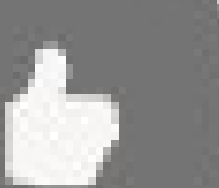




PEAK Your Interest

A Collaboration Q&A with Service Team Managers
Insights & Best Practices

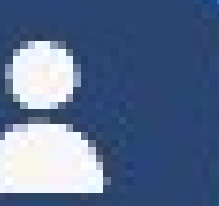
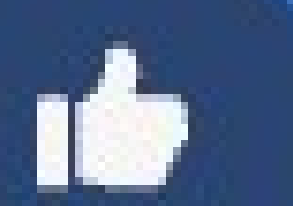


Instructions



If NC Procurement had a mascot, what would it be?


0 responses




What is P&C's (internal) approval flow for procurements between \$300K-\$500K?

0 

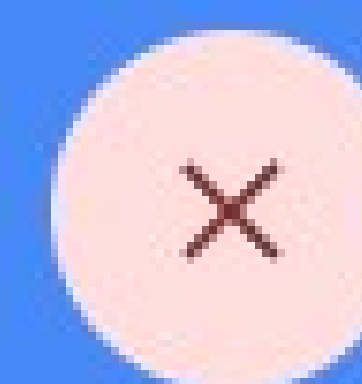
DSPO-SS>SPO

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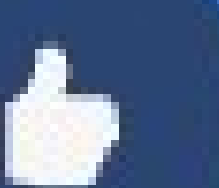
STM>DSPO-SS>SPO

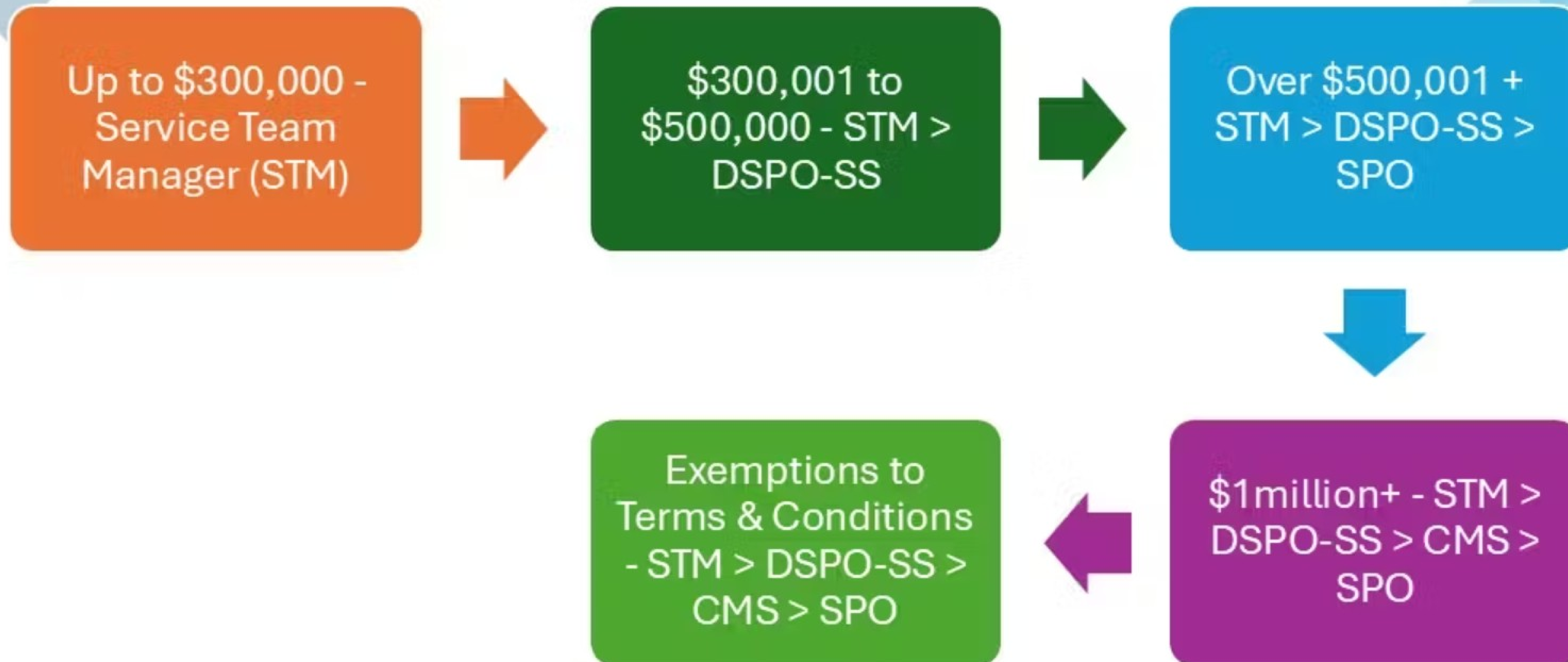
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STM>DSPO-SS

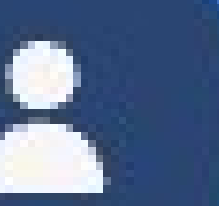
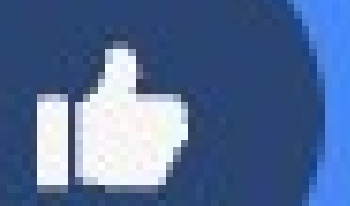
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STM>Legal>SPO





What are some best practices to promote vendor participation?

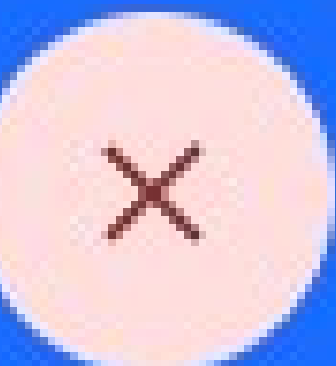


Best Practices to Promote Vendor Participation


- Send cursory notices to incumbents, interested, and known vendors; document in procurement records.
- Notify HUB and NC vendors to promote competition, including additional interested vendors.
- Review response count before opening to decide on extensions, revisions, or additional notices.
- Plan for managing lack of competition before bid opening.



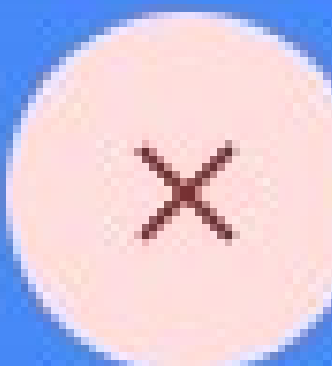
If a procurement was awarded under an agency's delegation and additional services are needed that exceed the agency's delegation, then...

0 

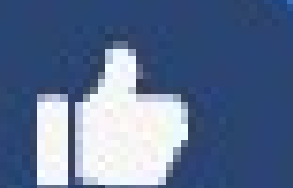
Agency must rebid the procurement.

0 

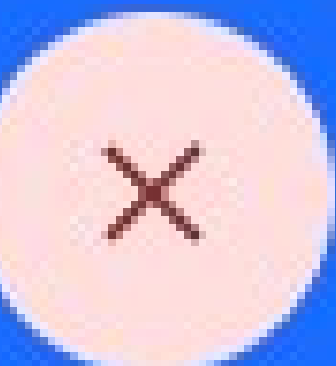
Agency must submit a contract modification request to P&C.

0 

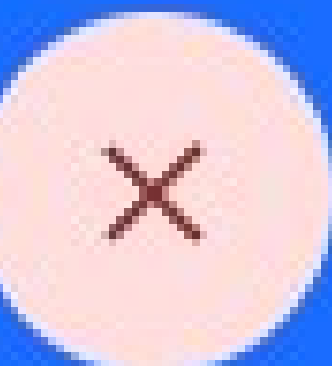
Agency must process procurement internally.




When Agencies have questions about a STC, who should contact the awarded vendor?

0 

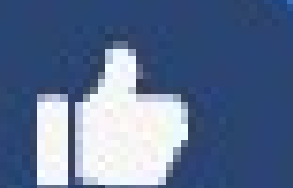
Agency

0 

Contract Manager/Administrator

0 

It Depends!



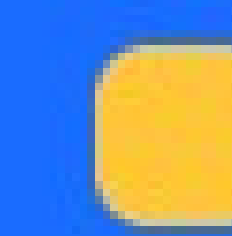
Contract Management Section (CMS) Recommendations

Agencies should first contact the vendor to resolve or clarify the issue.

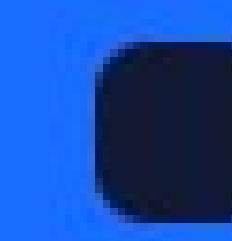
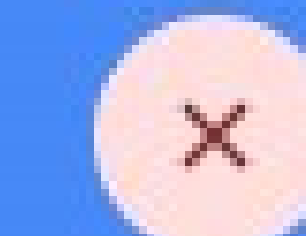
If agencies cannot resolve issues with the vendor, they should contact the CM for assistance.

If the situation escalates to a formal complaint, the CM can assist with the necessary cure notice.

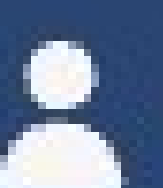
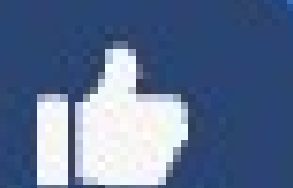
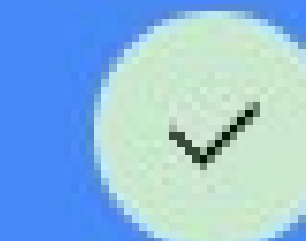
An out-of-state vendor who is NOT registered with the NC Secretary of State's office CANNOT bid on a NC solicitation.

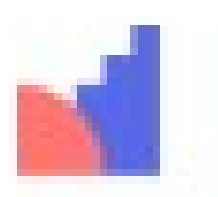


True



False

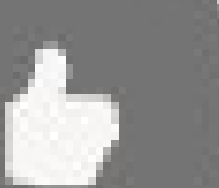




INSTRUCTIONS TO VENDORS

18. CERTIFICATE TO TRANSACT BUSINESS IN NORTH CAROLINA:

As a condition of Contract award, each out-of-State Vendor that is a corporation, limited liability company, or limited liability partnership shall have received and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A State contract requiring only an isolated transaction completed within a period of six months and not in the course of a number of repeated transactions of like nature shall not be considered transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.



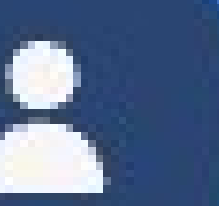
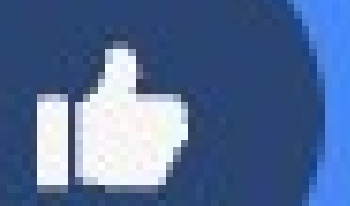
Is communication allowed with vendors during the solicitation and evaluation period?

0 
YES

0 
NO

0 
It Depends!

When is it acceptable to communicate with vendors, and what are the appropriate methods for doing so?



Best Practice Tips...

- **WHEN:** Site Visit/Pre-Bid, Q&A, Presentations/Demonstrations, Negotiation Period
- **HOW:** Negotiations, Evaluation, Addendum (As instructed in the solicitation)
- **WHAT:** For clarification or to amplify the materials presented in any part of the bid

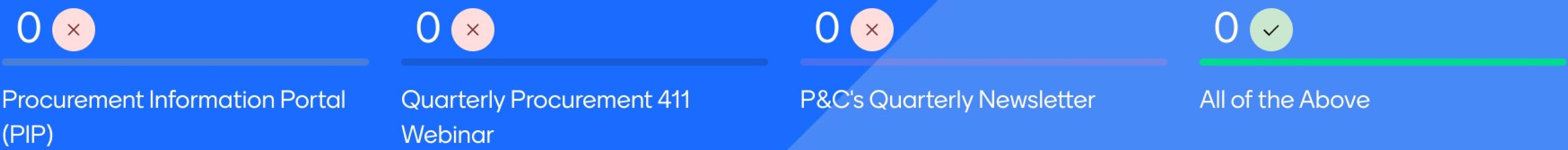
Can you award a contract if the bid validity has expired?

0
YES
✗

0
NO
✓



How are you notified about P&C's updated forms and processes ?



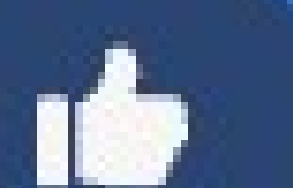
Is a STC Exception Request form required for used goods?

0 ✕

YES

0 ✓


NO



If an agency needs a good or service, not covered by a STC, they must consult the STC Contract Manager for guidance.

0 

TRUE

0 

FALSE

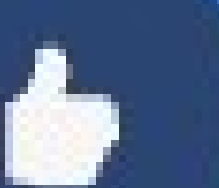
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IT Depends

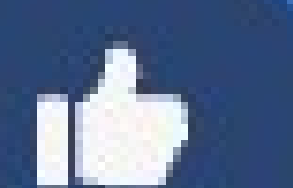


Best Practice Tips

- Check with the vendor for item availability.
- Discuss with the STC Contract Manager to see if item needs to be added to the contract.
- Provide justification for why existing covered items don't meet the need and why the new item should be added.



What should be submitted as part of market research findings for waivers of competition?




Market Research Examples


- eVP commodity search
- Purchase History
- Subject matter experts
- Online research
- Cooperatives/State Term Contracts
- Industry standards
- Supplier pool
- Procurement databases



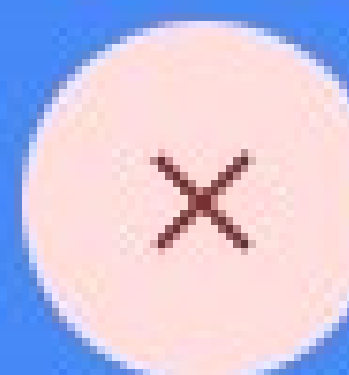
If an agency executes a contract prior to P&C approval what eForm is required to be submitted?

0 

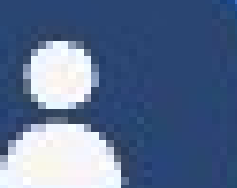
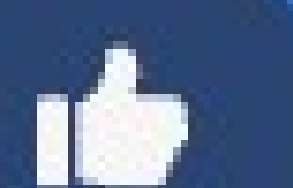
Waiver of Competition Request

0 

Matter of Record

0 

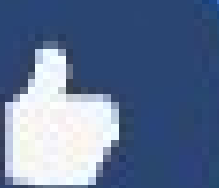
Award Recommendation Memo



Quiz leaderboard

No results yet

Top Quiz participants will be displayed here once there are results!



Additional Topics Submitted...

- P&C and DIT Uniformity
- P&C Legal vs Agency Legal
- Processing Times
- Vendor Complaints



General Best Practices Tips...

- Commodity Code Market Research
- Peer Reviews/Supervisor Reviews
- Understand the commodity code and vendor pool
- Market Research: A quick Google search!

