



Updates



Formal Bid Process Workflow

Our new Workflow for formal bids is now live. The feedback from City-wide staff has been appreciated. Please follow the steps at the below link for all types of formal solicitations moving forward.

[CLICK HERE →](#)



New Workflow Training Video

The new Formal Bid Process Workflow is pretty self-explanatory, but an intro video can't hurt. Right? This video covers the following info:

- » The "Why" » The "How"
- » The "What" » The "Who"

[CLICK HERE →](#)



New HUB Policy Training Video

In the new Formal Bid Process Workflow, you'll see an array of new Historically Underutilized Business outreach requirements. View the video at the below link for more details on these requirements in achieving both City diversity goals as well as Uniform Guidance compliance.

[CLICK HERE →](#)



May Virtual Open Lab

Our next open lab will be Wednesday, May 18th, at 9am. Remember: there is no agenda. You bring the questions. We bring the answers. Click the below link to sign up via email.

[CLICK HERE →](#)



New Bid Templates

Two new bid templates can be found on the Procurement HUB at the below link. New templates will continue to be added in the future.

[CLICK HERE →](#)



\$25 Bonus Contest

This popular 1980's movie casts alien activity in a non-traditional light. Email the name of this movie to Logan Hickey by 1pm today. All correct entries will be entered in a drawing for the \$25 bonus. Winner will be announced today.

[CLICK HERE →](#)



PO Close Out Deadline

Purchase orders should be delivered/executed - along with invoice payment submissions - by May 31st, 2022 for payments desired to be processed this fiscal year. Click below for questions.

[CLICK HERE →](#)



NC State Contract Changes

Our new Purchasing Policy Manual includes flow charts for purchase processing. Part of this includes a review of state contracts. By clicking the below link, you will find all recent changes to non-IT related contracts. Refer to Procurement HUB videos for further info on these contracts.

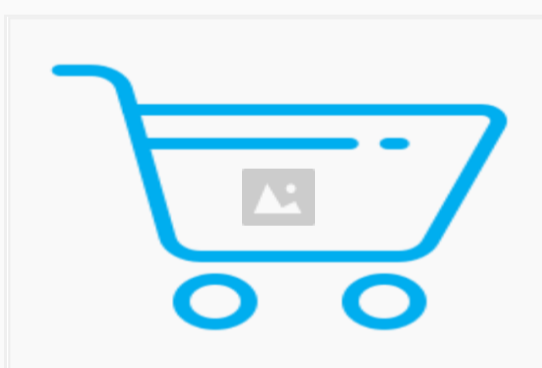
[CLICK HERE →](#)



Shipping/Freight Updates

Friendly reminder that shipping/freight charges should be included in requisitions as a separate line item. Also, as FY end approaches, estimated delivery/execution timelines should be included in the justification section of requisitions. Click below to email any related questions.

[CLICK HERE →](#)



New Oracle Requisition Form

The previous Oracle requisition form has been replaced. "Quantity" is no longer required and should be accounted for in the "Amount" field. This resolves Oracle PO liquidation issues related to payment processing. Big shout out to Krystal Powell for leading the charge on this initiative.

[CLICK HERE →](#)



Repository File Naming

Friendly reminder that all new project and non-project files should be named in the applicable structures listed in the Contract Repository Manual at the below link. To schedule a "Department Contract Repository Training" email purchasing@hvnc.gov.

[CLICK HERE →](#)



Quote of the Quarter

"Perfection is not attainable, but if we chase perfection we can catch excellence." -Vince Lombardi.

Future quote recommendation? Click below to email your recommended quote.

[CLICK HERE →](#)

