



**Questions asked during the eVP Procurement Users Webinar
July 6, 2023**

Note: Duplicate questions have been combined

CATEGORY	QUESTION	RESPONSE
Solicitation Specifications	For Special Instructions - is there a specific # of characters that the field has?	The character limit for the Special Instructions field is 800.
	Do the latest bid templates in the Procurement Info Portal reflect this new system?	Yes, the templates include eVP language.
	Can we just only post the solicitation? We are using a separate e-procurement portal for electronic bid submission. We do not want bidders to submit the bids here on eVP but like to post the solicitation here.	You may post the solicitation in eVP with instructions on how you would like vendors to respond. You would select 'Paper' in the 'Post Solicitations' field so that bid submissions are not done electronically through eVP
	Is there a way to delete a draft solicitation?	At this time, users are not able to delete solicitations in 'Draft' status.
Public eVP	Can potential vendors search open bids without having a sign in?	Yes, solicitations are searchable and viewable to anyone, however, vendors will need to log into their eVP account to click the 'Respond to Solicitation' button.
Bid Tabulations	Can you enter line item pricing if needed, rather than the total amount?	Yes, however, we did not go into detail on line item pricing in this webinar. Please see the 'Create a Bid Tabulation for All Bid Items' section of the 'Entering Bid Tabulations & Awards' job aid for further details on line item pricing tabulations. https://eprocurement.nc.gov/entering-bid-tabulations-awards/download?attachment
HUB Reporting	Is the system intuitive to where if you enter a total HUB & Non-Hub but put an error in the various hub categories, will you get an error as the numbers do not add up to the total?	There is no validation in real time before the report is submitted. After you click 'Approve,' you will be notified of any errors in one of the categories according to the rules outlined by the HUB office. At that point the form will be editable to correct the values.