



**Questions asked during the eVP Procurement Users Webinar  
June 28, 2023**

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Webinar Logistics	Will these slides be available to us?	Yes, slides will be made available along with the recording of the webinar and answers to the questions asked during the webinar.
	Were can we get the answers to the chat from today and last week?	We will post Questions and Answers as well as the recorded webinar to our website and distribute to attendees via email. Attendees will also receive notification via email.
Training	Good Afternoon, are the job aides being updated as changes are made in the system?	Yes, job aids will be updated as changes are made to the system.
System Access	I have IPS access but not a NCID	If you don't currently have an NCID, you will need to work with your NCID Delegated Administrator to request a state/local NCID. There will be a form that will be available at go-live to request access to eVP.
	We are a local government, We don't have a NCID administrator. How to we get signed up for Posting Bids?	Find your county on this NCDIT site to find who might be the best person to provide you with an NCID: <a href="https://it.nc.gov/support/ncid/administrators/county">https://it.nc.gov/support/ncid/administrators/county</a>
Public eVP	How do users that do not post bids, etc. view vendors (search)?	Similar to today, there is a public vendor search available that does not require login information.
Commodity Codes	Will the commodity codes now work with the universal commodity code website, UNSPSC?	Yes, UNSPSC codes are used in eVP.
Solicitation Specifications	We generally post bids on the HUB site, will posting on IPS now be seen in HUB?	Yes, bids posted to eVP will automatically post to the HUB Opportunities site.
	Can we set ours to paper bids only? Our purchasing manager has decided we only want to manage paper bids.	Individual solicitations can be set to "Paper," but there is not currently a way make that the default based on the preference of individual agencies.
	What is the largest size file you can post (for solicitation/bid/addendum)? If too large, can you actually post two documents for the actual posting?	Files up to 125 MB may be loaded. You can attach multiple files if desired.
	Will we be able to upload Excel documents?	Procurement Users may load an Excel file; however, the vendor will need to PDF to return as Excel is not an acceptable file type from the vendor's perspective.
	Will this system alert you if the solicitation document is too large?	Yes, the end user will receive a dialogue box indicating that the file is too large.
	If in posting a solicitation an incorrect document is attached, there is no way to delete the incorrect attachment or the bid solicitation. The only resolution would be to "cancel" the solicitation and start over with a replacement bearing the correct attachment?	At this time, if an incorrect document is attached to a solicitation the end user will need to start a new solicitation. A posted solicitation can be deactivated by creating an addendum and selecting the "Cancel" option which will remove it from the Public eVP. If the solicitation was never posted and is in "Draft" status, it will remain that way for now.
	Please show how to start over, deleting the initial posting if you upload an incorrect document.	To start over, the user would click "New" on the "My Active Solicitations" page and begin the normal process.
	Did he say vendors will only be notified after 7:00 each night of postings and/or addenda?	A summary email of opportunities and addenda will be distributed via email to vendors each evening.
Bid Responses and Tabulations	Is that [the Summary email] tied to the UNSPSC codes they selected or just all solicitations posted that day from all the agencies?	The summary will be associated with the commodity codes they have identified on their account.
	Will we be able to tell before a bid opens if there have been any responses received?	While a solicitation is in "Open" status, users can click on its "Bids" tab to view a list of vendors who clicked the "Respond to Solicitation" button for that solicitation. This does not mean the vendor definitely submitted a bid response, but just that they expressed to click the button. Users will not be able to see actual responses until the solicitation is in the "Pending Selection" status.
	Is the bid tabulation for ebids or can we use this to manually input paper bids?	This can be used for both electronic and paper responses. The vendor needs to be registered in eVP to create the bid tabulation for them.
	What if we receive a paper bid and they aren't in your system but they are in our system?	A vendor will need to be registered in eVP (no cost) to be selected on a bid tabulation. Registering in eVP will also be how they receive solicitation notifications.
	So.... we cannot use a dummy number to vendors that are not registered for bid tab posting?	That is correct.



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Bid Responses and Tabulations (Continued)	How would a NON eVP vendor have knowledge that they need to register with eVP?	This information could be included as part of the solicitation document.
Awards	Does this mean we cannot award a bid to a NON eVP vendor?	If policy allows you to award to a non-registered vendor, you can do that, but you will not be able to post the award notification for that solicitation in eVP for a Non eVP vendor.
	Is it the same process when awarding to multiple vendors?	That is correct. Add new "Awards" for each vendor who will be on the contract before clicking "Post." Once you Post an Award, you cannot add more vendors to it.
IPS	It sounded like solicitations could be updated in IPS AFTER EVP go-live (through October). Would awards still be able to be closed in IPS after June 1? If so, would that award closure (between July and October) still be visible in EVP?	The plan as of now is for IPS to remain open for Tabulations and Awards for solicitations that were completed before July 7. If Awards or Tabulations are posted by August 10, they will remain visible to the public for 60 days until October 10.