

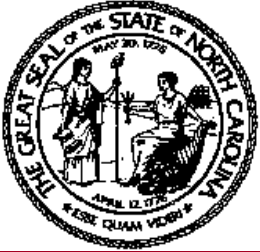
Doing Business with the State of North Carolina

NC Division of Purchase & Contract
E-Procurement/Education Outreach

Marketplace 2009

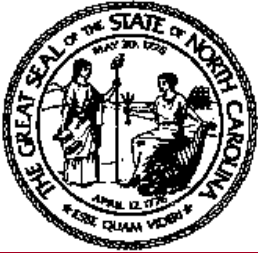
Presented by

Tony Vinogradov



Agenda

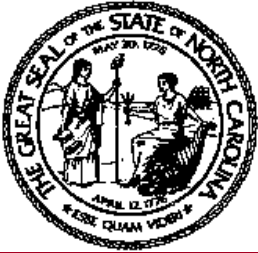
- **Overview of State Purchasing Program**
- **Registration Tools**
- **NC E-Procurement @ Your Service**
- **Vendor Registration**
- **Locating More Information**
- **Review & Questions**



NC Division of Purchase & Contract

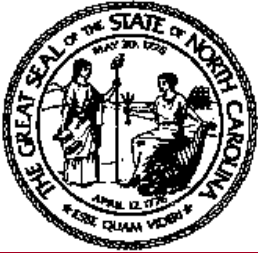
“P&C offers a wide array of services to purchasing agents and vendors throughout the State. We are committed to our customers and strive to provide quality services while saving State dollars for North Carolina taxpayers.”

<http://www.ncpandc.gov>



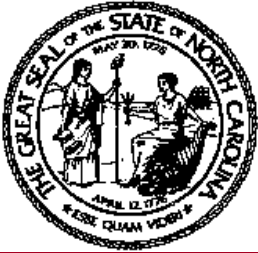
P&C Provided Services

- Statewide Term Contracts
- Open Market Solicitations
- Advertisement of Bids via the Internet
- E-Procurement Oversight & Support
- Vendor Training & Outreach
- Vendor Registration
- Qualified Products List
- Compliance & Purchasing Education
- Inspection & Customer Service
- Standard Specifications



Types of Solicitation Documents

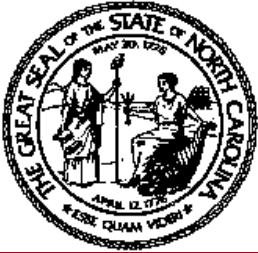
- Request For Quote (RFQ)
- Request For Proposals (RFP)
- Invitation For Bids (IFB)
- eQuote
- Request For Information (RFI)



Who are your potential customers?

- State Agencies, State Hospitals, and Institutions
- Community Colleges
- UNC System Universities
- Public Schools & Local Government

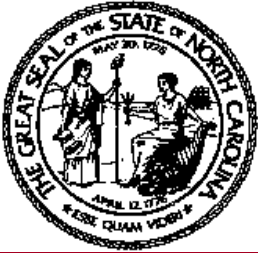
Note: Public Schools & Local Government not subject to State rules



Doing Business with the State

To expand your opportunities, register for:

- **Vendor Link NC**
to receive e-mail notification of formal solicitations (Invitations for Bids and Requests for Proposals) posted on the Interactive Purchasing System (IPS)
- **HUB certification**
to be listed as an Historically Underutilized Business, if applicable
- **NC E-Procurement @ Your Service**
to receive electronic purchase orders from government organizations in North Carolina
- **eQuote**
to participate in electronic quotations for informal solicitations (under sealed bidding thresholds)



IPS & Vendor Link

What is IPS & Vendor Link?

North Carolina's Interactive Purchasing System (IPS) allows Purchasers throughout the State to advertise formal solicitations via the Internet.

Vendors register through Vendor Link NC to receive notification of formal bid solicitations advertised through IPS.

Why register in Vendor Link?

- Internet access to bidding opportunities 24/7
- Free self registration
- Ability to receive email notifications of bidding opportunities statewide
- Access to government entities seeking products and services
- Includes HUB registration and certification





How do I register in Vendor Link NC?


Register online @ <http://www.ncpandc.gov>
click on Vendor Link

State of North Carolina - Department of Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www.doa.state.nc.us/PandC/> Go Links

 **NORTH CAROLINA**
Department of Administration

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NCDOA : Agencies and Commissions : Purchase & Contract

Welcome to Purchase & Contract

North Carolina Department of Administration



Division of Purchase & Contract

The State of North Carolina purchases a wide variety of products and services with a total value of over four billion dollars annually. The Division of Purchase & Contract is the central purchasing authority for all state departments, institutions, agencies, universities, and community colleges. It also makes certain services available to local governments, public school systems, private colleges and universities, and other non-state entities.

Purchase and Contract establishes term contracts and disseminates information on these via the Internet and through searchable electronic catalogs. By combining statewide demand for commonly used items into one contract, the division helps users save money and eliminates the need for each agency to solicit separate bids.

The Division also provides training to procurement professionals and vendors, technical assistance on specifications and qualified products, compliance reviews, and inspections.

Procurements are publicized online via the **Interactive Purchasing System (IPS)**, which lists solicitations from all state departments and campuses, plus public schools and some local governments. Registration through **Vendor Link NC** provides e-mail notification of bidding opportunities.

NC E-Procurement @ Your Service is the State's online purchasing system used by State Agencies and institutions, Community Colleges, public schools, universities, and local governments. The system provides vendors with a single point of access to North Carolina government organizations and the ability to respond to electronic quotes from new and existing buyer



How do I find open market Bids, go online @ <http://www.ncpandc.gov>
Click on IPS Bids

State of North Carolina - Department of Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.doa.state.nc.us/PandC/> Go Links

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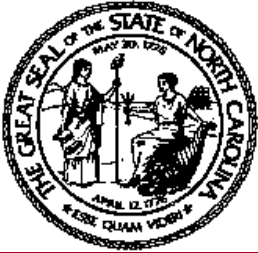
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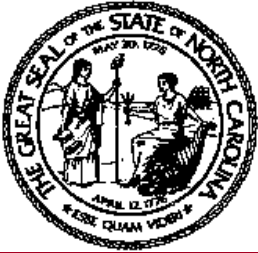
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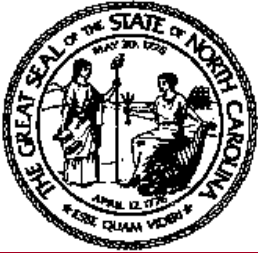
What is NC E-Procurement?

- User friendly, Internet-based purchasing system
- Allows buyers to shop online Statewide Term Contract catalogs
- Issue purchase orders electronically
- Enables suppliers to do business with statewide public sector buyers.
- Continued statewide rollout to local government and Universities



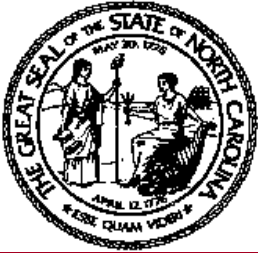
Benefits of E-Procurement

- Increased access to markets without additional marketing efforts
- Single point of access to North Carolina government organizations
- Increased order accuracy and reduced cycle times
- Standardization across organizations/agencies
- Electronic solicitations - more efficient and accurate quoting
- Better access to information and purchasing entities
- HUB vendors noted in Term Contract catalog
- Improved compliance with contracts and purchasing rules



Who is using NC E-Procurement @ Your Service?

- **All State Agencies – 30**
- **Institutions and Hospitals – 15**
- **K-12 Public Schools – 115**
- **Community Colleges – 58**
- **Local Governments - 22**



E-Procurement Registration

Vendor registration is an Internet application. As a registered vendor, you will be able to receive purchase orders from entities across North Carolina using the E-Procurement System.

- Online registration via www.vendor.ncgov.com
- Suppliers specify method of delivery for electronic POs & billing information
- Suppliers have the option to register for eQuote
- Suppliers must register to receive electronic Purchase Orders and eQuotes.



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IPS & Other Solicitations

Vendor Link NC

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To register for E-procurement, IPS & E-quote

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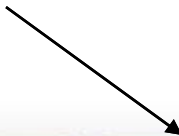
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Click on Vendor



[Buyer](#) [Vendor](#) [User Training](#) [Contact Us](#)

- [NC E-Procurement Home](#) ❖
- [Buyer Login](#) ❖
- [Vendor Login](#) ❖
- [Vendor eQuote Login](#) ❖

- Registered Vendor Search**
- State Term Contract Catalog Search**
- State Term Contracts Listing**
- News & Events**
- Quick Links**
 - Division of Purchase & Contract
 - Office of Historically Underutilized Businesses
 - State IT Procurement Office
 - Office of the State Controller
 - IPS - Vendor Link

Welcome to NC E-Procurement!

NC E-Procurement provides an innovative, cost-saving, and efficient method of purchasing. NC E-Procurement allows government entities to aggregate their purchases to obtain better prices from suppliers. Additionally, NC E-Procurement allows greater visibility into statewide procurement information, allowing the State to negotiate better term contract savings.

NC E-Procurement provides suppliers with increased access to markets without additional supplier marketing efforts, a single point of access for North Carolina government organizations, a faster and more efficient method for quoting (eQuote), and increased order accuracy through receipt of electronic orders with a consistent purchase order format. Overall, NC E-Procurement can help realize processing, marketing, and administrative cost savings.

- [Buyer Login](#) ❖
- [Vendor Login](#) ❖
- [Vendor eQuote Login](#) ❖

“ A couple of months ago our Transportation Department needed another fueling station. We had a vendor come to the site and give us a quote of \$23,000. Since I didn't know any other vendors, I went out on eQuote and was able to find 4 more vendors close to our area that installed fuel tanks. We put the bid out on eQuote and included the vendor that had come to the site. The site vendor came in at the same quote but another eQuote vendor came in at \$18,000. We were able to save \$5,000. ”

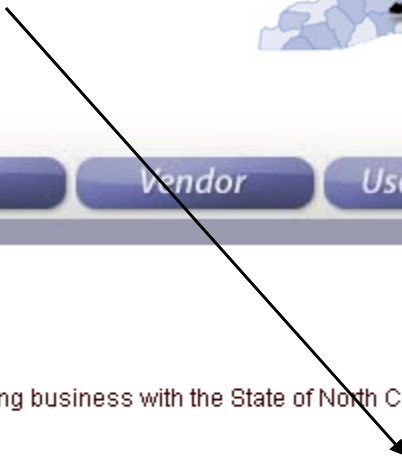
- Craven County Schools

E-Procurement Statistics	
as of May 10, 2009	
Purchase Orders (PO) Issued	2,556,323
Total PO Value	\$14,431,346,412
Total Vendors	63,907



Buyer Vendor User Training Contact Us

Next step register



- NC E-Procurement Home
- Buyer Login
- Vendor Login
- Vendor eQuote Login

- Vendor**
- NC E-Procurement Overview
 - Registration
 - Using eQuote
 - Terms of Use
 - Entities Using E-Procurement
- Vendor Tips
- Frequently Asked Questions
 - Vendor
 - Billing
- Billing
 - How to Read Your Invoice
 - Payment Instructions

Vendor Registration

Instructions for companies interested in doing business with the State of North Carolina.

E-Procurement Vendor and eQuote Registration

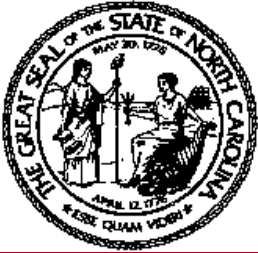
Statewide Vendor Registration is an Internet application that allows companies to register for NC E-Procurement @Your Service. This registration allows companies to receive purchase orders from **State Entities using the E-Procurement System**. This registration also allows companies to respond to informal solicitations for price quotes from those same entities through an Internet based application called **eQuote**.

Vendor Link Registration for IPS



Vendor Link is an online Internet application that allows companies to register for the NC Interactive Purchasing System. Registered vendors are sent e-mail notification of procurement opportunities in their selected areas of interest. They can **view the solicitations on the Internet** and respond if interested.

If there are any questions, please contact the E-Procurement Help Desk at 888-211-7440, Option 2, or epservice@its.nc.gov.



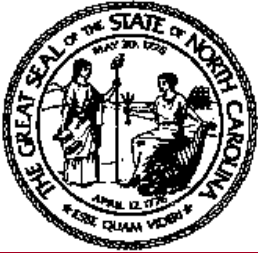
Changes in Business Processes

What's Different?

- Electronic purchase orders with a consistent format
- Electronic quotes (informal solicitations under \$10,000)
- Electronic catalogs for Statewide Term Contracts
- Ability to track contract compliance more effectively
- Quicker purchasing lifecycle through process efficiencies
- Online vendor registration
- Ability to maintain/update company information

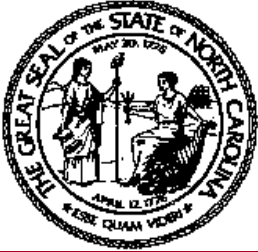
What's the Same?

- Your relationship with your customers
- Use of term contracts and open market purchases
- State purchasing rules
- VendorLink & Interactive Purchasing System (IPS)



eQuote is an electronic tool for informal solicitations

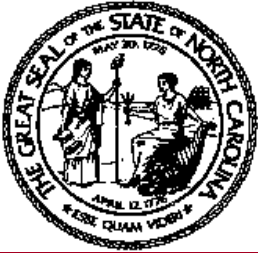
- Receive and respond to informal quotes electronically
- Entities can solicit quotes under \$10,000. Public Schools and local governments up to \$90,000
- Replaces manual quoting processes (phone, fax, paper catalogs)
- Suppliers receive invitation to quote on goods & services
- Increased access to business opportunities



More Information

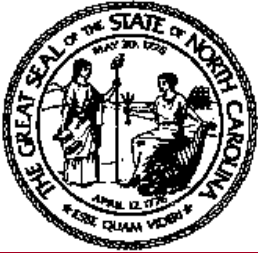
To learn more about E-Procurement & State Purchasing, go to:

- Purchase and Contract Website: www.doa.state.nc.us/pandc
- NC E-Procurement Website: <http://eprocurement.nc.gov/>
- E-Procurement Supplier Help Desk 888-211-7440 Option # 2



E-Procurement Registration Tips

- Complete all data required
- Read Terms and Conditions carefully
- Need assistance call the supplier help desk 888-211-7440 option # 2
- Accept Terms and Conditions



Formal Bid Solicitations Tips

- Read bid document carefully
- Ensure bid is signed
- Contact contract administrator for questions
- Attend pre bid conference if applicable
- Check IPS for addendums i.e. (Addendum clarification, opening date change, bid cancellation)