

# PROCUREMENT SERVICES POLICY 3 STATEWIDE TERMS CONTRACTS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

## 1. Purpose

This policy outlines the use of statewide term contracts.

## 2. Scope

This policy applies to all University employees, departments, units and divisions.

## 3. Definitions and Roles and Responsibilities

### 3.1 Definitions

Statewide Term Contract: A contract handled by the State of NC Purchasing and Contract (P&C) Office, or Statewide IT Procurement Office for all agencies, unless exempted by statute, rule, or special term and condition specific to that contract.

## 4. Policy

The State enters into annual contracts with outside vendors to acquire favorable prices for many commonly used items. The State has contracts with several hundred suppliers, covering several thousand individual items. All State agencies including the University can purchase items from vendors that have State Contracts.

[NC General Statute 116-13](#) allows purchases from other than state term contracts provided the rules of NC General Statute 116-13 are followed.

- The purchase price, including the cost of delivery, is less than the cost under the State term contract.
- The items are the same or substantially similar in quality, service, and performance as items available under State term contracts
- The cost of the purchase shall not exceed the benchmark established under [G.S. 116-31.10](#).
- The special responsibility constituent institution notifies the Department of Administration of purchases consistently being made under this provision so that State term contracts may be improved. (1971, c. 1244, s. 1; 2003-228, s. 1; 2013-234, s.6.

The UNC System and State of NC Purchasing and Contracts (P&C) Office has established a memorandum of Understanding that outlines the legislation that will

govern [UNC System Procurements](#).

If a department desires to purchase a state contract item from a non-state contract source, they must provide the Procurement Services office with the state contract, description and cost of the item with the requisition.

Information of the items on state contract can be found at: [NC DOA Purchase and Contract](#)

- State Contracts by Commodity
- State Contracts by Contract Number

### **Correctional Enterprises**

[NC General Statute 148-134](#) requires North Carolina Correction Enterprises products to be provided first consideration unless such products do not satisfy the requirement. By statute, Correction Enterprises is required to keep the price of such items ‘substantially in accord with that paid by governmental agencies for similar items as a result of competitive solicitations.

Products available from the private sector, including Term Contracts, may be purchased when it is determined that the Correction Enterprises product will not satisfy the University’s requirements or will not be available when needed.

Correction Enterprises offers a vast array of products and services. These items may be viewed at the [Correction Enterprises Website](#).

## **5. Compliance and Enforcement**

The Director of Procurement Services is responsible for ensuring compliance with this policy.

## **6. Additional Information**

### **6.1 Supporting Documents**

[State of North Carolina Purchasing Manual](#)

[UNC System Procurement](#)

### **6.2 Approval Authority**

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

### **6.3 Contacts for Additional Information and Reporting**

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrfleming@uncg.edu](mailto:rrfleming@uncg.edu)