

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



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.

### I. Create a Bid Tabulation for Vendor Totals

**'Bid Tabulations'** can be created to reflect **'Vendor Totals'** or **'All Bid Items.'** The **'Vendor Totals'** option is simpler and will reflect only the vendor's name and total dollar amount of their bid. Once a **'Bid Tabulation'** type is selected and posted, it cannot be changed.

1. 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.
2. Click on the **'Tabulations'** tab and note that **'Post Vendor Totals Only'** is the default option in the **'Tabulation Posting'** dropdown.
3. In the **'Tabulations'** sub menu, click **'New Tabulation'** to add a new tabulation.

The screenshot shows the Agency App interface for 'Example RFP for Services - Saved'. The 'Tabulations' tab is selected, and the 'Post Vendor Totals Only' option is chosen in the 'Tabulation Posting' dropdown. A 'New Tabulation' button is highlighted with a callout box. A yellow callout box points to the 'Post Vendor Totals Only' option, stating: 'From the 'Tabulations' tab, leave the default of 'Post Vendor Totals Only' in the 'Tabulation Posting' dropdown.' Another yellow callout box points to the 'New Tabulation' button, stating: 'Click 'New Tabulation' to add a new tabulation.'

4. 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.

#### Notes:

- 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.

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**New Tabulation** - Unsaved Active Status Reason

**General**

Vendor:   Solicitation:

Vendor Account Id:  Solicitation Number:

Partial Bid:  HUB Status:  Disabled Business Enterprise:

Search for and select a vendor who bid on the solicitation.

5. Fill out the six remaining optional fields if necessary.
6. **'Delivery'**: In this free text field, enter information about the delivery terms if applicable.
7. **'Partial Bid'**: Check the box to indicate the vendor submitted a partial bid.
8. **'Resident(NC) Bidder'**: Check the box to indicate the vendor is based in North Carolina.
9. **'Requesting Price Match'**: Check the box to indicate the vendor is requesting a price match per EO 50.
10. **'Total Price'**: Enter the total price of the vendor's 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.'**
11. **'Comments'**: Enter any relevant comments to add context to the vendor's listed bid.

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

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

**Notes:**

- 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.

13. Repeat steps 3-12 for each participating vendor.

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

14. When all tabulations have been added, click **'Post Tabulation'** on the command bar to post the tabulation on the Public eVP.

← Save Download Zip **Post Tabulation** Save & Close + New Refresh Share

**Example RFP for Services** - Saved

Solicitation: **Tabulations** Documents Addenda Bids Related

Tabulation Posting:  Post Vendor Totals Only

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

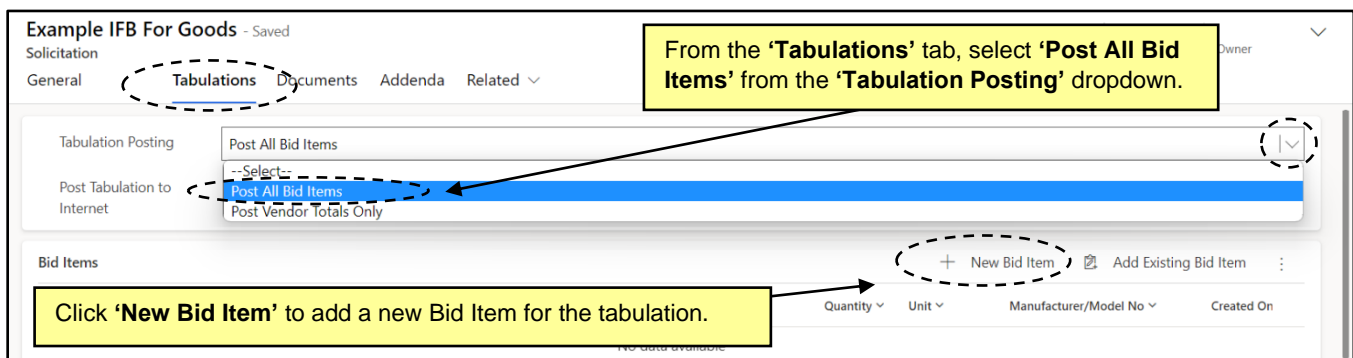
The **'Tabulations'** tab of the solicitation will list all vendors for which tabulations were added. **'Total Price'** is left blank for **'Preliminary Bid Tabulations.'** Click **'Post Tabulation'** to send the tabulations to the Public eVP.



## II. Create a Bid Tabulation for All Bid Items

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 vendor's response to those **'Bid Items.'** Once a **'Bid Tabulation'** type is selected and posted, it cannot be changed.

1. 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.
2. Click on the **'Tabulations'** tab and select **'Post All Bid Items'** from the **'Tabulation Posting'** dropdown.
3. In the **'Tabulations'** sub menu, click **'New Bid Item'** to add a new Bid Item for the tabulation.



4. 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.

**Note:** 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.

5. Fill out the three remaining optional fields if necessary.
6. **'Quantity'**: Enter a numeric value for the number of items being asked for.
7. **'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.
8. **'Manufacturer/Model No'**: Check the box to indicate this item has a recognized Manufacturer of Model Number.
9. When all fields have been completed, click **'Save'** or **'Save & Close'** on the Command Ribbon to save the new Bid Item in the system.

**Notes:**

- 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.

10. Repeat steps 3-9 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.

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The 'Tabulations' tab of the solicitation will list all 'Bid Items' to be added to the 'Tabulation.' To edit a 'Bid Item,' select the radio button next to it and click 'Edit.'

Item Description	Solicitation	Item Number	Quantity	Unit
<input checked="" type="radio"/> Example First Item	Example RFP for Services	1	10	each
<input type="radio"/> Example Second Item	Example RFP for Services	2	5	each
<input type="radio"/> Example Third Item	Example RFP for Services	3	25	each

11. 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.'

Scroll down the screen to the 'Tabulations' section below the 'Bid Items' and click 'New Tabulation.'

Item Description	Solicitation	Item Number	Quantity	Unit
Example Second Item	Example RFP for Services	2	5	each
Example Third Item	Example RFP for Services	3	25	each

1 - 3 of 3 (1 Selected)

Page 1

Tabulations

+ New Tabulation Refresh

12. 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.

### Notes:

- 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.
- PU's 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.

# NC electronic Vendor Portal

## Entering Bid Tabulations & Awards



New Tabulation - Unsaved Active Status Reason

**General**

Vendor   Solicitation

Vendor Account  Solicitation Number

Partial Bid  HUB Status  Not Certified

Disabled Business Enterprise  No

**Search for and select a vendor who bid on the solicitation.**

13. Fill out the five remaining optional fields if necessary.
14. **'Delivery'**: In this free text field, enter information about the delivery terms if applicable.
15. **'Partial Bid'**: Check the box to indicate the vendor submitted a partial bid.
16. **'Resident(NC) Bidder'**: Check the box to indicate the vendor is based in North Carolina.
17. **'Requesting Price Match'**: Check the box to indicate the vendor is requesting a price match per EO 50.
18. **'Total Price'**: This field is read-only and will auto populate later in the process.
19. **'Comments'**: Enter any relevant comments to add context to the vendor's listed bid.
20. 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 Tabulation Active Status Reason

**General** Related

Total Price --- State of NC  Yes

Comments ---

**Bid Tabulations**

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

**Scroll down the screen to the 'Bid Tabulations' section and click 'New Bid Tabulation.'**

21. 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.

**Note:** 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.

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**On the 'New Bid Tabulation' screen, the first 'Bid Item' and selected vendor will display. Add a 'Unit Price,' and the system will automatically calculate the 'Extended Price.'**

22. 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.

23. Repeat steps 20-22 for each **'Bid Item'** on the **'Tabulation.'**

**Note:** 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."

**The 'Bid Tabulations' for each 'Bid Item' for this vendor will display below and the 'Total Price' field will be updated to aggregate each item.**

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	

24. 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 vendor's Tabulation, click the right arrow to the left of the row to display the individual **'Bid Items'** for that vendor.

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Example IFB For Goods - Saved

Solicitation: Example IFB For Goods

General | **Tabulations** | Awards | Documents | Addenda | Related

Example Third Item | Example IFB For Goods

1 - 3 of 3

Tabulations

Status Reason	Solicitation	Vendor	Customer Num...	Total Price	Delivery	HUB Status	NCSBE Stat...	State of NC	Non-Profit ...	Disabled B...	Partial Bid	R
Active	Example IFB F...	NC Basic Vendor	1349	\$76,000.00	---	Not Certifi...	Not Certifi...	Yes	No	No	No	No

Bid Item

Bid Item	Solicitation	Item N...	Quantity	Unit	Unit Price	Extended P...	Manufactur...	Model/Make	Created On
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 ...

25. Repeat steps 11-24 for each participating vendor.

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

26. When all tabulations have been added, click **'Post Tabulation'** on the command bar to post the tabulation on the Public eVP.

### III. Edit a Bid Tabulation

Once a **'Bid Tabulation'** has been posted in either the **'Vendor Totals'** or **'All Bid Items'** version, it 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.

1. 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.
2. 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.

Example RFP for Services - Saved

Solicitation: Example RFP for Services

General | **Tabulations** | Awards | Documents | Addenda | Bids | Related

00-RFP123456 | Pending Selection

Tabulation Posting: Post Vendor Totals Only

Tabulations

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



3. Add a dollar value in the **'Total Price'** field representing that vendor's total bid amount, then click **'Save & Close.'**
4. Repeat steps 2-3 for each participating vendor, then click **'Save & Close.'** All edits will be reflected on the Public eVP.

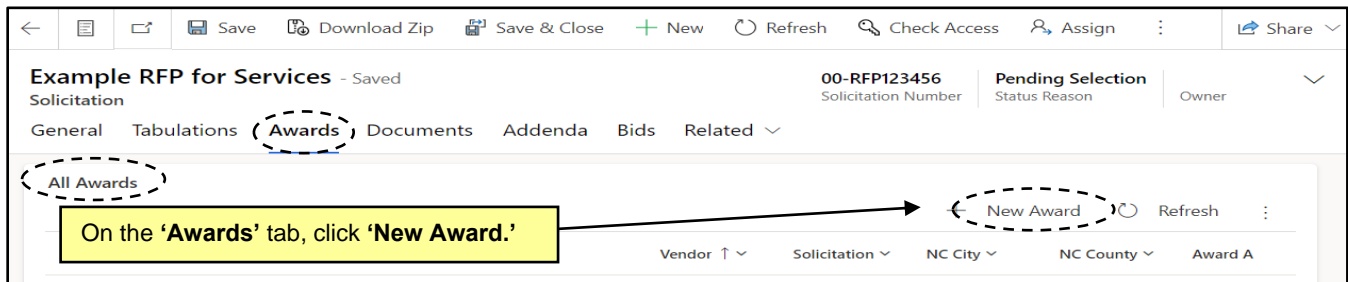
**Notes:**

- 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.

## IV. Post an Award

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.

1. 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 awarded vendor has been determined.
2. Click on the **'Awards'** tab and click **'New Award'** in the **'All Awards'** sub menu.



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

**Note:** Clicking the **'X'** next to a selected vendor will remove it if it was added in error.

4. Fill out the seven remaining optional fields if necessary.
5. **'Description'**: This field is read only and will automatically populate later in the process.
6. **'Purchasing Agent'**: Enter the name of the Purchasing Agent associated with this procurement.
7. **'NC City'**: Enter the name of the city where the goods or services will be provided.
8. **'NC County'**: Enter the name of the county where the goods or services will be provided.
9. **'Award Amount'**: Enter the amount of the contract awarded to the vendor in dollars.
10. **'Date Awarded'**: From the Date Picker, select the date when the awarded vendor was determined.





11. **'Date Award Posted'**: From the Date Picker, select today's date.
12. **'Reciprocal Preference Award'**: Switch the toggle to **'Yes'** if this is a **'Reciprocal Preference Award.'**
13. **'Price Match Award'**: Switch the toggle to **'Yes'** if the awarded vendor was a price match vendor.

**Note:** 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'**

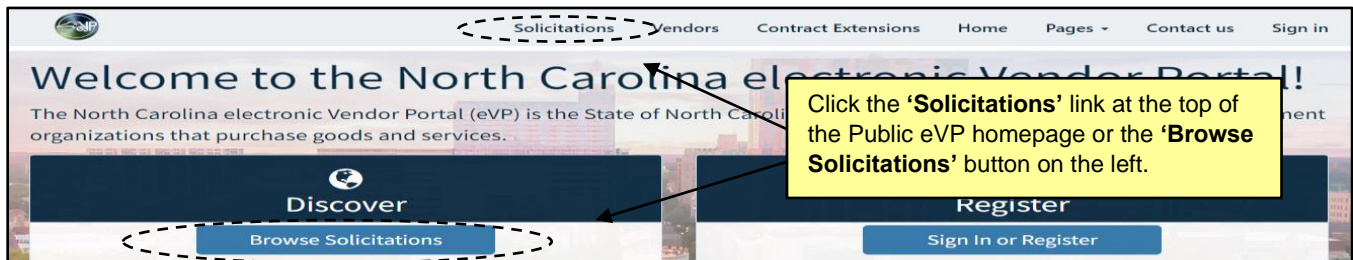
14. When all fields have been completed, click **'Save & Close'** on the Command Ribbon to save the **'Award.'**
15. Click **'Post Award'** to post the Award Notification to the Public eVP.

**Note:** If the contract is being awarded to multiple vendors, repeat steps 2-14 as many times as necessary BEFORE clicking **'Post Award'**.

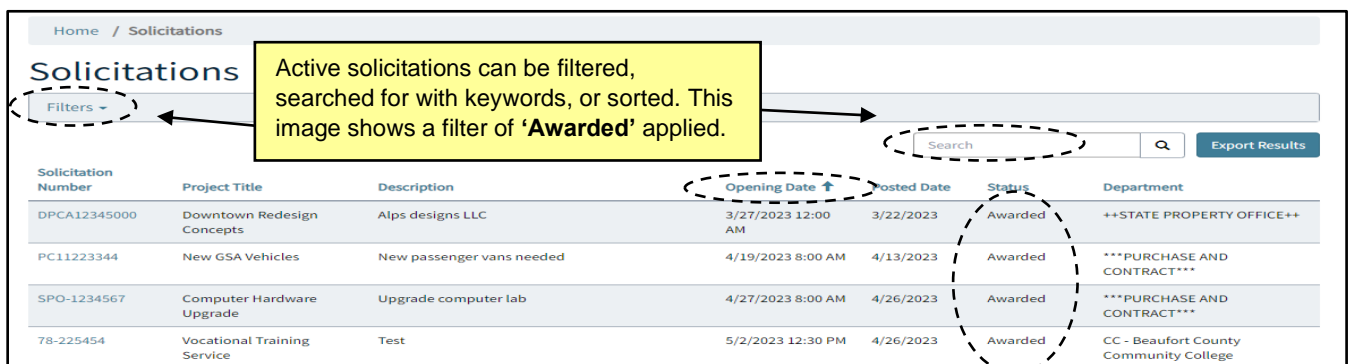
## V. Viewing Posted Tabulations and Awards on the Public eVP

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.

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



2. 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.





- 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.

**Note:** 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.

**'Tabulations' and 'Awards' are both located at the bottom of the solicitation details page of a specific solicitation on the eVP Portal. Click a down arrow to the right to see any additional information that might be available.**

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

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

## VI. Cancelling a Solicitation in 'Pending Selection' Status

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.

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

**Click the 'Addendum' button.**

Example RFP for Services - Saved  
Solicitation

80-RFP556677  
Solicitation Number

Pending Selection  
Status Reason

Owner

General Tabulations Documents Bids Related

Project Title \* Example RFP for Services

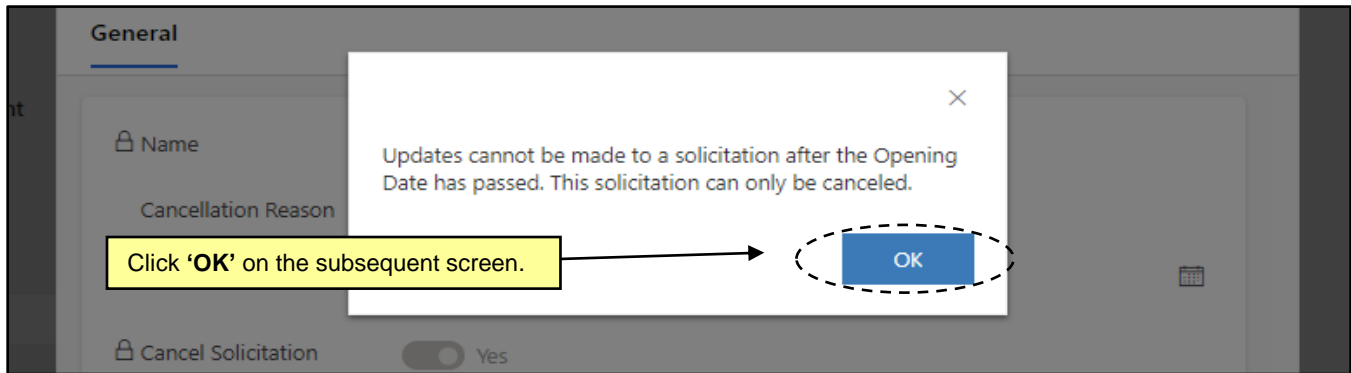
Description \* Example Solicitation for Services

# NC electronic Vendor Portal

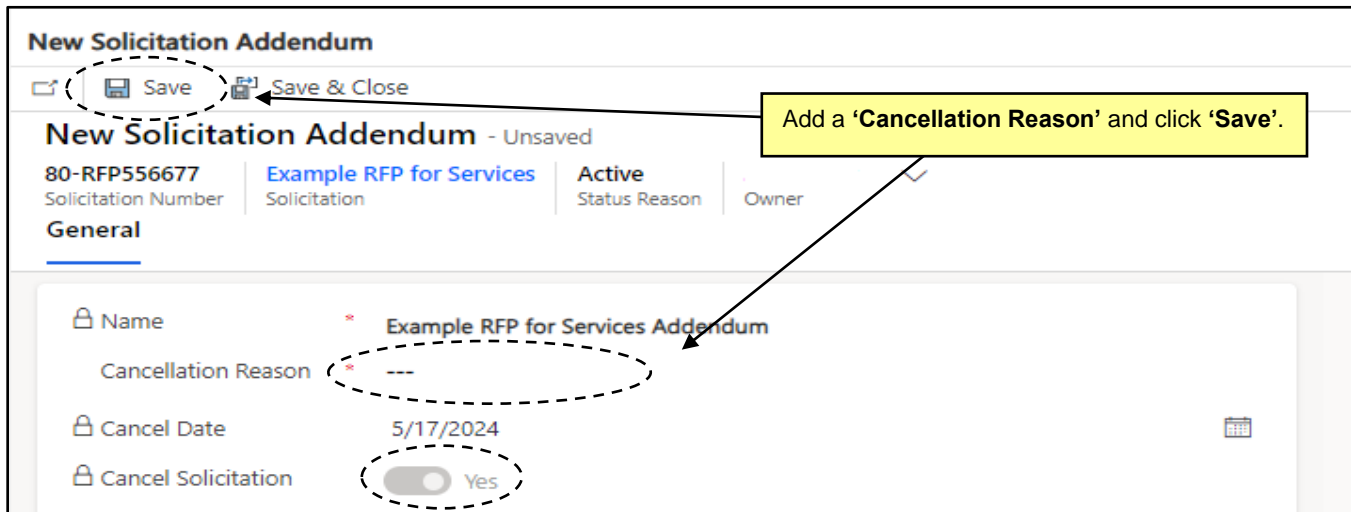
## Entering Bid Tabulations & Awards



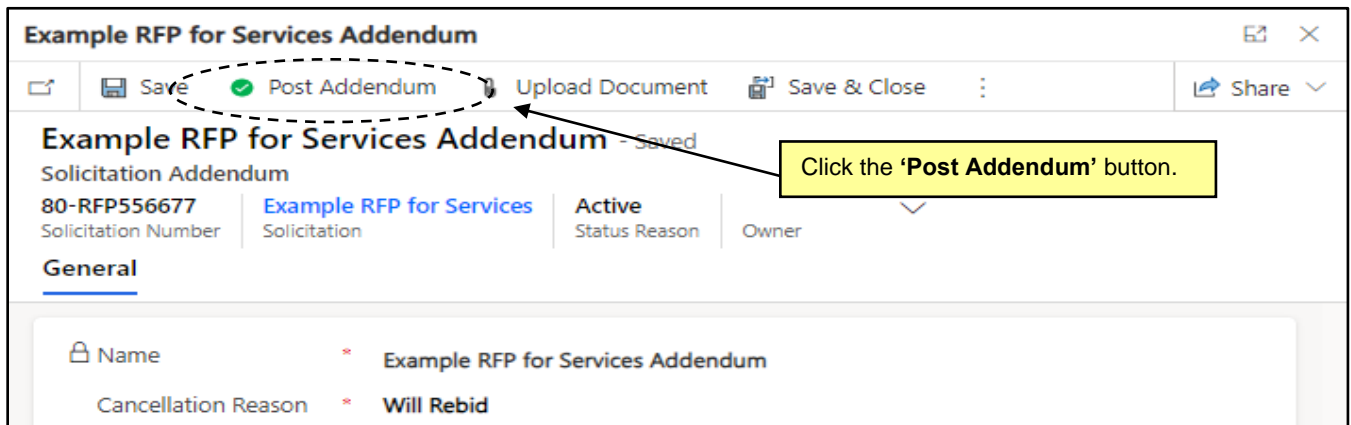
2. A message will appear reminding the PU that their only option at this time is to **'Cancel'** the solicitation. Click **'OK'** to continue.



3. 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.



4. Click the **'Post Addendum'** button.

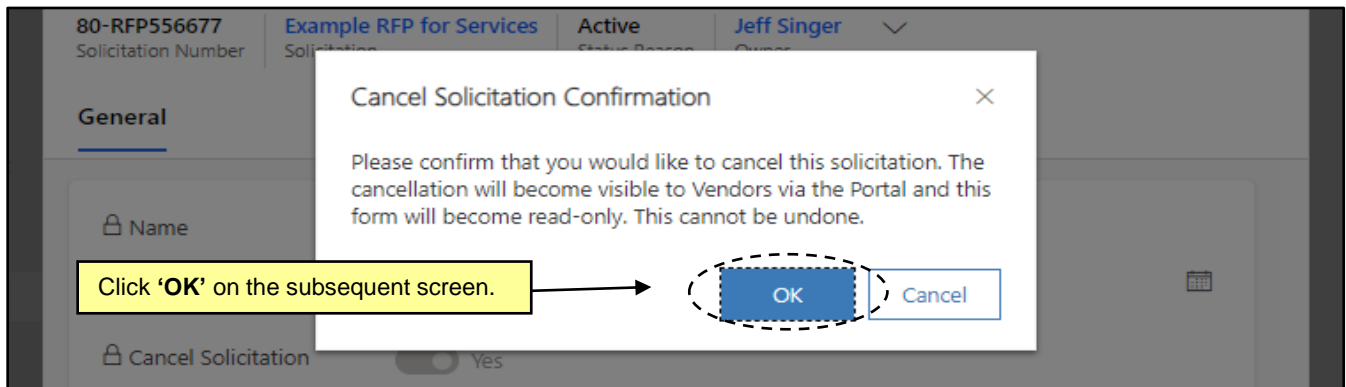


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5. The **'Cancel Solicitation Confirmation'** message will display. Click **'OK'** to continue.



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

