



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

July 17, 2020

MEMORANDUM

TO: All Deputy Secretaries, Chief Financial Officers, Procurement Directors
State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown *Odessa McGlown*

SUBJECT: Statewide Procurement Planning (FY 2021)

RE: § 143-51. Reports to Secretary required of all agencies as to needs and purchases

The Department of Administration is requesting a Procurement Plan from all agencies by August 15, 2020. The Procurement Plan is a comprehensive summary of your department's projected procurement needs for the period July 1, 2020 through June 30, 2021. Your plan should include all planned procurements, including those commodities or services that may fall below your agency's general delegation.

The Procurement Plan is requested in accordance with General Statute 143-51, which states, *"It shall be the duty of all departments, institutions, or agencies of the State government to furnish to the Secretary of Administration when requested, and on forms to be prescribed by him, estimates of all supplies, materials, contractual services and equipment needed and required by such department, institution or agency for such periods in advance as may be designated by the Secretary of Administration."*

Your plan should include planned procurements by or for your entire agency. Please consult with your business units/subdivisions to gather data as each agency should submit one comprehensive plan.

The [Procurement Plan Template](#) must be used to prepare your plan. Instructions are provided within the template, and your data will be entered on the tab entitled "Plan". After gathering agency data and completing the template, use the [Procurement Planning Tool](#) to submit your procurement plan to P&C.

Submitting the Procurement Plan Template through the Procurement Planning Tool is the only method for submission.

P&C will aggregate the data and develop sourcing plans to acquire the goods and services identified. We will also provide a comprehensive snapshot by agency for your review, if requested.

For questions and concerns about your agency's plan, contact [Kimberly Williams](#).

Problems with the Procurement Plan Template or Procurement Planning Tool should be directed to [Danielle Hearst](#).