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March 2004



Department of Administration  
Division of Purchase and Contract  
116 West Jones Street  
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# PC & Purchase and Contract NEWS

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## CHANGE? CHANGE! CHANGE!!

### New Training and Outreach Team



Effective December 1, 2003; Tina McLamb, Betsy Watson, Ellen Philpot, and David Jones serve as the **P&C Education/Outreach Team**.

Initially the team will focus on E-Procurement rollout and training for Community College and Public School (LEA) employees. The team will support and assist entities with preparation steps to be completed prior to E-Procurement implementation. Major tasks include gathering active vendor lists, resolving registration issues, and delivering basic general purchasing training where needed. The team will also support “go-live” sessions at CC/LEA entities and facilitate communication between NC E-Procurement @Your Service System team members and entity employees.



Besides the activities described, the team will continue work with state entities to design and deliver purchasing training that is accessible in terms of time, location and cost.

Special attention may be directed to training for new employees with little or no public purchasing experience.



State agencies in particular have expressed the need for training in generic areas such as basic contract law, negotiations, specification writing, and electronic purchasing.

Advanced training on specialized topics such as strategic planning, financial analysis, best value, and purchasing “best practices” are also in great demand.

In time, each team member will be capable of conducting compliance reviews, conducting E-Procurement and regular Instructor Led Training, and serving as liaison for Community Colleges and Public Schools. By utilizing “cross-training”, the team will be able to offer requested training on a regular basis.

Each team member holds the Certified Professional Public Buyer (CPPB) certification issued by the National Institute of Governmental Purchasing (NIGP) and all four are active in the professional purchasing organizations; the Carolinas Association of Governmental Purchasing (CAGP) and NIGP.

**Tina McLamb** is the Team Leader, and has worked in state government purchasing for 13 years. She served DHHS for 9 years in various purchasing roles including Purchasing Agent and Purchasing Officer. Over the past 4 years, Tina has served P&C as Compliance Officer, Statewide Term Contract Administrator, Community College Liaison, and E-Procurement Project Director. Tina is currently enrolled in the NC Public Manager Program.

**Ellen Philpot** has been with Purchase & Contract for 23 years. Ellen has worked as Assistant to the State Purchasing Officer and as both an Open Market and Statewide Term Contract Administrator. Ellen chaired an internal committee at P&C, which developed and implemented the Interactive Purchasing System (IPS).

**Betsy Watson** also has 23 years of service with P&C. She began her P&C career as the Division’s Administrative Officer. Betsy has conducted Statewide Purchasing seminars and other training initiatives including teaching at the Institute of Government. Since 1994 Betsy has led the Compliance Review initiative at P&C.

**David Jones** has 24 years total state government service. Prior to joining P&C, David was DPI Purchasing Officer for 10 years. David spent his first 4 years at P&C handling contractual and consultant services. For the past three years David has led training for P&C.

This team brings over 50 combined years of experience in North Carolina Governmental purchasing activities. Mike Mangum, State Purchasing Officer is confident that the team approach will improve the quality and delivery of training for NC purchasing professionals.

We would like to hear your comments and suggestions. Please contact us to let us know what your specific needs are. Feel to call or E-mail any of the team members. You can access team member E-mail address and telephone information from the P&C web page <http://www.doa.state.nc.us/PandC/>

# Purchasing Reorganization

## Group 3

Here is our new organization and the commodities/services that each purchaser handles including the statewide contracts. This is available on our web page <http://www.doa.state.nc.us/doa/PandC/assign.htm>

### Group 1

#### Handles Commodities:

Aircraft; Automotive Air and Oil Filters; Batteries (Storage and Dry Cell); Building Materials; Buses; Seat Covers; Construction Equipment; Electrical Equipment; Floor Maintenance Machines; Fuels; Hand Soaps; Hardware; Highway Construction Equipment, Materials, and Signs; Highway Maintenance Supplies; Housekeeping Equipment; Fencing; Machine and Hand Tools; Marine Equipment and Supplies; Material Handling Equipment; Mats and Matting; Mowers; Oils, Lubricants, Greases and Antifreeze; Paint and Accessories; Pumps; Plumbing Equipment; Police and Fire Fighting Equipment and Supplies; Pre-Fabricated Buildings; Recreational Equipment; Retrofit Bus A/C; Surveying Equipment; Tires and Tubes; Tractors and Implements; Truck Bodies; Vehicles and Vehicle Parts; Wire Ropes

Group 1 Members	Position
<a href="#">Percy Richardson</a>	Purchasing Manager
<a href="#">Cathy Griner</a>	Purchaser
<a href="#">Mike Brendle</a>	Purchaser
<a href="#">Kim Ramsey</a>	Purchaser
<a href="#">Bill Needham</a>	Purchaser
<a href="#">Don Sykes</a>	Purchaser
<a href="#">Jim Westbrook</a>	Purchaser
<a href="#">Joy Taylor</a>	Purchasing Assistant

### Group 2

#### Handles Commodities:

Ambulatory Aids; Chemicals; Drugs, Medicines, Vaccines, and Pharmaceuticals; Floor Polishes and Maintenance Materials; Computer Hardware, Software, and Accessories; Disinfectants and Cleaners; Hospital, Medical, Dental, and Surgical Equipment; Laboratory/Scientific Equipment; Pesticides; Radio and Electronic Components; Services (Contractual and Consultant); Telephone and Telecommunications Equipment; Welding and Medical Gases

Group 2 Members	Position
<a href="#">Barbara Stone Newton</a>	Purchasing Manager
<a href="#">Mildred Christmas</a>	Purchaser
<a href="#">Tim Lassiter</a>	Purchaser
<a href="#">Karl Sanders</a>	Purchaser
<a href="#">Esther Pearson</a>	Purchasing Assistant
<a href="#">Marilyn Wall</a>	Purchaser
<a href="#">Dewey Bennett</a>	Purchaser
<a href="#">Yvonne Holley</a>	Purchaser
<a href="#">Kathy Stewart</a>	Purchasing Support

#### Handles Commodities:

Art, Art Equipment and Supplies, Badges, Bags, Bakery Equipment, Barber and Beauty Shop Equipment and Supplies, Bleachers, Bookbinding, Clocks, Clothing and Accessories, Copiers and Supplies, Crafts, Cutlery, Data Processing Paper, Decals and Stamps, Decorations, Dishes and Flatware, Draperies and Curtains, Envelopes, Erasers, Flags, Floor Coverings and Carpet, Food Processing Equipment, Foods, Forms, Furniture, Luggage, Marking Devices, Mattresses, Meat Processing Equipment, Microfilm Equipment, Musical Instruments, Office Machines, Office Supplies, Optical Equipment, Paper, Pencils, Pens, Photographic Equipment, Plastics, Printing Equipment, Printing, Publications, Radio, Rags and Shop Towels, Sewing Equipment, Sewing Room Supplies, Shoes and Boots, Shop Equipment, Signs, Sound Systems, Sporting Goods, Tape, Telephone and Telecommunications Equipment, Televisions, Testing Apparatus, Textiles, Theater Equipment, Tickets, Venetian Blinds, Visual Education Equipment, Voice Response Systems Window Coverings

Group 3 Members	Position
<Vacant - TBA>	Purchasing Manager
<a href="#">Debbie Carroll</a>	Purchaser
<a href="#">Brookie Henderson</a>	Purchaser
<a href="#">Bernell Bright</a>	Purchaser
<a href="#">Doris Weaver</a>	Purchasing Support
<a href="#">Alice Cheatham</a>	Purchaser
<a href="#">Carol Amerson</a>	Purchaser

### Engineers

Members	Position
<a href="#">Mervyn Gould</a>	Chief Standards Engineer
<a href="#">Miles Johnson</a>	Engineer
<a href="#">Ralph Edelberg</a>	Engineer
<a href="#">Robert Matney</a>	Engineer
<a href="#">Angie Dunaway</a>	Purchaser
<a href="#">Karen Woodall</a>	Purchaser

\*\* For phone numbers, please refer to the "[P&C Employees web page.](#)"



### E-Procurement

*Betsy Watson*

NC E-Procurement @ Your Service is currently being implemented with Community Colleges and Local Educational Authorities across North Carolina. Wayne Community College and Wake Technical Community College are now interfaced with the E-Procurement Service. The rollout of the E-Procurement interface is also continuing with LEAs following a successful pilot with Sampson, Edgecombe, Guilford and Cabarrus County Schools. The E-Procurement project team continues to work with these new audiences on training, vendor registration, and technical and user setup procedures for their implementation.

It is important for LEAs and Community Colleges to get their frequently used vendors registered in the E-Procurement System and update their current vendor records with Federal Tax ID numbers for their upcoming implementation. The Education, Training, and Outreach group within the Division of Purchase and Contract has conducted many vendor forums throughout North Carolina. If you feel a vendor forum would be helpful in your area in getting vendors registered, please give us a call. If you include your neighboring school systems and community colleges, you can put together a larger group and cover more vendors.

You may contact the P&C Education, Training, and Outreach group at 919-733-4505 and speak with any one of us Betsy Watson, David Jones, Ellen Philpot, or Tina McLamb.

## PROFESSIONAL DEVELOPMENT



## ETHICS FORUM

As public procurement professionals, it is especially important that we make fair, impartial decisions about purchases and avoid even the appearance of favoritism. The N.C. Board of Ethics provides a thought-provoking overview of such concerns in its October 2003 newsletter. To view this edition online, go to <http://www.doa.state.nc.us/doa/ethics/n-letter/10-03.pdf>

## State Agency Tax Exemption

(reprinted from 11-24-03 letter from State Controller Robert Powell Use Tax from State)

### State Agency Exemption from Sales and Use Tax.

The General Assembly has amended G.S. 105-164.13 to allow for an exemption for State agencies from the sales and use tax on items purchased by the State agency for its own use. The law further requires the purchase to be made pursuant to a valid purchase order issued by the agency and bearing the exemption number and a description of the property, or be paid for with a State-issued check, electronic deposit, credit card, procurement card, or credit account of the state-agency. For purchases other than by purchase order, the agency must provide to or have on file with the retailer the agency's exemption number. For indirect purchases of building material, etc. the state agency will continue to request a quarterly refund of the local sales and use taxes paid.

This exemption is effective for purchases made on or after July 1, 2004. State agencies, universities, licensing boards and the Departments of Public Instruction and Community Colleges are included in the exemption. The individual community colleges and local education units remain subject to the sales and use tax as in the past. Agencies should request an exemption number from the Department of Revenue after January 1, 2004. The Department will soon be issuing instructions on requesting exemption numbers. The Office of State Budget will be addressing issues related to this legislation.

## CUSTOMER SERVICE



## P&C Web Site

### P&C Web Team

We are continuously improving the usability of the P&C Web Site. Using suggestions and feedback from our customers, we've made many improvements. Here is a summary of the improvements we've made to date.

### Usability Improvements

To provide you with the best possible service, we've added the following web pages:

- **Term Contract Updates and Changes**

Our Updates and Changes web page summarizes changes made to Term Contracts. Use this "Quick Reference".

- **Term Contract Numerical Listing**

You'll find two new columns added to this web page. We're identifying the Term Contracts that are Loaded in E-Procurement. You can go directly to the E-Procurement Catalog web page.

We're also identifying which Term Contracts have been changed. If a Term Contract has changes, you can go directly to the Term Contract Updates and Changes web page to see what the change was.

- **Term Contract Vendor Listing**

Have you ever wondered who the vendors were for each Term Contract? Well, stop wondering. You can see a listing of the Vendors assigned to each contract. This information is available via two new web pages:

- [A listing of the vendors sorted by Term Contract number.](#)
- [A listing of the vendors sorted by Vendor Name.](#)

### IMPORTANT DISCLAIMER THIS IS REFERENCE INFORMATION ONLY

These web pages are manually generated and may **NOT** reflect the current status of a Term Contract. The Vendor listing web pages should be used for reference purposes **ONLY**.

To see what vendors are currently assigned to a specific Term Contract or to see if a Term Contract is Loaded in E-Procurement, refer to the [Term Contract Numerical Listing](#) web page.

## COMINGS AND GOINGS



### P&C FAREWELLS & WELCOMES

Boyd Holder retired March 1. He worked with P&C for over thirty years, most of that time as manager of the team purchasing furniture, office equipment, educational materials, printing, food, and clothing. In addition to some home and yard work, his plans include a lot more time at the beach house, fishing, and trips to the mountains to visit his son, daughter-in-law, and grandson. We wish Boyd, his wife Nancy, and their family much happiness!

Don McLeod left P & C in mid-October to become Assistant Chief Procurement Officer for the Department of Correction. Don had been with P & C for over 2 years, buying products including furniture on group 3. Prior to coming to work with P & C, Don was a purchaser for the Departments of Transportation and Correction. We wish him the very best in his new venture

Gil Holland retired the end of October after many years traveling the state as a Quality Assurance Inspector (and unofficial ambassador for P&C). Gil began his service to the state in 1958 with the Department of Correction, where he was Chief of Services for Prison Enterprises. While there, he coordinated set-up of one of the largest prison laundry facilities in the country and was elected president of the National Association of Laundry Managers. He came to the Department of Administration in 1973 and joined P&C's Standards and Inspection section after two years in the Secretary's office. We congratulate Gil on his long career and wish him much happiness in the future.

Teresa Chaney is our newest purchaser on Group 3. She will be responsible for furniture, office environments, and related products.

In her prior position at the Department of Transportation, her primary responsibilities were computer hardware, software, and all Furniture.

She also has public purchasing experience with the Departments of Health and Human Services and Correction. In the private sector, she worked for Data General Corporation, buying computer and printed circuit board materials. She holds a B.A. Degree and is enrolled in a Master Degree program, plus working on her C.P.P.B.

### Education & Outreach welcomes two new Quality Services Representatives:

David Ellis comes to P&C following three years as a buyer at East Carolina University. Prior to that, he was corporate manager of purchasing for Doran Textiles for 29 years. David is a graduate of Western Carolina University with a BA in Art and Industrial Art (TECH) and MPA Public Affairs. He also holds a Diploma in Business Administration from Isothermal Community College.

James Gresham has worked in purchasing for most of his career, most recently at Department of Health and Human Services-Vocational Rehabilitation, where he purchased van and home/workplace modifications for use by clients, plus other "out of the norm" products. It was very rewarding and challenging but mostly appreciated by those in need. Prior to coming with the state in 1993, he worked in private industry in telecommunications and computers.

## FROM OUR DIRECTOR



**Change?  
Change!  
Change!!**  
*Mike Mangum*

Everywhere we look these days, we are in a state of constant change. From the stars to the ocean depths, nothing is immune to change nor should it be.

As many of you are already aware, we have undergone a number of changes recently in our Division. WHY? WHY NOT?

In order to be more responsive to you, our end users, we must look for ways to enhance the quality of product and level of service that we provide you. We know that in spite of the anxieties that often accompany change, we anticipate the positive results will be well worth the efforts. To that end, we have established an Education and Outreach Section to collectively address compliance, E-Procurement, training and customer service. We modified the make up purchasing and engineering teams and reassigned commodities in an effort to enhance the product knowledge of our buyers and products specialization.

We will assure you that it is our goal to set the bar high, to be creative, and to be responsive to your needs. At the end of each day, if we can look at ourselves and say "We've done everyday the best we could", then you'll recognize those efforts.

With change comes growth and new expectations. We look forward to sharing those changes with you and to be able to collectively say "Look what we've accomplished"



The **P&C News** is published quarterly by the Division of Purchase and Contract to promote better E-procurement practices in state government and political subdivisions.

#### **State of North Carolina**

- Michael F. Easley, Governor

#### **Department of Administration**

Gwynn T. Swinson, Secretary

#### **Division of Purchase and Contract**

Mike Mangum, State Purchasing Officer

#### **Newsletter Committee**

Tina Kelly, Barbara StoneNewton,

David Jones, Tina McLamb, Marilyn Wall, P&C Web Team

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