



## CMS-NC Matrix

The following matrix cross-references the competencies of the NCMA [Contract Management Standard, 4<sup>th</sup> edition](#) (CMS), with the [North Carolina Admin Code](#).

| NC Admin Code Section                                           | CMS Competency                      |
|-----------------------------------------------------------------|-------------------------------------|
| <b>Subchapter 05A: Division of Purchase and Contract</b>        |                                     |
| .0101 Responsibility                                            | 1.1 Knowledge, Skills, and Roles    |
| .0102 Scope                                                     | 1.2 Commercial Acumen               |
| .0104 Location                                                  | 1.1 Knowledge, Skills, and Roles    |
| .0108 Forms: Procedures: Terms and Conditions                   | 1.2 Commercial Acumen               |
| .0112 Definitions                                               | 1.7 Communication and Documentation |
| <b>Subchapter 05B: Purchase Procedures</b>                      |                                     |
| <b>Section .0100 - Requisitioning</b>                           |                                     |
| .0101 Procedure                                                 | 2.1.2 Request Offers                |
| .0102 Verbal Requests                                           | 2.1.2 Request Offers                |
| .0103 Confidentiality                                           | 1.3 Business Ethics                 |
| <b>Section .0200 - Specifications</b>                           |                                     |
| .0201 Types of Specifications                                   | 2.1.1 Plan Buying Strategy          |
| .0202 Need                                                      | 2.1.1 Plan Buying Strategy          |
| .0203 Development of Specifications                             | 2.1.1 Plan Buying Strategy          |
| .0204 Articles for Special Purposes                             | 2.1.1 Plan Buying Strategy          |
| .0205 North Carolina Products                                   | 2.1.1 Plan Buying Strategy          |
| .0206 Submission for Adoption                                   | 2.1.1 Plan Buying Strategy          |
| <b>Section .0300 - Procurement Authorization and Procedures</b> |                                     |
| .0301 Contracting Requirements                                  | 1.4 Compliance                      |
| .0303 Electronic, Facsimile, and Telephone Offers               | 2.2.2 Prepare Offer                 |
| .0304 Recall Of Offers                                          | 2.2.2 Prepare Offer                 |
| .0305 Public Opening                                            | 3.1.4. Award Contract               |
| .0306 Late Offers, Modifications, or Withdrawals                | 3.1.4. Award Contract               |
| .0307 Error/Clarification                                       | 3.1.2 Prepare for Negotiations      |

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| .0308 Extension Of Acceptance Time                                        | 3.1.4. Award Contract       |
| .0309 Evaluation                                                          | 3.1.4. Award Contract       |
| .0310 Notification Of Award                                               | 3.1.4. Award Contract       |
| .0312 Lack Of Competition                                                 | 3.1.4. Award Contract       |
| .0314 Solicitation Documents                                              | 2.1.2 Request Offers        |
| .0315 Division Of Requirements                                            | 1.4 Compliance              |
| .0316 Advertisement Requirements                                          | 2.1.1 Plan Selling Strategy |
| .0317 Mandatory Conferences/Site Visits                                   | 2.1.1 Plan Selling Strategy |
| .0318 Terms and Conditions                                                | 2.1.1 Plan Buying Strategy  |
| .0319 Contract Term                                                       | 2.1.1 Plan Buying Strategy  |
| .0320 Contract Extensions                                                 | 4.1.4 Govern Contract       |
| .0321 Factors for Contract Extension or Renewal                           | 4.1.4 Govern Contract       |
| <b>Section .0500 - Rejection of Offers</b>                                |                             |
| .0501 Rejection or Cancelation of Offers                                  | 3.1.4 Award Contract        |
| .0503 Negotiation                                                         | 3.1.3 Conduct Negotiations  |
| <b>Section .0600 – Purchase Of Used Items</b>                             |                             |
| .0601 General Procedures                                                  | 1.5 Situational Assessment  |
| .0602 Acquisition in Best Interest of State                               | 1.5 Situational Assessment  |
| <b>Section .0700 – Removal of Certain Items from General Construction</b> |                             |
| .0701 Policy                                                              | 2.1.1 Plan Buying Strategy  |
| <b>Section .0900 – Inspection and Testing</b>                             |                             |
| .0901 Responsibility                                                      | 4.1.2 Ensure Quality        |
| .0902 Selection                                                           | 4.1.2 Ensure Quality        |
| .0903 Reinspections                                                       | 4.1.2 Ensure Quality        |
| .0904 Samples                                                             | 4.1.2 Ensure Quality        |
| .0905 Specifications                                                      | 4.1.2 Ensure Quality        |
| .0906 Report Of Discrepancy                                               | 4.1.2 Ensure Quality        |
| <b>Section .1000 – Guarantees and Warranties</b>                          |                             |
| .1001 Enforcement                                                         | 4.1.2 Ensure Quality        |

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| .1002 Report to Purchasing           | 4.1.2 Ensure Quality |
| .1003 Responsibility of Using Agency | 4.1.2 Ensure Quality |

| <b>Section .1100 – Term Contracts</b>                        |                            |
|--------------------------------------------------------------|----------------------------|
| .1101 Use                                                    | 2.1.1 Plan Solicitation    |
| .1102 Determining Factors                                    | 2.1.1 Plan Solicitation    |
| .1105 Special Items                                          | 2.1.1 Plan Solicitation    |
| .1108 Extension of Contract Termination Dates                | 4.1.4 Manage Changes       |
| <b>Section .1200 – Partial and Multiple Awards</b>           |                            |
| .1201 Use                                                    | 2.1.1 Plan Solicitation    |
| <b>Section .1400 - Waiver of Competition</b>                 |                            |
| .1401 Policy                                                 | 1.4 Regulatory Compliance  |
| .1402 Approval and Documentation                             | 3.1 Form Contract          |
| <b>Section .1500 - Miscellaneous Provisions</b>              |                            |
| .1504 Payment Plans                                          | 2.1.1 Plan Solicitation    |
| .1505 Funds from Different Sources                           | 2.1.1 Plan Solicitation    |
| .1506 Conditional Grants Etc in Public Purchasing            | 2.1.1 Plan Solicitation    |
| .1507 Change in Corporate Structure                          | 4.1.2 Ensure Quality       |
| .1508 Purchases for Across the Counter Resale                | 2.1.1 Plan Solicitation    |
| .1509 Purchasing from or through Agency Employees            | 2.1.1 Plan Solicitation    |
| .1511 Anticompetitive, Deceptive, and Fraudulent Practices   | 1.3 Standards of Conduct   |
| .1512 Availability of Services to Certain Non-State Agencies | 1.6 Team Dynamics          |
| .1513 Cooperative Purchasing                                 | 1.6 Team Dynamics          |
| .1516 Advertising                                            | 2.1.2 Request Offers       |
| .1519 Protest Procedures                                     | 3.1.4 Manage Disagreements |
| .1520 Debarment                                              | 4.1.4 Manage Changes       |
| .1521 Faithful Performance                                   | 2.1.1 Plan Solicitation    |
| .1522 Reciprocal Preference                                  | 2.1.1 Plan Solicitation    |
| .1523 Procurement Cards                                      | 1.4 Regulatory Compliance  |

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| <b>Section .1600 – Exemptions, Emergencies and Special Delegations</b>  |                                   |
| .1601 Exemptions                                                        | 1.4 Regulatory Compliance         |
| .1602 Emergencies                                                       | 1.5 Situational Assessment        |
| .1603 Special Delegations                                               | 1.5 Situational Assessment        |
| .1605 Compliance Reviews                                                | 1.4 Regulatory Compliance         |
| <b>Section .1800 - Inventories and Stores</b>                           |                                   |
| .1803 Supervision                                                       | 1.1 Skills & Roles                |
| .1804 Personal Property Inventory Plan                                  | 1.4 Regulatory Compliance         |
| <b>Section .1900 – Records of the Division of Purchase and Contract</b> |                                   |
| .1901 Record Maintenance                                                | 1.7 Communication & Documentation |
| .1903 Files                                                             | 1.7 Communication & Documentation |
| <b>Subchapter 05D: Consultant Contracts</b>                             |                                   |
| <b>Section .0100 – Consultants</b>                                      |                                   |
| .0101 Applicability                                                     | 1.1 Skills & Roles                |
| .0102 Definition                                                        | 1.6 Team Dynamics                 |
| <b>Section .0200 – Contracting Procedure for Consultants</b>            |                                   |
| .0201 General Statement of Policy                                       | 2.1.1 Plan Solicitation           |
| .0202 Consulting Contracts With Other Agencies                          | 2.1.1 Plan Solicitation           |
| .0203 Requests for Authority to Contract with Consultants               | 2.1.1 Plan Solicitation           |
| .0204 Review of Agency Requests                                         | 2.1.1 Plan Solicitation           |
| .0205 Competitive Proposals                                             | 2.1.1 Plan Solicitation           |
| .0206 Negotiated Consultant Contracts                                   | 2.1.1 Plan Solicitation           |
| .0207 Consultant Contract Modification                                  | 4.1.4 Manage Changes              |
| .0208 Format                                                            | 3.1.3 Select Source               |