

# Publishing a Sourcing Event (Non-IT)

## Introduction

A Sourcing Event is the vendor-facing part of a Sourcing Project. The Sourcing Agent can establish the bidding dates and time, as well as compile all information the vendors will need to respond, as guided by a template established by the state. Once the Sourcing Event is in a **Published** status, it will be automatically posted to the Public eVP, and interested vendors can click the **Intends to Participate** button to receive an email with a link to respond electronically through their Ariba accounts.



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

## Learning Objectives

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



Understand and navigate the tasks within the Sourcing Project required to create and gain approval of the solicitation documents and Sourcing Event.



Understand how to initiate a Sourcing Event.



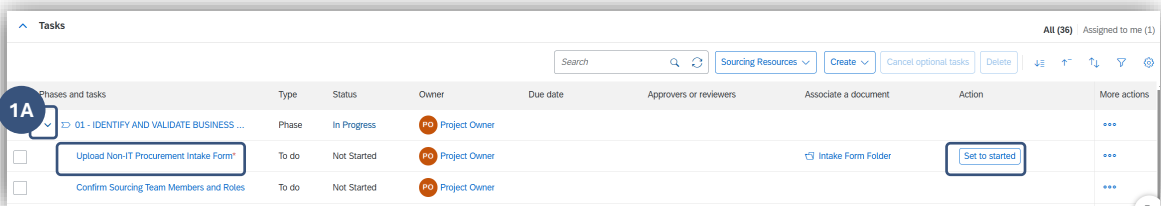
Understand how to finalize and publish a Sourcing Event.

# Publishing a Sourcing Event (Non-IT)

## Upload Non-IT Procurement Intake Form

1 The **Non-IT Procurement Intake Form** is generally completed by an Agency Business user and contains summary information about the Non-IT business need. Sourcing Project Owners will upload the completed **Non-IT Procurement Intake Form** and complete the first task of **Phase 01**.

A. To start the **Upload Non-IT Procurement Intake Form** task from the Sourcing Project, scroll down to the **Tasks** section, click the blue arrow next to **Phase 01**, and either scroll to the right and click **Set to Started** in the Action column or click on **Upload Non-IT Procurement Intake Form** and click **Set to Started** at the top right of the task.



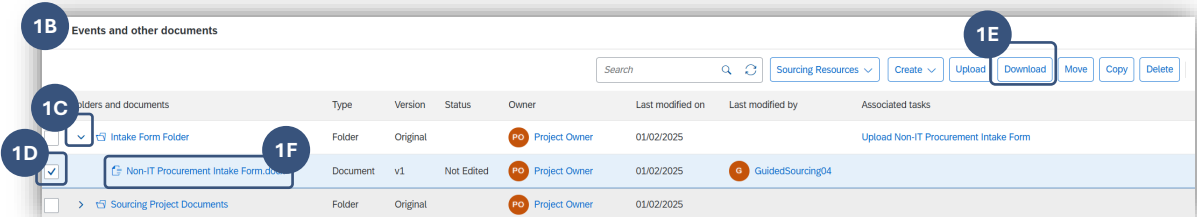
B. To download a blank copy of the **Non-IT Procurement Intake Form** from the Sourcing Project, scroll down to the **Events and other documents** section.

C. Click the blue arrow to the left of the **Intake Form Folder**.

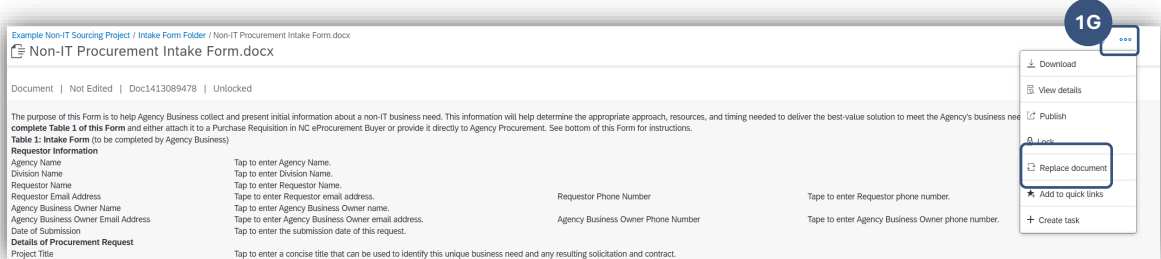
D. Click the checkbox to the left of the **Non-IT Procurement Intake Form** document.

E. Select the **Download** button.

F. When the Non-IT Procurement Intake Form has been completed, the Sourcing Project Owner will need to upload it to the Sourcing Project. Back in the **Events and other documents** section, click on the row highlighted in blue, and select the **Non-IT Procurement Intake Form** document.



G. Click the three dots at the top right and select **Replace document** from the dropdown. Select the **Upload a new document** option, choose the completed version of the form, then select **Yes** and click **Replace**. The document's status will update from **Not Edited** to **Draft** when replaced.



# Publishing a Sourcing Event (Non-IT)

- H. Click **Close** at the top right corner of the screen and then navigate to the **Tasks** section. Click the blue arrow next to **Phase 01**, and either scroll to the right and click **Set to Complete** in the Action column next to the **Upload Non-IT Procurement Intake Form** task or click on the **Upload Non-IT Procurement Intake Form** task and click **Set to Complete** at the top right of the task.

Example Non-IT Sourcing Project / 01 - IDENTIFY AND VALIDATE BUSINESS NEED / Upload Non-IT Procurement Intake Form

Upload Non-IT Procurement Intake Form

To do | In Progress | TSK1413089483

Task details | Associated document | Task type and process | All rounds | Comments and activity history

Task details

General information

Name \* Upload Non-IT Procurement Intake Form

Owner \* GuidedSourcing04

Due date ? None

Observers ? None

Description

Show more

Set to complete Close

## Confirm Sourcing Team Members and Roles

- 2 The Sourcing Project Owner should next review and complete the **Confirm Sourcing Team Members and Roles** task. The Sourcing Project Owner should scroll down to the **Tasks** section, click the blue arrow next to **Phase 01**, scroll to the right of the **Confirm Sourcing Team Members and Roles** task, and click **Set to Started** in the Action column.
- A. If it is determined that it is necessary to update the Team members or roles, instructions for how to do so can be found in the [Creating a Sourcing Project Job Aid](#). Once any necessary updates are made, the Sourcing Project Owner should scroll down to the **Tasks** section, click the blue arrow next to Phase 01, scroll to the right of the **Confirm Sourcing Team Members and Roles** task, and click **Set to Complete**.
- B. If it is determined that it is not necessary to update the Team members or roles, the Sourcing Project owner should scroll down to the Tasks section, click the blue arrow next to **Phase 01**, scroll to the right of the **Confirm Sourcing Team Members and Roles** task, and click **Set to Complete**.

Tasks

All (36) Assigned to me (4)

Search

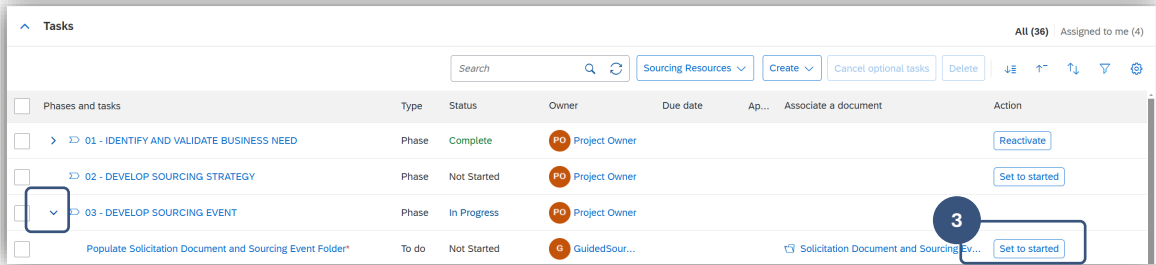
Sourcing Resources Create Cancel optional tasks Delete

| Phases and tasks                         | Type  | Status      | Owner            | Due date | Ap... | Associate a document | Action          | More actions |
|--|-------|-------------|------------------|----------|-------|----------------------|-----------------|--------------|
| 01 - IDENTIFY AND VALIDATE BUSINESS NEED | Phase | In Progress | PO Project Owner |          |       |                      | Set to complete | ...          |
| Upload Non-IT Procurement Intake Form*   | To do | Complete    | GuidedSourcin... |          |       | Intake Form Folder   | Reset           | ...          |
| Confirm Sourcing Team Members and Roles  | To do | In Progress | GuidedSour...    |          |       |                      | Set to complete | ...          |

# Publishing a Sourcing Event (Non-IT)

## Populate Solicitation Document and Sourcing Event Folder

- 3 Once the **Confirm Sourcing Team Members and Roles** and **Upload Non-IT Procurement Intake Form** tasks are completed, the Sourcing Project Owner should start the **Populate Solicitation Document and Sourcing Event Folder** task by navigating to the **Tasks** section, expanding **Phase 03**, and clicking the **Set to started** button.



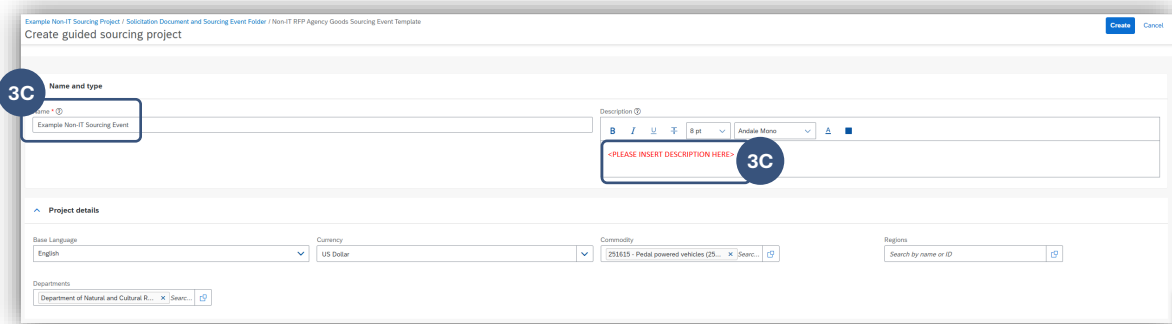
The Solicitation template, Preliminary Review Procurement Checklist Template, Bid Evaluation Matrix Tool Template, and Non-IT Sourcing Event Template are located in the **Solicitation Document and Sourcing Event** folder. These items must be replaced or edited before the **Populate Solicitation Document and Sourcing Event Folder** task can be completed. The Solicitation Document Template, Preliminary Review Procurement Checklist Template, and Bid Evaluation Matrix Tool Template can be downloaded and replaced by following these steps.

- Navigate to the **Events and other documents** section of the Sourcing Project and click the blue arrow next to the **Solicitation Document and Sourcing Event** folder. Check the box next to the Solicitation Document Template. Select the **Download** button, populate the template, and save a local copy. Repeat this step for the **Preliminary Review Procurement Checklist Template** and **Bid Evaluation Matrix Tool Template** documents.
- From the **Events and other documents** section, click the blue arrow to the left of the **Solicitation Document and Sourcing Event** folder, then click into the Solicitation Document. Click the three dots at the top right and select **Replace document** from the dropdown to upload the completed version of the Solicitation Document. Repeat this step for the **Preliminary Review Procurement Checklist Template** and **Bid Evaluation Matrix Tool Template** documents and upload any additional documents that P&C may need to review.

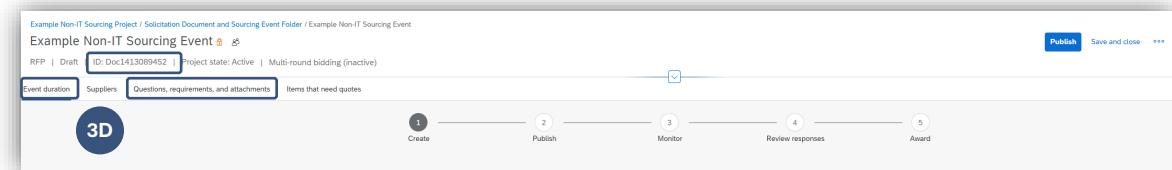
To find the **Doc ID#** of the Sourcing Event before editing it in order to add the Solicitation Number to the Solicitation Documents, click the three dots in the **Actions** column on the far right of the Event template row and select **View details** from the dropdown. The **Doc ID#** is also visible in the **Document Id** column, but be aware that it will also display for other documents besides the Sourcing Event, so caution must be taken to note the correct ID #.


# Publishing a Sourcing Event (Non-IT)

- C. In the same **Solicitation Document and Sourcing Event** folder, click on the **Sourcing Event Template** to initiate the Sourcing Event. The **Create guided sourcing project** page will display. It is important to populate the **Name** and **Description** with pertinent information, keeping in mind that both will be visible to vendors and will also populate on the public eVP record of the solicitation. All other fields should remain in the current default status, and **Commodity** and **Departments** will be pre-populated based on selections made when creating the **Sourcing Project**. Next, select the **Create** button.



- D. The Sourcing Event page will display with a system generated **Doc ID#** below the **Name**. This **Doc ID#** will also automatically be assigned as the **Solicitation Number** in eVP and should also be included in the Solicitation Document. The Sourcing Event will consist of four sections: **Event duration; Suppliers; Questions, requirements, and attachments; and Items that need quotes**, and there will be a timeline above the sections.



 Sourcing Project Owners will only adjust the **Event duration** (Due Date) and **Questions, requirements, and attachments** (Content) sections before saving it to send to the P&C for approval.

# Publishing a Sourcing Event (Non-IT)

## Setting the Event duration (Due date)

4 The first of the two sections to edit is the **Event duration**. This is where the Sourcing Project Owner will establish the **Due date** outlining when bidding ends.

A. Click **Edit** in the **Event duration** section. The default duration is 10 days, but it is important to set this date further out into the future to end on a specific date and time.

B. Click the **Time** button, then click the date picker to set a specific **Due date** and time for when the bidding ends. This date should match the date included in the Solicitation Document and can be adjusted later if the date needs to shift before publishing. This date must be at least three days in the future and cannot be on a State of North Carolina holiday. If a conflicting date is selected, the eVP system will send an email notifying the user that a new **Due Date** must be selected before it can be posted on eVP. Once a Due date and time have been selected, click **OK** then **Save**.



On the date picker popup, click on the calendar date to set the **Due date**, and from the time picker, select the hour to close the Event and click the **AM** button to change it to **PM**.



Leave the box checked for **Start bidding right after event is published** (this box is checked by default).

# Publishing a Sourcing Event (Non-IT)

## Updating the Questions, requirements, and attachments (Content)

5 The **Questions, requirements, and attachments**, or **Content** section of the Sourcing Event is where the Sourcing Project Owner can share all information about the products or services they wish to receive bids on, and it serves as the framework for vendors to provide a response. P&C has created a template in this section that complements the default structure of the various RFx Solicitation Document templates.

- A. The **Questions, requirements, and attachments**, or **Content** section is divided into six numerical sections, most of which have subsections.
1. **Welcome to the State of North Carolina’s Sourcing Tool:** A brief welcome message to vendors.
  2. **Instructions on How to Use the Sourcing Tool:** Instructions and tips for vendors on how to provide a response within the tool.
  3. **Solicitation Document and Details:** Sourcing Project Owners will upload their completed Solicitation Document in Subsection 3.1. Vendors will find instructions for submitting questions in Subsection 3.2 as well as a **Vendor Question Submission Template**. If an Addendum is required, the Sourcing Project Owner will post it here and it will become Subsection 3.3.
  4. **Vendor Information:** This section requires vendors provide their **Customer Number** from their NC eVP account.
  5. **Pricing Submittal:** Sourcing Project Owners will upload a customized pricing response template that vendors will download, complete with the prices they are bidding on the requested products or services, and re-upload to the Event as an attachment.
  6. **Vendor Response:** This section contains several subsections instructing the vendor to return various completed documents – some required and some optional – depending on the nature of their response.

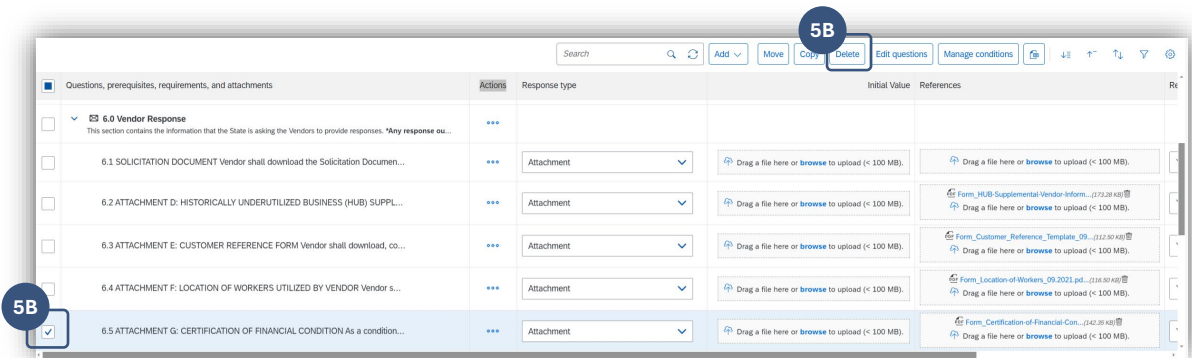
In Subsection 6.1 vendors will return a completed version of the Solicitation Document they downloaded in Subsection 3.1. The returned version of this document will include an **Execution** section to capture the vendor’s signature. This section can be countersigned by the agency and is intended to be used as Contract Documentation for the winning bid at the conclusion of the Solicitation process.

| Questions, requirements, and attachments (19)                 |         |               |               |            |                 |  |
|---|---------|---------------|---------------|------------|-----------------|--|
| Questions, prerequisites, requirements, and attachments       |         |               |               |            |                 |  |
|   | Actions | Response type | Initial Value | References | Required answer |  |
| 1.0 Welcome to the State of North Carolina’s Sourcing Tool... | ...     |               |               |            |                 |  |
| 2.0 Instructions on How to Use the Sourcing Tool...           | ...     |               |               |            |                 |  |
| 3.0 Solicitation Document and Details                         | ...     |               |               |            |                 |  |
| 4.0 Vendor Identification                                     | ...     |               |               |            |                 |  |
| 5.0 Pricing Submittal   | ...     |               |               |            |                 |  |
| 6.0 Vendor Response   | ...     |               |               |            |                 |  |

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

# Publishing a Sourcing Event (Non-IT)

- B.** Click the right arrow next to **6.0 Vendor Response** to expand it. This section is populated with several subsections instructing vendors to submit their bid response via various attachments. The first attachment subsection is required for vendors to complete by default. There is no action necessary for Sourcing Project Owners in this section unless any changes to the default content are necessary. Subsections can be added, edited, or deleted. To delete a subsection, check the box to its left and click the **Delete** button at the top of the section. That subsection will be removed (it cannot be undeleted), and the subsection numbering below it will automatically adjust.



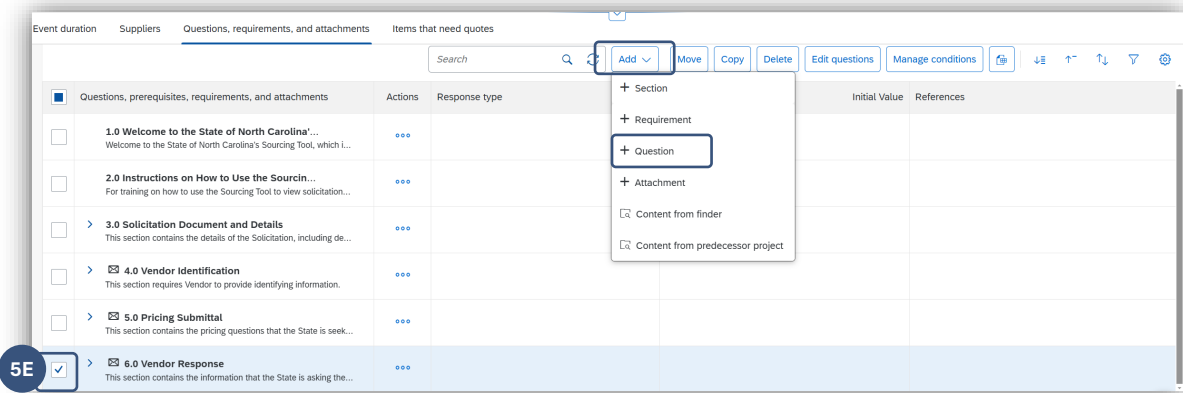
- C.** To edit a subsection, check the box to its left and click the three dots to its right and select **Edit question** from the popup.
- D.** The **Edit question** page will display, although it is advised that no edits be made to default subsections. There are two potential fields to change: **Is a response required?** field and the **Participant can add additional comments and attachments** field. If the Sourcing Project Owner would like to change the defaults, they can do so then click **Save**.

A screenshot of the 'Edit question' page. The page has a header with 'Save' and 'Cancel' buttons. Below the header are tabs for 'Text', 'Money', 'Number', 'DecimalNumber', 'Quantity', 'Percentage', 'Yes/No', 'Date', 'Address', and 'Attachment'. The 'Attachment' tab is selected. The page contains several fields: 'Initial value' with a file upload button, 'References' with a file upload button, 'Is this a prerequisite question?' with a dropdown menu, 'Is a response required?' with a dropdown menu and a callout '5D', 'Can participants see this question?' with a dropdown menu, and 'Participant can add additional comments and attachments' with a dropdown menu and a callout '5D'.



# Publishing a Sourcing Event (Non-IT)

E. To add a subsection, check the box next to **6.0 Vendor Response** and click **Add** at the top of the section. If the addition is only informational text, select **Requirement**. If the addition is an informational attachment, select **Attachment**. If the Project Owner wants the vendor to return a response as part of the new subsection, select **Question** from the dropdown.



F. Click on **See all options** on the subsequent popup. On the next page, enter a **Name** for the new subsection and set any other options. If the Project Owner selected a question and wants the vendor to return a document, select **Attachment** as the **Response type** and add an **Initial value** document for them to download and return. Click **Add** to finalize the addition. The new subsection will automatically be added to the bottom of Section 6.

The screenshot shows the 'Add question' popup. The 'Name' field is empty, and the 'Response type' is set to 'Attachment'. The 'Initial value' field is empty, and the 'Is this a prerequisite question?' dropdown is set to 'No, not a prerequisite question'.

# Publishing a Sourcing Event (Non-IT)

- G.** Once all **Content** is set in the **Questions, requirements, and attachments** section, click **Save and close** at the top right to save the Sourcing Event, and return to the Sourcing Project.

There is no need to do anything in the **Suppliers** or **Items that need quotes** sections.

Example Non-IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example Non-IT Sourcing Event

Example Non-IT Sourcing Event

RFP | Draft | ID: Doc1413089452 | Project state: Active | Multi-round bidding (inactive)

Event duration Suppliers Questions, requirements, and attachments Items that need quotes

☐ > **6.0 Vendor Response**  
This section contains the information that the State is asking the...

**5G** **Publish** **Save and close**

## Complete the Populate Solicitation Document and Sourcing Event Folder Task

- 6** Navigate to the **Tasks** section. Click the blue arrow next to **Phase 03** and scroll to the right of the **Populate Solicitation Document and Sourcing Event Folder** task and click **Set to Complete** in the Action or click on **Populate Solicitation Document and Sourcing Event Folder** and click **Set to Complete** at the top right of the task.

Tasks

All (36) Assigned to me (4)

Search Sourcing Resources Create Cancel optional tasks Delete

| <input type="checkbox"/>            | Phases and tasks  | Type  | Status      | Owner           | Due date | Approvers or reviewers | Associate a document                         | Action                 |
|-------------------------------------|---|-------|-------------|-----------------|----------|------------------------|--|------------------------|
| <input type="checkbox"/>            | > 01 - IDENTIFY AND VALIDATE BUSINESS NEED                | Phase | Complete    | Project Owner   |          |                        |  | <b>Reactivate</b>      |
| <input type="checkbox"/>            | 02 - DEVELOP SOURCING STRATEGY                            | Phase | Not Star... | Project Owner   |          |                        |  | <b>Set to started</b>  |
| <input checked="" type="checkbox"/> | 03 - DEVELOP SOURCING EVENT                               | Phase | In Progr... | Project Owner   |          |                        |  |                        |
| <input type="checkbox"/>            | Populate Solicitation Document and Sourcing Event Folder* | To do | In Progr... | GuidedSourci... |          |                        | Solicitation Document and Sourcing Event ... | <b>Set to complete</b> |

**6** **Set to complete**

# Publishing a Sourcing Event (Non-IT)

## Gain P&C Approval of Solicitation Document and Sourcing Event

7

When the task is complete in **Phase 03**, the Sourcing Project Owner can proceed to **Phase 04** to submit the Solicitation Document and Sourcing Event for approval by P&C.

A. In the **Tasks** section, click on the **Gain P&C Approval of Sourcing Event** task. On the subsequent page, the approval flow will be set automatically. The **Due date** can be added by selecting the **Edit** button, using the date picker in the **Due date** field and clicking **Save**.

Task details

General information

Name \* Gain P&C Approval of Sourcing Event

Owner \* Project Owner

Due date \* **7A** Select due date

Observers \* Select observers

Description

INSTRUCTIONS: Agency Procurement should complete Due Date, provide any comments, and select 'Submit'.

Show more

Save Cancel

B. Click the **Submit** button in the upper right-hand corner of the screen.

Example Non-IT Sourcing Project / 04 - REVIEW AND APPROVE SOURCING EVENT / Gain P&C Approval of Sourcing Event

Gain P&C Approval of Sourcing Event

Approval | Not Started | TSK1413089486

Task details Associated document Task type and process Comments and activity history

Submit Close **7B**

C. When the task has been submitted, its status will automatically update to **In Approval**. To monitor the process of the approval, click into it from the **Tasks** section. Look for any comments by a P&C approval group in the **Comments and activity history** section. To see which approval groups are included in the approval workflow, scroll to the **Approval flow** section.

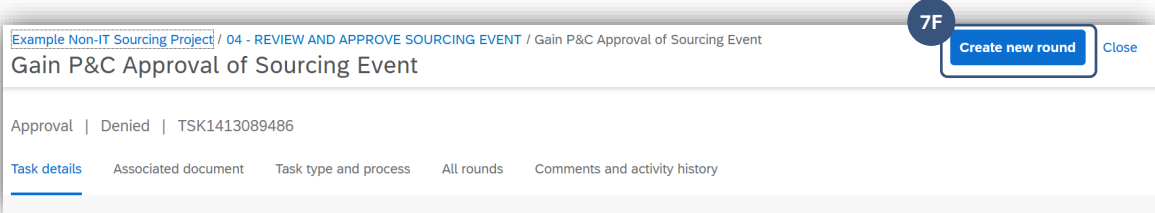
1. An approval group that has not been sent the approval task will be displayed in the **Approval flow** section as **Pending**. These groups have yet to receive the approval request and will not become **Ready for approval** until the approval task is submitted by the Sourcing Project Owner and any previous approval node completes their approval.
2. An approval group that is currently in the process of approving the task will be displayed in the **Approval flow** section as **Ready for approval**.
3. An approval group that has completed its approval will be displayed in the **Approval flow** section as **Approved**.



Project Owners will be notified via email if an approver adds a comment to the approval, and P&C may attach an edited version of the Solicitation Document to a comment.

# Publishing a Sourcing Event (Non-IT)

- D. If P&C denies the approval request, the Sourcing Project Owner should work with applicable Agency staff to address P&C’s feedback and develop an updated Solicitation Document.
- E. The Sourcing Project Owner should return to the **Events and other documents** section and replace the Solicitation Document draft with the updated version.
- F. The Sourcing Project Owner should then go back to the **Gain P&C Approval of Sourcing Event** task and click **Create new round**.



- G. The task will update to a subsequent round. Add a comment if necessary and click **Submit** to request a new round of approvals.
- H. After P&C reviews and fully approves the Solicitation Document and Sourcing Event, the task will automatically update to **Approved** status in the **Tasks** section.

|                          |                                      |          |             |            |            |
|--------------------------|--------------------------------------|----------|-------------|------------|------------|
| <input type="checkbox"/> | 04 - REVIEW AND APPROVE SOURCI...    | Phase    | In Progress | PO Proj... | 02/18/2025 |
| <input type="checkbox"/> | Upload Procurement Exception Requ... | To do    | Not Started | PO P...    |            |
| <input type="checkbox"/> | Gain P&C Approval of Sourcing Event* | Approval | Approved    | G Guid...  | 02/18/2025 |

## Review Event Duration and Finalize the Sourcing Event Content

8

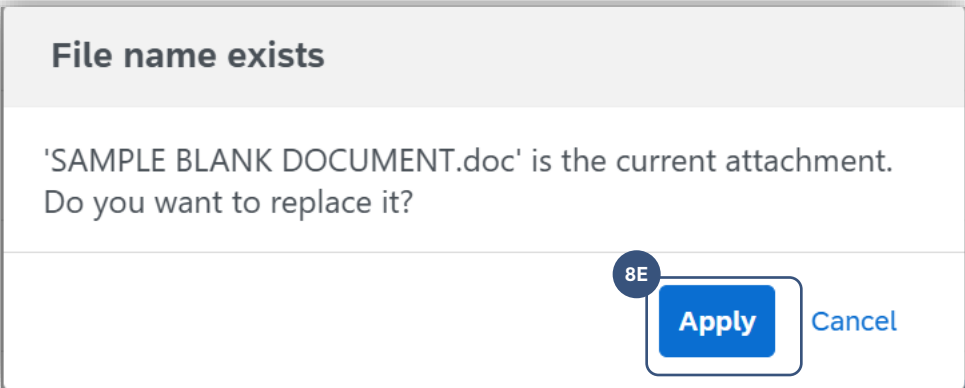
After receiving approval from P&C to post the solicitation, the Sourcing Project Owner should finalize their Solicitation Document, return to the Sourcing Event to update any dates that may have changed during the approval process, then go to the **Questions, requirements, and attachments** (Content) section to attach the final version of the Solicitation Document to Subsection 3.1, and make any other necessary updates.

- A. Click on the **Draft** version of the Sourcing Event from the **Events and other documents** section.
- B. Verify that the **Due date** in the **Event duration** section has not changed during the solicitation approval process. If it has, update it accordingly via the **Edit** button.
- C. Navigate to the **Questions, requirements, and attachments** (Content) section to add the finalized version of the Solicitation Document in Subsection 3.1 and make any other necessary adjustments.
- D. Scroll right to the **Initial Value** column for Subsection 3.1 and click on **browse** to replace the **SAMPLE BLANK DOCUMENT** with the completed Solicitation Document.

|                          |   |     |            |  |
|--------------------------|---|-----|------------|--|
| <input type="checkbox"/> | 3.0 Solicitation Document and Details<br>This section contains the details of the Solicitation, including de... | ... |            |  |
| <input type="checkbox"/> | 3.1 SOLICITATION DOCUMENT This docu...  | ... | Attachment | <div><div>SAMPLE BLANK DOCUMENT.doc (40.50 KB)</div><div>Drag a file or <b>browse</b> to upload (&lt; 100 MB).</div></div> |

# Publishing a Sourcing Event (Non-IT)

- E. Select a local copy of the completed Solicitation Document and on the subsequent **File name exists** popup, click **Apply** to replace the **SAMPLE BLANK DOCUMENT**.

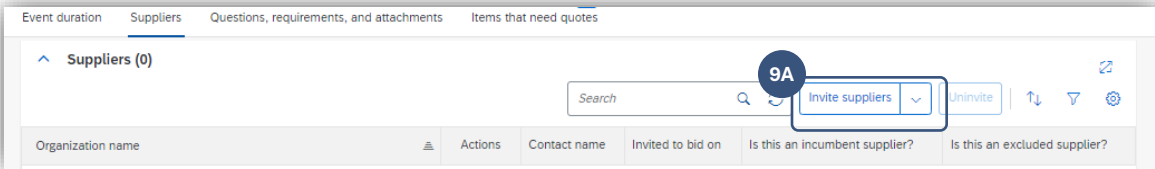


- F. There is no action necessary in Section **4.0 Vendor Identification**. If no updates are necessary in Section **5.0 Pricing Submittal** or **6.0 Vendor Response**, the Sourcing Project Owner can click **Publish** and skip to **Section 10** of this guide.

## Invite Suppliers to a Private Waiver of Competition if Necessary

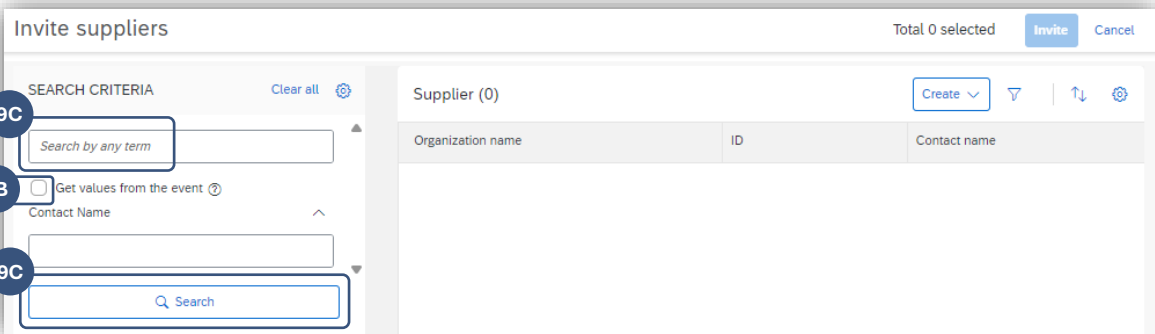
- 9
- If the Sourcing Project Owner is conducting a private solicitation with a limited set of vendors, they will directly invite the identified vendor(s). The solicitation will not post to public eVP, and only the directly invited vendor(s) will be able to respond.

- A. Navigate to the **Suppliers** section and click the **Invite suppliers** button.



- B. On the next **Invite suppliers** page, uncheck the box next to **Get values from the event**.

- C. Enter the search criteria to find the identified supplier and click **Search**.



# Publishing a Sourcing Event (Non-IT)

D. Check the box to the left of the identified supplier and click **Invite**.

Invite suppliers

SEARCH CRITERIA

Clear all

Search by any term

☐ Get values from the event

Contact Name

Supplier (2)

Create

9D

| <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 |

Total 1 selected

9D Invite Cancel

E. If more than one vendor has been approved to participate in the private solicitation, click the **Invite suppliers** again and repeat the process outlined in **steps 9B – D** as many times as necessary to include all approved vendors. The Sourcing Event will not post to public eVP, and only the vendor(s) added to **Suppliers** tab will receive an email with a link to respond to the Sourcing Event.

## Publish the Sourcing Event

10

When all sections have been finalized, the Sourcing Project Owner can **Publish** the Sourcing Event to send it to public eVP so that vendors can begin to respond.

A. Click **Publish** at the top right of the Sourcing Event.

Example Non-IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example Non-IT Sourcing Event

Example Non-IT Sourcing Event

RFP | Draft | ID: Doc1413089452 | Project state: Active | Multi-round bidding (inactive)

Event duration Suppliers Questions, requirements, and attachments Items that need quotes

1 Create 2 Publish 3 Monitor 4 Review responses 5 Award

10A Publish Save and close

B. Click **Monitor event** on the popup to verify the Sourcing Event is published as expected.

C. Verify the status is **Open** at the top of the screen.

D. Verify the countdown clock is operational and the **Due date** is correct.

Example Non-IT Sourcing Project / Solicitation Document and Sourcing Event Folder / Example Non-IT Sourcing Event

Example Non-IT Sourcing Event

RFP | Draft | ID: Doc1413089452 | Project state: Active | Multi-round bidding (inactive)

Event duration Suppliers Questions, requirements, and attachments Items that need quotes

1 Create 2 Publish 3 Monitor 4 Review responses 5 Award

10B Open ID: Doc1413089452

Summary Items that need quotes Questions, requirements, and attachments Messages

Monitor event

Supplier participation

0 Invited suppliers

Event duration

01/03/2025 4:59 PM - 03/05/2025 2:00 PM

60 : 20 : 58 : 16

Days Hours Minutes Seconds

Total question coverage

0 Questions have been answered

Questions have at least 1 response Not yet received

10C

# Publishing a Sourcing Event (Non-IT)

- E. The published Sourcing Event is now automatically posted to public eVP and the HUB Opportunities page. If there were any issues with the public posting, the Sourcing Project Owner will receive an email stating, “There was an error while posting your solicitation.” For more information on the eVP version of the solicitation, please see the [Viewing Posted NCEP Solicitations in eVP Job Aid](#).
- F. Navigate back to the Sourcing Project **Tasks** section and **Set to complete** the **Publish Sourcing Event** task in **Phase 04**.