FALL UPDATES

Which of the below images was not photographed in WNC?

a > > >   *b* > > >   *c* > > >

$50 GIVEAWAY CONTEST--- Double the prize means double the effort. This quarter's topic is two-fold. Select A, B, or C for your answer to the above question. Then, click the link in section entitled "Important Updates". Throughout those updates, you will find a hidden message. Email your A, B, or C answer AND the exact hidden message to purchasing@hvlnc.gov by 1pm today. All correct entries will be entered into a drawing for the $50 bonus.

Email Here

Important Updates

A list of quarterly updates can be found at the link to the right. Don't miss these topics and how they will affect you!

Click Here

Procurement Needs?

HUB

Repository

Contact Us

Fall Procurement Updates

As we progress in The new fiscal year, we Have many important updates to daily opErations. So, bear wiTh (pun intended) the length here. Let's begin with our quote of the quARter: "integrity is a life wHerE your beliEfs and intentions are aLigned with your wordS and actions".

Filename Generator

Remembering the proper formAt to name contract repository files can be a beaR (another pun) - especially with all the file type abbreviations. Problem solved! A new filename genErator is now available here. Related video training is on the procurement hub.

Vehicle Form

At the beginning of each fiscal year, departments with approved veHicles should utilizE our new vehicle request form here. Conditional questions will pop up bAsed on your answers. A mapout tool is available here for planning your specs - and a viDeo training here.

Project Req Entry

Project requisition entry is no longer the sAme as non-project. View training video here to learn the difference. ENtering project codes in the same format as non-projects will Disable requisition linking to the new projects app.

Contract Policy

Council haS approved our new contract policy available Here! Important nOtes (exclUding $30k+ soLe-source contracts): dept heaDs to approvE contRactS up to $150k and city manager up to $500k. A virtual training will take place on 11/18/22 at 9am.

New Rq Threshold

Council hAs approved an increase of requisition thresHold from $2500 to $5000. REquisitions And competition are no longer requireD below $5000.

Uniform Guidance

Our legal team has updated our unifOrm guidance policy for federally Funded procurement. Conflict of interest policy is also available. Virtual training will be held on 12/9/22 at 9am.

Vendor Feedback

Documenting vendor feedback is an important part of procurement. While not required, if you have run into substanTive problems with a vendor or have been extraordinarily pleased with a vendor's performance, use this new form to document this. THis feedback may be usEd for future vendor eval.

Yearly Commits

Do you have a yearly suBstantive purchasing commitment reLated to an ongoing contract? Under new procedures, if the pUrchase involves a one-time payment to start the fiscal year, a requisition is not rEquired. All others do require a requisition. Reach out with any questions.

Purchasing Group

Some upDates are either prEssing or not worthy of our quarterly enewsletter. So, for those inVolved in purchasIng, we're starting a new emaiL list for theSe. To be included, email here.

Virtual Open Lab

Our next virtual open lAb is scheduLed for 11/2/22 at 10am. You bring the questions, we bring the ansWers. For A meeting link and to reserve Your Spot, email here.

PPM Reminder

Confused about where to begin on a purchAse? We're always here to help. However, a good starting point is our purchasing policy maNual. There tree-tables outlining steps with Dozens of possible outcomes based on an array of factors.

Bid Workflow

We appreciate your efFOrts in utilizing our new formal bid workflow. As much as feasibly possible, fRiendly reminder to submit your solicitation documEnts for legal and finance reView at least two weEks prior to your desiRed publish date for adequate review, feedback, and changes.

HUB   **Repository**   **Contact Us**