

# NC electronic Vendor Portal

## Viewing Bids for Posted Solicitations in eVP



Procurement Users (PU) who have publicly posted a solicitation in the electronic Vendor Portal (eVP) are able to monitor which vendors have submitted a **'Bid'** while the solicitation is in an **'Open'** status, and download the actual bid submission attachments once the bidding period ends and the status shifts to **'Pending Selection.'** PU's who create their solicitations in the NC eProcurement Sourcing tool will continue to view their bid responses on their Sourcing Event.

### I. Viewing Bids for a Solicitation in 'Open' Status

While a solicitation is in an **'Open'** status and still accepting **'Bids,'** PU's can see which vendors have submitted a bid response but won't see the actual contents of the bid responses.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the navigation panel. A list of the PU's **'My Active Solicitations'** will display.
2. Clicking on the **'Project Title'** will take the PU to the selected solicitation. Click on the **'Bids'** tab.
3. On the subsequent page, a list of vendors who have submitted a bid response will display along with the date and time the bid response was submitted. Double-clicking on the value in the **'Created On'** field will display more information about the bid, including a note reading "Vendor Bid Response Received," but the attachments will still not be visible.

**Note:** If the PU selected **'Paper'** in the **'Post Solicitation'** field, bid responses will not display here.

**eVP Janitorial Services**  
Solicitation

RFP606060 Solicitation Number **Open** Status Reason Owner

General Documents Addenda **Bids** Related

The **'Bids'** tab on an **'Open'** solicitation will show any vendors who have submitted a response, but not the actual response itself.

Vendor	Created On
Test Vendor 100	6/14/2023 7:11 PM
Test Vendor 102	6/14/2023 7:02 PM

### II. Viewing Bids for a Solicitation in 'Pending Selection' Status

When a solicitation reaches a status of **'Pending Selection'** and is no longer accepting **'Bids,'** PUs will both see and may download all vendors' submitted bid responses.

1. From the dashboard of the Agency App, click on **'Solicitations'** in the navigation panel. A list of the PU's **'My Active Solicitations'** will display.
2. Clicking on the **'Project Title'** will take the PU to the selected solicitation. Click on the **'Bids'** tab.
3. On the subsequent page, a list of vendors who have submitted a bid response will display along with the date and time the bid response was submitted. DoubleClick on the value in the **'Created On'** field to display the vendor's bid response.

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When the Status updates to **'Pending Selection,'** click on the value in the **'Created On'** column to display the contents of the bid.

**eVP Janitorial Services**  
Solicitation

RFP707070  
Solicitation Number

Pending Selection  
Status Reason

Owner

Created On ↓

6/15/2023 7:15 AM

6/15/2023 7:15 AM

- On the subsequent **'Bid'** page, scroll down the screen to see any attachments or notes the vendor submitted below the **'Timeline.'** Click on the link to the attachment to download it.

**RFP707070 - 4000148 - 400000214 - Saved**

Bid

General Related

Name \* RFP707070 - 4000148 - 400000214

Vendor Test Vendor 102

Solicitation eVP Janitorial Services 6.16 (Pending)

Solicitation Number RFP707070

Opening Date Succeeded

Opening Date \* 6/15/2023 7:00 AM

Description \* Janitorial Services

Timeline

Search timeline

#E Modified on: 6/15/2023 7:15 AM

Note modified by # eVPService-LAT

Note created on 6/14/2023 6:16:15 PM UTC by Test User [contact:8fbfd196-40f7-ed11-8848-001dd80984db]

\*WEB\*

Vendor Response.pdf

View more

Look below the **'Timeline'** for any notes or attachments the vendor submitted. Click on the attachment to download and review it.

- To download all documents from all vendors who responded in one zip file once, click the **'Download Zip'** button on the command bar and a zip file with all vendor documents will be delivered to the computer's **'Downloads'** folder.

Save Download Zip Save & Close New Refresh Check Access Assign Run Report

**eVP Janitorial Services**  
Solicitation

RFP707070  
Solicitation Number

Pending Selection  
Status Reason

Owner

General Tabulations Documents Addenda Bids Related

Vendor

Test Vendor 102

6/15/2023 7:15 AM

Click **'Download Zip'** to download all vendor documents at once.



### III. Viewing Bids from the 'Bids' Section of the Agency App

Viewing bid responses through a solicitation will limit the responses visible only to those for that solicitation, but State Procurement Users (PU) can view all bid responses received for any solicitation created in their organization via the **'Bids'** Section on the navigation panel of the Agency App.

1. From the dashboard of the Agency App, click on **'Bids'** in the navigation panel. A list of the organization's **'Active Bids'** will display.
2. Each **'Bid'** will list the **'Name,' 'Vendor,' 'Solicitation,'** and the date and time the bid response was submitted.
3. Clicking on the **'Vendor'** will display details on the vendor that submitted the bid response.
4. Clicking on the **'Solicitation'** will take the PU to the **'General'** tab on the solicitation for which the bid response was submitted.
5. Clicking on the **'Name'** or double-clicking the value in the **'Created On'** field will display the actual contents of the bid response.

#### Notes:

- PUs can search for specific 'Bids' by keyword in the **'Filter by Keyword'** search box.
- It is advised that all searches begin with an asterisk (\*) to improve search functionality.
- **'Bids'** can be sorted by any of the columns by clicking on the column header and selecting an alphabetical or chronological order. An arrow next to the column header will indicate which column is the current sorting column.

Name	Vendor	Solicitation	Created On
RFP556677 - 4000148 - 400000214	Test Vendor 102	Example RFP for Services	6/16/2023 1:21 AM
Solicitation Test - Zack - Zack Test Vendor	Zack's Book Store	Solicitation Test - Zack	6/15/2023 3:45 PM
RFP707070 - 4000146 - 400000212	Test Vendor 100	eVP Janitorial Services 6.16 (Pending)	6/15/2023 7:15 AM
RFP909090 - 4000148 - 400000214	Test Vendor 102	P&C Janitorial Services 6.15 (Respo...	6/15/2023 7:15 AM
RFP909090 - 4000146 - 400000212	Test Vendor 100	P&C Janitorial Services 6.15 (Respo...	6/15/2023 7:15 AM
RFP808080 - 4000148 - 400000214	Test Vendor 102		6/14/2023 2:18 PM
RFP808080 - 4000146 - 400000212	Test Vendor 100		6/14/2023 1:43 PM
00-334455 - 4000146 - 400000212	Test Vendor 100	Test eVP Solicitation	6/14/2023 8:15 AM