



STATEWIDE DATA Fiscal Year 2014–15

Approximately **1,592** transactions are processed monthly through the division. Transactions include open market solicitations through various bid processes; purchase orders for goods and services; supply orders via the Online Store; and printing requests submitted through the Online Store and in hardcopy format.

Approximately **480 deliveries** for supplies and equipment are made statewide monthly. The number of boxes delivered as a result is estimated at 3,500 per month for a total weight exceeding 125,000 pounds.

Approximately **30,000 pounds** of material from Judicial Branch offices statewide is shredded monthly by NCAOC Warehouse personnel.

Approximately **1,258,157** impressions are generated monthly by the NCAOC Print Shop for both stationery and other printing requests.

WHO WE ASSIST

All employees of the North Carolina
Judicial Branch



The North Carolina Administrative Office of the Courts' (NCAOC) Purchasing and General Services Division is the central purchaser of supplies, equipment, publications and the procurement of professional services to meet the North Carolina Judicial Branch's business needs. This centralized approach allows the NCAOC to leverage buying power in order to gain better pricing for items purchased in volume.

In August 2009, the Purchasing and General Services Division began implementation of the NCAOC Online Supply Store. The store allows for a transition from paper requisitions to a web-based method of ordering and is available for both the NCAOC and court personnel statewide. It allows authorized users to look for items needed that are stocked in the NCAOC Warehouse and to place orders for non-stock (special order) items and printing. It also allows for communication of important information about the store, shipping and printing issues on the store's home page for easy reference, and via email with authorized users.

The NCAOC Print Shop can now receive printing and stationery requests through links on the NCAOC Online Supply Store. The printing form has a feature that allows for files to be attached electronically. Samples for stationery, business cards, and envelopes are to be submitted to the print shop via interoffice mail, by email, or faxed to 919 890-1949.

In 2009, the NCAOC Warehouse implemented a monthly supply and equipment delivery schedule for the Judicial Branch. The delivery schedule for each location is available on the home page of the Online Supply Store for easy reference. The schedule provides delivery dates for a six-month period allowing for sufficient planning for NCAOC and court staff. The NCAOC Print Shop coordinates with the Warehouse to include completed printing requests with monthly supply and equipment deliveries. The monthly delivery of supplies saves the NCAOC an estimated \$200,000 annually in outsourced shipping costs.

Other responsibilities of the division include meeting facilities coordination, the issuance of photo identification badges, security access cards, and parking passes for staff.



PURCHASING AND GENERAL SERVICES

SERVICES	BRIEF DESCRIPTION
Grounds and facility operations and management of the North Carolina Judicial Center	<p>The Purchasing and General Services Division is responsible for building operations and facility management for the North Carolina Judicial Center (NCJC). The NCJC houses the NCAOC, as well as the Conference of Clerks of Superior Court, the Conference of District Attorneys, and the Judicial Branch's councils and commissions. Responsibilities include:</p> <ul style="list-style-type: none">■ Managing day-to-day operations of areas such as security, parking, janitorial services, electrical, HVAC, and plumbing■ Coordinating recycling efforts■ Providing services for audio-visual equipment used in training and conference rooms■ Managing the NCAOC motor fleet
NCAOC Warehouse	<p>This centralized operation is located at the NCJC and oversees the stocking and distribution of supplies, equipment, and publications for the Judicial Branch. Other responsibilities include:</p> <ul style="list-style-type: none">■ Removing and destroying confidential material related to court cases■ Removing and disposing of surplus property■ Repairing or replacing small office equipment■ Providing incoming and outgoing mail services■ Functioning as a help desk and troubleshooting source for all Judicial Branch fax machines
NCAOC Print Shop	<p>This inhouse operation provides basic services that meet the print needs for the entire Judicial Branch. This eliminates the need to contract with a vendor, which creates greater efficiency in the turnaround of projects while creating greater cost savings for the Judicial Branch. Types of material produced include:</p> <ul style="list-style-type: none">■ Training manuals for new and ongoing court information systems■ Annual reports for the Judicial Branch, Supreme Court, Court of Appeals, and commissions with mandates to provide legislative accountability■ Court forms, calendars, letterhead, envelopes, business cards, flyers, and brochures for NCAOC and general court system usage