



*NC E-Procurement
Supporting North Carolina
Local Education Agency Procurement*

July 2016



Agenda

- **NC E-Procurement Overview**
- **Benefits for Local Education Agencies from NC E-Procurement**
- **NC E-Procurement Support Resources**
- **Next Steps**
- **Questions and Answers**



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NC E-Procurement Overview & Usage Statistics

99.94%
system
uptime
life to date

More than
\$33 billion
in spending

Over
5 million
purchase
orders

Over **10,700 users** from the
following entities:

- All 41 NC State Agencies
- All 58 NC Community Colleges
- **69 of 115 NC Local Education Agencies (LEAs)**
- **1 participating NC Charter School**
- 3 participating NC Local Governments

Almost **40,000**
registered
Vendors

4.67 of 5
customer
satisfaction rating
life to date

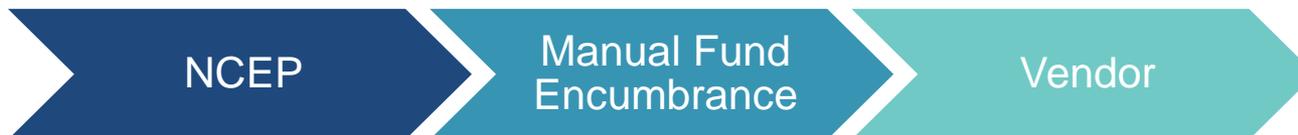
More than **400 catalogs** covering
100 Statewide Term Contracts
(STCs)



NC E-Procurement Application Overview



- Uses market-leading **Ariba software**
- Available to **North Carolina local education agencies**, state agencies, community colleges, and local governments
- Authentication uses **North Carolina Identity Management System (NCID)**
- **Public View** allows buyers to view Statewide Term Contract catalogs and pricing without a login
- Integrates with backend **financial systems** for local education agencies and community colleges
 - K12 Enterprise interface in discussion
- Offered to **charter schools** for requisition/purchase order management
 - Requisition information would need to be manually entered into the entity's financial system for funds encumbrance



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Benefits of NC E-Procurement for Local Education Agencies

Convenience

- Online Shopping
- Electronically Routed Purchase Orders
- Automated Electronic Approval Flows

Tools for Savings

- Access to Statewide Term Contracts
- eQuote
- On Demand Reports

Vendor Data

- Statewide Vendor Registration System
- NC Historically Underutilized Businesses (HUB) Office Verification

Support

- Help Desk & Training for Users
- Increased Buying Power



Identified Opportunities for Savings in Local Education Agency Purchasing

NC Government Efficiency and Reform (NC GEAR) Report

Governor McCrory's 2013 to 2015 initiative to identify efficiencies includes a recommendation to **“Leverage Buying Power for School Districts”**

The GEAR report also found that **K-12 schools incurred an increased cost** when purchasing outside Statewide Term Contracts due to reduced purchasing power

“LEAs should leverage this [strategic sourcing] effort at no additional implementation cost and realize significant savings”

-NC Government Efficiency and Reform (NC GEAR) Report

“Estimated savings based on strategic sourcing programs in other state school systems is \$15-\$20 million annually”

-NC Government Efficiency and Reform (NC GEAR) Report

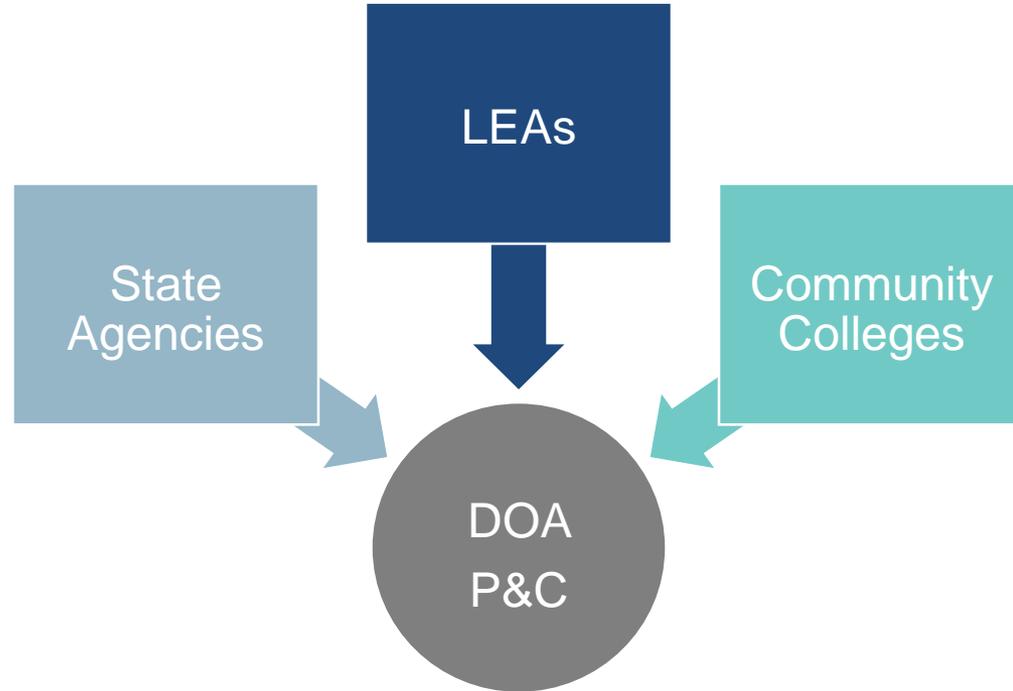


State Efforts Underway to Improve Procurement

Procurement Transformation

Focused on conducting strategic sourcing, improving processes, and streamlining organizational structures to **sustain and grow benefits** over time

Strategic sourcing has led to more than **\$57 million in three year savings** for state agencies and community colleges; use of strategically sourced contracts by LEAs makes this amount even larger



The DOA's Division of Purchase & Contract (P&C) invites input from all procurement users in North Carolina



Savings and Efficiency Benefits for Local Education Agencies



Statewide Term Contracts

STCs harness the purchasing power of the state of North Carolina for negotiated pricing and provide many opportunities for savings



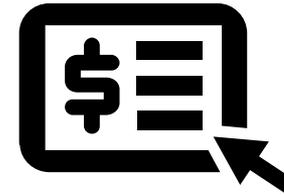
Online Catalogs

NC E-Procurement online catalogs provide a convenient shopping process for end users



eQuote

eQuote allows users to solicit and review quotes from multiple Vendors for a good or service, replacing more manual quoting processes



Vendor Information

Vendor information is maintained centrally and updated daily, ensuring NCEP users have access to the most up-to-date Vendor information



Electronic Approvals

Web-based approval flows in NCEP are configurable based upon your LEA's purchasing processes and preferences



Several Statewide Term Contracts are Relevant for Local Education Agency Purchasing Needs

Office Supplies: 615A

Vendor: Forms & Supply

Savings: 31% over historical contract pricing

Office Paper: 645A

Vendor: Mac Papers

Savings: 9% over historical prices*

*Tiered pricing adds further discount opportunities for larger volume orders

Maintenance, Repair, and Operations (MRO): 445B

Vendor: Grainger

Includes: Electrical / Lighting, Janitorial Supplies, and PPE / Safety Supplies

Fuel Contracts:

Propane: 405A

Diesel: 405B

Gasohol: 405C

All STCs are listed on the DOA Purchase & Contract website at <http://www.pandc.nc.gov/KeywordListing.aspx>



Catalogs Provide Fast Access to Many Statewide Term Contracts

Supplier
 Extreme Networks (1)
 Koch Filter ... (7)
 Shoretel (1)
 Turf Equipment & ... (95)
 VION Corporation (1)
 Show All ...

Language
 English (115903)

Catalog Home
 Catalog [v] [input] [Search] [Options]
 Supplier Part #: [input]
 Manufacturer Part #: [input]
 Commodity Code: [input]

AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (6140)
 AGRICULTURAL EQUIPMENT AND SUPPLIES (5716)
 CHEMICALS (424)

APPLIANCES, ELECTRICAL, CLOCKS (14716)
 APPLIANCES (3240)
 ELECTRICAL EQUIPMENT (11476)

BUILDING MATERIALS, MAINTENANCE (3278)
 BUILDING MATERIALS (3229)
 JANITORIAL SUPPLIES AND EQUIPMENT (47)
 PAINT AND PAINT MATERIALS (2)

CLOTHING & TEXTILE ITEMS (1262)
 CARPET AND FLOOR MAINTENANCE AND MACHINES (1260)
 WINDOW COVERINGS, UPHOLSTERY (2)

FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (111)
 420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (111)

HIGHWAY CONSTRUCTION EQUIPMENT, GROUNDS (6099)
 HIGHWAY CONSTRUCTION EQUIPMENT AND SUPPLIES (6099)

MACHINES, TOOLS, MATERIAL HANDLING (55702)
 MACHINES AND TOOLS (55702)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3559)
 OFFICE EQUIPMENT AND SUPPLIES (3538)
 PAPER AND PAPER PRODUCTS/PLASTICS (21)

OIL & GAS (83)
 405-00: FUEL, OIL, GREASE AND LUBRICANTS (33)
 720-00: PUMPING EQUIPMENT AND ACCESSORIES (50)

POLICE & SAFETY EQUIPMENT (167)
 POLICE EQUIPMENT (167)

SERVICES (CONTRACTUAL & CONSULTANT) (3269)
 908-00: BOOKBINDING, REBINDING, AND REPAIRING (2)
 915-00: COMMUNICATIONS AND MEDIA RELATED SERVICES (39)
 918-00: CONSULTING SERVICES (12)
 More ...

TECHNOLOGY ITEMS (20754)
 AUDIO-VISUAL AND PHOTOGRAPHIC EQUIPMENT (1)
 COMMUNICATION EQUIPMENT (5544)
 COMPUTERS AND RELATED ITEMS (15209)

TRANSPORTATION (VEHICLES & SUPPLIES INCLUDING MARINE) (4018)
 TRANSPORTATION, VEHICLES AND SUPPLIES (4018)

Uncategorized Items (12)
 001A Correction Enterprises - Punchout at NC Department of Public Safety
 493A Laboratory (Secondary-Lab Supplies) -Punchout at KRACKELER SCIENTIFIC

Benefits include:

- ✓ Ability to search
- ✓ Side-by-side comparisons
- ✓ “Favorite” items

Item details include information for:

- ✓ Pricing
- ✓ Commodity codes
- ✓ Contracts
- ✓ Vendor-specific details



eQuote Replaces Manual Quoting Processes with an Online Tool

Create eQuote

1 STEP 1: ENTER EQOTE INFO.

2 STEP 2: SELECT SUPPLIERS

3 STEP 3: REVIEW AND SUBMIT

Overview

Initiator	Amanda Meyer, State of NC - Department of Transportation		
Date Initiated	Mar 30, 2016 4:20PM		
eQuote Title*	<input type="text" value="Untitled Requisition"/>		
Your Requisition Number	RQ19468347		
eQuote Response Due*	<input type="text" value="April"/> <input type="text" value="5"/> <input type="text" value="2016"/>	<input type="checkbox"/> Rush Response (Requests that the supplier responds within 4 business hours)	
Ship To Address*	Amanda Meyer, 1 S. WILMINGTON STREET MSC 1514, RALEIGH, NC 27699-1514		
FOB	<input type="text" value="Destination"/>		
Delivery Needed By	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>	<input type="checkbox"/> Rush Delivery (2 business days)	

Items

Enter the number of line items. You will be able to enter a full description of each line item after clicking on Display.

Supplier SKU	Item Description*	Qty*	Unit
<input type="text" value="0"/> <input type="button" value="Display"/>			

Specifications

eQuote provides:

- ✓ Quotes for items not on STC
- ✓ Competitive quotes from 3+ Vendors

Electronic processing eliminates:

- ✗ Paperwork
- ✗ Phone calls
- ✗ Faxes



Statewide Vendor Registration System Delivers Up-to-Date Information for Orders

Vendor Registry

- NCEP manages a statewide process to capture and distribute updates to Vendor information
- NCEP users have access to this information via a nightly data feed
- Vendors benefit from accurate purchase orders

HUB Information

- The NC Historically Underutilized Businesses (HUB) Office provides information regarding Vendors' HUB status, enabling accurate HUB reports

Search Capability

- Vendor search tool available to buyers to confirm Vendor registration and account details

The Statewide Vendor Registration System is currently being upgraded to provide enhanced services and benefits to NCEP users and Vendors



Electronic Approval Flows Streamline Purchasing Decisions

- Approval flows are based upon your LEA's purchasing **processes and preferences**
- **Decentralize the purchasing** process to the people needing supplies within organization while maintaining or even increasing **transparency and approval processes**
- Automated approval flows add **watchers** for awareness or **approvers** for approval action
- Rules can be specifically configured to account for:
 - **Relationships**
 - **Dollar approval thresholds**
 - **Commodity codes**
 - **Account codes**



NC E-Procurement Benefits Increase with Use

	NCEP Users Create requisitions in NCEP; shared and integrated with financial system	NCEP Participants Create requisitions in financial system; POs sent to NCEP via connection	Off NCEP Purchasing completed in financial system; no connection to NCEP
Shop catalogs for STCs & create detailed requisitions automatically	✓	✗	✗
Easy-to-use, web-based interface to create requisitions	✓	✗	✗
Easy to copy repeat orders or provide attachments in NCEP	✓	✗	✗
Configurable, web-accessed electronic approval flows	✓	✗	✗
eQuote tool available	✓	✗	✗
Support for POs to reach Vendors	✓	✓	✗
Vendor information updated nightly	✓	✓	✗
Data shared for statewide visibility	✓	✓	✗



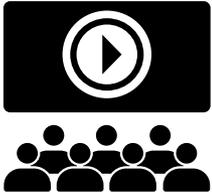
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Many Resources are Available to Support Your Use of NC E-Procurement



- **Help desk** supported by highly-trained and friendly IT customer service agents dedicated to serving you!
 - Agents available Monday – Friday, 7:30 a.m. – 5 p.m.
 - 888-211-7440, Option 1
 - ehelpdesk@its.nc.gov



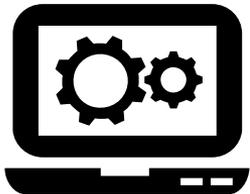
- **Free on-site training** available as needed
 - Schedule via eptraining@doa.nc.gov

- **10 web-based trainings and 40 job aids**

- Self-paced online training modules
- Printable job aids with screenshots
<http://eprocurement.nc.gov/Training.html>
- P&C Course Catalog:
<http://www.doa.nc.gov/pandc/documents/2016CourseCatalog.pdf>

- Dedicated **training environment**

- Hands-on experience for new users or testing approval flows
- <https://trn9r1.ncgov.com/Buyer/Main/>



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Next Steps to Use NC E-Procurement

1

Ask how NCEP can work for your LEA

- NCEP team available specifically to understand your current processes and to share how NC E-Procurement can work for your LEA

2

Schedule a **Demo** of NCEP

- Detailed demonstrations of NC E-Procurement functionality can be conducted on-site or via webinar

3

Schedule Training for your staff on NCEP

- Free, in-person training is available to empower your users in utilizing NC E-Procurement
- Email eptraining@doa.nc.gov

To schedule a visit, please email eptraining@doa.nc.gov



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NC E-Procurement A R I B A* SPEND MANAGEMENT neip | Logout
 @ your service Welcome Catalog Browser

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- Koch Filter ... (7)
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- Show All ...

Language

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Catalog Home Browse By: [Categories](#) | [Suppliers](#)

Catalog [Options](#)

Supplier Part #:

Manufacturer Part #:

Commodity Code:

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Questions & Answers

Please contact us with any additional questions, comments, or requests.

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Interim State Purchasing Officer

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(919) 807-4545

North Carolina E-Procurement

Scarlett Swain

Stakeholder Team Manager

scarlett.swain@nc.gov

(919) 899-6168

Help Desk

ephelpdesk@its.nc.gov

(888) 211-7440



Thank you for joining us!

