IMPORTANT:

The information initially displayed is, by default, filtered to the current Fiscal Year (which runs from July 1 through June 30). To change the desired collection of data, use the "Select Filters" button in the upper left corner to adjust search criteria. Right click in the filter boxes to clear or reset filters, if desired. In some cases, the list of filter check boxes can be reduced by entering text in the available search bar.

Different report views are indicated by the small tabs at the top of the screen. A toggle button allows changing views within each report view (for example a chart versus a data list table).

 Should this symbol display in the lower right corner of the table, it indicates that not all rows of information are able to be displayed. If this occurs, it is recommended that additional or different filters be selected to reduce the number of rows to be displayed. Another option would be to right click in the data table to export to a spreadsheet. This would download all filtered records, even if they could not all be displayed.

About the IT Contracts Report

The NC Department of Information Technology (DIT) Procurement Office develops and manages statewide contracts that can be used by all State agencies and governmental entities and approves contracts applicable to individual business needs of the State. Each year, IT Procurement reviews hundreds of solicitations and authorizes government organizations to award technology goods and services that help them serve the citizens of North Carolina. This report shows Bid and Contract Award transaction records from DIT's Procurement database. Please note that this report does not include contract transactions which have corresponding entries in the OpenBudget Statewide and Agency Contracts report. IT contract data is reported and updated monthly.

You may notice that some records have a $0-dollar amount. These records are considered "amendment" transactions which are part of the original award. Amendment transactions can be identified as a record with the same Bid number.

Report Views and Data Elements

IT Contracts (Report Tab 1)
This tab contains the bid/contract award types for both Open Market and Waivers for the procurement of technology related goods, services, and maintenance. It does not contain data relating to term contracts, which are further explained below. Data on this tab can be filtered by fiscal year, agency, category, commodity class or bid type to create custom views as required by the user. DIT typically only uses a 3-digit commodity code (not 5), so most of the Commodity Code blanks will be corrected to reflect either "Software" (208), "Maintenance or Service" (920), or "PC related" (204).

Agency Specific and Term Contracts (Report Tab 2)
This tab contains the bid/award types for both Agency Specific Term Contracts and Statewide Term Contracts for the procurement of technology related goods, services, and maintenance. Data on this tab can be filtered by fiscal year, agency, category, commodity class or bid type to create custom views as required by the user.

Term contracts, known also as indefinite quantity or requirements contracts, are used generally to establish suppliers and prices for a given commodity, group of commodities, printing, or services for a period of time, without guaranteed quantities being specified. The Vendor amount shown for these contracts is an estimate of the anticipated expenditure for the term contract. Actual expenditures may vary from this estimate.

Both types of term contracts included in this tab, explained in more detail:

- Statewide Term Contracts consolidate the normal requirements of all agencies into one agreement and are handled by the Department of Information Technology Statewide IT Procurement Office on behalf of the agencies. No agency may purchase any commodities, printing, or services covered by a statewide term contract from any other sources. A term contract is based upon competition, where available.

- Agency Specific Term Contracts are also indefinite quantity or requirements contracts but are developed for use by a specific agency based on their special needs. If the amount of the anticipated expenditure for the term of the contract is under the agency's benchmark or delegation, and the commodity, printing, or service is not covered by a statewide term contract.

NOTE: Report tab totals of tabs 1 and 2, when added together, should equal the totals on tabs 3, 4, or 5.
Detailed exports of the report provide the user with the ability filter on the "Bid Type" column.

Search Tabs (Report Tabs 3, 4, and 5)
The Search feature tabs offers capability to search data from both the "contracts" and "agency specific and term contracts" tabs by Vendor name, Bid Title, or Bid Number.

NOTE: The major portion of transactions are representative of Agency contracting activity, with a minor portion reflecting University and Community College participation in those contract vehicles. Detailed exports of the report provide the user with the ability filter on the "dept agency type" column.