



Greetings
COH Staff

ROCK

you really.....

Thank you to all staff for your openness to change. Your eagerness for innovation and efforts during implementation are key to each initiative. In this e-Newsletter, we'll provide updates on some of the topics listed in our Fall eNewsletter.

[VISIT NEW CONTRACT REPOSITORY SITE](#)

Procurement Updates



Contract Repository

The new Contract Repository SharePoint Site is now live. Thank you to each of you for feedback along the way. Reminder: the deadline for document and file uploads/updates is January 31st. Click the image above to access.



\$25 Bonus Contest

First employee to email the name of the popular 1980's TV show associated with the above set wins this quarter's \$25 bonus. Hint: "Picture it, Sicily 1922." Email guesses directly to Logan Hickey.



New Video Trainings

10 additional video trainings on an array of topics are now available on the Procurement HUB. Staff can now view 22 training videos with the click of a button at the time of their choosing.



Non-Project IT RFP Template

A new IT services RFP template is available at the above link. It should be customized on a per-solicitation basis. Email purchasing@hvlnc.gov for Word version. Additional templates for other solicitation types will be added in the future.



Procurement Reminders

By clicking the above image, you'll see a list of best practice reminders to keep in mind during your purchase processing. Please reach out anytime with questions.



List of HUB Vendors for Services

Depending on project type and dollar spend, HUB outreach is frequently required. The list at above link has been added to HUB page for common professional services. New service categories and vendors will be added as appropriate in the future.



Virtual Q&A Session

Our first virtual Q&A session will be Wednesday, February 9th at 9am. Simple concept. No prepared agenda. You bring any/all procurement questions. We bring answers. To sign up, email purchasing@hvlnc.gov. A link to the session will then be emailed to you.



Bid Tabulation Rubric

Access a new rubric/matrix template for evaluating bid proposals. Adjust to meet needs of relevant solicitation. Overall results in the top section will automatically tabulate based on individual evaluations.



Quote of the Quarter

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel." Future quote recommendation? Click the above image to email your recommended quote.

[VISIT PROCUREMENT HUB](#)

