STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 23-04

SOP Title: State Procurement Initiatives

Effective Date: 8/1/23

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure is to describe North Carolina’s procurement initiatives.

1. SCOPE

This SOP applies to Western Carolina University employees, departments, and divisions.

1. RESPONSIBILITIES
   1. Chief Purchasing Officer – The Chief Purchasing Officer is responsible for ensuring compliance and biennial review of the policy.
2. DEFINITIONS
   1. HUB – Historically Underutilized Businesses
3. SPECIFIC PROCEDURE
   1. North Carolina Resident Vendors
      1. In an effort to utilize the buying power of the state to encourage North Carolina companies to do business with the state, stimulate economic development, and create jobs in North Carolina, Executive Order 50, Enhanced Purchasing Opportunities for North Carolina Businesses, was issued.

This Executive Order gives the North Carolina vendors opportunity to select the option to match the price of the lowest responsible nonresident bidder, if the North Carolina resident bidder’s price is within 5%) or $10,000, whichever is less, of the nonresident bidder’s price. The North Carolina resident bidder will first be offered the contract and will have two business days to accept or decline the award based on the lowest responsible bidder’s price.

* 1. HUB Encouragement and Participation
     1. Promoting and encouraging HUB participation in procurement opportunities is central to the economic growth and stability of the state. Pursuant to Executive Order 24, there is an expectation for all state agencies to pursue a goal of at least 10% of their total expenditures be with certified HUB firms. All cabinet agencies are required to work with DOA’s HUB Office to develop a HUB utilization plan and a process to monitor progress. While this is limited to cabinet agencies, all departments, institutions, and agencies of the state should support this initiative. It therefore becomes important for state entities to create opportunities for HUB vendors when researching procurement options. An area with great potential is procurements that are valued under an agency’s general delegation or bid value benchmark. These procurements often fall under the small purchase and informal procurement processes which provide greater procurement flexibility. Certified HUB vendors can be found on the HUB Office website and searched by commodity or by using the NC eProcurement Vendor Search function. For all solicitations valued above an agency’s general delegation, HUB participation information shall be incorporated into the solicitation, and the agencies procurement office should work closely with the HUB Office to partner in initiatives.

1. RESOURCES

North Carolina Procurement Manual: <https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf>

North Carolina Office for Historically Underutilized Businesses

<https://ncadmin.nc.gov/divisions/historically-underutilized-businesses-hub>

Executive Order 50

<https://ncadmin.nc.gov/sco-equote-executive-order-50-formpdf/open>

Executive Order 24

https://ncadmin.nc.gov/documents/files/executive-order-24-0/open