

# Entering Bid Tabulations & Awards

## Introduction

After receiving Vendor responses to publicly posted solicitations, Procurement Users (PU) are required to post Bid Tabulations and ultimately an Award notification in the Public electronic Vendor Portal (eVP). **Preliminary Bid Tabulations** include only the names of participating vendors, while **Final Bid Tabulations** include the pricing associated with participating vendor responses. **Awards** will provide basic information around the contract and the vendor to which it was awarded.



## Learning Objectives

At the end of this job aid, **you will be able to:**



Create a Bid Tabulation in eVP



Create a Award in eVP.



Cancel a Solicitation in Pending Selection in eVP.

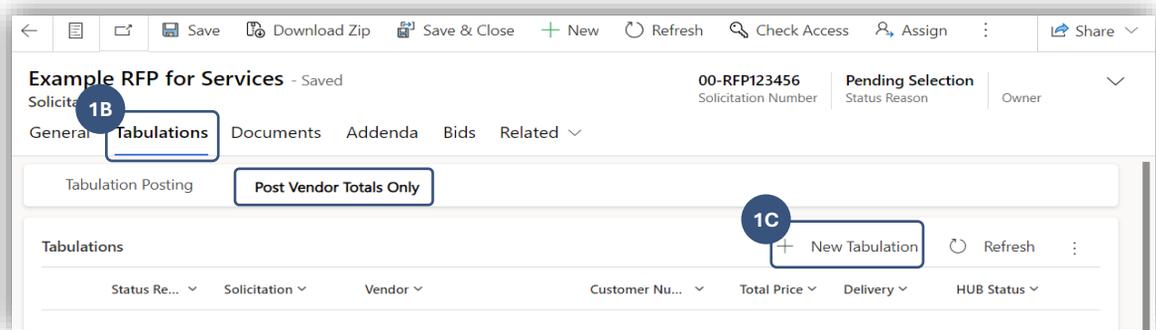
# Entering Bid Tabulations & Awards

## Create a Bid Tabulation for Vendor Totals

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**Bid Tabulations** can be created to reflect **Vendor Totals** or **All Bid Items**. The **Vendor Totals** option is simpler and will reflect only the vendors name and total dollar amount of their bid.

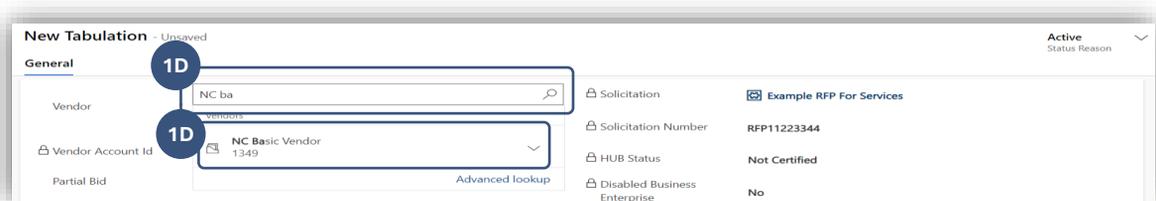
- A. From the dashboard of the Agency App, click on **Solicitations** in the Navigation Panel and select a solicitation with a status of **Pending Selection** for which there are no tabulations.
- B. Click on the **Tabulations** tab and note that **Post Vendor Totals Only** is the default option in the **Tabulation Posting** dropdown.
- C. In the **Tabulations** sub menu, click **New Tabulation** to add a new tabulation.



- D. The **New Tabulation** screen will appear with pre-populated information about the attached solicitation. From the **Vendor** lookup field, search for and select a vendor who responded to the solicitation. Click on the lookup result so that it displays in the gray box above the search bar.



- Once a vendor is selected, the following fields will automatically populate with information associated with the selected vendor and be read-only:
  - **Vendor Account Id**
  - **Hub Status**
  - **NCSBE Status**
  - **Disabled Business Enterprise**
  - **Non-Profit Work Center**
  - **State of NC**
- Only vendors with an active eVP registration will return in the search results.
- PUs can search via eVP Vendor Name or eVP Customer Number.
- Clicking **Advanced lookup** will allow the PU to see more details about each vendor record.
- Clicking the **X** next to a selected vendor will remove it if it was added in error.



# Entering Bid Tabulations & Awards

E. Fill out the six remaining optional fields if necessary.

F. **Delivery:** In this free text field, enter information about the delivery terms if applicable.

G. **Partial Bid:** Check the box to indicate the vendor submitted a partial bid.

H. **Resident(NC) Bidder:** Check the box to indicate the vendor is based in North Carolina.

I. **Requesting Price Match:** Check the box to indicate the vendor is requesting a price match per EO 50.

J. **Total Price:** Enter the total price of the vendors entire bid in dollars. This field is not required, and it is advised that it be left empty for the purposes of posting a **Preliminary Bid Tabulation**.

K. **Comments:** Enter any relevant comments to add context to the vendors listed bid.



**Comments** are not internal. They are posted publicly, so consider that when entering.

L. When all fields have been completed, click **Save** or **Save & Close** on the Command Ribbon to save the tabulation for that vendor.



- Clicking **Save** will keep the PU in the current tabulation on the **General** tab, and the tabulation will be assigned a number by the system.
- Clicking **Save & Close** will return the PU to the **Tabulations** tab of the solicitation. To edit the tabulation from here, select the radio button next to the tabulation and click **Edit** above.

M. Repeat steps C-L for each participating vendor.



The same vendor can be added more than once if that vendor has submitted an alternate bid.

N. When all tabulations have been added, click **Post Tabulation** on the command bar to post the tabulation on the Public eVP. Click **OK** on the **Post Tabulation Confirmation** screen to finalize the posting, or **Cancel** to adjust before posting publicly, after which point certain aspects of the tabulation will not be editable.

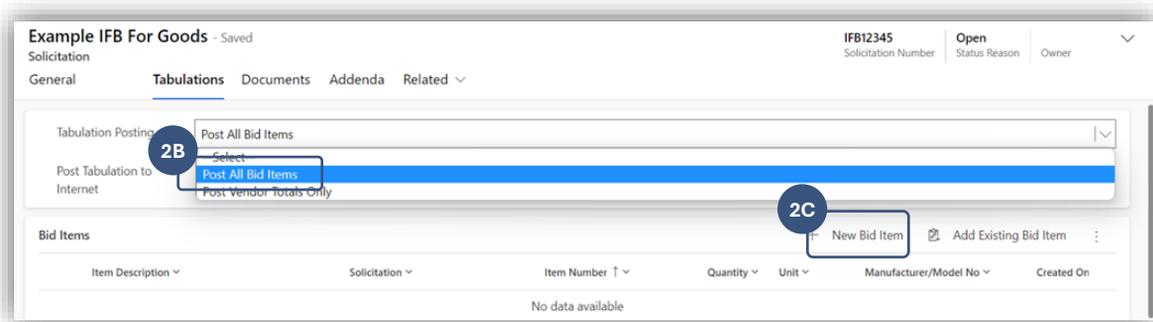
Status Re...	Solicitation	Vendor	Customer Nu...	Total Price	Delivery	HUB Status
Active	Example RFP ...	NC Test Vendor	4001072			Not Certifi...
Active	Example RFP ...	NC Basic Vendor	4001013			Not Certifi...

# Entering Bid Tabulations & Awards

## Create a Bid Tabulation for All Bid Items

2 State Procurement Users (PUs) can enter **Bid Tabulations** in greater detail for **All Bid Items** if preferred. PUs will first create a **Bid Item** for all items within the solicitation, then attach a **Tabulation** for each vendors response to those **Bid Items**.

- A. From the dashboard of the Agency App, click on **Solicitations** in the Navigation Panel and select a solicitation with a status of **Pending Selection** for which there are no tabulations.
- B. Click on the **Tabulations** tab and select **Post All Bid Items** from the **Tabulation Posting** dropdown.
- C. In the **Tabulations** sub menu, click **New Bid Item** to add a new Bid Item for the tabulation.



- D. The **New Bid Item** screen will appear with the pre-populated **Project Title** for the attached solicitation. Fill in the **Item Description** field to describe the item being recorded.

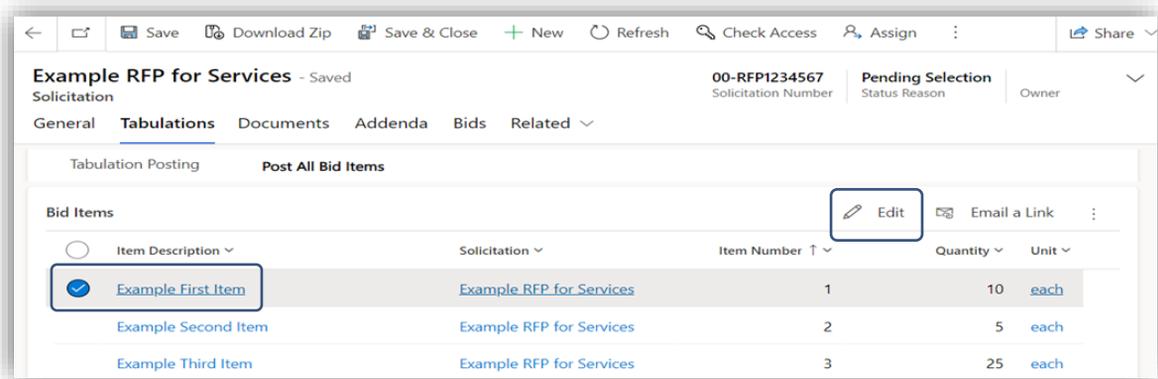
The **Item Number** field will automatically populate in accordance with the number of Bid Items that have been added to the solicitation once the page is saved.

- E. Fill out the three remaining optional fields if necessary.
- F. **Quantity:** Enter a numeric value for the number of items being asked for.
- G. **Unit:** From the dropdown, select the **Unit of Measure** for the item being recorded. **each (EA)** is the most common UOM, but numerous options are available via search. Click on the desired lookup result so that it displays in the search box in a bolded font.
- H. **Manufacturer/Model No:** Check the box to indicate this item has a recognized Manufacturer of Model Number.
- I. When all fields have been completed, click **Save** or **Save & Close** on the Command Ribbon to save the new Bid Item in the system.

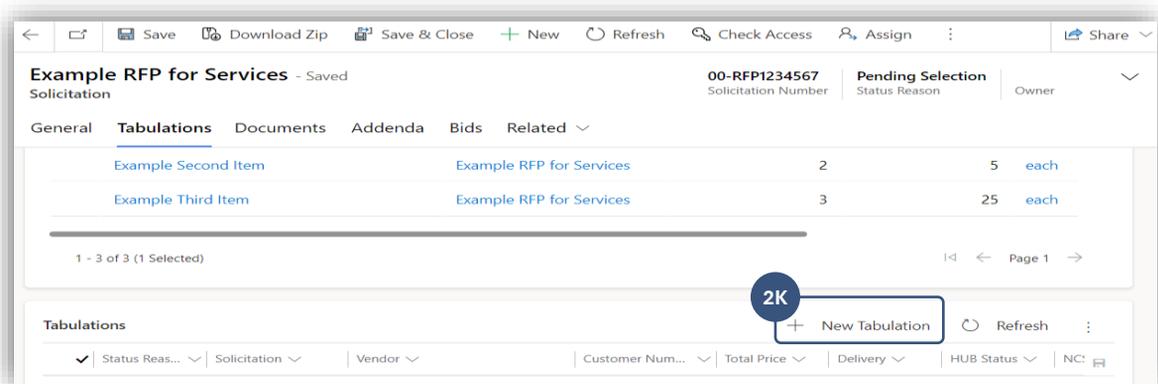
- Clicking **Save** will keep the PU in the current Bid Item on the **General** tab.
- Clicking **Save & Close** will return the PU to the **Tabulations** tab of the solicitation. To edit the Bid Item from here, select the radio button next to the Bid Item and click **Edit** above.

# Entering Bid Tabulations & Awards

J. Repeat steps C-I for each additional Bid Item that needs to be added to the **Tabulation**. For example, if the solicitation asked for vendors to submit bids on three items, then three **Bid Items** should be created.



K. After all **Bid Items** have been added to the solicitation, scroll down the screen of the **Tabulations** tab of the solicitation to the **Tabulations** sub menu below the **Bid Items** section, and click **New Tabulation** to add a new tabulation composed of the newly added **Bid Items**.



L. The **New Tabulation** screen will appear with pre-populated information about the attached solicitation. From the **Vendor** lookup field, search for and select a vendor who responded to the solicitation. Click on the lookup result so that it displays in the gray box above the search bar.



- Once a vendor is selected, the following fields will automatically populate with information associated with the selected vendor and be read-only:
  - **Vendor Account Id**
  - **Hub Status**
  - **NCSBE Status**
  - **Disabled Business Enterprise**
  - **Non-Profit Work Center**
  - **State of NC**
- Only vendors with an active eVP registration will return in the search results.
- PUs can search via eVP Vendor Name or eVP Customer Number.
- Clicking Advanced lookup will allow the PU to see more details about each vendor record.
- Clicking the X next to a selected vendor will remove it if it was added in error.

# Entering Bid Tabulations & Awards

**New Tabulation - Unsaved** Active Status Reason

**General**

Vendor:  2L

Vendor Account:  2L

Partial Bid:  Advanced lookup

Solicitation:

Solicitation Number:

HUB Status:

Disabled Business Enterprise:

- M.** Fill out the six remaining optional fields if necessary.
- N. Delivery:** In this free text field, enter information about the delivery terms if applicable.
- O. Partial Bid:** Check the box to indicate the vendor submitted a partial bid.
- P. Resident(NC) Bidder:** Check the box to indicate the vendor is based in North Carolina.
- Q. Requesting Price Match:** Check the box to indicate the vendor is requesting a price match per EO 50.
- R. Total Price:** Enter the total price of the vendors entire bid in dollars. This field is not required, and it is advised that it be left empty for the purposes of posting a **Preliminary Bid Tabulation**.
- S. Comments:** Enter any relevant comments to add context to the vendors listed bid.
- T.** When all fields have been completed, click **Save**. A number will be assigned to the **Tabulation** by the system, and the PU will remain on the **General** tab. Scroll down the screen to the **Bid Tabulations** sub menu and click **New Bid Tabulation** to add a new Tabulation for the selected vendor.

**1099 - Saved** Active Status Reason

**Tabulation**

**General** Related

Total Price:

State of NC:

Comments:

**Bid Tabulations**

2T

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Extended ...	Manufact...	Model/M...
No data available								

- U.** The **New Bid Tabulation** screen will appear with pre-populated information about the attached solicitation, the vendor selected, and the first **Bid Item**. Enter the **Unit Price** that vendor bid on the item in dollars. The **Extended Price** field will automatically calculate and display. All other fields will display as read-only.

If any changes are made to the original **Unit Price**, the **Extended Price** will have to be updated manually. It will not automatically calculate after the initial calculation.

# Entering Bid Tabulations & Awards

**New Bid Tabulation** - Unsaved

**General**

Solicitation:  Example IFB For Goods

Bid Item:  Example First Item

Quantity: 10

Unit:  each

Unit Price: \$100.00

Extended Price: \$1,000.00

Owner: \*

Delivery: ---

Partial Bid: No

Solicitation Number: IFB12345

Vendor:  NC Basic Vendor

Vendor Account Id: 1349

HUB Status: Not Certified

NCSBE Status: Not Certified

Disabled Business Enterprise: No

Non-Profit Work Center: No

State of NC: Yes

V. Click **Save & Close** on the Command Ribbon to save the **Bid Tabulation** for the first item for that vendor. To edit the **Bid Tabulation** for that item from here, select the radio button next to it and click **Edit** above.

X. Repeat steps T-V for each **Bid Item** on the **Tabulation**.

 If the PU creates a **Bid Tabulation** for a **Bid Item** that does not exist, the system will display the following error message: "Bid item not found to include it in the Bid Tabulation."

**1099** - Saved

Tabulation

Active

Status Reason

**General** Related

Total Price: \$76,000.00

State of NC: Yes

Comments: ---

**Bid Tabulations**

+ New Bid Tabulation

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Ex
Example First Item	Example IFB For Goods	1	10	each	\$100.00	
Example Second Item	Example IFB For Goods	2	5	each	\$10,000.00	
Example Third Item	Example IFB For Goods	3	25	each	\$1,000.00	

1 - 3 of 3

Page 1

Y. When all **Bid Items** have been populated for the vendor, click **Save & Close**, and the PU will be returned to the **Tabulations** tab for the solicitation. In the **Tabulations** sub menu, the Tabulation just entered will display with the **Total Price** visible. To see the **Bid Item** details for that vendors Tabulation, click the right arrow to the left of the row to display the individual Bid Items for that vendor.

# Entering Bid Tabulations & Awards

Status Reason	Solicitation	Vendor	Customer Num...	Total Price	Delivery	HUB Status	NCSBE Stat...	State of NC	Non-Profit ...	Disabled B...	Partial Bid	Created On
Active	Example IFB F...	NC Basic Vendor	1349	\$76,000.00		Not Certifi...	Not Certifi...	Yes	No	No	No	5/3/2023 11:44 ...
	Example First Item	Example IFB For Goods	1	10	each	\$100.00	\$1,000.00					5/3/2023 1:20 ...
	Example Second Item	Example IFB For Goods	2	5	each	\$10,000.00	\$50,000.00					5/3/2023 1:40 ...
	Example Third Item	Example IFB For Goods	3	25	each	\$1,000.00	\$25,000.00					5/3/2023 1:42 ...

**Z.** Repeat steps **K-X** for each participating vendor.

The same vendor can be added more than once if that vendor has submitted an alternate bid.

**AA.** When all tabulations have been added, click **Post Tabulation** on the command bar to post the tabulation on the Public eVP. Click **OK** on the **Post Tabulation Confirmation** screen to finalize the posting, or **Cancel** to adjust before posting publicly, after which point certain aspects of the tabulation will not be editable.

To see the tabulation details of all bid items for all vendors at once (this is not possible within the agency app), click the **Export Bid Tabulations** button in the top right of the **Tabulations** section. An Excel file will generate with that information.

## Delete or Update a Bid Tabulation Before Posting

**3** Once a **Bid Tabulation** has been posted, the **Tabulation Posting** type and vendor(s) selected cannot be deleted or updated, but before clicking **OK** on the **Post Tabulation Confirmation** screen, they can be.

**A.** To delete an incorrect **Vendor** tabulation from a **Post Vendor Totals Only** tabulation, check the box to the left of the vendor.

**B.** A **Delete Tabulation** button will appear in the top right of the **Tabulations** section. Click the button and select **Delete** on the subsequent **Confirm Deletion** popup screen.

A **Delete** button will also appear at the top of the screen when the tabulation is clicked into

Status Reason	Solicitation	Vendor	Customer N...	Total Pri...	Delivery	HUB Sta...
<input checked="" type="checkbox"/>	Example RFP f...	NC Test Vendor	4001072			Not Certifi...
<input type="checkbox"/>	Example RFP f...	NC Basic Vendor	4001013			Not Certifi...

# Entering Bid Tabulations & Awards

C. To delete an incorrect **Vendor** tabulation from a **Post All Bid Items** tabulation, click anywhere on that vendors row to turn the row from white to blue.

D. A **Delete Tabulation** button will appear in the top right of the **Tabulations** section. Click the button and select **Delete** on the subsequent **Confirm Deletion** popup screen.

 A **Delete** button will also appear at the top of the screen when the tabulation is clicked into.

E. To delete an incorrect **Bid Item** from a **Post All Bid Items** tabulation, check the box to the left of the **Bid Item**.

F. A **Delete Bid Item** button will appear in the top right of the **Bid Items**. Click the button and select **Delete** on the subsequent **Confirm Deletion** popup screen.

 A **Delete** button will also appear at the top of the screen when the tabulation is clicked into.

G. To update the **Tabulation Posting** type, click the dropdown arrow in that field and select the unchecked type. The tabulation will reset, and the PU can continue entering their information via the new type.

# Entering Bid Tabulations & Awards

H. When updating the **Tabulation Posting** type from **Post All Bid Items** to **Post Vendor Totals Only** and any **Bid Items** or vendor **Tabulations** have already been entered, an error message will appear preventing the update from being completed. See steps 3 through 6 above to delete any blockers before completing the update to the **Tabulation Posting** type.

Item Description	Solicitation	Item Number	Quantity
First Item	Test Solicitation	1	5
Second Item	Test Solicitation	2	10
Third Item	Test Solicitation	3	20

## Entering Bid Tabulations for Unregistered Vendors

4 PUs from public schools or local governments that selected **Paper** in the **Post Solicitation** field for their solicitation can post a **Bid Tabulation** in either format for unregistered vendors.

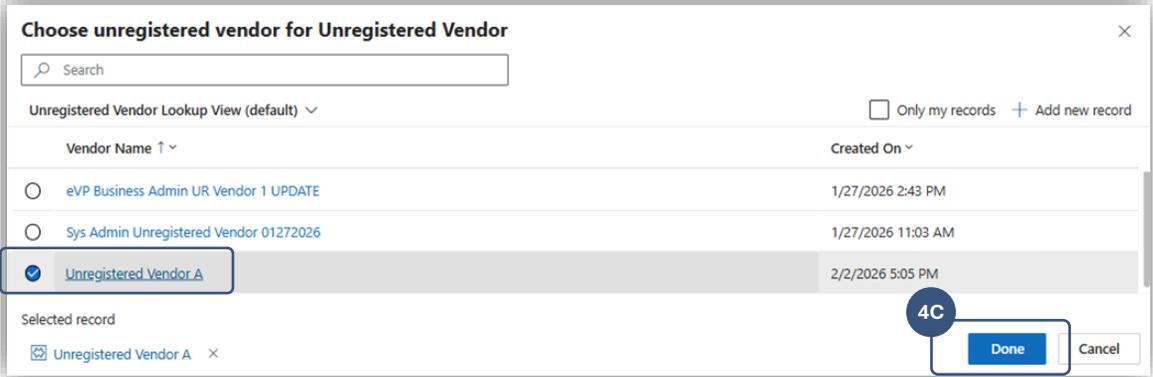
A. On the **New Tabulation** page, check the **Vendor is not registered in eVP** box.

B. In the **Unregistered Vendor** field, click on the magnifying glass icon and select **Advanced** from the dropdown menu.

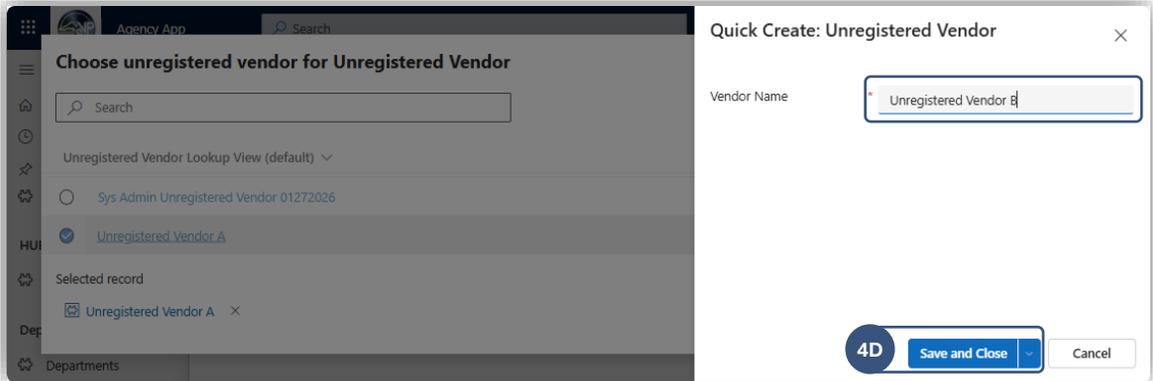
# Entering Bid Tabulations & Awards

- C. A list of all other unregistered vendors created by any state PU will display. Use the search box at the top of the screen to search for an existing vendor by name. To limit the returned values to only those of vendors that the current PU has created in the past, check the **Only my records** box. If a record exists for the unregistered vendor to be used for this tabulation, click the radio button to its left and click **Done**.

 There are no further details to display about the vendor by clicking on its name.



- D. To create a new unregistered vendor, click the **Add new record** button. On the subsequent **Quick create: Unregistered Vendor** page, enter the **Vendor Name** and click **Save and Close**. The new unregistered vendor should now be available to add to the tabulation per step C above.



- E. Complete and save the tabulation as normal based on the guidance provided in **sections 1 and 2** above.

# Entering Bid Tabulations & Awards

## Edit a Posted Bid Tabulation

5

Before a **Bid Tabulation** has been posted in either the **Vendor Totals** or **All Bid Items** version, the bid amounts can be edited if necessary. This would be suggested for State Procurement Users (PUs) who posted a **Vendor Totals Bid Tabulation** without pricing as a **Preliminary Bid Tabulation**, and are now at the point where they need to post a **Final Bid Tabulation** that includes pricing. The PU can go back to the posted **Bid Tabulation**, edit it to include pricing, and **Save** the changes which will then update the posted version on the Public eVP.

- A. From the dashboard of the Agency App, click on **Solicitations** in the Navigation Panel and select a solicitation with the **Tabulation** that needs to be updated. Click on the **Project Title** to open the solicitation.
- B. Click on the **Tabulations** tab and scroll down to the **Tabulations** sub menu. Click the radio button to the left of vendor tabulation to be edited and click the **Edit** button.

Status Re...	Solicitation	Vendor	Customer Nu...	Total Price	Delivery	HUB Status
<input checked="" type="radio"/>	Example RFP...	NC Test Vendor	4001072			Not Certifi...
<input type="radio"/>	Example RFP ...	NC Basic Vendor	4001013			Not Certifi...

- C. Add a dollar value in the **Total Price** field representing that vendors total bid amount, then click **Save & Close**.
- D. Repeat **steps B-C** for each participating vendor, then click **Save & Close**. All edits will be reflected on the Public eVP.



- To edit an **All Bid Items Bid Tabulation**, double click on posted **Tabulation** for a vendor on the **Tabulations** tab of the solicitation, then select the radio button next to the Bid Item to change, and click the **Edit** button. Make any changes and click **Save & Close** to access any other Bid Items for that vendor that may need edits and repeat the process.
- A list of **Active Tabulations** is also available by clicking on **Tabulations** in the Navigation Panel.

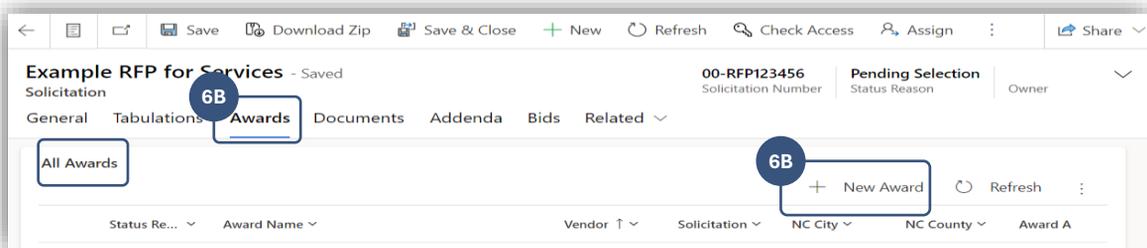
# Entering Bid Tabulations & Awards

## Post an Award

6 When a solicitation is complete and a State Procurement User (PU) has determined the vendor that will be awarded the contract, an Award Notification is required to be posted onto the Public eVP.

A. From the dashboard of the Agency App, click on **Solicitations** in the Navigation Panel and select a solicitation with a status of **Pending Selection** where the **Tabulations** have been posted and an awarded vendor has been determined.

B. Click on the **Awards** tab and click **New Award** in the **All Awards** sub menu.



C. The **New Award** page will appear with the **Solicitation** field pre-populated.

D. For PUs who post solicitations in NCEP Sourcing, an **NCEP Contract Workspace ID** field will display. This is a required free-text field, and the PU must enter the associated Contract Workspace number. Non-Sourcing PUs will NOT see this field and can skip to **Step 5** in this process guide.

- An error message will display if the value entered does not begin with "CW".
- The CW does not need to be **Published**, just created to access the CW#. For additional guidance, see the Creating a Contract Workspace From a Sourcing Project job aid.
- This field will be editable on the award in all statuses, including **Posted**.

E. From the **Vendor** lookup field, search for and select the vendor who will be awarded the contract. Only vendors listed on the **Tabulations** will appear in the dropdown.

- Clicking the 'X' next to a selected vendor will remove it if it was added in error.
- To award the solicitation to an unregistered vendor added to the '**Tabulation**', check the '**Vendor is not registered in eVP**' box, then select the appropriate vendor.

F. **Description:** This field is read only and will automatically populate later in the process.

G. **Purchasing Agent:** Enter the name of the Purchasing Agent associated with this procurement. This field is optional.

H. **NC City:** Enter the name of the city where the goods or services will be provided. This field is optional.

I. **NC County:** Enter the name of the county where the goods or services will be provided. This field is optional.

J. **Award Amount:** Enter the amount of the contract awarded to the vendor in dollars.

K. **Date Awarded:** From the Date Picker, select the date when the awarded vendor was determined.

# Entering Bid Tabulations & Awards

**L. Reciprocal Preference Award:** Switch the toggle to **Yes** if this is a **Reciprocal Preference Award**. This field is optional.

**M. Price Match Award:** Switch the toggle to **Yes** if the awarded vendor was a price match vendor. This field is optional.



If **Price Match Award** is **Yes**, four additional numeric value fields will display to detail the number of vendors in the following categories:

- Number of Non-Resident Bidders
- Number of Resident (NC) Bidders
- Requesting Price Match
- In Price Match Range

**N.** When all fields have been completed, click **Save & Close** on the Command Ribbon to save the **Award**.

**O.** Click **Post Award** to post the Award Notification to the Public eVP, then click **OK** to confirm.



If the contract is being awarded to multiple vendors, repeat **steps B-N** as many times as necessary **BEFORE** clicking **Post Award**.

## Viewing Posted Tabulations and Awards on the Public eVP

**7** All posted **Tabulations** and **Awards** attached to a solicitation will be visible within that solicitation on the Public eVP. To verify the public version of a new **Tabulation** or **Award** appears correctly, navigate to the Public eVP.

**A.** From the Public eVP, click on either the **Solicitations** link at the top of the screen or on the **Browse Solicitations** button.



# Entering Bid Tabulations & Awards

**B.** The public **Solicitations** page will display. By default, solicitations are sorted by **Opening Date**, but clicking on any of the column headers will sort by that column. It is suggested that users select **Awarded** from the **Solicitation Status** field in the **Filters** section.

Home / Solicitations

## Solicitations

Filters ▾

Search

Solicitation Number	Project Title	Description	Opening Date ↑	Posted Date	Status	Department
DPCA12345000	Downtown Redesign Concepts	Alps designs LLC	3/27/2023 12:00 AM	3/22/2023	Awarded	++STATE PROPERTY OFFICE++
PC11223344	New GSA Vehicles	New passenger vans needed	4/19/2023 8:00 AM	4/13/2023	Awarded	***PURCHASE AND CONTRACT***
SPO-1234567	Computer Hardware Upgrade	Upgrade computer lab	4/27/2023 8:00 AM	4/26/2023	Awarded	***PURCHASE AND CONTRACT***
78-225454	Vocational Training Service	Test	5/2/2023 12:30 PM	4/26/2023	Awarded	CC - Beaufort County Community College

**C.** Click on the **Solicitation Number** of the solicitation attached to the **Tabulation** or **Award** of interest. On the subsequent solicitation details page, scroll down below the main posting at the top, followed by any attachments and addenda, and any **Tabulations** and **Awards** will display at the bottom of the page. Click the down arrows to the right of any result to see more detailed information on that entry.

 If the tabulation was a **Vendor Total Bid Tabulation**, there will be no additional information available when clicking on the down arrow to the right of the entry.

Attachments 12 days ago

 Completed Solicitation Document.pdf (476.02 KB)

### Tabulations

Vendor ↑	HUB Status	NCSBE Status	State of NC	Non-Profit Work Center	Disabled Business Enterprise	Delivery	Total Price
American Industries	Not Certified	Not Certified	Yes	No	No		\$81,000.00
NC Basic Vendor	Not Certified	Not Certified	Yes	No	No		\$104,000.00
NC Test Vendor	Not Certified	Not Certified	Yes	No	No		\$89,750.00

### Awards

Vendor ↑	Award Amount	Date Awarded
American Industries	\$81,000.00	5/1/2023

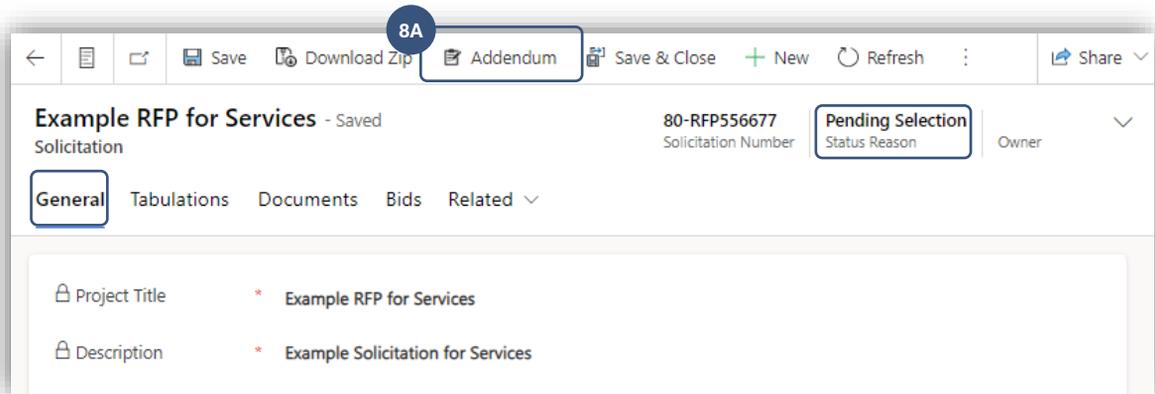
# Entering Bid Tabulations & Awards

## Canceling a Solicitation in Pending Selection Status

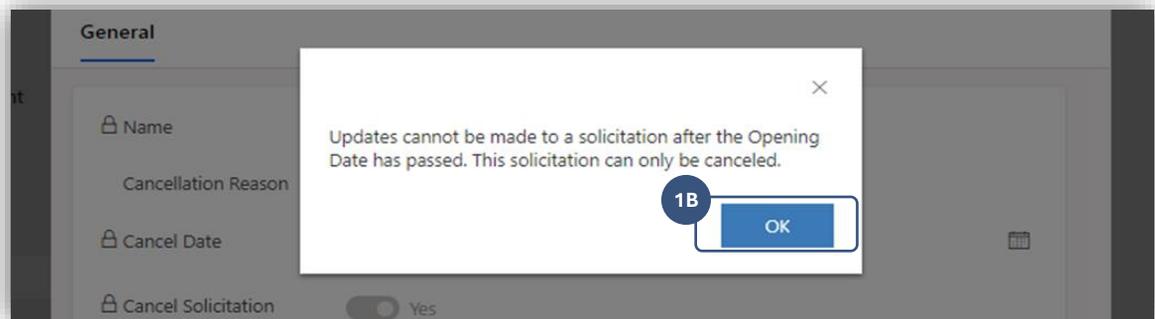
8 If a solicitation reaches **Pending Selection** status and the State Procurement User (PU) decides they will not be awarding it, the PU may **Cancel** the solicitation.

This option is only available to Non-Sourcing PUs. Cancelling an NC eProcurement Sourcing solicitation happens on the Sourcing Event itself, and the status will transfer to eVP.

A. From the **General** tab of the **Pending Selection** solicitation, click the **Addendum** button at the top of the screen.

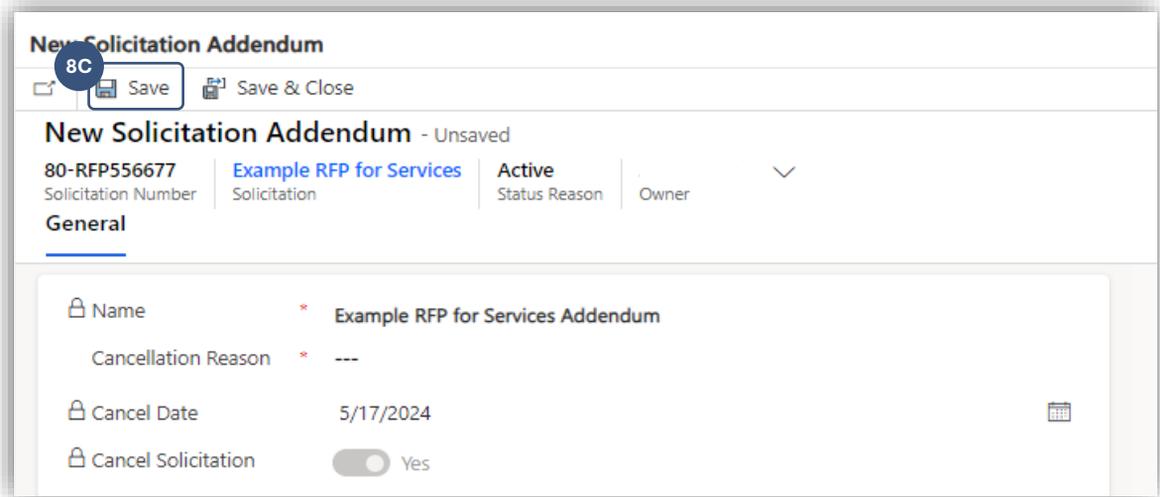


B. A message will appear reminding the PU that their only option at this time is to **Cancel** the solicitation. Click **OK** to continue.



C. On the **New Solicitation Addendum** screen, the **Cancel Date** will auto populate and the **Cancel Solicitation** field will be locked as **Yes**. Add a **Cancellation Reason** and click the **Save** button.

# Entering Bid Tabulations & Awards



**New Solicitation Addendum**

80-RFP556677 | Example RFP for Services | Active | Owner

**General**

Name \* Example RFP for Services Addendum

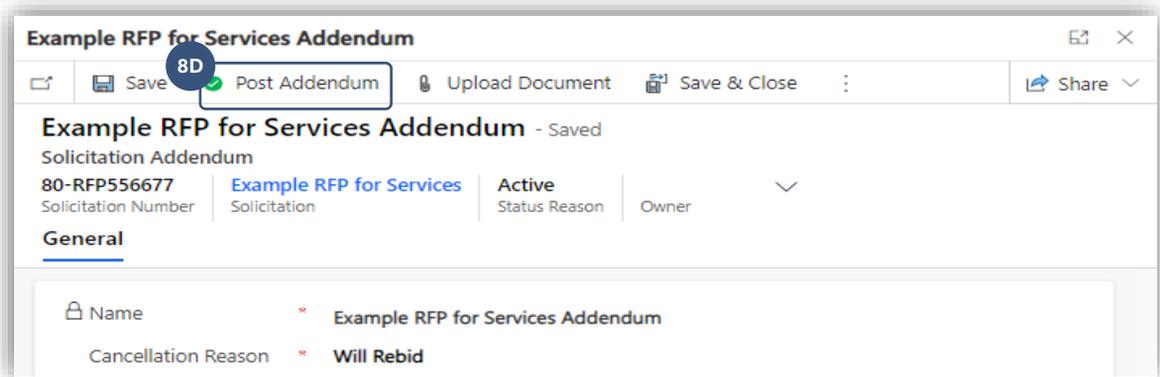
Cancellation Reason \* ---

Cancel Date 5/17/2024

Cancel Solicitation  Yes

**8C** Save

D. Click the **Post Addendum** button.



**Example RFP for Services Addendum**

80-RFP556677 | Example RFP for Services | Active | Owner

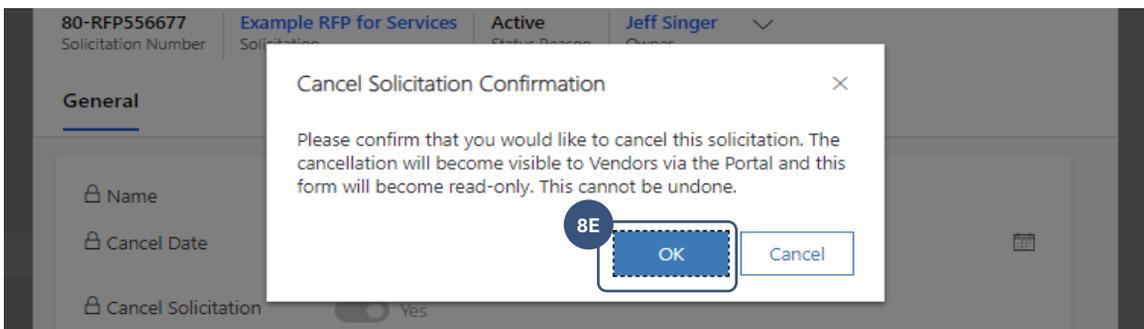
**General**

Name \* Example RFP for Services Addendum

Cancellation Reason \* Will Rebid

**8D** Post Addendum

E. The **Cancel Solicitation Confirmation** message will display. Click **OK** to continue



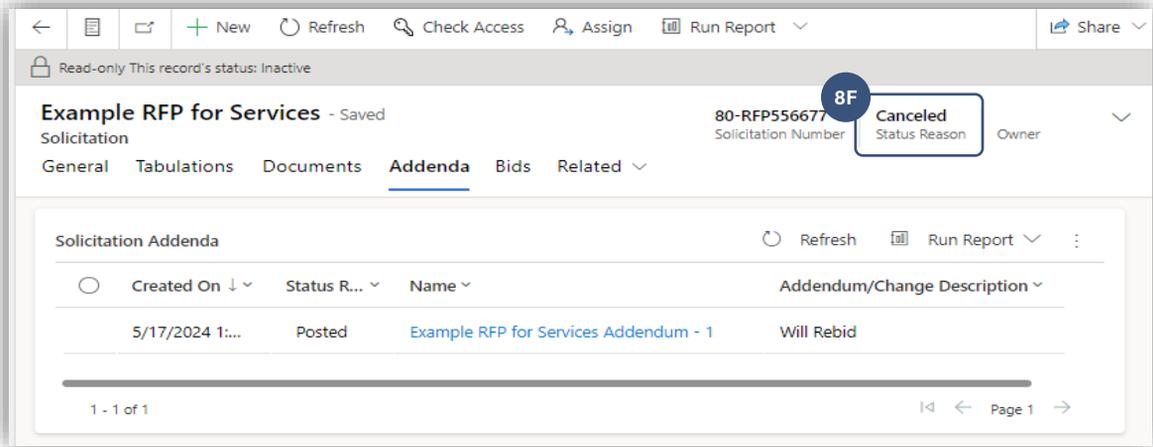
**Cancel Solicitation Confirmation**

Please confirm that you would like to cancel this solicitation. The cancellation will become visible to Vendors via the Portal and this form will become read-only. This cannot be undone.

**8E** OK Cancel

# Entering Bid Tabulations & Awards

F. The solicitation will update to a **Canceled** status and can be found in the **Inactive Solicitations** section of the eVP Agency Application.

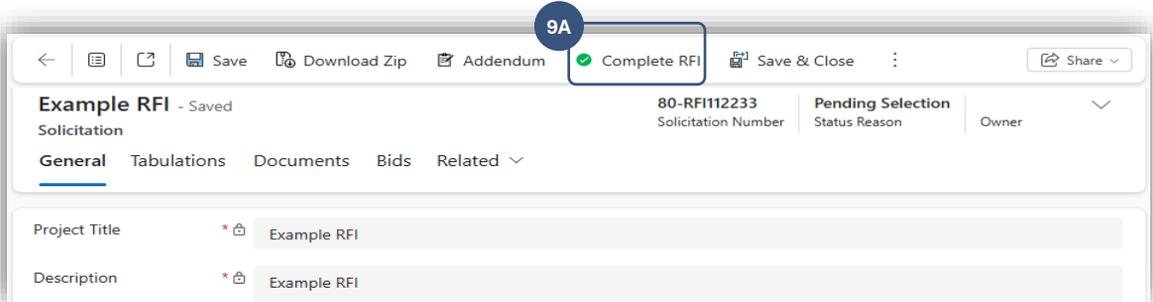


## Marking an RFI in Pending Selection Status RFI Complete

9

Request for Information (RFI) solicitations do not necessitate an award since the State Procurement User (PU) is only seeking information. When an RFI reaches **Pending Selection** status, the PU will have the option to mark it “complete” via the **Complete RFI** button to remove it from **Pending Selection** status.

A. From the **General** tab of the **Pending Selection** solicitation, click the **Complete RFI** button at the top of the screen.



B. The solicitation will update to a **Canceled** status and can be found in the **Inactive Solicitations** section of the eVP Agency Application.

