

# THE SOURCE

April 2025

STATE DEPARTMENT STATE BRANCH  
LOCAL GOVERNMENT CITY COUNTY  
COMMUNITY COLLEGE PUBLIC SCHOOL  
**NORTH CAROLINA ePROCUREMENT**  
ONLINE SHOPPING STATEWIDE TERM CONTRACT  
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V  
QUOTE PUNCHOUT CATALOG  
PURCHASE ORDER  
SOURCING  
BIDDING  
BUY

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## eVP Tips and Tricks

### Bid Tabulations

The Tabulation Posting type and vendor(s) selected on a Bid Tabulation can now be updated in the electronic Vendor Portal (eVP) before the tabulation is posted. Once the tabulation is posted the Tabulation Posting Type and vendor(s) cannot be changed. More details about updating Bid Tabulations can be found in the [Entering Bid Tabulations & Awards](#) job aid.

### Bid Document Retention Reminder

Bid documents will be permanently deleted 90 days after the solicitation goes into Awarded or Canceled status. Once the Bid documents are deleted, they cannot be recovered. The Project Owner for the solicitation will receive regular notifications reminding them that the documents will be removed. Instructions for downloading bid documents can be found on the [Viewing Bids for Posted Solicitations in eVP](#) job aid

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## Conference Corner

The North Carolina Association of Governmental Purchasing held its spring conference on March 17 – 20 at the Koury Convention Center in Greensboro.

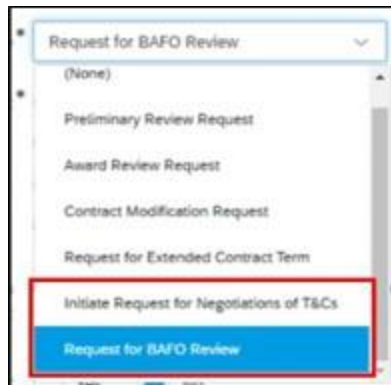


The North Carolina Association of Community College Business Office held its annual conference on April 7 – 10 at the Embassy Suites in Concord. Thank you to everyone who stopped by to learn about the electronic Vendor Portal (eVP).

We appreciate your time and enjoyed seeing you!

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## New Procurement Request eForms



NC eProcurement has added two new types of Procurement Request eForms. The Initiate Request for Negotiations of T&Cs and Request BAFO Review eForms are now available in eProcurement. More information about Procurement Request eForms can be found in the [Procurement Request eForms \(Non-Sourcing\)](#) job aid.

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## Vendor Account Updates

Vendors can register for NC eProcurement using the electronic Vendor Portal (eVP), once a vendor has registered, they can update their vendor account at any time. Depending on when a vendor registers or updates their eVP vendor account, it can take up to 24 hours for the information to reach NC eProcurement and buyers financial systems.

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## Statewide Term Contract Information

### 1017A Agricultural Chemicals

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1017A Agricultural Chemicals. This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is January 28, 2025, through January 31, 2028. If you have any questions related to this contract, email [jonathan.davis@doa.nc.gov](mailto:jonathan.davis@doa.nc.gov) or call them at 984-236-0225.

### 1510B Fuels

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1510B Fuels. This is a multi-vendor, mandatory statewide term contract for state agencies,

departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is March 1, 2025, through March 1, 2028. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

### **1511A Natural Gas (Interruptible and Firm)**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 1511A Natural Gas (Interruptible and Firm). This is a single vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is March 1, 2025, through March 1, 2028. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

### **2517B - Vehicle Dedicated & Bi-Fuel Propane Conversion Kits, Accessories, Fuel Infrastructure, and Propane (AutoGas)**

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract 2517B - Vehicle Dedicated & Bi-Fuel Propane Conversion Kits, Accessories, Fuel Infrastructure, and Propane (AutoGas). This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is March 1, 2025, through March 1, 2030. If you have any questions related to this contract, email [austin.kiziah@doa.nc.gov](mailto:austin.kiziah@doa.nc.gov) or call them at 984-236-0237.

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## Training Roundup

The Division of Purchase and Contract and NC eProcurement offer various procurement training courses throughout the year. Online classes are available to view and register in the NC Learning Center.

These are the upcoming NC eProcurement classes

Date	Training Class
April 23	NC electronic Vendor Portal Workshop
May 8	NC eProcurement Collaborative Requisitioning
May 28	NC eProcurement EPLite Basic Requester
June 12	NC electronic Vendor Portal Workshop
June 26	NC eProcurement EPLite Basic Requester
June 26	NC eProcurement EPLite Advanced Buyer

Be sure to check the [course list](#) periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials, on our [Training](#) page. Remember to check out the [Training Videos](#) page too!

We look forward to (virtually) seeing you!

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*This newsletter is sent to EPLite users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.*

Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

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