



North Carolina
Department of Administration
Division of Purchase and Contract

Service Contracts Performed Outside the United States

NOTE: This applies only to Service Contracts handled under the statutes and rules of the Division of Purchase and Contract.

In accordance with NC General Statute 143-59.4 (Session Law 2005-169), effective with all bids/offers pertaining to Service Contracts submitted after October 1, 2005, the following must be collected and reported by all State Agencies, Departments, Institutions and Universities:

- 1.) The solicitation document issued by the State Agency, Department, Institution or University shall provide for a statement to be submitted by each bidder/offeror, that identifies where the services will be performed under the proposed contract, including any services that will be performed under subcontracts. In addition, if any of the services under the proposed contract are anticipated to be performed outside of the United States, including any services to be performed under subcontracts, the bidder/offeror shall identify where such services are anticipated to be performed.
- 2.) To satisfy this requirement, the Division of Purchase and Contract (P&C) has provided a new RFP solicitation form available on its web site (<http://www.doa.state.nc.us/PandC/rfp.doc>) that provides for this statement. The information requested in the new RFP form will satisfy the requirements of this new legislation. If a State Agency, Department, Institution or University does not use the RFP form P&C provides, it shall obtain the statements required in paragraph 1 and provide the statement from each bidder/offeror to P&C. The information a State Agency, Department, Institution or University shall provide to P&C pursuant to this new legislation shall consist of the following:
 - Agency/Department/Institution/University Name
 - Type of Service
 - Bid/RFP Number
 - Agency Contact Name & Phone #
 - Which company(s) was awarded the contract(s)
 - A copy of the statement the State Agency, Department, Institution or University obtained from each bidder/offeror, that provides the following:
 - a. Where services under the contract will be performed by the contractor (City/Province/State and Country);

If any services to be performed by the contractor are anticipated to be performed outside the US, where such services are anticipated to be performed (City/Province/State and Country)
 - b. Where services performed under subcontracts will be performed (City/Province/State and Country);

If any services to be performed under subcontracts are anticipated to be performed outside the US, where such services are anticipated to be performed (City/Province/State and Country)

All State Agencies, Departments, Institutions and Universities shall submit the above information for each bid/offer submitted, including which company(s) was awarded the contract(s), to P&C on a monthly basis. P&C will gather and retain the information, and then submit the required information to the Joint Legislative Commission on Government Operations on an annual basis. Please send a hard copy of the information to:

NC Department of Administration
Division of Purchase and Contract
1305 Mail Service Center
Raleigh, NC 27699-1305

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