



Welcome to our new Procurement eNewsletter. Quarterly, we will provide updates, tools, and tips on relevant efforts at the City.

While it may be starting to cool down outside, purchasing plans are just heating up. Thank you to the 79.4% of those surveyed who participated in our procurement survey. As promised, we have utilized your feedback to develop our vision for procurement moving forward.

NEED PROOF? In this edition, we share some of the key survey results as well as our immediate and future action steps. We look forward to procurement advancement in applications, documents, processes, and trainings.

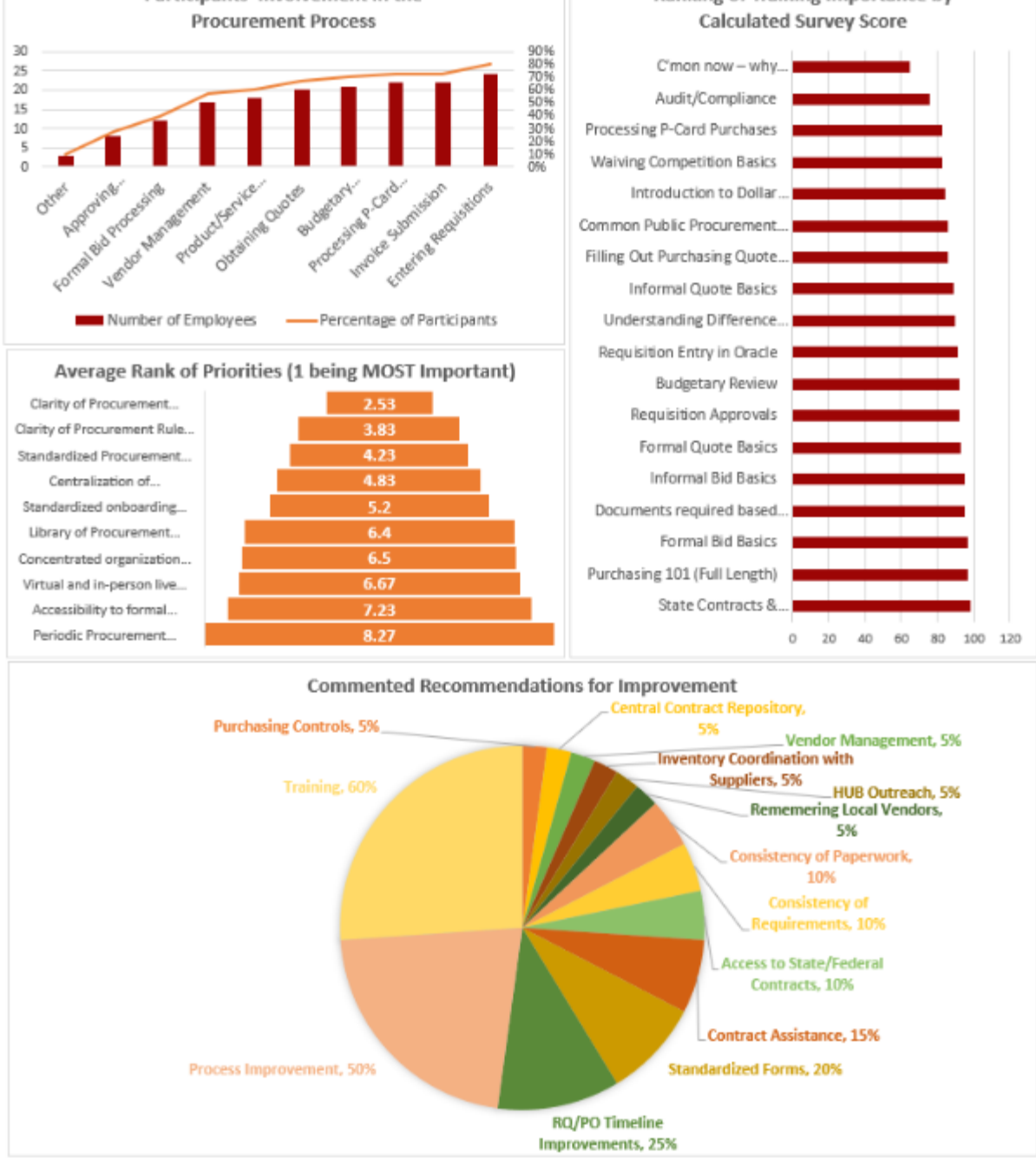
So, how will this affect you today? First, visit our [NEW PROCUREMENT HUB](#) for a list of new documents and our new video training database. Additionally, in the section below entitled "Current Action Steps and New Resources", we have highlighted these new initiatives. Many more initiatives are to come. Learn more about these in the "Coming Soon" section below.

We appreciate your patience as we navigate these new procedures and resources. Your feedback will continue to be very important as we move forward. Please do not hesitate to reach out with questions or recommendations. We are here to serve you.

Cheers to an enjoyable Fall season!



## Survey Results



## Current Action Steps and New Resources



**Virtual Training Intro Video**  
You requested accessible training. We've delivered! Visit the below link to watch this short 1-minute video introducing this new database. The full list of available videos can be found and viewed on the new Procurement HUB.

[CLICK HERE →](#)



**Virtual Training Database**  
From state contract to form training - and everything in between - our new training database provides thorough training on the procurement topics you've requested. Currently, we have 15 videos accessible 24/7 with more on the way. You're just a click away from becoming an expert.

[CLICK HERE →](#)



**New Procurement Policy Manual**  
YES! YES! A new procurement manual has been drafted. The new policies are effective immediately. Additional changes are anticipated in the near future pending city council approval. Changes are aimed at making your life easier, increasing efficiency, and ensuring audit-compliant procedures.

[CLICK HERE →](#)



**New Purchasing Forms**  
We have updated current forms and created some new forms. Visit the below link for a list. Each of these forms has a corresponding video training available by scrolling down into the video database.

[CLICK HERE →](#)



**Best Trainings for Requesters**  
All new trainings are valuable to requesters, but the below are recommended starting points.  
» Introduction into Dollar Thresholds  
» Purchase Order Quote Form  
» Written Quote Request Form  
» Informal Bid Request Form  
» NC State Contract Basics  
» Non-catalog Requisition Entry

[CLICK HERE →](#)



**Best Trainings for Approvers**  
The below training videos are good starting points for approvers, with the other videos useful as time allows.  
» Introduction into Dollar Thresholds  
» Purchase Order Quote Form  
» NC State Contract Basics  
» Waiving Competition Basics  
» Single Brand Convenience Basics  
» Requisition Approval

[CLICK HERE →](#)



**Current Contract Compilation**  
Thank you to all departments for providing lists and related info for all currently active contracts. This info will be used for the "Central Contracts Repository" described in the "Coming Soon" section below.

[VIEW COMING SOON BELOW →](#)



**Win Some CASH!!!**  
In each eNewsletter, we'll include one image from pop culture for comic relief. It will be placed randomly, so be prepared. The first person to email Logan Hickey referencing what the image relates to wins a \$25 bonus on your next paycheck.

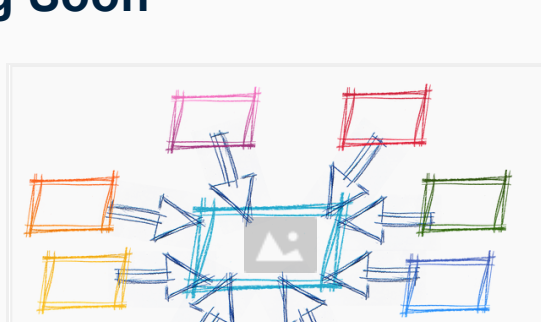
[EMAIL NOW →](#)



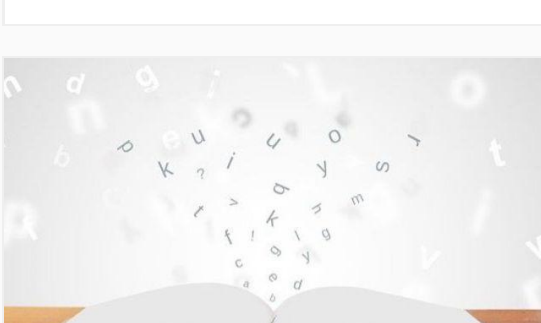
## Coming Soon



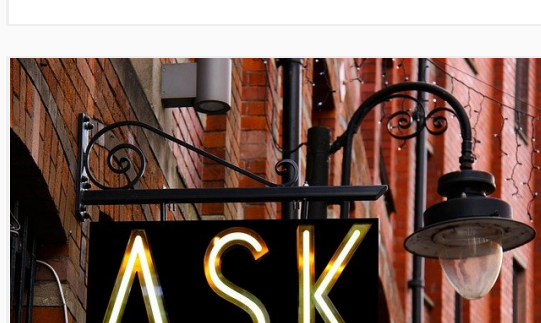
**Additional Training Videos**  
Stop at 15? Nope! We have many new training videos on the way in the coming months to cover the topics you requested. Visit the Procurement HUB page periodically for new trainings as they become available.



**Central Contracts Repository**  
Thank you to the many staff members who have provided additional feedback on ideas to centralize our contracts in an organized fashion. Steps have already been taken, and more are planned in the near future.



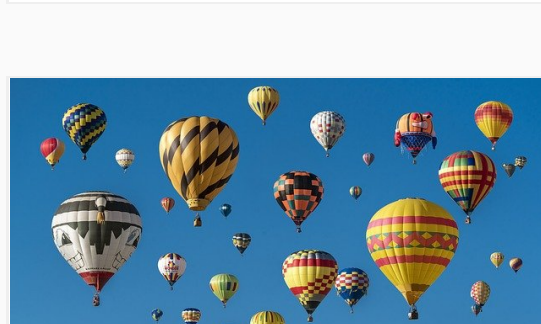
**Standardization Initiatives**  
One of the key takeaways from the survey was the request for standardization. Some procurement areas where we are in process of applying this are standardized documents, solicitation numbering systems, folder structures, and file naming.



**Virtual Q&As**  
We will soon be implementing periodic virtual Procurement Q&As sessions. You bring your top procurement questions, we'll bring answers. Plans are in process. Additional info will be provided to applicable staff at a later date.



**Increased Communication**  
We home that the eNewsletter, trainings, and other upcoming outreach initiatives actively meet our goal and your request for clarity. Clear processes and requirements are designed to decrease confusion and increase efficiency.



**Much, Much More**  
An array of other initiatives are in process. We look forward to taking our procurement activities to a new level. Your valued feedback will continue to be key to this progress. Reach out to us anytime.

