



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

June 27, 2018

MEMORANDUM

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

FROM: Odessa McGlown *Odessa McGlown*

SUBJECT: Services Solicitations – Follow up

RE: Memorandum, titled: Services Solicitations (Secretary Sanders) dated June 25, 2018

Earlier this week you received a memorandum from our Secretary, Machelle Sanders, encouraging you to submit your services solicitations to Purchase and Contract (P&C) for a preliminary review prior to advertising.

For joint accountability and to support the Secretary's request, P&C has developed a form. The form asks basic header questions, and provides a checklist to facilitate a thorough review of your solicitation using the factors outlined in the Secretary's communique.

You may access [this link](#) to submit your request.

The form can also be found at <https://ncadmin.nc.gov/government-agencies/procurement/bid-forms>

Please be mindful of the time that is required to conduct a thorough review. With our current workload, you should expect a turnaround time of 7 - 10 calendar days; however, the reviewer will contact you as soon as your project is assigned to establish firm expectations.

Thank you for the opportunity to assist you with your procurement needs. If you have any questions or concerns, please contact us at (919) 807-4500.

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