

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.

Procurement Exceptions and RFI (Non-IT)

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.

Template

Template *

State of North Carolina Sourcing Process - Guided Sourcing

1

Have you reviewed the NCDIT guidance to confirm this solicitation does not include an IT component?

2. Yes

The default number of Sourcing Event envelopes is 1, which is standard for One-Step solicitations. Will this be a Two-Step solicitation (2 envelopes)?

3. No

- 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**.

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document
<input type="checkbox"/>	> 03 - DEVELOP SOURCING EVENT	Phase	Not ...	PO	Pr...		
<input type="checkbox"/>	04 - REVIEW AND APPROVE SOURCING EVENT	Phase	Not ...	PO	Pr...		
<input type="checkbox"/>	Populate Waiver of Competition Exception Template	To do	2	PO	P		Procurement Ex...
<input type="checkbox"/>	Gain P&C Approval of Sourcing Event*	App...	Not ...	PO	P	PA P&C Approver ...	Solicitation Doc...
<input type="checkbox"/>	Publish Sourcing Event*	To do	Not ...	PO	P		Solicitation Doc...
<input type="checkbox"/>	> 05 - CONDUCT SOURCING EVENT	Phase	Not ...	PO	Pr...		

Procurement Exceptions and RFI (Non-IT)

- 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.

Events and other documents All (62) | Related to me (62)

Search

Sourcing Resources

Create

Up

3

Download

Move

Copy

Delete

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<input checked="" type="checkbox"/> Folders and documents	Type	Version	Status	Owner	Last modified on	Last modified by	Associated task
<input type="checkbox"/> > Sourcing Project Documents	Fo...	Origl...		PO P	02/27/2025		
<input type="checkbox"/> > Intake Form Folder	Fo...	Origl...		PO P	02/27/2025		Upload Non-IT
<input type="checkbox"/> > Solicitation Document and Sourcing Event Folder	Fo...	Origl...		PO P	02/27/2025		Populate Solicit
<input type="checkbox"/> <input checked="" type="checkbox"/> Procurement Exception Folder	Fo...	Origl...		PO P	02/27/2025		Upload Procure
<input checked="" type="checkbox"/> Procurement Exception - Waiver of Competition Template.docx	D...	v1	Not ...	PO P	02/27/2025	6	Guided...
<input type="checkbox"/> > BAFO Documents	Fo...	Origl...		PO P	02/27/2025		Initiate P&C Leg
<input type="checkbox"/> > Award Recommendation Documents	Fo...	Origl...		PO P	02/27/2025		Bid Administrati
<input type="checkbox"/> > Document Templates	Fo...	Origl...		PO P	02/27/2025		

- 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.

*** / Procurement Exception Folder / Procurement Exception - Waiver of Competition Template.docx

Close ***

Procurement Exception - Waiver of Competition Template.docx

Document | Not Edited | Doc1481989915 | Unlocked

Insert Agency Name/Logo

Request for Waiver of Competition (RFQ)

In accordance with 01 NCAC 05B .1401, if deemed to be in the public interest by the SPO, competition may be waived. Detailed justification and rationale shall be provided.

Contact Name:

Need by Date:

Entity Type:

SOLICITATION INFORMATION:

Solicitation Number:

Contact Phone Number:

Contact Email:

Entity Name:

Download

View details

Publish

Lock

4 Replace document

Add to quick links

Procurement Exceptions and RFI (Non-IT)

- 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**.

Search

5 Invite suppliers Uninvite Sort Filter Settings

Organization name Actions Contact name Invited to bid on Is this an incumbent supplier? Is this an excluded supplier?

You haven't invited any suppliers

Add suppliers, they'll show up here.

- 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.

Invite suppliers Total 1 selected Invite Cancel

SEARCH CRITERIA Clear all

NC eProcurement Sourcing

6 Get values from the event

Contact Name

Search

Supplier (3) Create Filter Sort Settings

<input type="checkbox"/>	Organization name	ID	Contact name	Business Email Address
<input checked="" type="checkbox"/>	NC eProcurement Sourcing	1123456	NC eProcurement 2	ncep.test@doa.nc.gov
<input type="checkbox"/>	NC eProcurement Sourcing	11234567	NC eProcurement - JJC	ncep.test@doa.nc.gov
<input type="checkbox"/>	NC eProcurement Sourcing	00112345	NC eProcurement	ncep.test@doa.nc.gov

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.

Suppliers (1)

Search Invite suppliers Uninvite Sort Filter Settings

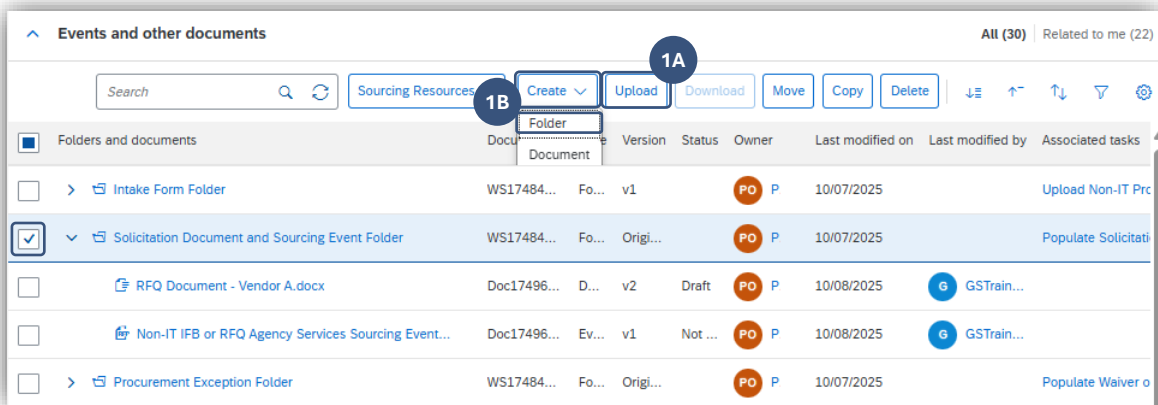
<input type="checkbox"/>	Organization name	Actions	Contact name	Invited to bid on	Is this an incumbent supplier?	Is this an excluded supplier?
<input type="checkbox"/>	NC eProcurement Sourcing	...	NC eProcurement 2	0 items	No	No

Procurement Exceptions and RFI (Non-IT)

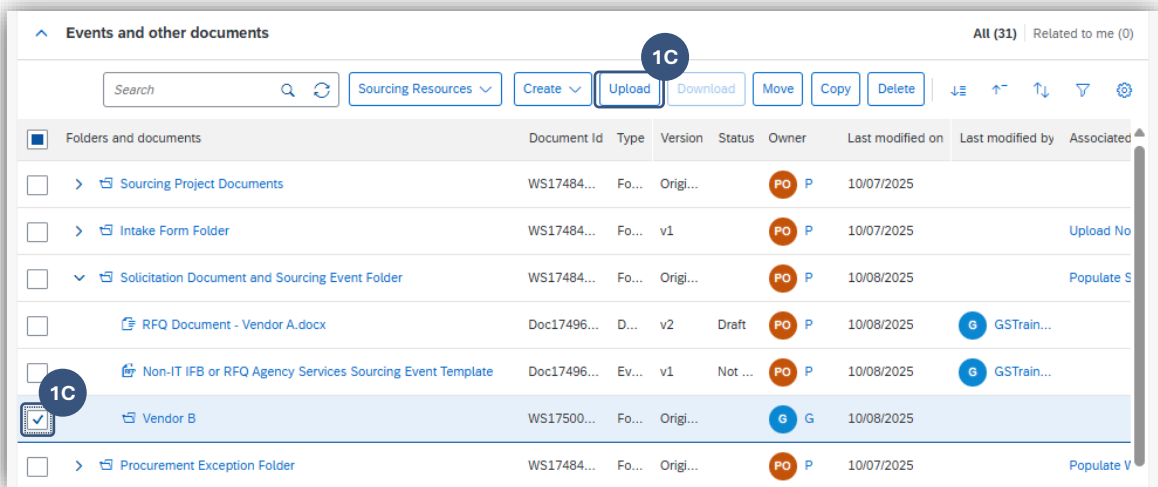
Waiver of Competition Exceptions for Multiple Vendors

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.



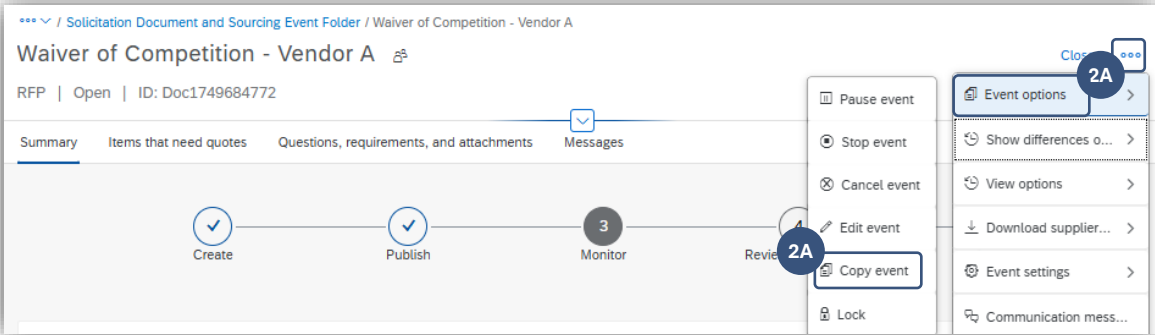
- C.** To add documents to a vendor-specific subfolder, check the box to the left of the subfolder and click the **Upload** button. Select as many documents as needed and complete the upload.



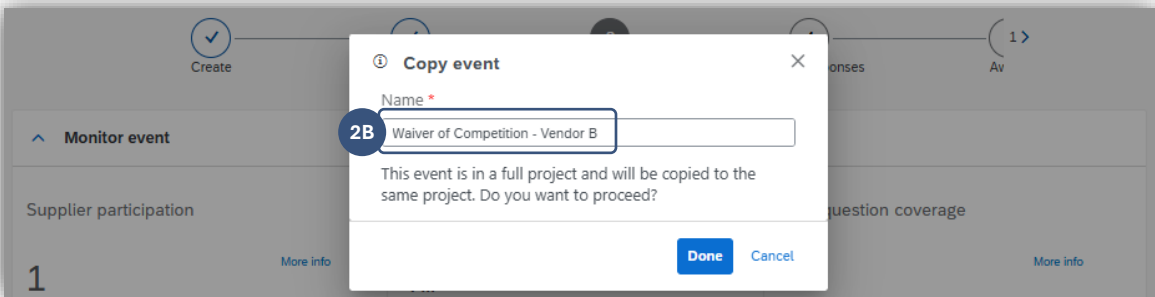
Procurement Exceptions and RFI (Non-IT)

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.



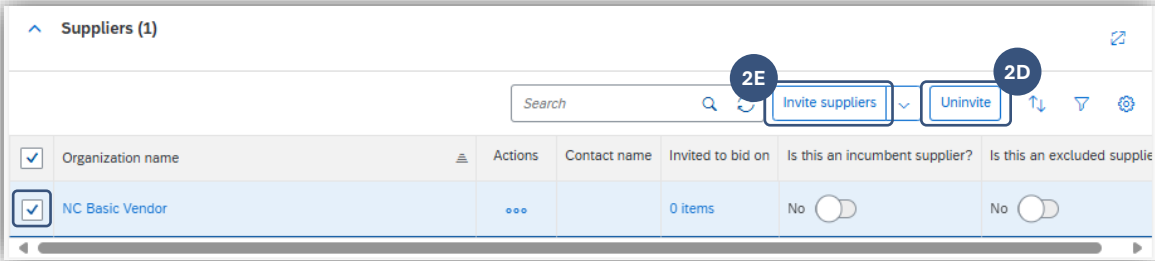
B. On the subsequent **Copy event** page, add a name for the new event that includes the name of the vendor for whom the RFQ Sourcing Event is intended, then click **Done**.



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.

Supplier (2)			
<input type="checkbox"/>	Organization name	ID	Contact name
<input checked="" type="checkbox"/>	NC Test Vendor	500000030	State Supplier
<input type="checkbox"/>	STATE OF NORTH CAROLINA - Test Supplier	Buyer_17726	NC State Supplier

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**.

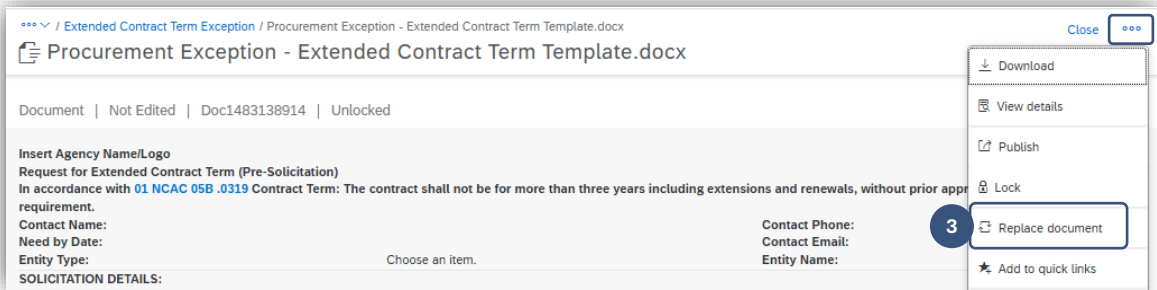
	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value	Reference
<input type="checkbox"/>	1.0 Welcome to the State of North Carolina's Sourcing Tool, which I...	...			
<input type="checkbox"/>	2.0 Instructions on How to Use the Sourcing Tool to view solicitation...	...			
<input checked="" type="checkbox"/>	3.0 Solicitation Document and Details This section contains the details of the Solicitation, including de...	...			
<input type="checkbox"/>	3.1 SOLICITATION DOCUMENT...	...	Attachment	 Drag a file here or browse to upload (<100 MB).	
<input type="checkbox"/>	3.2 VENDOR QUESTIONS...	...	Requirement		

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.

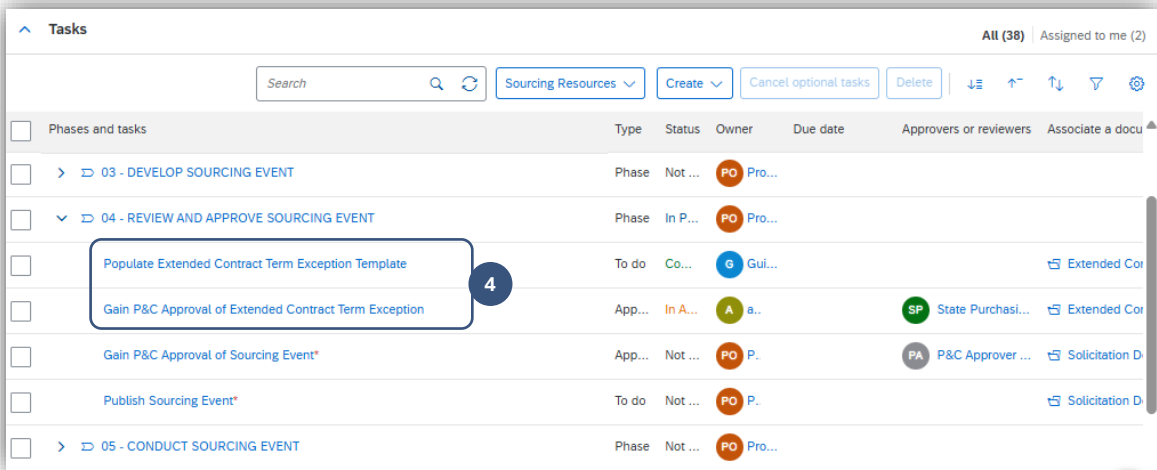
	Folders and documents	Document Id	Type	Version	Status	Owner
<input checked="" type="checkbox"/>	Waiver of Competition - Vendor B	Doc17568...	Ev...	v1	Open	G G
<input type="checkbox"/>	Sourcing Project Documents	WS17484...	Fo...	Orig...	PO	P
<input type="checkbox"/>	Intake Form Folder	WS17484...	Fo...	v1	PO	P
<input type="checkbox"/>	Solicitation Document and Sourcing Event Folder	WS17484...	Fo...	Orig...	PO	P
<input type="checkbox"/>	RFQ Document - Vendor A.docx	Doc17496...	D...	v2	Draft	PO P
<input type="checkbox"/>	Waiver of Competition - Vendor A	Doc17496...	Ev...	v2	Open	G G
<input type="checkbox"/>	Vendor B	WS17500...	Fo...	Orig...	G	G

Procurement Exceptions and RFI (Non-IT)

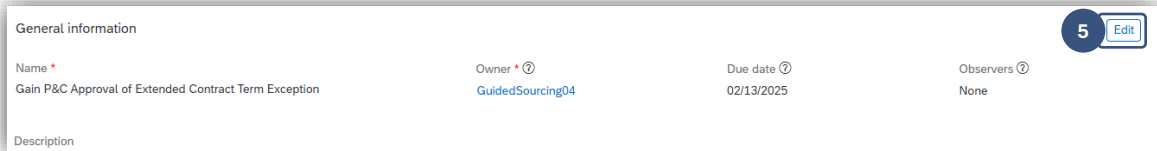
- 3 When the template has been filled out, click back into the **Extended Contract Term Exception** folder and into the **Procurement Exception – Extended Contract Term Template** document. Click on the three dots in the top right, then select **Replace document** from the dropdown to load a completed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

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.

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner
<input type="checkbox"/>	> 03 - DEVELOP SOURCING EVENT	Phase	Not Started	PO Project Owner
<input type="checkbox"/>	▼ 04 - REVIEW AND APPROVE SOURCING EVENT	Phase	Not Started	PO Project Owner
<input type="checkbox"/>	Upload Procurement Exception Request to Procurement E...	To do	Not Started	PO Project Owner
<input type="checkbox"/>	Populate Brand Specific Request Exception Template 1	To do	Not Started	PO Project Owner
<input type="checkbox"/>	Gain P&C Approval of Sourcing Event*	Approval	Not Started	PO Project Owner

- 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.

Events and other documents

All (70) | Related to me (70)

Search

Sourcing Resources

Create

Up 2

Download

Move

Copy

Delete

Folders and documents

Type

Version

Status

Owner

Last modified on

Last modified by

Associated tasks

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Solicitation Document and Sourcing Event Folder

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02/27/2025

Populate Solicitation

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Procurement Exception Folder

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Procurement Exception - Brand Specific Request Template.docx

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Initiate P&C Legal Re

- 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 Exception Folder / Procurement Exception - Brand Specific Request Template.docx

Procurement Exception - Brand Specific Request Template.docx

Document | Not Edited | Doc1483207902 | Unlocked

Insert Agency Name/Logo

Request for Brand Specific Solicitation

In accordance with 01 NCAC 05B .0203, North Carolina's procurement program shall be built on the principle of competition, not unduly restrictive. Pursuant to the Procurement Exception, the procurement process for this solicitation must be accompanied with justification to demonstrate the limitation of competition of an otherwise standard specification.

Contact Name:
Need by Date:
Entity Type:

Click or tap to enter a date.
Choose an item.

Contact Phone:
Contact Email:
Entity Name:

3

Download

View details

Publish

Lock

Replace document

Add to quick links

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.

Template

Template *

State of North Carolina Sourcing Process - Guided Sourcing

Have you reviewed the NCDIT guidance to confirm this solicitation does not include an IT component?

2. Yes

What is the type of solicitation?

4. RFI

1. Please Select One

2. IFB

3. RFP

4. RFI

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**.

<input type="checkbox"/> Phases and tasks	Type	Status	Owner
<input type="checkbox"/> 01 - CONDUCT RFI SOURCING EVENT	Phase	In Progress	PO Project Owner
<input type="checkbox"/> Upload Draft RFI Document and Complete Sourcing Event*	To do	Not Started	PO Project Owner
<input type="checkbox"/> Publish RFI Sourcing Event*	To do	Not Started	PO Project Owner
<input type="checkbox"/> Develop Addendum after Question Submission Deadline*	To do	Not Started	PO Project Owner
<input type="checkbox"/> Issue Addendum to Sourcing Event*	To do	Not Started	PO Project Owner
<input type="checkbox"/> Open Vendor Responses to Sourcing Event after Response Submission Deadline*	To do	Not Started	PO Project Owner

Procurement Exceptions and RFI (Non-IT)

- 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.

Questions, requirements, and attachments (5)

Search

Q

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Add

Move

Copy

Delete

Edit questions

Manage conditions

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⌵

⌵

⌵

<input type="checkbox"/>	Questions, prerequisites, requirements, and attachments	Actions	Response type	Initial Value	Ref
<input type="checkbox"/>	3.1 SOLICITATION DOCUMENT This docu...	...	Attachment	<div>3</div> <div>SAMPLE BLANK DOCUMENT.doc(40.50 KB)</div> <div>Drag a file here or browse to upload (< 100 MB).</div>	
<input type="checkbox"/>	3.2 VENDOR QUESTIONS Vendor shall su...	...	Requirement		
<input type="checkbox"/>	> 4.0 Vendor Identification This section requires Vendor to provide identifying information.	...			
<input type="checkbox"/>	> 5.0 Budget Submittal This section contains the budget questions that the State is see...	...			
<input type="checkbox"/>	6.0 Vendor Response This section contains the information that the State is asking the...	...			
<input type="checkbox"/>	6.1 SOLICITATION DOCUMENT Vendor sh...	...	Attachment	<div>Drag a file here or browse to upload (< 100 MB).</div>	

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**.