



North Carolina  
Department of Administration  
Division of Purchase & Contract


Machelle Sanders  
Secretary

Odessa McGlown  
State Purchasing Officer

August 12, 2020

**MEMORANDUM**

**TO:** All Deputy Secretaries and Chief Financial Officers  
State Agencies, Institutions, Community Colleges and Universities

**FROM:** Odessa McGlown 

**SUBJECT:** Reminder Notice – Procurement Planning

**RE:** [Memorandum, titled Procurement Actions to Support Executive Order 143 dated July 17, 2020](#)

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With everyone's busy schedule, I wanted to gently remind you that your agency's Procurement Plan is due on August 15, 2020. Since the due date falls on Saturday, please make sure the plans are submitted by close of business on Monday at the latest.

P&C is moving to a more fact-based, data-driven and strategic approach to the development of sourcing plans. By launching a Procurement Planning tool, P&C can gather high-level procurement needs from all users, which will be aggregated and analyzed to determine the best procurement approach for each good or service identified. Some potential approaches include, but are not limited to, Statewide Term Contracts, Agency Term Contracts, Spot Buys, Cooperative/Partnership Agreements or Reverse Auctions.

As P&C is seeking a comprehensive summary of your entity's needs, please consult with your agency's subdivisions to submit one report for your agency for the period July 1, 2020 through June 30, 2021.

The [Procurement Plan Template](#) must be used to prepare your plan. Instructions are provided within the template, and your data will be entered on the tab entitled "Plan". After gathering agency data and completing the template, use the [Procurement Planning Tool](#) to submit your procurement plan to P&C.

Thank you for your support.

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