



**Questions asked during the eVP Procurement Users Webinar
June 20, 2023**

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Vendor eVP Registration	Is Secretary of State registration also on this new EVP?	The actual registration is not completed in the new eVP. There are fields where vendors may indicate that they are registered with the Secretary of State and their registration number.
Webinar Logistics	Will a copy of this webinar be available after today?	Yes, the webinar is being recorded and will be shared.
Transition Timing	Will Bids opened before July7 need to be posted in IPS?	Yes, bids opened before July 7th will be posted in IPS. There will be a freeze where no new solicitations can be posted from July 1 through July 9. No bid openings will occur from July 8 - July 16.
	Will our current postings in the old system be automatically transferred or do we need to re-enter them?	Solicitations posted in IPS today that open on or after July 17th will be converted for you.
	Can you have a bid opening on the blackout date if you are not using the ebid submittals? (paper only)	There is logic in IPS that will prevent users from posting a solicitation with an opening date during the freeze period, whether or not 'Paper' or 'e-bid' is selected.
	When will new accounts be able to be requested on eVP for individuals that didn't already have an IPS account?	Those requests should be made after go-live, on or after July 10th.
HUB Questions	Will this system replace the State HUB vendor search?	All HUB functionality is moving to the new eVP. Performing searches for HUB vendors will be conducted in the new eVP Public Vendor Search.
	So we will no longer have to send a HUB search to DOA in our recommendations?	No, the current process remains the same.
	Once you enter a solicitation in the new system, do you still have to enter a separate solicitation in HUB or are they connected now?	The two systems are connected, so the posting will happen automatically!
Solicitation Specifications	On the commodity code section - will the system's code be brought up to meet the UNSPSC?	Yes, UNSPSC commodity codes are used during the solicitation creation process. Vendors will also select UNSPSC codes for the goods/services they provide to receive bid notifications.
	Can you do both ebid and paper bids?	E-Bids' OR 'Paper' bids may be used, but not both for one solicitation. In the 'Post Solicitation' field, you would select 'Paper' or 'E-Bid' to indicate how you would like to receive responses, 'E-Bid' to receive responses within the system, or 'Paper' for any other method, including emails outside of the system.
	What if we want our responses sent via email, not through the ebid or on paper?	To receive solicitations via email, select 'Paper' in the 'Post Solicitation' field and provide more instructions in your solicitation document.
	Are bids for construction and design entered separately from general solicitations?	Construction and Design solicitations are entered in the same manner as general solicitations.
	Is there a way to change or remove the default time? We rarely use 2pm	The system-wide default for Bid Opening is 2:00pm. At this time, it is not possible to set a custom default time for your organization. Other time increments can be selected in 30-minute time blocks.
	How do you cancel a solicitation entered?	To cancel a posted solicitation, create an addendum. There is a toggle for 'Cancel' that is always set to 'No,' but may be updated to 'Yes' if the intention is to cancel the solicitation.
	Can he please explain again the 5 status reasons...what they each mean?	There are 5 possible Status Reasons: Draft - The solicitation is being edited and has not yet been posted publicly. Open - The solicitation has been posted publicly. Vendors may actively respond and addendums may be posted. Pending Selection - The bidding window for the solicitation has closed, and the procurement user is reviewing submitted responses. Awarded - The procurement user has determined the winning bid and has posted the Award Notification in the new eVP. Canceled - The bid procurement user canceled the bid. These bids may be found in the 'Inactive Bids' section of the Agency App.
	What is the file size limit?	125 MB
	Will solicitation number be generated by us?	Yes, you will populate the solicitation number in a free text field. The system will automatically add the prefix number specific to the department at the beginning of the solicitation number once the new solicitation is saved in the system.
	We do not want to receive bids on this website. We have our own e-procurement system. We do want to post our solicitations on EVP for outreach purposes. Can we still do this?	To request submissions via paper or alternate method, set 'Post Solicitation' to 'Paper' and continue to provide instructions for response submission in your solicitation document.



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Solicitation Specifications (Continued)	What about waiver of competition?	Waiver of Competition (Sole Source) solicitations are not posted publicly. That process will remain unchanged.
	Can we contact the vendors?	There is no current functionality to contact vendors via the system who have submitted bids.
	Can you copy a solicitation from the past and post?	No, that functionality does not exist at this time.
Bid Tabulations	As local government, if we don't want to post bid tab or awarded vendor can we skip that.	Please refer to local government procurement policies for required tabulation or awarded vendor postings.
	Can line item pricing be included in the tabulation or only the total price?	Line Item pricing was not included in the demo, but may be used. A detailed job aid will be posted to the NC eProcurement website with additional information in advance of go-live.
	How do we add a vendor that is not registered in eVP on the bid tabulation?	A vendor will need to create an eVP account to submit a response to a posted solicitation.
	If a vendor responds to a bid via paper who is not in Epro, how do we post to the Bid Tab? Especially, if they win the Award.	To include a vendor on Bid Tabulation or Award, a vendor must be registered for eVP.
	Do you have to post a second Bid Tab showing prices after the Award?	The preliminary bid tabulation can be posted without pricing. To update that to the final bid tabulation with pricing, the user wouldn't create a new tabulation, but would go into the existing tabulation and edit to include final pricing.
Contract Extensions	Does extension mean renewal?	Contract Extensions are different than Contract Renewals. The option for Contract Renewals is negotiated during the solicitation process, and do not need to be announced publicly. Contract Extensions, however, are extensions to an expiring contract that were not originally anticipated. They are required to be announced publicly through the new eVP because the new, extended term was not put out for public bid.
	What if the Vendor chooses not to extend?	If a contracted vendor is not willing to extend the term of a contract, a new solicitation should be pursued. No agreement for a Contract Extension alleviates any posting requirement.
	How do you edit a published contract extension?	Find the Contract Extension with incorrect information from the 'Contract Extension' section of the Navigation Panel, update the field with correct information, and click 'Save & Close.' The updates will automatically display on the public side of eVP within 15 minutes. If there is a need for an additional extension, a new Contract Extension announcement is created once that is reviewed and approved.
	Will state contract numbers be listed as well?	There is currently no field for 'Contract ID' to cover Statewide Contracts or Agency Contracts. Contract Extension postings will be linked to the Solicitation ID. For solicitations posted in the new system, there will be a dropdown field to find the original solicitation, but it is not likely that any Contract Extensions for solicitations that begin in the new system will be needed for quite some time, so users will indicate the solicitation/contract being extended via the free-text 'External Solicitation ID' field.



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<p align="center">We received a handful of questions pertaining to users who use the NC eProcurement Sourcing Tool to manage their solicitations. The intended audience for this webinar did not include NCEP Sourcing Users. Some of those questions are answered below, and we would advise those users to attend on of the NCEP Sourcing User webinars on 6/22 or 6/29.</p>		
NC eProcurement Sourcing Questions	If Bid is posted before July 1, but the Bid needs to be extended after July 16, will the Bid Opening Date need to be extended in both IPS and Ariba?	If the bid opening date for an already posted NCEP Sourcing solicitation needs to be extended beyond July 7, the user would extend the timing in the Sourcing Event and IPS by 6/30. Once the new system is implemented, users will only need to extend the timing in the Sourcing Event and the update in eVP will be automated.
NC eProcurement Sourcing Questions (Continued)	So you will be able to see if you are NOT a Team Member on the Project? NCEP	If you are not on the Team Tab of the project, you will not be able to view the details in Sourcing. Users in the same agency (business unit) will have the ability to view other solicitations for their agency in the backend eVP Agency App no matter if they are on the Sourcing Project Team Tab or not.
	Project Overview Tab gives 5 Project States currently - Completed is one of the 5. Awarded is not listed.	Sourcing Project statuses will remain the same. 'Completed' is not a status in the new eVP. Once you have announced the Award in eVP, the Agency App status for the solicitation will update to 'Awarded.' At this time it would be appropriate to update the Sourcing Event and Project Status to 'Completed.' The two systems are not exactly aligned in that way.
	But, do Waiver of Competition have to show Completed or Awarded?	Waiver of Competition Events in NCEP Sourcing will not automatically transmit over to eVP or the Agency App (there is no need to post those publicly), so you will manage the final state in the Sourcing Tool and change it to 'Completed' after the terms have been agreed upon and the contract signed.
	When will the NCEP sessions be?	Sessions for NCEP Sourcing users will be held on 7/22 and 7/29. Thursday, June 22, 10:00 a.m. – 11:30 a.m. Thursday, June 29, 2:00 p.m. – 3:30 p.m.
	Will we be sent links to join these?	The links were provided via email and are also included at the bottom of the June Progress Updates email delivered last week. If you don't have those emails, please email ncevpupgrade@doa.nc.gov and we will send them to you.