



North Carolina  
Department of Administration  
Division of Purchase & Contract

Machelle Sanders  
Secretary

Odessa McGlown  
State Purchasing Officer

April 27, 2018

**MEMORANDUM**

**TO:** All Purchasing Officers  
State Agencies, Institutions, Community Colleges and Universities

**FROM:** Odessa McGlown

**SUBJECT:** Inspection Services

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For many years, the Division of Purchase and Contract has provided on-site inspection services to our customers as a courtesy and a condition of vendor payments. Please see the following reference from the Administrative Code and note that the general responsibility of inspecting materials, supplies and equipment resides with the Agency.

01 NCAC 05B .0901 RESPONSIBILITY

In general, it is the responsibility of the receiving agency to inspect all materials, supplies, and equipment upon delivery to insure compliance with the contract requirements and specifications. However, when the contract requires an inspection by the Division of Purchase and Contract, it shall be conducted by a designee of the Division.

Effective June 30, 2018, the Division of Purchase and Contract will no longer provide inspection services. This responsibility is being returned to the Agency for your capable management and oversight.

To support this change, P&C will:

- continue its efforts to eliminate the inspection backlog as expediently as possible and ensure that no additional inspections are being added to the list;
- modify the templates to remove the inspection requirement. If there is an extraordinary need for a P&C inspection, language will be reinserted and P&C will conduct the inspection as required; and
- be available to respond to your concerns about the inspection process, forms, and best practices.

If you have any questions or concerns, please contact us at (919) 807-4500.

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