

Comments/Notes:	Provide any additional input for this procurement Please expedite approval of this Requisition. There are time limitations associated with the funding for this project.
Applicable Agency-specific Terms and Conditions to Use	Indicate if there are any applicable Agency-specific Terms and Conditions that need to be included in the solicitation. N/A
Historically Underutilized Business (HUB) Vendor Engagement Strategy	Provide the strategy to help increase the engagement of HUB vendors which could include pre-bid conference, cursory notification, etc. There's 44 Registered HUB Vendors to the Commodity Code which will be notified by the Ariba Sourcing Tool once posted.

Goal Award Date:	2/6/26
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Section 1: IT Component Assessment		Answer		
Please review DIT IT Procurement determination information here: https://it.nc.gov/resources/statewide-it-procurement/what-it-procurement		Yes	No	N/A
1.	Do any of the four criteria apply to this solicitation?			
	a. Agreements	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Section 1: IT Component Assessment		Answer		
Please review DIT IT Procurement determination information here: https://it.nc.gov/resources/statewide-it-procurement/what-it-procurement		Yes	No	N/A
	b. State Data (State data can be <u>any</u> information provided to vendors electronically and potentially stored on vendor’s server.)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	c. Online Subscription	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	d. Credit Card Payment Processing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	If b. State Data is selected above, please provide link to Completed Privacy Threshold Analysis NOTE: Go to this link to complete and submit a Privacy Threshold Analysis: https://nconnect.sharepoint.com/sites/ESRMO-PTA/SitePages/Home.aspx			
3.	Enter Completed PTA link here:			

The following is a list of items that must be completed before submitting a procurement request to the DOA- Division of Purchase and Contract (P&C). Please include a copy of this checklist when submitting your procurement request package to P&C.

Note: This is a preliminary list and should not be considered all inclusive. P&C reserves the right to request additional information based upon the documentation submitted. Please include all information as applicable.

Section 2: Minimum Requirements for All Procurements		Answer		
		Yes	No	N/A
1.	Are the goods or services available from Correction Enterprise ?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	Are the goods or services available from any Non-Profit Work Center for the Blind and Severely Disabled ?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3.	Are the goods or services available from any other Statewide Term Contract ?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4.	Is this a request for a Pre-review? If yes, proceed to Section 3.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Is this a request to waive competition to procure goods or services for a dollar value exceeding your delegation? If yes, proceed to Section 4.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6.	Is the solicitation a Consultant Service? If yes, attach the required Justification.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7.	Is the solicitation document on the latest P&C solicitation form (compare the date at the bottom of this page to the date on the corresponding document in Ariba).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



1) If you answered “Yes” to questions 1 through 3, you must enter a requisition in the [NC eProcurement System](#), using the appropriate STC.

2) This checklist and all required documentation, as described below, must be completed, and attached to your request when submitted to DOA – P&C.

All documentation should be submitted in Ariba Sourcing (State Agencies) or Ariba eForms (Community Colleges and Universities).

NOTE: If you have questions, consult your Department’s Procurement Office. eProcurement help desk at 888-211-7440 or the [DOA-P&C Service Team](#) assigned to your Department.

Reference:
 01 NCAC 05B .0301 CONTRACTING REQUIREMENTS
 01 NCAC 05D .0203 REQUESTS FOR AUTHORITY TO CONTRACT WITH CONSULTANTS
 Ariba Sourcing: <https://eprocurement.nc.gov/training/ncep-sourcing-training>
 Ariba eForms: <https://eprocurement.nc.gov/training/procurement-request-eforms>

Section 3: Minimum Requirements for RFPs and IFBs		Answer		
		Yes	No	N/A
1.	Have you received approval for any intended contract term longer than three (3) years? If yes, attach approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	Have you attached a draft copy of the solicitation document?	<input checked="" type="radio"/>	<input type="radio"/>	-
3.	Does the solicitation contain a concise and understandable statement of the agency’s intent?	<input checked="" type="radio"/>	<input type="radio"/>	-
4.	Does the solicitation clearly describe all specifications, requirements, tasks, milestones, and deliverables?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Does the solicitation indicate if it will be a one-step or two-step evaluation process? (RFPs only)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6.	Have you developed an evaluation methodology that conforms to the one-step or two-step process indicated in the solicitation? (RFPs)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Once the solicitation has been developed, submit the request for a preliminary review to NC eProcurement Ariba Sourcing Project, or through Ariba eForms.				

Reference:
 01 NCAC 05B .0203 DEVELOPMENT OF SPECIFICATIONS
 01 NCAC 05B .0301 CONTRACTING REQUIREMENTS
 01 NCAC 05B .0314 SOLICITATION DOCUMENTS
 01 NCAC 05B .0316 ADVERTISEMENT REQUIREMENTS

Section 4: Waivers of Competition		Yes	No
1.	Is this a request for a waiver of competition?	<input type="radio"/>	<input checked="" type="radio"/>
2.	Does the justification address why the vendor is the only qualifying provider and/or how the selected waiver condition applies? (See 01 NCAC 05B .1401.)	<input type="radio"/>	<input checked="" type="radio"/>
3.	Have you attached draft copy of the solicitation document (RFQ)? NOTE: A draft solicitation document (RFQ) must be attached to your request in Ariba.	<input type="radio"/>	<input checked="" type="radio"/>

Reference:
 01 NCAC 05B .1401 - WAIVER OF COMPETITION POLICY
 01 NCAC 05B .1402 APPROVAL AND DOCUMENTATION

SUBMITTING YOUR REQUEST

Once all required documentation is prepared and ready to be submitted, submit in request using:
 NC eProcurement Ariba Sourcing – Project or Ariba eForms.
 Reviews for IFBs/RFPs Timeline for review/feedback or approval to post 3-5 business days.
 Reviews for RFPs Timeline for review/feedback or approval to post, 5-10 business days.

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH YOUR REQUEST OR YOUR REQUEST MAY BE RETURNED WITHOUT FURTHER ACTION.

PROCUREMENT FILE NAMING CONVENTION

All files are requested to be saved in (one folder location in Ariba) and in accordance with the following naming convention:

Solicitation # - Agency - Solicitation Title - Process Type “Document” “Part”

Example:

- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Bid Award Recommendation Memo
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Bid Addendum 1
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Bid Opening Sheet
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Bid Administrative Review
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Bid Tabulation
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Correspondence Lack of Competition Request
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Correspondence HUB Efforts to HUB Office
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – IFB BAFO
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – IFB
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Response Vendor Name
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Response Vendor Name Clarification 1
- 13-XXXXXXXXX – DOA – Raleigh Janitorial Services – Response Vendor Name BAFO

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH YOUR REQUEST OR YOUR REQUEST MAY BE RETURNED WITHOUT FURTHER ACTION.

ADDITIONAL RESOURCES

General Statutes and NC Administrative Code References

NC General Statutes	Article 3 - Purchases and Contracts
NC Administrative Code	01 NCAC 05 - Purchase and Contract
Procurement Information Portal	Procurement Information Portal Link