



# NC PEAK

## State Procurement Conference

### March 8 - 9, 2023

The Gold Star Agency Award is awarded to an agency that excels in public procurement practices by demonstrating strong customer service, teamwork, innovation, and/or efficiency in one or more procurement-related categories. Nomination categories include strategic sourcing, contract management, compliance, business systems, and procurement education.

To nominate your agency for the 2023 Gold Star Agency Award, select the nomination category and submit a narrative description of 350 words or less that describes ways your agency excels in the selected category. Use specific examples or anecdotes in your narrative.

Submit the nomination form below to [doa.pc.education@doa.nc.gov](mailto:doa.pc.education@doa.nc.gov) by February 21, 2023 by 5:00 p.m. You may submit multiple nominations in any or all categories. Use a separate form for each nomination. Winners will be announced at the NC PEAK conference at the McKimmon Conference and Training Center in Raleigh on March 8-9.

**Agency Name:** City of Hendersonville

**Nominator's Name:** Logan Hickey

**Nominator's Email:** lhickey@hvlnc.gov

**Nomination Category (Select Only One Per Nomination Form):** Contract Management

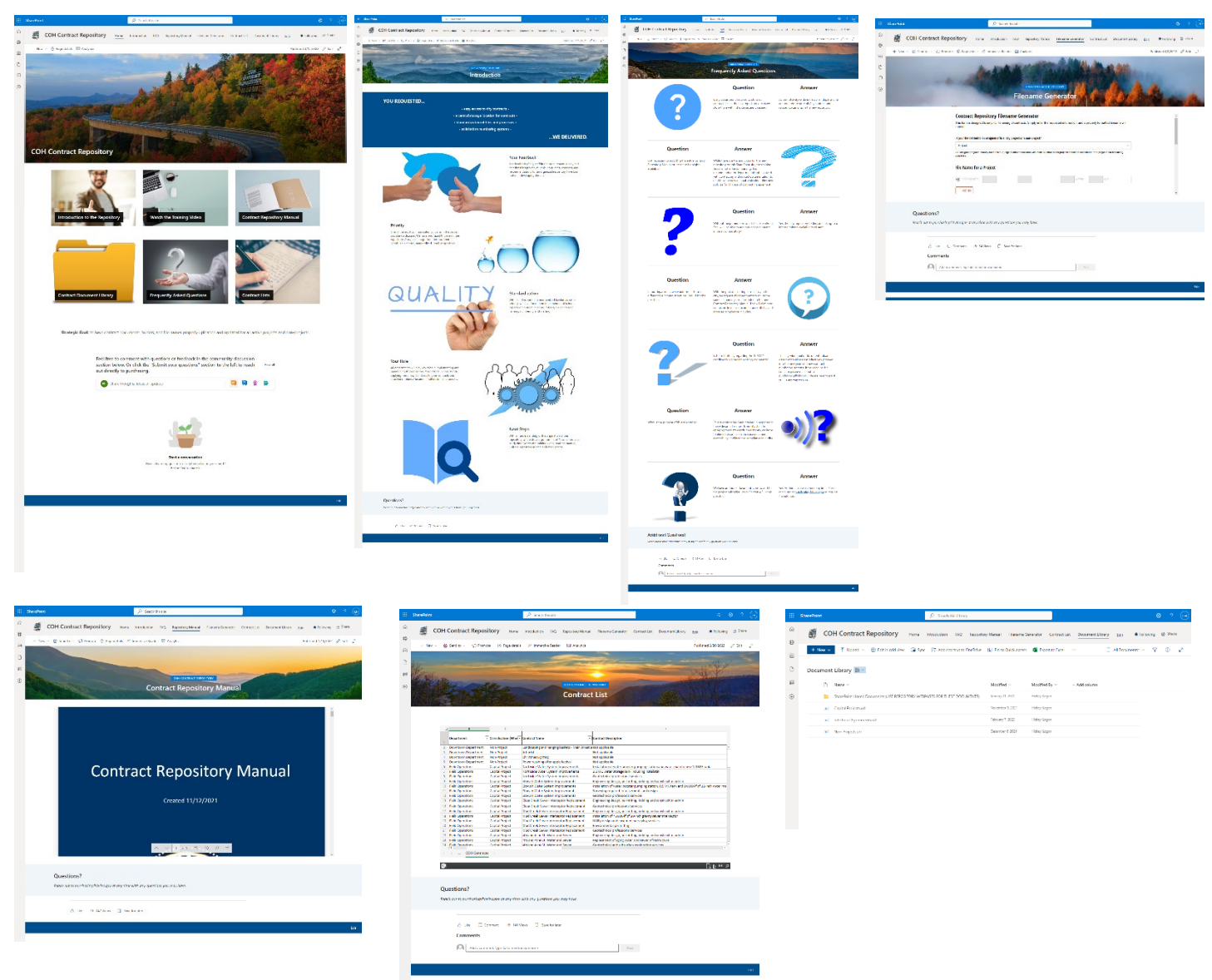
#### **Narrative Description (350 words or less):**

We at the City of Hendersonville identified a number of targeted Procurement innovations 1.5 years ago as we were shifting to a more centralized Procurement approach. One of those innovations was a new Contract Repository Website. After first surveying what that could look like from City-wide staff, we went to work and created what we have been told (unverified) is unlike anything local government municipalities have across the state. Below is more information about this repository. Thank you so much for any consideration on this incredible nomination honor!

After research, we selected SharePoint as the platform. The website was entirely created and designed by the Procurement Team. Here is an overview of the Repository and its features. Since it requires staff login for viewing, screenshots of some of the webpages are included on the next page below.

- Each page of the Website conveys the beauty of our regional Blue Ridge Mountains while effectively providing relevant information. Pages included are the following:
  - **Home Page**
  - **Introduction Page**
  - **FAQ Page**
  - **Repository Manual**
    - This manual establishes formal policies on formatting for the following:
      - Project Contract Numbering
      - Non-Project Contract Numbering
      - File-naming Structure
      - File Folder Structure by Initiative Type
    - Since the Repository is staff login-only, I have uploaded this manual to a [City Webpage](#), so that you can view its contents.
  - **Automated Filename Generator**
    - Users input file info, and the website automatically generates a correct filename for them to use when saving the file.
  - **City Contract List Page**
    - Loaded with information such as:
      - Department Name, Vendor Name, Amount, Expiration Date, etc.
  - **Document Library**
    - Current and Expired Contracts/Related Files with new File Folder Organization and Structures

Below is the home page header image and then a screenshot of many of the Contract Repository pages listed above. Thank you so much!



Your nomination must be received by 5:00 p.m. on February 21, 2023 to be considered.