



Mail Service



Motor Fleet



State Property Office



Office for Historically Underutilized Businesses



Non-Public Education



State Parking



State Construction



The **N.C. Department of Administration** serves as the business manager for North Carolina state government. The department oversees government operations such as building construction, purchasing and contracting for goods and services, maintaining facilities, managing state vehicles, acquiring and disposing of real property and operating services such as courier mail delivery and the sale of surplus property.

The department also houses many of the state's advocacy programs, which advocate for and serve diverse segments of North Carolina's population that have been traditionally underserved.

Learn more about the department's divisions and how they serve the citizens and state of North Carolina.

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State Construction



Facility Management



Commission of Indian Affairs



Council for Women & Youth Involvement



Purchase & Contract

Advocacy Programs

Division of Non-Public Education serves as a resource for private and home school communities, and the public. DNPE verifies non-public schools are meeting certain statutory requirements, and maintains data on private and home schools in North Carolina.

N.C. Commission of Indian Affairs advocates for the rights of American Indian citizens in North Carolina. It provides aid and services to American Indian communities across the state, including for education and social and economic development. The commission also works to promote unity among American Indian and non-Indian communities.

N.C. Council for Women & Youth Involvement is the state's leading voice on key issues impacting women and youth in North Carolina. The council administers state funding and technical assistance to domestic violence and sexual assault programs across the state. The council also serves the state's youth through various programs, including the State of North Carolina Internship Program and local youth council.

Office for Historically Underutilized Businesses advocates for and promotes economic opportunities for historically underutilized businesses in the purchase of goods and services across state government. The office also manages the certification of HUB firms, which are businesses owned, operated and managed by minorities, women and/or persons with disabilities.



State Government
Internship Program



Surplus Management

Administrative Services

Division of Purchase and Contract is the central procurement authority that oversees purchasing for all state agencies, institutions, universities and community colleges. The state purchases annually a wide variety of products and services with a total value of more than \$4 billion.

Mail Service Center is a full-service mail operation for state government that processes and delivers U.S. mail for state offices in Wake County. Additionally, the MSC operates a statewide network for interagency mail between city, county and state government offices in all 100 counties.

Motor Fleet Management provides passenger vehicles to state employees who require a vehicle for their job duties. The division purchases, maintains and manages the state's fleet of approximately 7,300 vehicles.

State and Federal Surplus Property sells supplies, materials and equipment owned by the state and identified as surplus, obsolete or unused. Federal Surplus Property acquires federal property and distributes items to eligible public organizations and non-profits for a small fee.

Asset Management

State Construction Office is responsible for planning, design and construction of state facilities, including the university and community college systems. It also provides architectural and engineering services necessary to carry out improvements to all state buildings.

Facility Management Division provides preventive maintenance and repair services to the State Government Complex and some facilities used by government workers in outlying areas. Services include construction, renovation, housekeeping, landscaping, steam plant, HVAC, electrical, plumbing and elevator maintenance, pest control, parking maintenance, lock shop and security systems operations.

State Parking is responsible for planning, developing and operating parking in the downtown Raleigh State Government Complex, which includes about 7,200 parking spaces and three visitor lots. The office also administers the state employees' commuting program in the downtown complex.

State Property Office is responsible for state government's acquisition and disposition of real property through purchase, sale, easement, exercise of power of eminent domain or lease. The office maintains an inventory of land and buildings owned or leased by the state. It also maintains floor plans for state buildings.



Facility Management