Procurement Exceptions and RFI (Non-IT)

Introduction

If circumstances arise where a user needs to petition P&C for a Procurement Exception, that request and approval process is built into the Sourcing Project workflow. Users will indicate their intent to request an Exception in the **Special Circumstances** field on the **Create Sourcing Project** page, which triggers additional tasks and documents to be added to the Sourcing Project.

Learning **Objectives**

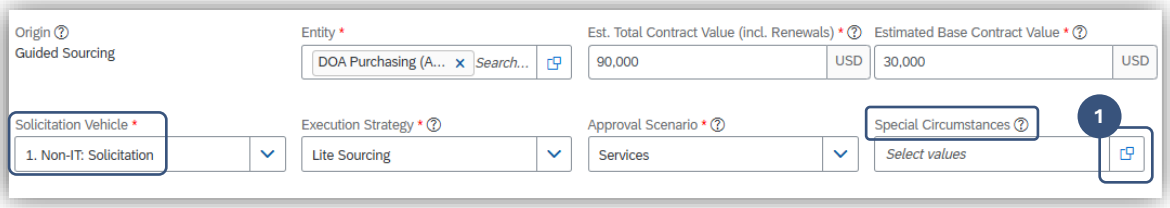
At the end of this job aid, **you will be able to**:

- Request a Procurement Exception via the Special Circumstances dropdown.
- Complete a Non-IT Procurement Exception Request for a Waiver of Competition, Extended Contract Term, or Brand Specific Request.
- Manage a Non-IT Sourcing Project for an RFI.

Procurement Exceptions and RFI (Non-IT)

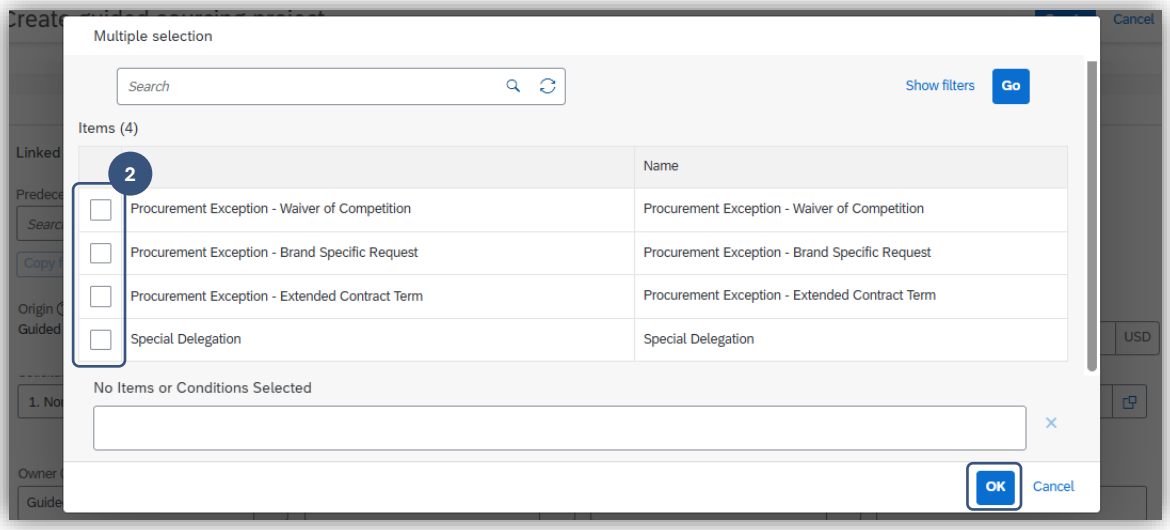
Requesting a Procurement Exception

1. If the Project Owner would like to request permission from P&C to conduct a solicitation with a Procurement Exception, they should click the pop-out icon in the **Special Circumstances** field while completing the **Create guided sourcing project** page after initiating a Non-IT Sourcing Project.



2. Check the box to the left of any of the four applicable exception types, then click **OK**:

- **Procurement Exception – Waiver of Competition**
- **Procurement Exception – Brand Specific Request**
- **Procurement Exception – Extended Contract Term**
- **Special Delegation**



Special Delegation eliminates the need for P&C approval.

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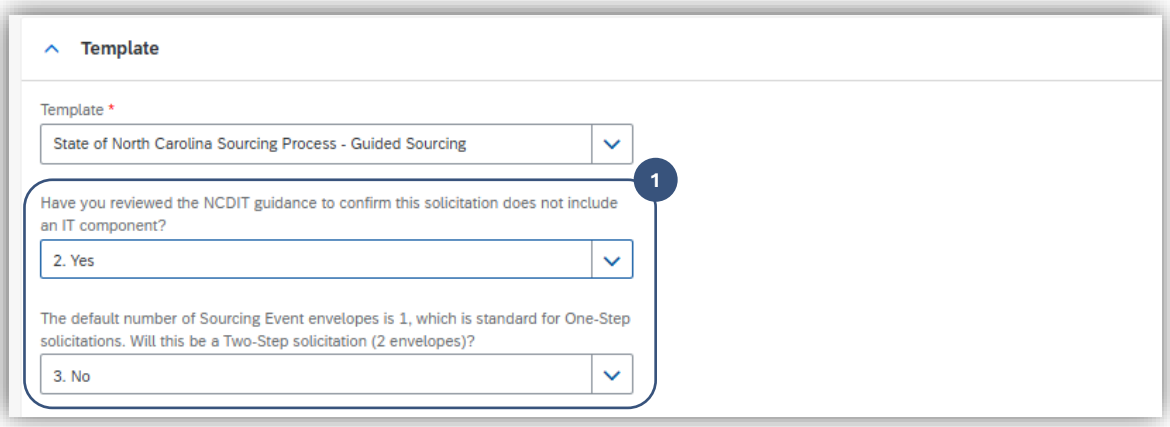
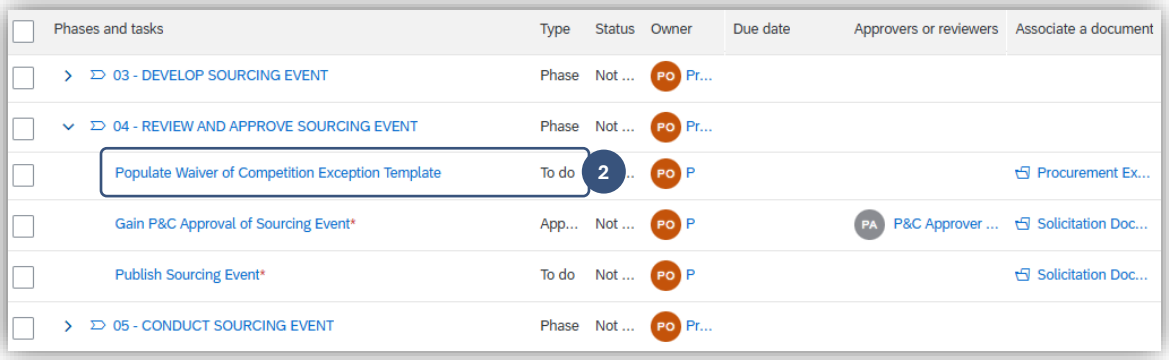
Waiver of Competition Exceptions

Users who select a **Special Circumstance** of **Procurement Exception – Waiver of Competition** will not have to answer the template question regarding the type of solicitation – RFQ will be automatically assigned. Users will also see an additional task in **Phase 04**, instructing them to **Populate Waiver of Competition Exception Template**. Because the solicitation will not be posted publicly, the Sourcing Event can be sent directly to the selected vendor(s).

1 On a Sourcing Project where a **Waiver of Competition Exception** has been requested, only two questions will display: the **Have you reviewed the NCDIT guidance to confirm this solicitation does not include an IT component?** question and the envelope question. There is no need to indicate the need for an RFP to be created.



2 When the user gets to **Phase 04** in the **Tasks** section, they will see an additional To do task instructing them to **Populate Waiver of Competition Exception Template**. The task is linked to the **Procurement Exception – Waiver of Competition Template** document in the **Procurement Exception Folder**.



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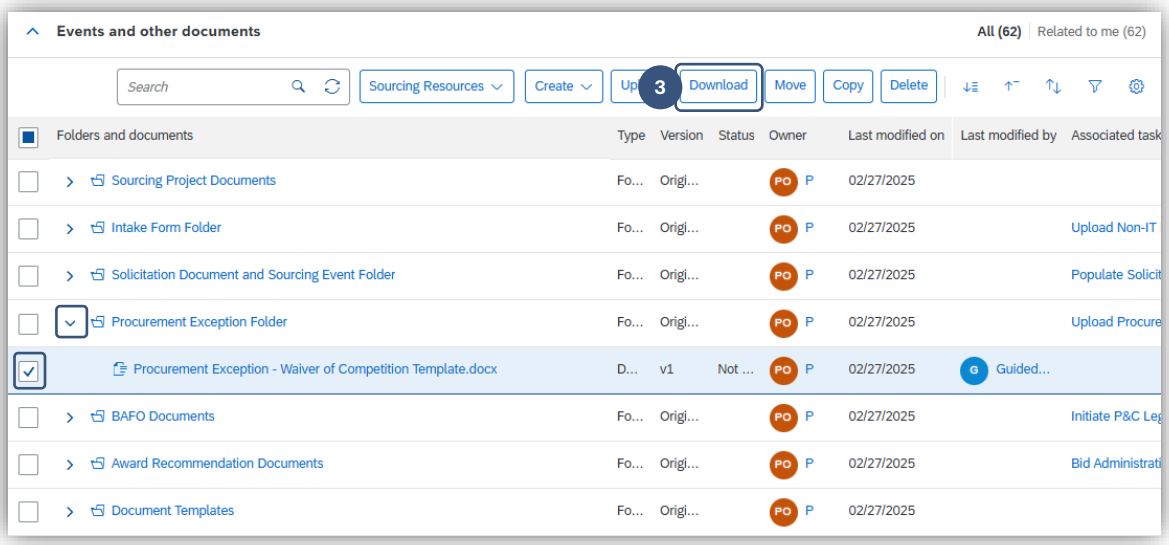
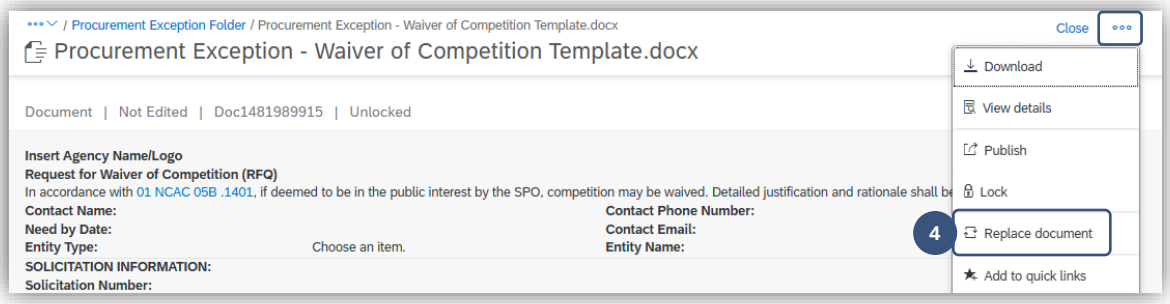
3 In the **Events and other documents** section, click the blue triangle to the left of the **Procurement Exception Folder**, click on the check box next to the **Procurement Exception – Waiver of Competition Template** document, then click the **Download** button.



4 When the template has been filled out, click back into the **Procurement Exception Folder** and into the **Procurement Exception – Waiver of Competition Template** document. Click on the three dots in the top right, then select **Replace document** from the dropdown to load a completed version for P&C to consider along with the solicitation documents in the **Gain P&C Approval of Sourcing Event** task. P&C will communicate their decision during the Sourcing Event approval process.



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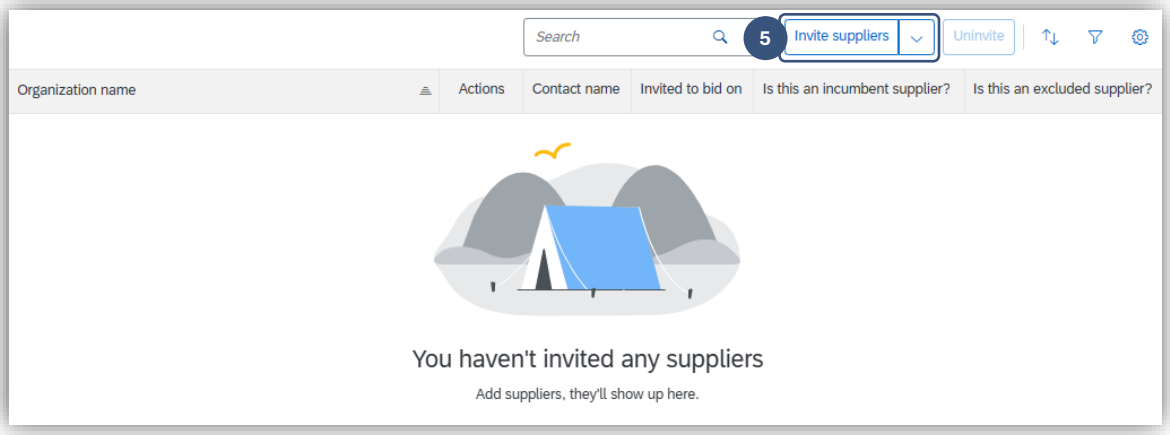
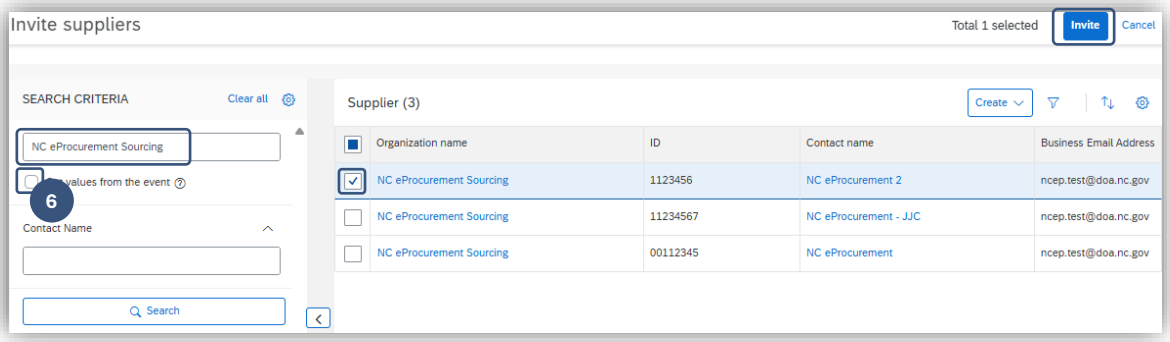
5 When all approvals have been granted by P&C, return to the Sourcing Event to finalize and publish the RFQ. Update the **Event Duration** and **Questions, requirements, and attachments** sections if necessary, then scroll to the **Suppliers** Section. In the **Suppliers** section, click **Invite suppliers**.

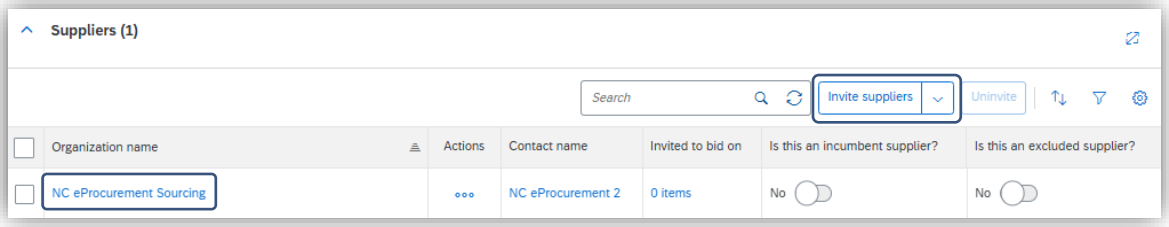


6 On the subsequent **Invite suppliers** page, uncheck the **Get values from the event** checkbox and use the **Search Criteria** panel to find the approved vendor. Check the box to the left of the vendor in the search results and click **Invite** to request for the vendor to respond to the RFQ.



The **Get values from the event** check box will default to checked**.** When this box is checked the search will only search for suppliers already invited to the Sourcing Event.

7 Invited vendors will display in the **Suppliers** section. If more than one vendor has been approved to participate in the private RFQ, click **Invite Suppliers** as many times as necessary to include all approved vendors.



Procurement Exceptions and RFI (Non-IT)

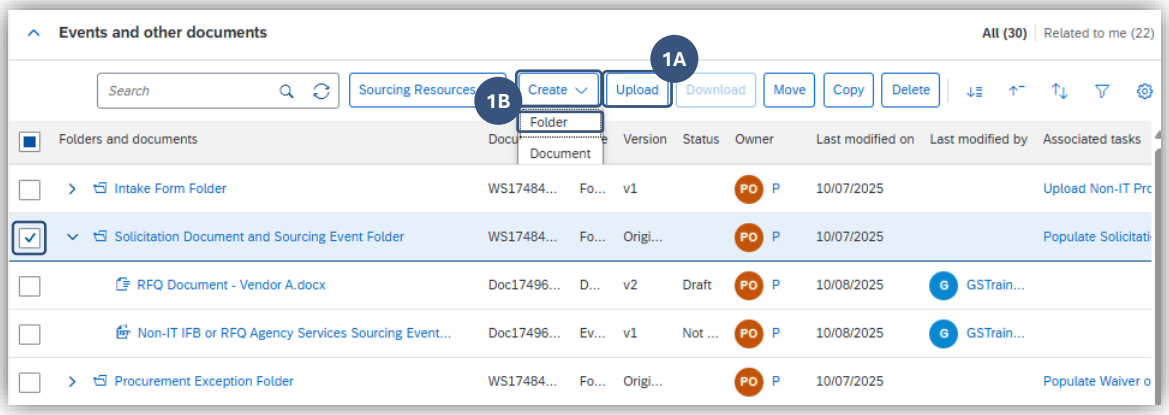
Waiver of Competition Exceptions for Multiple Vendors

When a Project Owner needs to conduct separate Waiver of Competition RFQ Events for multiple vendors within the same Sourcing Project, additional steps are advised for organization and efficiency purposes.

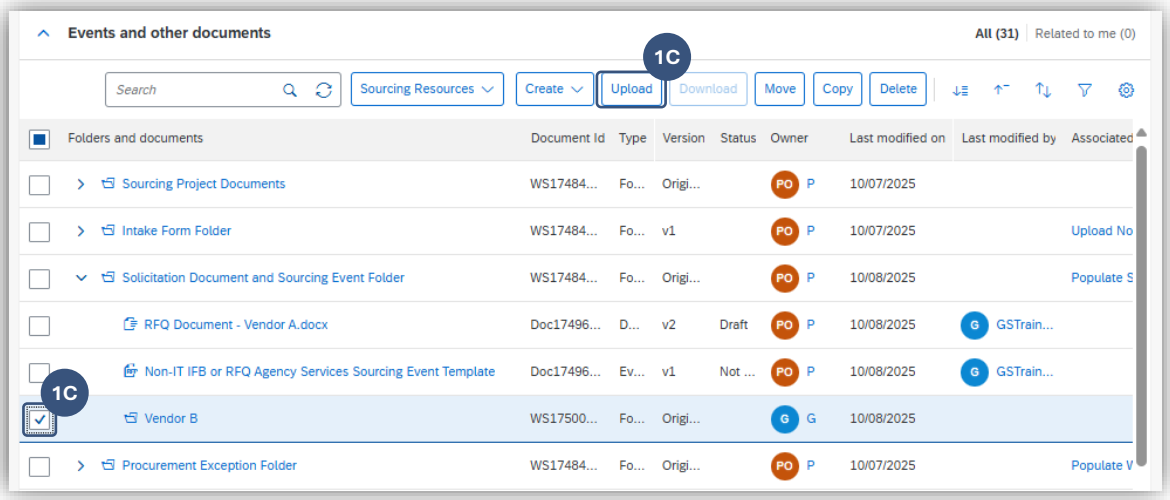
1 If each vendor needs its own Solicitation Document for P&C review, the Project Owner can upload multiple, clearly named documents in the main **Solicitation Document and Sourcing Event** folder or create a sub-folder for each vendor.

A. To add any additional, clearly named Solicitation Documents for other vendors after replacing the original template, check the box to the left of the **Solicitation Document and Sourcing Event** folder and click the **Upload** button. Select as many documents as needed and complete the upload.

B. To add a subfolder for each additional vendor after replacing the original template, check the box to the left of the **Solicitation Document and Sourcing Event** folder and click the **Create** button. Select **Folder** from the dropdown.



C. To add documents to a vendor-specific subfolder, check the box to the left of the subfolder and click the **Upload** button. Select as many documents as needed and complete the upload.



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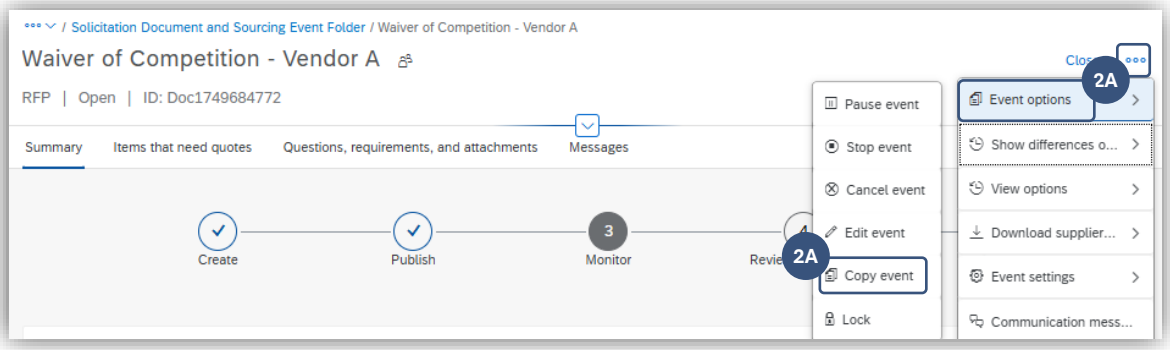
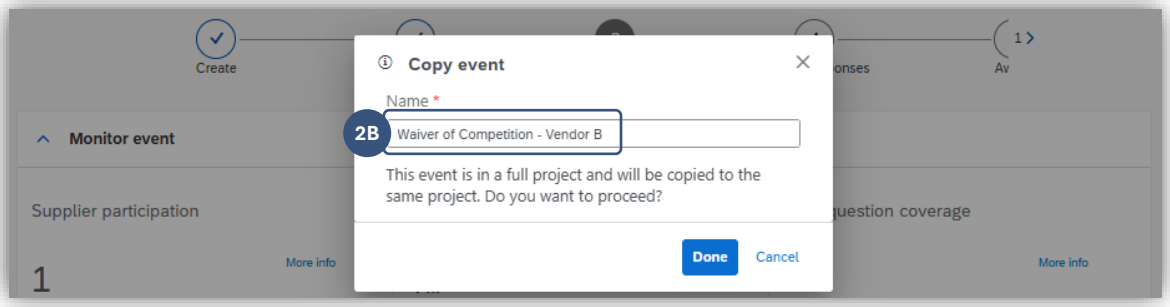
2 Once P&C has approved the **Gain P&C Approval of Sourcing Event** task for all vendors and the first RFQ Sourcing Event has been published, the Project Owner should access the published Sourcing Event and **Copy** it for as many different vendors need to have their own Waiver of Competition Sourcing RFQ Sourcing Event.

A. From the published Sourcing Event, click the three dots in the top right, hover over **Event options**, then select **Copy event** from the dropdown.



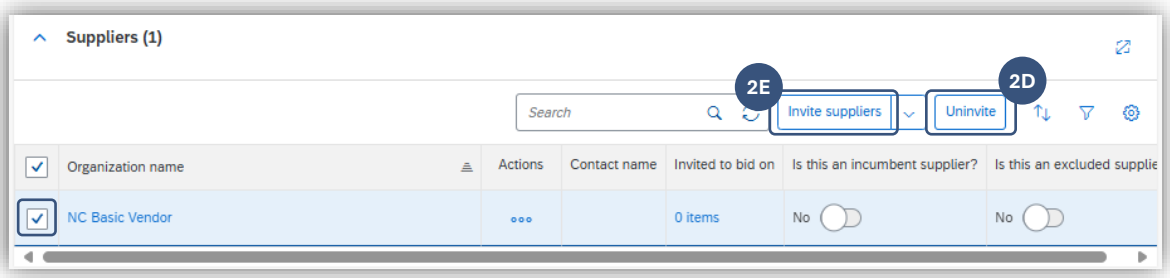
B. On the subsequent **Copy event** page, add a name for the new event that includes the name of the vendor for whom the RFQ Sourcing Event is intended, then click **Done**.



C. In the **Event duration** section, click **Edit**, set the **Due date** and time, then click **Save**.

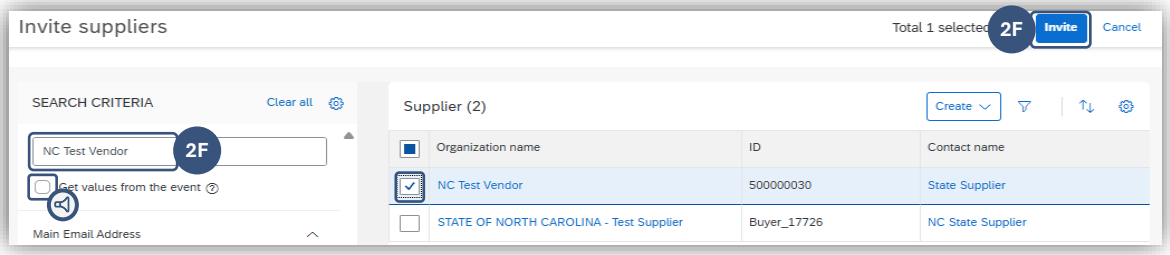
D. In the **Suppliers** section, check the box next to the current vendor and click **Uninvite**.

E. Click **Invite suppliers**.



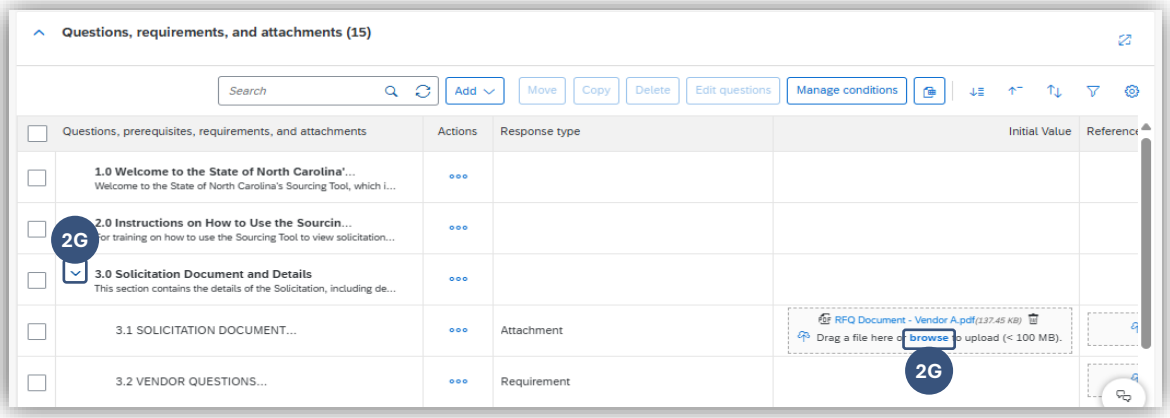
Procurement Exceptions and RFI (Non-IT)

F. On the subsequent **Invite suppliers** page, uncheck the **Get values from the event** check box and use the **Search Criteria** panel to find the next vendor. Check the box to the left of the vendor in the search results and click **Invite** to request that the vendor respond to the RFQ Sourcing Event.

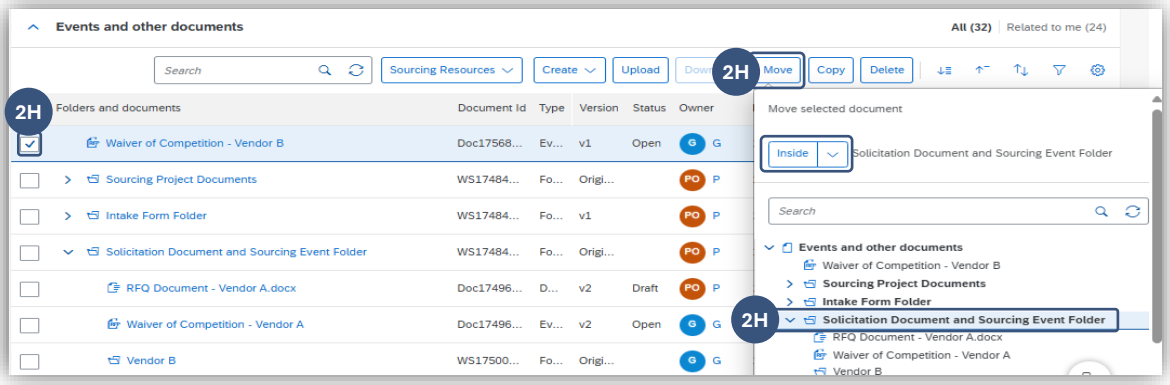


The **Get values from the event** check box will default to checked**.** When this box is checked the search will only search for suppliers already invited to the Sourcing Event.

G. Scroll down to the **Questions, requirements, and attachments** section and click the arrow next to section **3.0 Solicitation Document and Details** to display the subsections. Click **browse** in the **Initial Value** column in subsection **3.1** to replace the existing RFQ document with one for the new vendor and complete the upload, then click **Publish**.



H. The newly published RFQ Sourcing Event will display at the top of the **Events and other documents** section. To move it next to the original RFQ Sourcing Event, check the box next to the Event, click **Move**, then set the document to be moved **Inside** the **Solicitation Document and Sourcing Event Folder** in the dropdown and click **Move** at the bottom of the dropdown to finalize. Both events will also be visible in the **Project Insights** section. Repeat steps **2A-H** for each additional vendor that needs their own RFQ Sourcing Event.

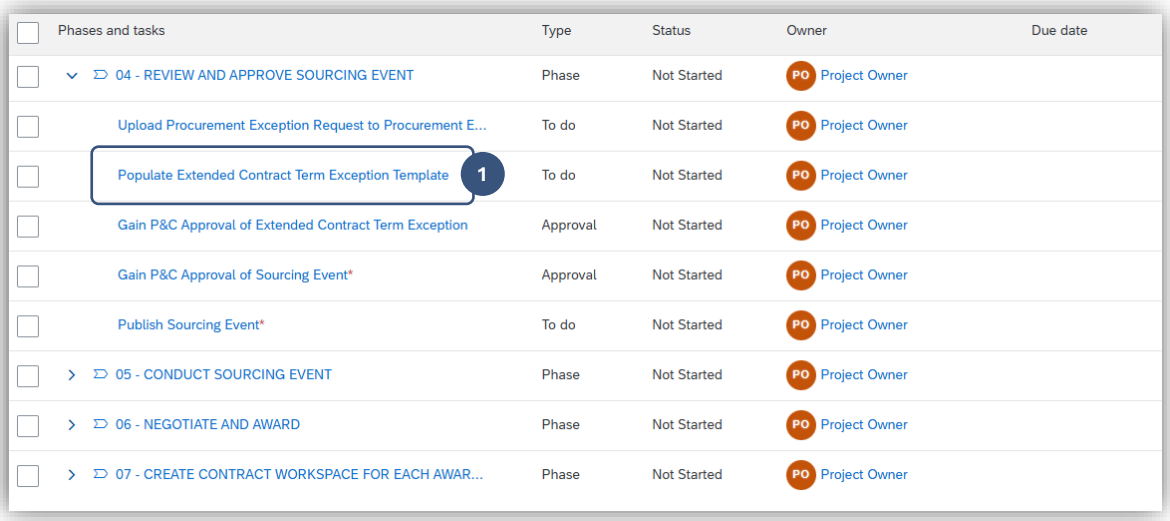


Procurement Exceptions and RFI (Non-IT)

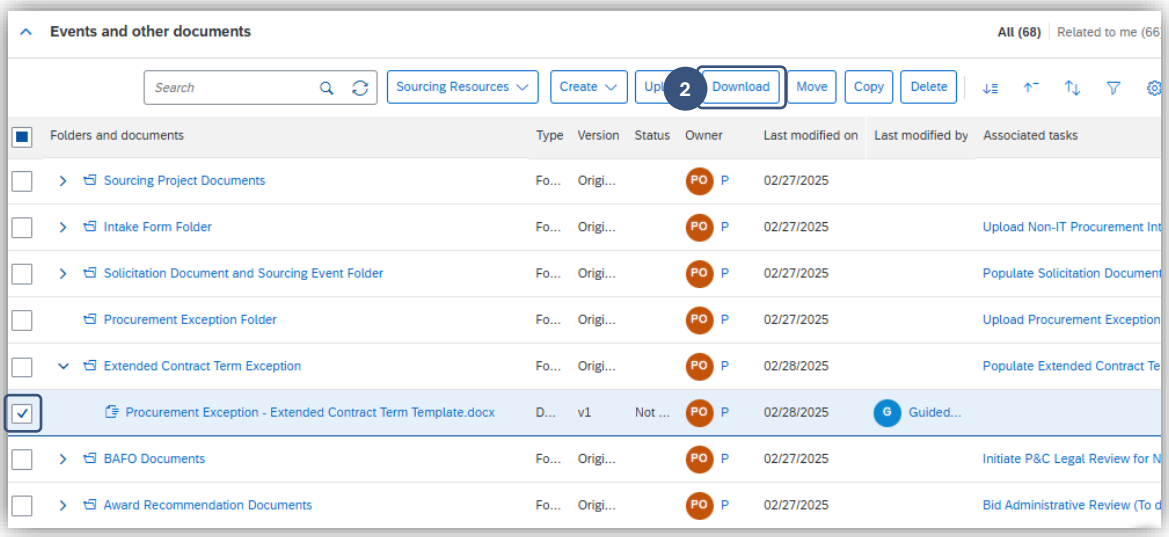
Extended Contract Term Exceptions

Users who select a **Special Circumstance** of **Procurement Exception - Extended Contract Term** will see two additional tasks in **Phase 04**, instructing them to **Populate Extended Contract Term Exception Template** and to **Gain P&C Approval of Extended Contract Term Exception** before the Solicitation Document and Event is sent to P&C for review during the **Gain P&C Approval of Sourcing Event** task.

1 On a Sourcing Project where an Extended Contract Term Exception has been requested, a **Populate Extended Contract Term Exception Template** task will display in **Phase 04**. The task is linked to the **Procurement Exception - Extended Contract Term Template document** in the **Extended Contract Term Exception** Folder.



2 In the **Events and other documents** section, click the blue triangle to the left of the **Extended Contract Term Exception Folder**, click on the checkbox next to the **Procurement Exception – Extended Contract Term Template** document, then click the **Download** button.



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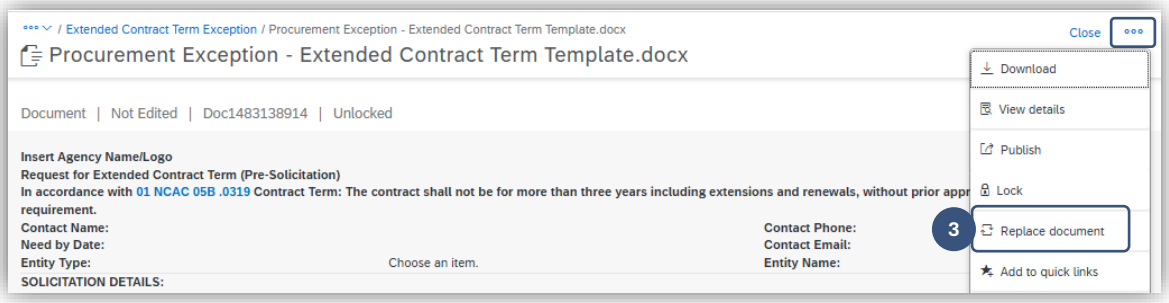
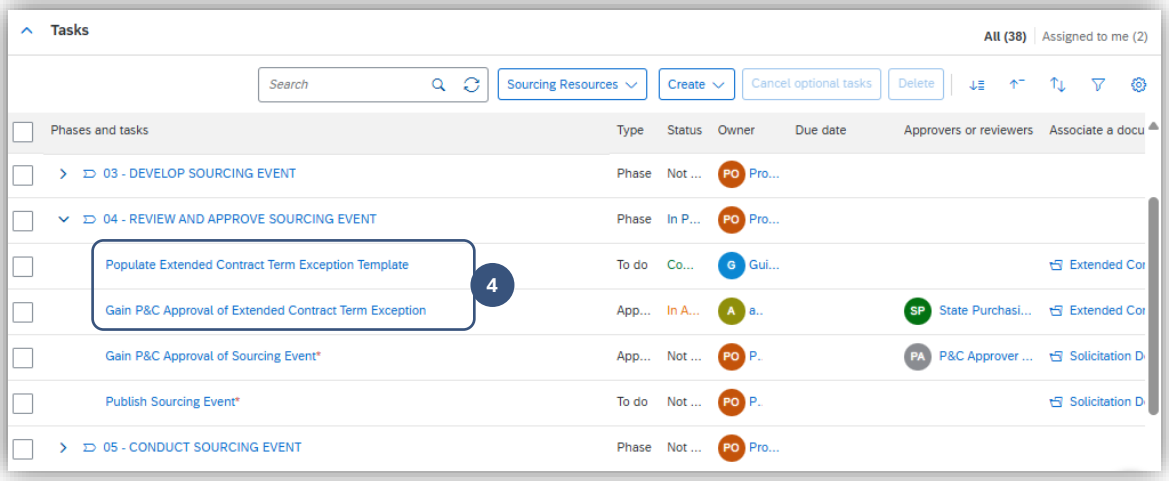
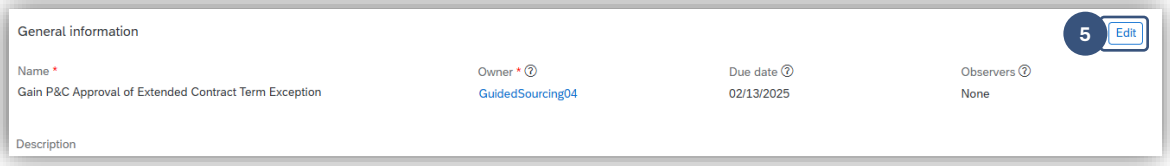
3 When the template has been filled out, click back into the **Extended Contract Term Exception** folder and into the **Procurement Exception – Extended Contract Term Template** document. Click on the three dots in the top right, then select **Replace document** from the dropdown to load a completed version for P&C to consider.



4 When the template has been replaced, navigate back to the **Tasks** section and mark the **Populate Extended Contract Term Exception Template** task Complete, then click on the **Gain P&C Approval of Extended Contract Term Exception** task.



5 In the **Gain P&C Approval of Extended Contract Term Exception** task, click the **Edit** button, add a **Due date**, and click the **Save** button. Submit the task to P&C. Once P&C approves the Exception request, the task will automatically update to **Approved** status and the user can proceed to the following **Gain P&C Approval of Sourcing Event** task.



The approval flow for this Task will be automated. There is no need to insert a P&C Service Team into the approval flow.

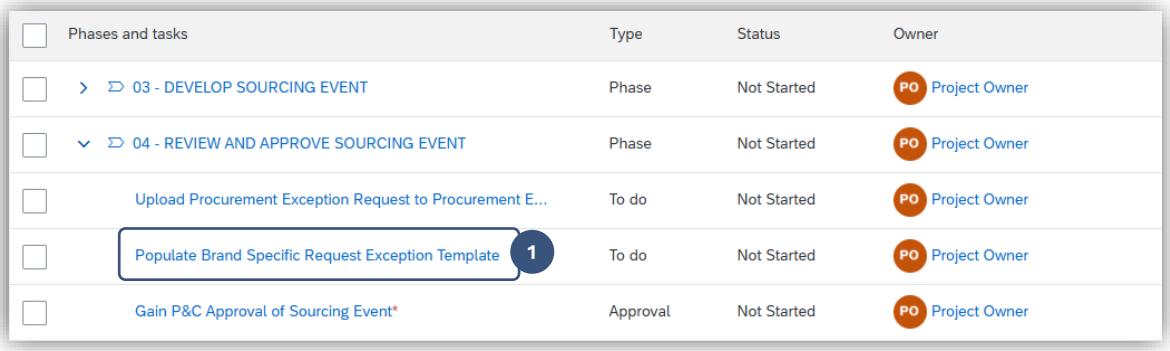
STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
NORTH CAROLINA ePROCUREMENT PURCHASI
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Procurement Exceptions and RFI (Non-IT)

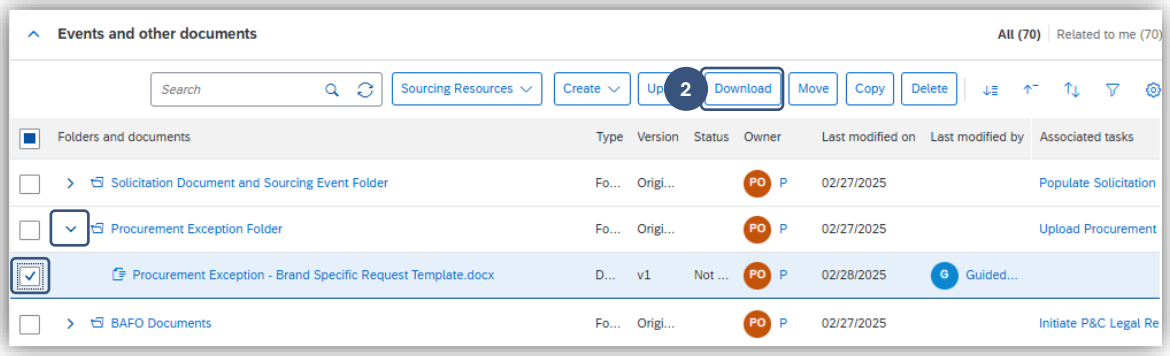
Brand Specific Request Exceptions

Users who select a **Special Circumstance** of **Procurement Exception – Brand Specific Request** will see an additional task in **Phase 04**, instructing them to **Populate Brand Specific Exception Template**. Once this is complete, they should replace that template in the **Procurement Exception** folder for P&C to review during the **Gain P&C Approval of Sourcing Event** task.

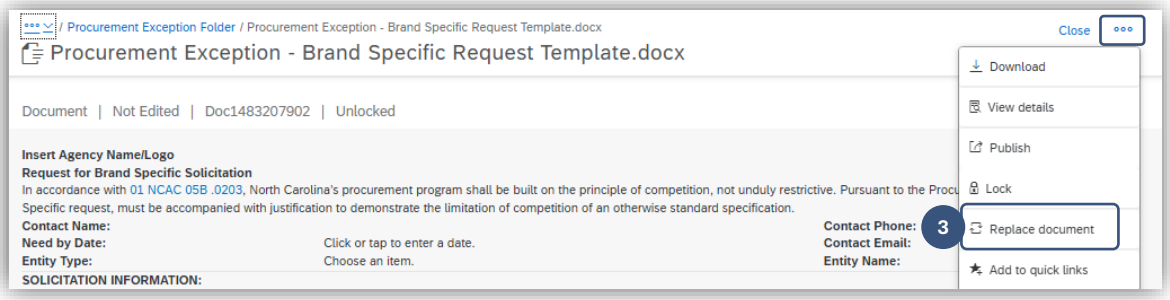
1 On a Sourcing Project where a Brand Specific Request Exception has been requested, a **Populate Brand Specific Request Exception Template** task will display in **Phase 04**. The task is linked to a document template in the **Procurement Exception** folder.



2 Navigate to the **Events and documents** section, click the blue triangle to the left of **Procurement Exception** folder, click on the checkbox next to **Procurement Exception – Brand Specific Request Template** document, then click the **Download** button.



3 When the template has been filled out, click back into the **Procurement Exception** folder and into the **Procurement Exception – Brand Specific Request Template**. Click on the three dots in the top right, then select **Replace document** from the dropdown to load a completed version for P&C to consider along with the solicitation documents in the **Gain P&C Approval of Sourcing Event** task. P&C will communicate their decision during the Sourcing Event approval process.

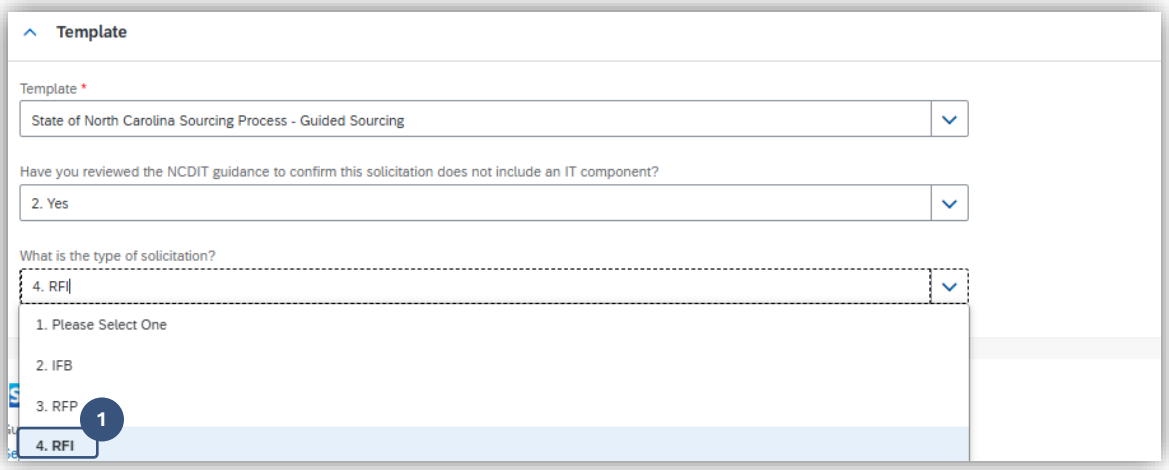


Procurement Exceptions and RFI (Non-IT)

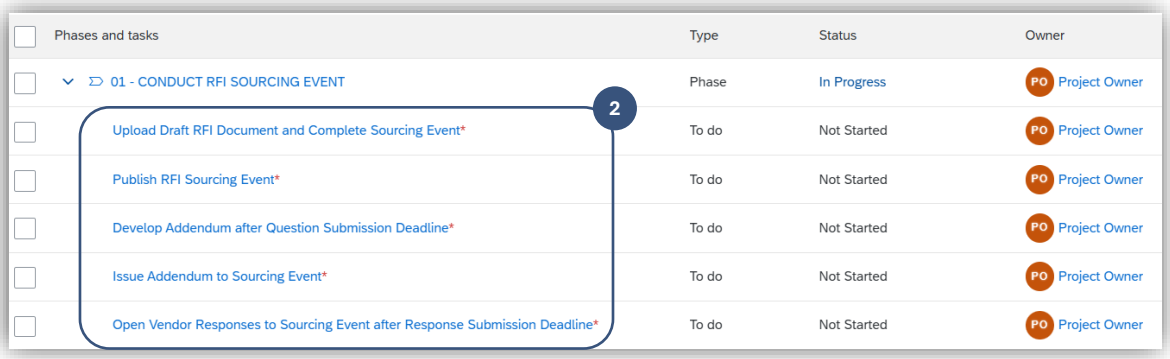
Request for Information (RFI)

1 Non-IT Request for Information (RFI) solicitations have a streamlined process in NC eProcurement. To create a Non-IT RFI Sourcing Project, users should select **Non-IT: Solicitation** for the **Solicitation Vehicle** field and **RFI** in the dropdown for the **What is the type of solicitation?** question on the **Create guided sourcing project** page.

Users will not have to answer the standard final question regarding envelopes for RFIs.



2 Non-IT RFI Sourcing Projects only have one phase containing five required To do tasks. All five tasks must be marked as **Complete** before the Sourcing Project can be marked **Complete**.



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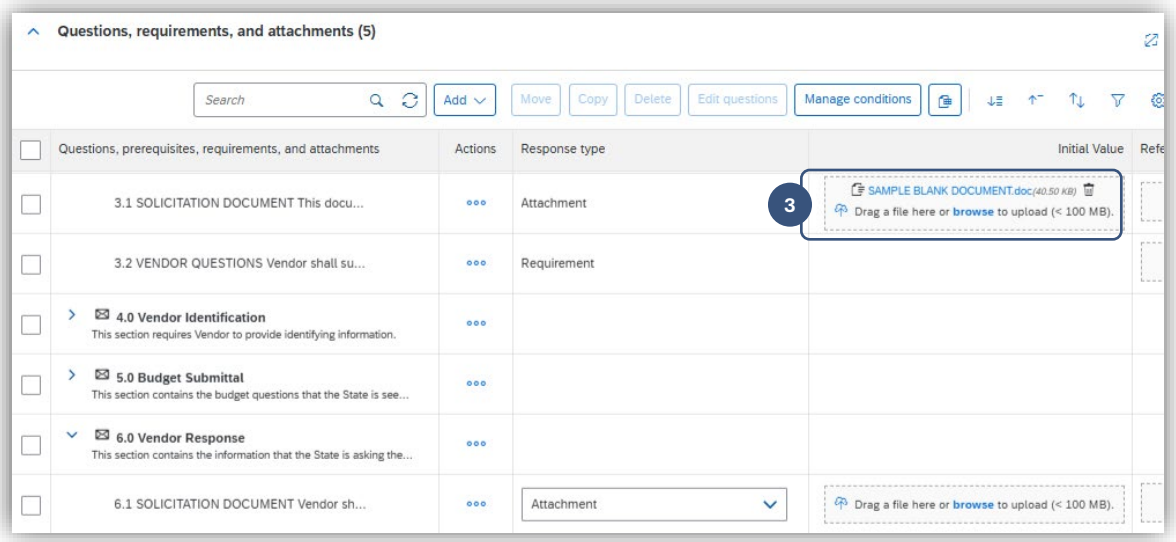
3

Non-IT RFI Sourcing Events are also more streamlined than standard Sourcing Events. The **Questions, prerequisites, requirements, and attachments** (Content) section has fewer subsections than Sourcing Events for other Non-IT solicitation types. Before publishing the event, users will need to set their **Event duration**, upload the finalized solicitation document in section 3.1, and make any other necessary modifications to the **Questions, prerequisites, requirements, and attachments** section.



Additional information about publishing Sourcing Events can be found in the **Publishing a Sourcing Event (Non-IT) Job Aid**. More information about creating an addendum and viewing vendor responses can be found in the **Managing and Awarding a Sourcing Event (Non-IT) Job Aid**.