THE SOURCE

April 2026

Solicitation Document Accessibility



In April 2024, the federal government published updates to Title II of the Americans with Disabilities Act (ADA). The updates expanded the ADA to cover web content and mobile apps. The Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA is the technical standard for state and local governments with new rules going into effect in April 2026. With these new rules, it is important to create solicitation documents that are ADA compliant. Here are a few tips to keep in mind when creating solicitation documents with Microsoft Word and PowerPoint:

- Use built-in heading styles (Heading 1, 2, 3—no skipping levels)
- Add alt text to all meaningful images
- Use real lists (bullets/numbering tools, not typed symbols)
- Create simple tables with header rows
- Use **descriptive link text** (not “click here”)
- **Save the document as a PDF** and ensure the checkbox labeled “document structure tags for accessibility” is selected.
- **Do not use** the print to PDF option because it will strip the accessibility tags from the document.

Training for making PDF documents accessible is available on NCDIT’s website. Additional information on making documents accessible can be found in the Accessibility Document Job Aid located on the NC eProcurement website.

Conference Roundup



The North Carolina Procurement Excellence and Knowledge Conference (NC PEAK) was held on March 31 – April 1 at the McKimmon Conference & Training Center in Raleigh. Thank you to everyone who stopped by one of our sessions.

NC eProcurement Billing Updates

An upgrade to the NC eProcurement billing system is comming soon. As a part of this update, the NC eProcurement invoice that vendors receive for the 1.75% transaction fee on goods and materials will be refreshed and streamlined. This notification is for awareness as the overall billing process for vendors remains unchanged. Please continue to carefully select commodity codes on purchase orders to allow for accurate billing of the NC eProcurement transaction fee. Additional information about NC eProcurement invoices can be found on the NC eProcurement Billing Information page.

Statewide Term Contracts

8010A Procurement Assistance and Support Services

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 8010A Procurement Assistance and Support Services. This is a convenience contract for state agencies, departments, institutions, universities community colleges, non-mandatory entities including public school systems and local governments. The contract term is January 19, 2026, through January 18, 2029. If you have any questions related to this contract, email jonathan.davis@doa.nc.gov or call 984-236-0225.

9110A Equipment Rental Services - Standard & Emergency

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 9110A Equipment Rental Services – Standard & Emergency. This is a 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 governments, may use this contract as allowed by general statute. The contract term is January 19, 2026, through January 18, 2029. If you have any questions related to this contract, email pamela.case-gustafson@doa.nc.gov or call 984-236-0249.

4215A Dental Products and Services

The North Carolina Department of Administration's Division of Purchase & Contract has established a new statewide term contract 4215A Dental Products and Services. This is a mandatory statewide term contract for state departments, most state agencies, as well as state higher education institutions, unless exempted by North Carolina general statute. The contract term is January 28, 2026, through January 27, 2031. If you have any questions related to this contract, email jonathan.davis@doa.nc.gov or call 984-236-0225.

Training Roundup



The Division of Purchase & Contract and NC eProcurement provide a full range of training and professional development offerings throughout the year.

Offerings available include North Carolina procurement and contract management certifications, stand-alone courses, job aids, and on-demand trainings.
For more information about programs offered through the NC Procurement Academy (NCPA) visit P&C's Procurement Information Portal (PIP) site for details. To request access, please submit a Procurement Information Portal Access Request.
The following NC eProcurement classes also require registration in the NC Learning Center. For help with registration, see the NCPA Help Center (PIP access required).

Date	Training Class
May 6	NC eProcurement NCFS Basic Requester
May 6	NC eProcurement Advanced Buyer
May 13	NC eProcurement Sourcing Training
May 13	NC eProcurement Contracts Training
May 14	Collaborative Requisitioning
June 25	NC eProcurement Basic Requester

Be sure to check the course list periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials on our Training page. Remember to check out the Training Videos page too!

We look forward to (virtually) seeing you!

This newsletter is sent to North Carolina Financial System users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.

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

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