgov.com/Buyer/Main/> to your Internet Explorer favorites list.

Note: NC E-Procurement must be added as a favorite for the following steps to function correctly.

2. Click on the 'Tools' icon or menu option and select 'Internet Options.'



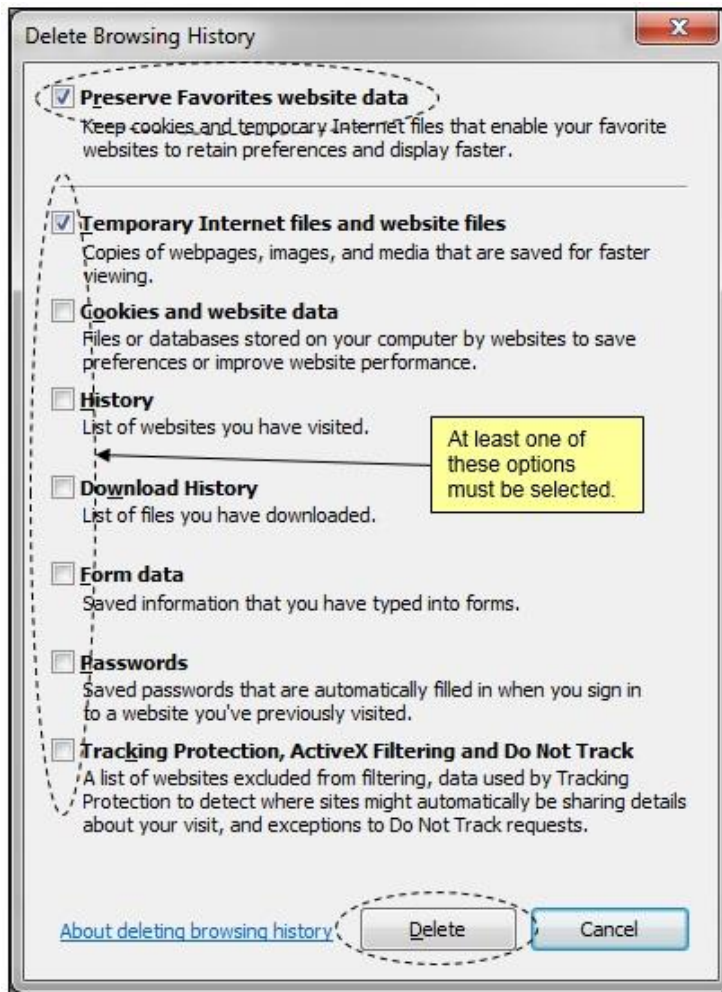
3. Click the **'Delete...'** button directly under the **'Delete browsing history on exit'** check box.



4. Check the **'Preserve Favorites website data'** box. Selecting this option will also preserve the compatibility view settings any time the history or temporary internet files are manually deleted.

Note: At least one other option must also be checked in order to complete the above step. Please confirm the selected options are correct before proceeding.

5. Click the **'Delete'** button.



6. Click the **'OK'** button.

This should now prevent the compatibility view settings from being deleted each time the browser is closed. For more information on suggested Internet browser settings, please review the **'Supported Internet Settings'** job aid on the NC E-Procurement [User Training web site](#).

Follow-Up

This newsletter was sent to all E-Procurement users.

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