**SOURCING SPRINT 4 LIVE**

Sprint 4 for NCEP Sourcing is underway and the final group of agencies now has access to the sourcing tool! The NC eProcurement team is assisting them with creating and managing sourcing activities, and formally soliciting vendors for their best pricing on goods and services.

To learn more about NCEP sourcing, visit [NCEP Sourcing Training](#) and watch the introductory video or view the sourcing learning paths!

**HOLIDAY HELPDESK HOURS**

The NC eProcurement Help Desk will be closed in observance of state holidays on December 23, 24, 27, and 31, 2021. The Help Desk will otherwise retain normal operating hours, Monday through Friday, from 7:30 a.m. to 5:00 p.m. EST. The Help Desk is available by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

**SOURCING TOOL ENHANCEMENTS**

Recent enhancements have been made to the Sourcing tool:

**The Sourcing Event:**
- The sourcing event ‘Description’ field has been updated to auto populate with language explaining to vendors the steps on how to respond to a solicitation, as well as information on where to go if they require additional assistance.
- Two additional attachments have been added to the sourcing event:
  - ‘Certification for Federal Contracts, Grants, Loans and Cooperative Agreements’

**The Solicitation Document:**
- The solicitation document templates have been updated to reflect the new attachments that have been added to the sourcing event section.

**Supporting Documents and ‘Tasks’ Tab:**
- Updates and additions have been made to the templates in the ‘Sourcing Project Documents’ folder.
• Additional tasks have been added to the ‘Tasks’ tab on the sourcing project.

For more information about sourcing and our updated job aids, please see the Sourcing Training page.

CREATING A FOLLOW-ON PROJECT FROM A SOURCING PROJECT

After completing a sourcing project, users have the ability to transfer some of this information conveniently into a contract workspace, linking the workspace with the completed project. This type of contract workspace is called a ‘Follow-on Project.’ To create a ‘Follow-on Project,’ navigate to the ‘Overview’ tab on the sourcing project and click ‘Actions.’ From there, select the ‘Follow-on Project’ option from the dropdown.

After the contract workspace has been created, links will appear on the ‘Overview’ tabs of both the sourcing project and the contract workspace, named ‘Follow-on Project’ and ‘Predecessor Project’ respectively. These links will allow you to navigate quickly from the sourcing project to contract workspace.

For more detailed information, please reference the Creating a Contract Workspace from a Sourcing Project job aid.

TRAINING ROUNDUP

The Division of Purchase & Contract (P&C) and NC eProcurement offer various training courses related to procurement throughout the year. For details about registering for a course, see How to Register.

Check the NC eProcurement Course List periodically for additional training classes from the NC eProcurement team.

We look forward to (virtually) seeing you!

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