

NC electronic Vendor Portal

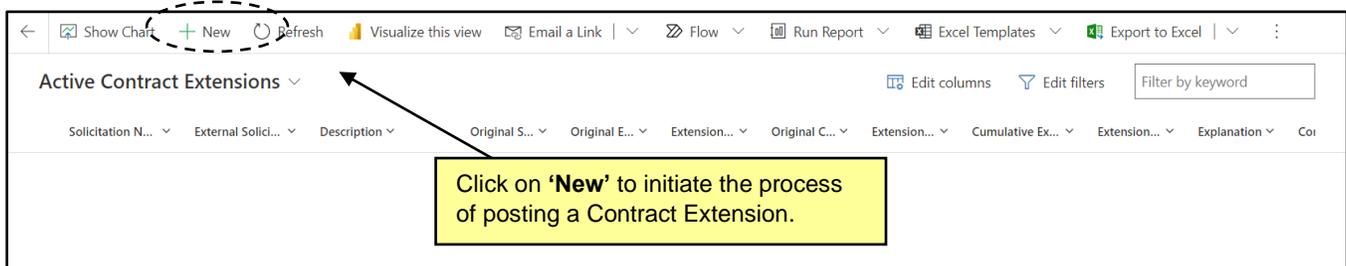
Posting Contract Extensions



When a State Procurement User (PU) determines that a Contract Extension is most advantageous to the State, the PU shall publicly post a notification of the extension in the Public electronic Vendor Portal (eVP) within five business days of extending the contract with the Vendor. Posted Contract Extensions will remain visible on the Public eVP for 30 days. For PUs who create Contract Extensions in NC eProcurement Contracts, these notifications will post automatically overnight. This guide describes the process for non-NCEP Contracts users.

I. Posting a Contract Extension

1. From the dashboard of the Agency App, click on **'Contract Extensions'** in the Navigation Panel. A list of any previous Contract Extensions announced by the organization will display.
2. Click on the **'New'** tab on the command ribbon at the top of the screen.



3. The **'New Contract Extension'** screen will display. Populate all relevant fields including the nine required fields as noted by an asterisk (*).



4. **Solicitation Number:** If a Solicitation exists in eVP, the PU can use the dropdown search box in this field to find the Solicitation Number attached to the contract being extended and select it.
5. **External Solicitation ID:** If the Solicitation does not exist in eVP, use this free-text field to indicate the Solicitation attached to the contract being extended.
6. **Description:** Describe the nature of the contract being extended if using **'External Solicitation ID.'**
Note: This field will auto populate if the PU selects an existing solicitation from the **'Solicitation Number'** field once the new **'Contract Extension'** is saved.
7. **Original Start Date*:** Use the Date Picker to indicate the contract's original starting date.
8. **Original End Date*:** Use the Date Picker to indicate the contract's original ending date.



9. **Extension End Date***: Use the Date Picker to indicate the contract's new ending date after the extension.
10. **Explanation***: Describe the reason for extending this contract.
11. **Original Contract Amount***: Enter the original amount in dollars of the contract being extended.
12. **Extension Amount***: Enter the amount in dollars extending the contract will cost.
13. **Extension Number***: Enter the number of times the contract has been extended with a numeric value.
14. **Contract Manager***: Enter the name of the person responsible for the contract being extended.
15. **Contract Manager Email***: Enter the email address of the contact entered in the previous field.

| New Contract Extension - Unsaved | |
|----------------------------------|--|
| Contract Extension | |
| General Related | |
| Solicitation Number | --- |
| Description | Example RFP for one year of Services |
| Original Start Date | 7/1/2022 |
| Original End Date | 6/30/2023 |
| Extension End Date | 7/31/2023 |
| Explanation | One month extension to allow time for solicitation process |
| External Solicitation ID | 00-RFP123456 |
| Original Contract Amount | \$100,000.00 |
| Extension Amount | \$10,000.00 |
| Extension Number | 1 |
| Contract Manager | Procurement User |
| Contract Manager Email | procurementuser@doa.nc.gov |

16. When all fields have been completed, click **'Save'** on the command ribbon to save the new Contract Extension

Notes:

- Clicking **'Save'** will keep the PU in the current contract extension on the **'General'** tab.
- Clicking **'Save & Close'** will return the PU to a list of their **'Active Contract Extensions.'** From here, double-clicking on any field of a contract extension will take the PU back to the contract extension for editing.
- If a required field has not been completed, a red error message will let the PU know that field must be completed before the new Contract Extension can be saved.
- Saved Contract Extensions are not read-only. All fields are still editable, but new edits won't be applied until the PU clicks **'Save'** again.

17. A new **'Awarded Vendors'** section will display beneath the saved Contract Extension. Click the **'Add Existing Vendor'** button to select the vendor attached to the contract being extended.

| Vendor Name | HUB Certification Status | NCSBE Certification Status | Status Reason |
|-------------|--------------------------|----------------------------|---------------|
| | | | |

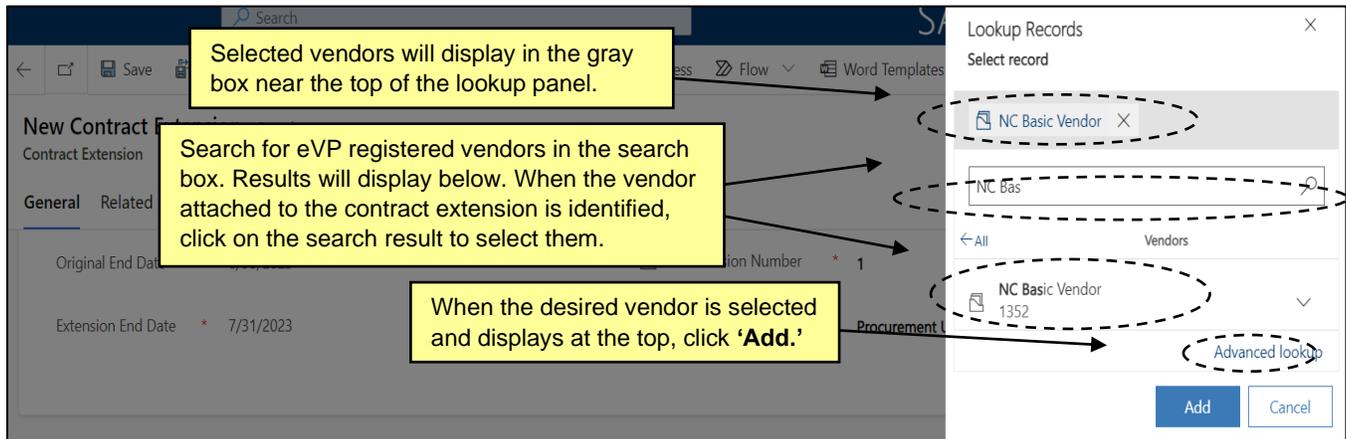
In the new **'Awarded Vendors'** section, click **'Add Existing Vendor.'**



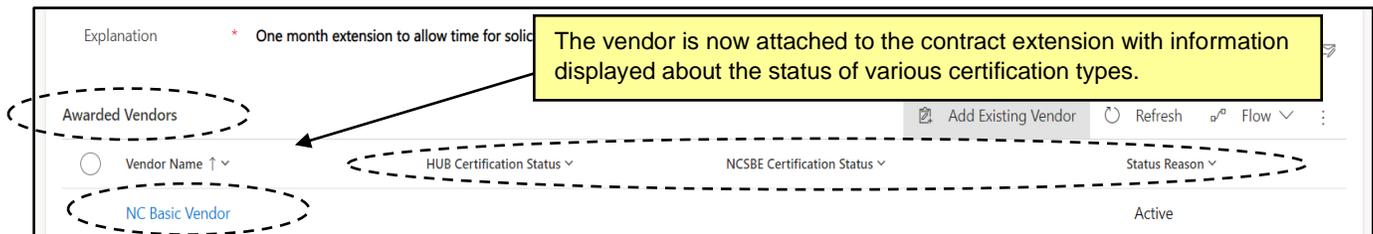
18. In the subsequent lookup panel, find the vendor attached to the contract being extended, click on the lookup result so that it displays in the gray box above the search bar, then click **'Add.'**

Notes:

- Only vendors with an active eVP registration will return in the search results.
- PUs can search via eVP Vendor Name or eVP Vendor 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.
- **'Contract Extensions'** will be made public even if vendors are not attached.



19. The selected vendor will now display in the **'Awarded Vendors'** section. Clicking on the **'Vendor Name'** will take the PU to a page with more details about the vendor. Columns indicating the vendor's HUB, NCSBE, and overall eVP Vendor Status will display to the right of the **'Vendor Name.'**



20. When the **'Awarded Vendor'** has been added, click the **'Post Contract Ext'** button on the command bar to post notice of the extension to Public eVP for the next 30 days.

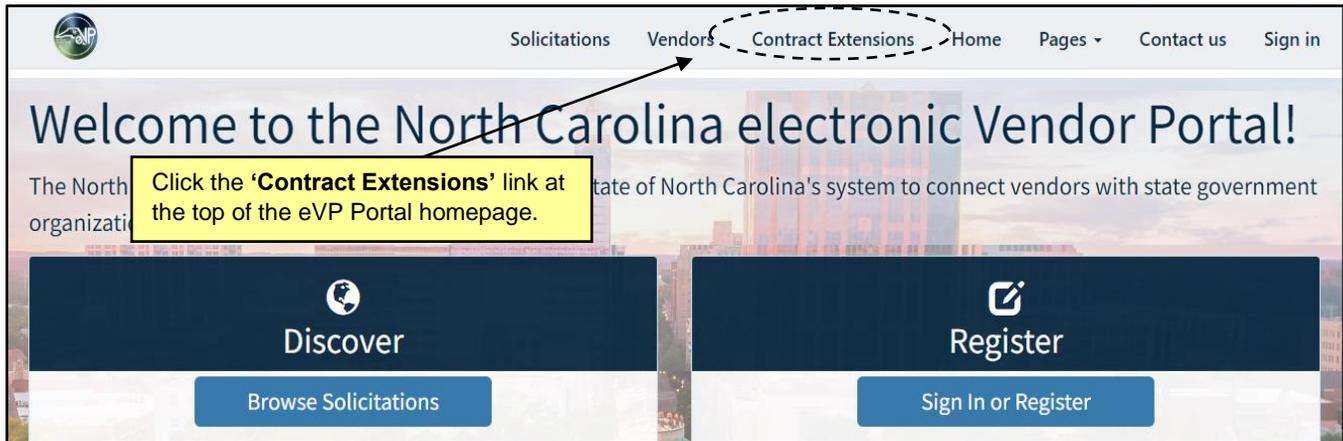
Note: If the PU attempts to post the contract extension before attaching a vendor, an error message reading "Please add one or more vendors to your contract extension." will display.



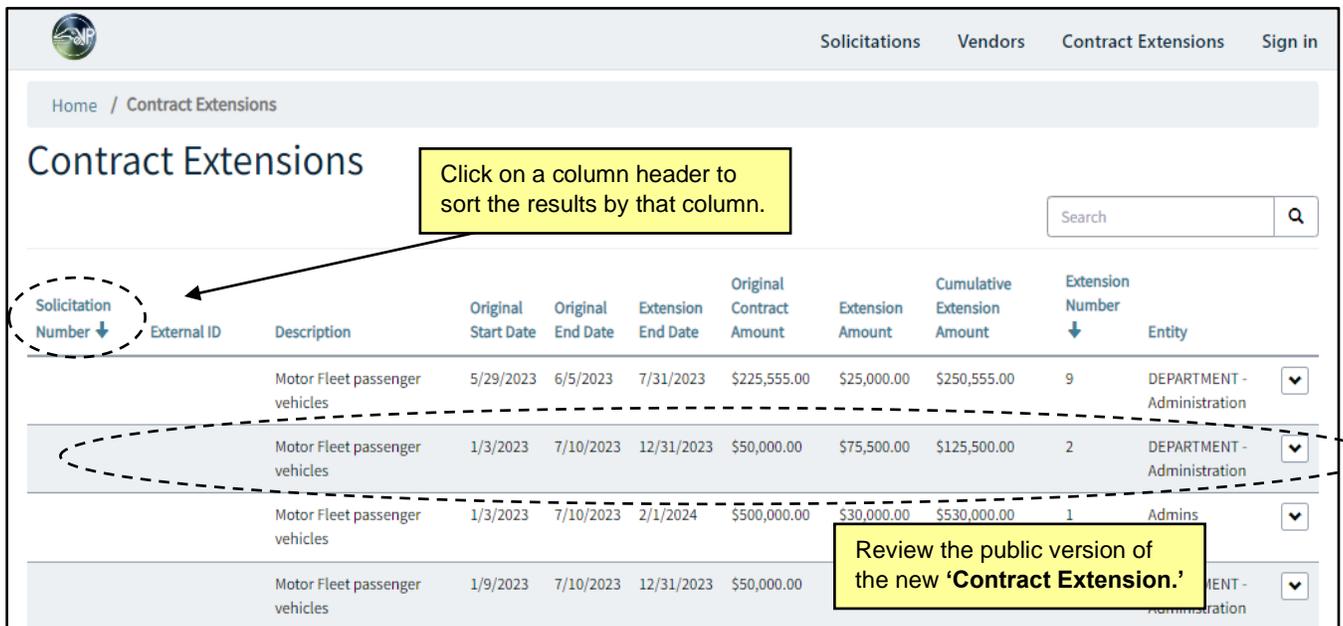
II. Viewing a Posted Contract Extension on the Public eVP

Posted Contract Extensions will be publicly visible on the Public eVP for 30 days. To verify the public version of a new Contract Extension, navigate to the Public eVP.

1. From the Public eVP home page, click the **'Contract Extensions'** link at the top of the screen.



2. All **'Contract Extensions'** posted in the past 30 days will display. Each of the column headers can be clicked to sort the results by that column.



NC electronic Vendor Portal Posting Contract Extensions



3. Click the down arrow, then click **'Awarded Vendors'** to see the vendor listed.

Home / Contract Extensions

Contract Extensions

Click the down arrow at the right of the **'Contract Extension'** to view the **'Awarded Vendors.'**

Search

| Solicitation Number ↓ | External ID | Description | Original Start Date | Original End Date | Extension End Date | Original Contract Amount | Extension Amount | Cumulative Extension Amount | Extension Number ↓ | Entity |
|-----------------------|-------------|--------------------------------|---------------------|-------------------|--------------------|--------------------------|------------------|-----------------------------|--------------------|-----------------------------|
| | | Motor Fleet passenger vehicles | 5/29/2023 | 6/5/2023 | 7/31/2023 | \$225,555.00 | \$25,000.00 | \$250,555.00 | 9 | DEPARTMENT - Administration |
| | | Motor Fleet passenger vehicles | 1/3/2023 | 7/10/2023 | 12/31/2023 | \$50,000.00 | \$75,500.00 | \$125,500.00 | 2 | DEPARTMENT - Administration |
| | | Motor Fleet passenger vehicles | 1/3/2023 | 7/10/2023 | 2/1/2024 | \$500,000.00 | \$30,000.00 | \$530,000.00 | 1 | Awarded Vendors Admins |

4. The **'Awarded Vendors'** popup will list the vendor attached to the **'Contract Extension'** as well as additional pertinent information.

View details [Close]

Contract Manager *
Steve

Contract Manager Email *
Steve@email.com

Explanation *
need one more month

The **'Awarded Vendors'** will display.

Awarded Vendors

| Vendor Name ↑ | HUB Certification Status | NCSBE Certification Status | Status Reason |
|---------------|--------------------------|----------------------------|---------------|
| Amaze Clean | | | Active |