

THE SOURCE

STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACT
ELECTRONIC VENDOR PORTAL HUB CERTIFIED VENDOR
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER SOURCING
BIDDING BUY

NC eProcurement Monthly Newsletter

June 2022 Edition

TOP STORIES



Collaborative Requisitioning



Statewide Term Contract



Training Roundup

COLLABORATIVE REQUISITIONING

Collaborative Requisitioning is the informal quoting and pricing request function within the NC eProcurement system. After starting a requisition for non-catalog items, buyers can collaborate with one or more vendors to request informal quotes and to negotiate the best pricing before placing an order.

Buyers can:

- Reach out to multiple vendors simultaneously to request quotes and information.
- View tabulated vendor responses.
- Clarify item details, prices, and substitutions with the vendors.

Vendors can:

- Respond and propose pricing for requested items.
- Add an additional line item (e.g., functional substitution when allowed or shipping when required).
- Communicate with the buyer within the tool for questions and clarifications.

To create a Collaborative Requisition, buyers must be in the 'NC Collaborative Requisition' group. To choose the best vendor quote after receiving responses, buyers must be in the 'NC Collaboration Team' group. Buyers should contact their Security Administrator if they need to be added to these groups.

Please Note: Attachments on collaborative requisitions will not appear on purchase orders (POs) after they have been processed and sent back from the entity. Any attachments that need to be sent to vendors for collaboration requests must be sent directly to the vendor after they have been selected. Regular requisitions will continue to have attachments on POs.

For more information about Collaborative Requisitions, see the [Collaborative Requisitions](#) training page.

STATEWIDE TERM CONTRACT ANNOUNCEMENT

Statewide Term Contract 4617A Locking Devices and Accessories

The North Carolina Department of Administration (NC DOA) Division of Purchase & Contract (P&C) has established a new Statewide Term Contract 4617A Locking Devices and Accessories that will be replacing 450B. This is a multi-vendor mandatory Statewide Term Contract for state agencies, departments, institutions, universities, and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities including schools and local governments that are allowed by the North Carolina General Statute may use this contract. The contract term is May 1, 2022 through April 30, 2027. If you have any questions related to this contract, contact Bahaa Jizi at 984-236-0218 or bahaa.jizi@doa.nc.gov.

Statewide Term Contract 0002A Goods and Services from NPWCBSD

NC DOA P&C has established a new Statewide Term Contract 0002A Goods and Services from Nonprofit Work Centers for the Blind and Severely Disabled (NPWCBSD). This is a multi-vendor mandatory Statewide Term Contract for state agencies, departments, institutions, universities, and community colleges, unless exempted by North Carolina General Statute. Additionally, non-mandatory entities including schools and local governments that are allowed by the North Carolina General Statute may use this contract. The contract term is indefinite, effective May 23, 2022. If you have any questions related to this contract, contact Nick Edwards at 984-236-0217 or nick.edwards@doa.nc.gov.

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!

DATE	COURSE TITLE
6/21	NC eProcurement EPLite Basic Requester Training
8/8-9	Introduction to Procurement
8/16	Specification Writing
8/24	NC eProcurement EPLite Basic Requester Training
8/24	NC eProcurement Approver Plus Training
8/25	NC eProcurement Collaborative Requisitioning

This newsletter was sent to EPLite users. Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.