



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

February 2, 2021

MEMORANDUM

TO: All Purchasing Officers
State Agencies, Institutions, Community Colleges and Universities

FROM: Odessa McGlown *Odessa McGlown*

SUBJECT: Formal Withdrawal of State Procurement Manual

Today, I effected a formal withdrawal of the North Carolina Procurement Manual. Although the manual was removed from P&C's website in 2017, this action provides formal notification to all procurement users and other interested parties that any and all versions of the manual that may be in circulation, in any form, is not a valid resource or a valid representation of P&C's specific policies.

Agencies are strongly encouraged to remove the manual from its publicly accessible references, and abstain from its use as an independently reliable resource. Until the official manual is released, agencies shall rely upon the General Statutes, Administrative Code, written guidance from the State Procurement Office, and agency manuals as policy and procedural references.

The Procurement Education Team is leading the effort to rewrite the official State Procurement Manual. P&C's Procurement Education team is conducting research and contacting stakeholders to develop a plan of action. Once the plan has been approved, the anticipated release date will be shared. If you have questions about the process or timeline, you are encouraged to contact the Procurement Education Team directly:

David O'Neal, DSPO-Procurement Education at David.O-neal@doa.nc.gov or (984) 236-0237
Dr. Jody Cleven, Deputy Chief Learning Officer at jody.cleven@doa.nc.gov or (984) 236-0251.