NC eProcurement Responding to a Sourcing Event

When a vendor learns of a bid opportunity with the State of North Carolina via an IPS posting, they can follow an embedded URL link to a public posting summary on Ariba Discovery. Vendors with an Ariba Network account can then respond to the Solicitation by accessing the '**Sourcing Event**,' which is an electronic collection of all the requisite details provided by the State's Sourcing Agent, and a template into which a vendor can respond with answers and attachments.

I. Ariba Discovery Public Posting

IPS will direct vendors to the Public Posting for the '**Sourcing Event**' on Ariba Discovery. Vendors do not need an Ariba Network account to see this page.

- 1. The 'Title' of the Event will be listed in the top left of the Public Posting.
- 2. 'State of North Carolina' will display below that indicating that this Event is for a Solicitation from a State Agency.
- 3. Bid Timing information will display below that, alerting the user to important timing specifications, such as when bidding opens and closes.

Note: The actual time for the **'Response Deadline'** may be different than what is listed on this page. Ariba Discovery postings default to an uneditable closing time of **'11:59 PM EST'** on the due date. It will be common for State Sourcing Agents to set a time earlier in the day in their Sourcing Event. Sourcing Agents are instructed to note the actual closing time in the **'Posting Summary'** field towards the bottom of this page, and it should be clear exactly what that is once the user selects to Respond to this posting.

- 4. The '**Public Posting**' field will list the URL for the page that is currently displayed.
- 5. **'Product and Service Categories'** and **'Ship-to or Service Locations'** are the values that will trigger a Discovery User to see this posting in the **'My Leads'** section of their Ariba Network homepage.
- 6. The '**Posting Summary'** field will include a brief description by the State's Sourcing Agent as to the overall nature of the Solicitation, and this should match what was posted in IPS.

Note: If the actual time for the '**Response Deadline**' is not '**11:59 PM EST**,' the Sourcing Agent should include a note here of what the actual cutoff time is that day, and no responses will be accepted after that earlier time despite what is listed on this page.

- 7. If the vendor has questions for the State's Sourcing Agent, they should NOT use the 'Questions & Answers' section at the bottom of the page. At this point they should reach out to the Sourcing Agent via the information posted in IPS. If they choose to respond to the Solicitation, there will be additional avenues for communication built into the Sourcing Event.
- 8. If the user decides they would like to respond to this solicitation request with a bid, they will click the orange '**Respond to Posting**' button. If they are already logged into their Ariba Network account, they will be taken directly to the Sourcing Event. If they are not, they will be taken to the Login page before being redirected to the Sourcing Event. If they do not have an Ariba Network account, they can create one so that they will be able to respond to this Solicitation via the Sourcing Event. For more information on creating an account, please see the '<u>Accessing the Ariba Network</u>' Job Aid.

NC eProcurement Responding to a Sourcing Event

This is a public sector / buyer funded posting a	and you can respond for free $ ilde{ extsf{ extsf extsf{ extsf extsf extsf extsf{ extsf{ extsf{ extsf{ extsf exts$	
DISCOVERY TESTING 10132020	Sourcing Event ' Title ' and	Open
Posted On: 13 Oct 2020 Open for bidding on: 13 Oct 2020 Response Deadline: 31 Dec 2020 8:59 PM PST	Bid timing information.	1 Q&A
Respond to Posting	E in 🖂	Leave feedback
Response Deadline: 31 Dec 2020 8:59 FM PST (Buyers can close postings early) Posting ID: 9090239(Doc100823293) Posting Type: Request for Information Public Posting: http://discovery.ariba.com/rfx/9090239	Click 'Respond to Posting' to submit a bid to this Solicitation via the Sourcing Event.	
Product and Service Categories Cleaning machines for seed or grain or dried leguminous vegetables	Ship-to or Service Locations North Carolina - United States 	
Posting Summary DISCOVERY TESTING 10132020 - DO NOT RESPOND NOTE: Actual Closing Time on 31 Dec 2020 is 1:30 PM EST	Summary of the Solicitation opportunity including a note actual end time on the Bid du	on the ue date.
Questions & Answers		
Ask Buyer a question		

II. The Sourcing Event Overview

Once the user clicks on '**Respond to Posting**,' they will be directed to the Sourcing Event where they can review the details of the Solicitation and provide a response to the Sourcing Agent for their consideration.

- 1. The top of the Sourcing Event will display the event title and a countdown clock of the time remaining for vendors to submit their bid. Despite what may have been listed (11:59 PM EST) in the Ariba Discovery Public Posting, the timing in the top right will be the official deadline, down to the second.
- The left side of the screen will provide a 'Checklist' of the steps to be taken when responding to this Solicitation. Users can 'Review Event Details' by clicking on the numbered 'Event Content' sections below to change the view of what's on their screen. A subsequent screen will show all of this information in great detail all together.
- 3. The next step will be to '**Review and Accept Prerequisites**,' which represents the bidder agreement, and acceptance of these is required to submit a bid.
- 4. Additionally, the 'Download Content' button will allow the user to download Event information in a detailed Excel document, as well as download any attachments the Sourcing Agent included in this Event. The user can click 'Decline to Respond' if they do not wish to submit a bid for the Solicitation, but do wish to let the Sourcing Agent know they saw the posting, and the 'Print Event Information' button will export Event information into a Word document.

Event Details	Doc114057374 - Example Sourcing Event	Time remaining 14 days 02:14:46
Event Messages Download Tutorials Response Team	Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event of Some prerequisites may require the owner of the event to review and accept your responses before you can control the terms of the prerequisites, you cannot view the event content or participate in this event.	ontent or participate in the event. thinue with the event. If you decline
▼ Checklist	Download Content Review Prerequisites Decline to Respond	Print Event Information
1. Review Event Details	Welcome to the State of North Carolina's Sourcing Tool	(Section 1 of 7) Next »
2. Review and Accept Prerequisites	Name †	
3 Submit Response	1 Welcome to the State of North Carolina's Sourcing Tool	More +
The Event Contents	Event Overview and T Click 'Review Prerequisites' to	Next Section: Instructions on How
All Content	own accept the bidder agreement	ar
1 Welcome to the State	submitting a bid.	down clock
2 Instructions on How 	'Checklist' of steps to	s to be accepted.
3 Solicitation Documen	Proje	

5. After clicking '**Review Prerequisites**,' the bidder agreement is displayed, and the user must accept the terms to move forward with their bid.

Prerequisites	Doc114057374 - Example Sourcing Event			
▼ Checklist	Prerequisites must be completed prior to participation in the event.			
1. Review Event Details				
2. Review and Accept Prerequisites	In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):			
3. Submit Response	1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.			
	2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.			
	3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.			
	4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.			
	5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.			
	6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.			
	7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.			
	* * * * BA v1.1 19Aug05			
	Accept the bidder terms displayed above and click ' OK .'			
	I do not accept the terms of this agreement.			
	OK Cancel			

- 6. Once the terms have been accepted, the entirety of the Event content will display. This is where all important information for vendors to consider when placing a bid will be located, as well as instructions on how to place the bid specific to this Solicitation.
- 7. The Sourcing Event content will be broken down into numbered sections, typically as follows:
 - 1) Welcome to the State of North Carolina's Sourcing Tool: A welcome message and outline of the overall process for submitting a bid. No action is required in this section.
 - 2) Instructions on How to Use the Sourcing Tool: Instructions, tips, and links to resources for help in submitting a bid. No action is required in this section.
 - 3) Solicitation Document and Details: In this section vendors will find the 'Solicitation Document' that includes the important, specific details about the Solicitation to which they will respond with a bid. They can also find the 'Vendor Question Submission Template' that can be used to ask questions to the Sourcing Agent, and any 'Addenda' to the Solicitation will also be posted here if necessary. This is the first section that will have subsections.
 - 4) Vendor Information: In this section vendors will provide their NC eVP 'Customer Number.'

Note: This is found by logging into eVP and going to the 'Company Information' section.

				HELP 🚨
	Company Information			
Registration Type				
Company Information		The 'C	ustomer Number' to be	
Contacts		entered	d in Section 4.	
Addresses	General Vendor Information			~
Locations			<u> </u>	
Terms of Use	Vendor Name		Company Website	Optional
Summary	Sample Company]	http://www.yourcompany.com	
	Dun and Bradstreet Number Optione	ι]	Customer Number 374999	

- 5) **Pricing Submittal:** Vendors will download an attachment, fill it out with their pricing information, and reattach it for the Sourcing Agents to review.
- 6) **Vendor Response:** This section contains questions about the vendor, some required and some optional, that the Sourcing Agent will consider along with the pricing submittal when reviewing all bids.
- 7) Additional Questions to Vendor: This section, if present, contains additional questions for the vendor to answer.

Note: The exact content in each of these sections – or the titles of the sections themselves – may differ based on the type of Solicitation posted by the State's Sourcing Agent. An **IT Solicitation** will be structured slightly different than a **Non-IT Solicitation**, and the exact structure of a **Solicitation** for **Goods** will differ slightly from that of a **Solicitation for Services**. It is extremely important that vendors responding to Solicitations pay close attention to the exact structure and questions posed in that specific Sourcing Event, as they could differ slightly from those posed in a separate Event to which they have responded for the State.

Console	🗁 Doc114057374 - Example Sourcing Event	Time remaining 14 days 00:32:15
Response History	All Content	= ×
	Name †	
▼ Checklist	1 Welcome to the State of North Carolina's Sourcing Tool	Less –
1. Review Event Details	Welcome to the State of North Carolina's Sourcing Tool, which is intended in streamline the Vendors may review the details of this solicitation in the attached document found in Sectors	solicitation process for both the State and vendors.
2. Review and Accept	requested, information on the solicitation process and instructions on how to respond, and th completed documents for submission to the State in Sections 4, 5, 6, and 7.	
Prerequisites	2 Instructions on How to Use the Sourcing Tool	Less –
3. Submit Response	For training on how to use the Sourcing Tool to view solicitations, submit questions, develop https://eprocurement.nc.gov/training	responses, upload documents, and submit offers to the State, Vendors should go to the following site:
▼ Event Contents	Questions related to the content of the solicitation or the procurement process should be di Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-2 5:00 PM EST.	Section 3 and those below it have
All Content	Tips for Using the Sourcing Tool 1. Vendors should review available training and confirm that they are able to access the Sou allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.	subsections that include information and
1 Welcome to the State	 Vendors may submit their responses early to make sure there are no issues, and then sul recent response. Questions or items that are required are denoted with an asterisk. The Sourcing Tool will 	get a full understanding of the type of bid
2 Instructions on How	error messages to help identify any required information that is missing when response is sa 4. Simply saving your response in the Sourcing Tool is not the same as submitting your resp that their response was successfully submitted 3 Solicitation Document and Details	the State's Sourcing Agent is looking for. As well, there are fields into which
3 Solicitation Documen	This section contains the details of the Solicitation, including details on the integration of the state of the state is terms and conditioner why fissued Addendar and the state's terms and conditioner why fissued Addendar and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the state is the state of the sports and the sport	vendors can submit their bid information
4 Vendor Identification	information on the solicitation process and instructions on how to respond, and the State's term RFP_Healthcare Services.docx V	Agent to consider when they're
5 Pricing Submittal	3.2 Vendor Question Template - vendor shall submit any questions it may have regarding this process via the Sourcing Tool's Message Board using the provided Vendor Question Template. V	evaluating all submitted bids
6 Vendor Response	(*) indicates a required field	
7 Additional	Submit Entire Response Save draft Compose Message	Excel Import

III. Downloading Attachments

It will be important for vendors to download certain documents when composing their bids, the **'Solicitation Document'** being the most important of these.

 Navigate to subsection 3.1 and click on the attached document highlighted by blue text, then click 'Download this attachment' in the subsequent popup menu. This should be the 'Solicitation Document' that the Sourcing Agent has customized for this specific Solicitation. It will include information and instructions about timing, Agency contacts, the State's Terms and Conditions, and many other important details. Keep this for informational purposes and be sure to read it very carefully for any important instructions for formulating a bid.

Response History	All Content	
Response Team	Name †	In Section 3.1, click on and download the
▼ Checklist	 Simply saving your response in the Sourcing Tool is not the same as subm and receive a message that their response was successfully submitted. 	attached document, which will be the very-
1. Review Event Details	3 Solicitation Document and Details	important 'Solicitation Document' that will
2. Review and Accept Prerequisites	This section container the details of the Solicitation, including details of the in Solicitation process and instructions on how to respond, and the Stofe's term 3.1 This document includes details on the intent, use, duration, and cope of th servides being requested, information on the solicitation process and instructions	e goods and / or on how to respond,
3. Submit Response	and the State's terms and conditions. C RFP_Healthcare Services.docx 3.2 Vendor Question Template - Vendor shall submit any questions it may have Solicitation or the Solicitation process via the Sourcing Tool's Message Board usin Question Template. Written questions concerning this Solicitation will be received	regarding this 1g the provided Vendor 1 until the date and time
▼ Event Contents	listed in the Schedule Section of this Solicitation. 💾 Vendor Question Submissi	Less –
Event Contents	 4 vendor identification This section requires Vendor to providing identifying information. 	Less –

2. Subsection 3.2 will have the 'Vendor Question Submission Template' available to download should the vendor need to ask any questions to the Sourcing Agent during the question and answer period.

- 3. Other subsections may have a '**References**' section following their text. Vendors can find important documents to download here, as well. A specific example of this is in subsection 5.1 in below screenshot which contains the '**Pricing Submittal Workbook**' for the vendor to download, fill out, and reattach.
- 4. Click on '**References**' highlighted in blue text at the end of the subsection and select the specific document to download. If there are multiple documents to download, the user may click '**Download all attachments**.'

Response History	All Content	×
Response leam	Name t	
▼ Checklist	process at 888-211-7440, Option 2. Help Desk representatives are available Monday 7:30 AM EST to 5:00 PM EST (except State holidays).	^
1. Review Event Details	▼ 5 Pricing Submittal the specific document to be downloaded.	
2. Review and Accept Prerequisites	This section contains the pricing questions that the State is seeking esponses fro 5.1. Pricing Submittal - Vendor shall download, complete and upload the completed Attachment A: Pricing Submittal Workbook Excel file that is available by clicking on References at the end of this term Vendor shall follow the instructions on the first worksheet of the Excel file, and complete the multiple	-1
3. Submit Response	worksheets in the Excel file. ■ References ∨ ▼ 6 Vendor Response Reference Documents	
▼ Event Contents	This section contains the infor 6.1 Vendor shall indicate its agre In compliance with this invitation f Download all attachments the Vendor offers and	
All Content	agrees to furnish and deliver any or all kerns upon minor prices are uso, at the prices set opposite each	

IV. Providing a Bid Response via Answers and Attachments

Beginning in Section 4, as the vendor scrolls down the Content section of the Sourcing Event, there will be fields into which they can provide answers to questions or upload attachments. Answers in some of those fields will be entered with free-text while others will be answered via drop-down. A red asterisk (*) to the left of a field will indicate that an answer is required. If a vendor attempts to submit a bid without having completed all required fields, the system will display an error message and direct the vendor to the incomplete field(s).

- 1. Subsection 4.1 is the first field into which an answer can be provided. This is a free-text field and is required, as designated by the red asterisk.
- 2. The vendor should type their eVP 'Customer Number' into this field.

Response History	All Content	
Response Team	Name †	In free-text fields, type in an answer to
▼ Checklist	Template.xlsx 🗸	provide the Sourcing Agent with information
	▼ 4 Vendor Identification	for which they are asking. In this case it's
1. Review Event Details	This section requires Vendor to providing identifying information.	the vehicle's ever Customer Number.
2. Review and Accept Prerequisites	4.1 North Carolina Customer Number - For internal State agency processing, please provide your company's North Carolina eProcurement System Customer Number, which can be found on the North Carolina eVendor Portal at https://vendor.ncgov.com/vendor/login.	
3. Submit Response	Vendors responding to this Solicitation are required to be registered in the eProcurement System. If your company is not registered in the North Card click on the Register now link at the bottom of the Login screen. Vendors r Carolina eProcurement Help Desk for assistance in obtaining their Custom	North Carolina lina eProcurement System, nay contact the North er Number or completing
▼ Event Contents	the registration process at <u>888-211-7440</u> , Option 2. Help Desk representat through Friday from 7:30 AM EST to 5:00 PM EST (except State holidays).	ives are available Monday
	▼ 5 Pricing Submittal	Less –
All Content	This section contains the pricing questions that the State is seeking re-	sponses from Vendors.

- 3. Subsection 6.1 is the next field into which an answer can be provided. This answer is required and must be provided via a drop-down menu.
- 4. The vendor should carefully read all the text in subsection 6.1 and then click the drop-down arrow next to **'Unspecified'** to display additional options. Choose the one that best answers the question.

Note: This specific question requires an answer of 'Yes,' but that is not true of all questions in this format.

Response History	All Content	Ⅲ ×	5
Response leam	Name †		
▼ Checklist	worksheets in the Excel file. ■ References ∨ ▼ 6. Vendor Response	Click the drop-down arrow next	^
1. Review Event Details	This section contains the information that the State is asking the Vendors to provide responses.	to 'Unspecified' for additional	
 Review and Accept Prerequisites 	6.1 Vendor shall indicate its agreement to the following: In compliance with this Invitation for Bids, and subject to all the conditions herein, the Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite	and select the best one.	ł
3. Submit Response	each item within the time specified herein. By executing this bid, the undersigned vehoor certifies that this bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False		1
▼ Event Contents	certification is a Class I felony. Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any	¥	
All Content	Federal or State department or agency. As required by G.S. 143-485, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this Solicitation, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the	* Unspecified V	
1 Welcome to the State	requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or	Yes No	
2 Instructions on How	inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this bid response to the Solicitation, the undersigned certifies, for Vendor's entire organization and its employees or	Unspecified	
3 Solicitation Documen	egens, una venue and not avaire una any such git has been oliered, accepted, or promised by any employees or agents of Vender's organization.		

5. The vendor can click the blue 'Quote Bubble Plus' icon next to the answer field if a comment or optional attachment would provide the Sourcing Agent with additional important information related directly to that question. On the subsequent 'Add/Edit Comment' screen, type in a comment or add an attachment, then click 'OK.'

	proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any	
All Content	Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for a state complex with the requirements of article Click the 'Quote Bubble Plus'	* Unspecified
1 Welcome to the State	requirement for each employer with more authorization of its employees through the 24 (2009) prohibit the offer to, or accept plans, specifications, estimates for public increasing or curves integration of the second se	Yes No
2 Instructions on How 	the Solicitation, the undersigned certifies, for Vendor's entire organization and its employees or	Unspecified

- 6. The vendor should continue scrolling down the page and provide answers for all required questions, and any optional ones for which they feel they have relevant feedback to provide to the Sourcing Agent.
- 7. Some subsections ask the vendor to provide information via attachments. This will be indicated by blue text in the answer section on the right reading 'Attach a file.' Sometimes these attachments are required, as indicated by a red asterisk, and other times they are optional. Subsection 5.1 is the first place where an attachment from the vendor is requested. In this case it's the 'Pricing Submittal Worksheet' that the vendor previously downloaded and filled out to provide back to the Sourcing Agent.

8. Click on 'Attach a file,' and on the subsequent 'Add Attachment' screen, the vendor should browse and select the appropriate file to attach from their desktop, then click 'OK.'

Note: It is important to verify that any attachments can be opened by the Sourcing Agent. The file size limit is 100MB.

Response History	All Content			 ≽
Response learn	Name 1			
▼ Checklist	▼ 5 Pricing Su	Click 'Attach a file' to select and	Less –	^
Review Event Details Review and Accept Prerequisites	This sec 5.1 Pricing completed A by clicking of instructions worksbeets	attach the appropriate file for the Sourcing Agent to consider.	es in Wendors.	l
3. Submit Response	▼ 6 Vendor Re	sponse	Less –	
	This sec	tion contains the information that the State is asking the Vendors to	o provide responses.	

9. Once the file is attached, it will display by name where 'Attach a file' used to display. If the wrong file was attached, click 'Update a file' to replace it, or click 'Delete file' to remove it.

Response History	All Content					≽
▼ Checklist	Name † holidays).	The attached documer	nt will			^
1. Review Event Details	This section contains t	now display by hame.	-	Vendors.		
2. Review and Accept Prerequisites	5.1 Pricing Submittal - Ve the completed Attachment is available by clicking on	endor shall download, complete, and upload t A: Pricing Submittal Workbook Excel file that References at the end of this item. Vendor		Pricing Submittal Workbook - COMPLETED.xtsx Vupdate file	Delete	file
3. Submit Response	shall follow the instruction complete the multiple wor 6 Vendor Response	is on the first worksheet of the Excel file, and rksheets in the Excel file. References V	Less –			

V. Submitting a Bid Response

 When all questions have been answered and attachments have been uploaded, the vendor should carefully review their answers for accuracy, scroll to the bottom of the screen, and click the 'Submit Entire Response' button if they are ready to send their bid to the Sourcing Agent for consideration. If there is still more work to be done and the bid is not ready to be submitted quite yet, the user can click 'Save draft' and return to complete the response portion at a later time.

Notes:

- It is advised that bids responses be submitted 48 hours prior to the bid '**Due Date**' time, and that vendors open all attachments to check that they are accurate and readable before submitting.
- If a vendor needs to submit separate bid responses to the same Sourcing Event for multiple subsidiaries (NOT alternative bids from the same vendor) to be evaluated separately against each other, they should create separate Ariba Network accounts for each subsidiary. For more information on creating accounts, please see the 'Accessing the Ariba Network' job aid.

Response History	All Content				 ≽
Response Team	Name 1	When all information has			
▼ Checklist	This Section co	been entered and the bid is			^
1. Review Event Details	7.1 VENDOR EXP Vendor shall descril to each executive, r	ready to be submitted, click	gned	* Sample Vendor Experience	
2. Review and Accept Prerequisites	project, and upload projects. File with re	Response' button.	nilar		
3. Submit Response	7.2 Customer Refe Reference Template file.	····	her ach a	* 🕑 Vendor Reference.docx 🗸 Update file Delete file	
▼ Event Contents	7.3 Customer Refe Reference Template file. Reference	erence #2 - Vendor mall select References to download the Custor e, complete the template, and upload the template by selecting Att ts >>	ner ach a	\star \textcircled{D}' Vendor Reference.docx \checkmark Update file Delete file	~
		(*) indicate a required field			
All Content 1 Welcome to the State	Submit Entire Resp	Save draft Compose Mess	age	Excel Import	

2. If any required information is missing, an error notification will prevent submission and alert the user to the specific issue that needs to be corrected. The vendor should fill those out and then click 'Submit Entire Response' again.

Ariba Sou	rcing () There is 1 problem that requires completion or corre	ction in order to complete your request.		😑 tate Supplier 🔻 Help Center
< Go back to NC eProcureme	ent - TEST Dasnpoarg			Desktop File Sync
Console	🗁 Doc114057374 - Example Sourcing Ev	ent		Time remaining 13 days 21:52:53
Event Messages Response History Response Team	All Content			
 Checklist An Scr req Review Prereq COr 	error message at the top of the een will alert the user to any juired fields that have not been npleted, and a red box will highlight	Innancial statements. hall select the blue comment tax and judgment liens, to	* Thu, 1 Oct, 2020 💼 🕈 * Yes 🗸 🕫	
3. Submit that	t specific field down the page.	explain the reason(s)	* Yes v \$*	
All Content	(*) indicates a required held Submit Entire Response Save draft	Compose Message	Excel Import	

3. Once a bid has been successfully submitted, a note at the top will read "You have submitted a response for this event. Thank you for participating." That and a visible '**Revise/Alternative Response'** button will confirm that your bid has been submitted. As well, users can click on 'Response History in the top left of the screen to see the exact timing of when bids were submitted and accepted.

Event Messages Response History Response Team	You have submitted a response for this event. Thank you for participating,			
Checklist1. Review Event Details	All Content	evise/Alternative Res	ponse	=
2. Review and Accept Prerequisites	Name †	7		^
 Submit Response 	The bid submittal success notification at the top of the screen as well as the ' Revise/Alternative	r shall be	Yes	
▼ Event Contents	Response' button will confirm that the bid as	roposal		
All Content	been successfully submitted. Clicking on		Example Comany	
Welcome to the	'Response History' will provide further specific		123 Main Street	
¹ State	details about when the bid was submitted.		Johnny Vendor	~
2 Instructions on How	Compose Message		1	V

4. The 'Response History' page will display if the vendor clicks 'Response History.'

Response History	/ - Example Sou	urcing Event	Deta subr ation sure on th	nils on the status, timin nitter of the response The 'Response Histor	ng, and specific can be found v' page.	Done More
			*			
Reference Number	Submitted For	Submitted By	Status	Submission Time	Time Created 👃	
ID35553406	State Supplier	State Supplier	Accepted	11/10/2020 03:48:06 PM	11/10/2020 03:48:07	PM

VI. Asking Questions via the Message Board

Vendors may ask questions to the Sourcing Agent up until the deadline listed for a question and answer period in the Solicitation Document. Per subsection 3.2, they are instructed to use the '**Vendor Question Template**' and communicate via the '**Event Messages**' page.

Note: This is NOT the case for vendors responding to Solicitations from the Department of Information Technology for Statewide IT Procurement contracts. In those instances, please read the '**Solicitation Document**' carefully and follow the instructions to submit questions to the Sourcing Agent outside of this tool.

- To submit a question to a Sourcing Agent, vendors should download and open the 'Vendor Question Template' provided in subsection 3.2, follow the instructions provided at the top of that Excel workbook, enter any questions, and save the document to their desktop.
- 2. To access the 'Event Messages' page, click the 'Event Messages' link in the top left of the screen, or to create a message immediately, click the 'Compose Message' button at the bottom of the screen.

Event Messages Response History Response Team	All Content							-	≽
▼ Checklist	Name * Vendors responding to th registered in the North C	Click on 'Event Mes 'Event Messages'	sages'	to go click c	to the				^
 Review Event Details Review and Accept Prerequisites 	company is not registere System, click on the Reg screen. Vendors may cor Help Desk for assistance completing the registrati Help Desk representative	Compose Messag composing a new m	e' to go essage		ly to				1
3. Submit Response	 from 7:30 AM EST to 5:00 5 Pricing Submittal 	0 PM EST (except State holidays).	More +						
▼ Event Contents	5.1 Pricing Submittal - V upload the completed Att Excel file that is available this item. Vendor shall fol	fendor shall download, complete, and achment A: Pricing Submittal Workbook by clicking on References at the end of low the instructions on the first		* 📴 Pr	icing Submitta	l Workbook - COMPLE	TED.xlsx 🗸 Update file	e Delete	file 🗸
All Content	(*) ind	icates a required field			4				
Welcome to the	Submit Entire Response	Reload Last Bid	Save dr	aft	Com	pose Message	Excel Import		

- 3. The **'Event Messages'** page will display all outgoing and incoming messages relating to the Sourcing Event. Some messages will be solely between the Sourcing Agent and the vendor, while other messages from the Sourcing Agent will have gone to all vendors who have responded to the Event. Click on **'Back to Console'** to return to the Event overview or click **'Compose Message'** to create and submit a question to the Sourcing Agent.
- 4. The 'Compose New Message' page will display. Following the instructions on the 'Vendor Question Template,' enter a descriptive 'Subject' and include a message to the Sourcing Agent. Click on 'Attach a file' and upload the 'Vendor Question Template' then click 'Send.'

Compose New M	lessage		Send Cancel
From: NC Te	est Vendor (State Supplier)		
To: Projec	ect Team		
Subject: Que	estion Regarding Doc114057374 - Example Sourcing Event	▲	Quatanting the (Qubic off and
Attachments:	Vendor Question Response.xlsx Delete	this Solicitation.	Customize the 'Subject' and the message body, attach the completed 'Vendor Question Template' document, and click 'Send.'

5. The outgoing message will display on the '**Event Messages**' page with details including a time stamp and a paperclip icon signifying to both the recipient and the sender that the message includes an attachment. Clicking on the icon will allow users to download the attachment if necessary.

Mess	sages	i						=
		ld	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject
\bigcirc	@ ~	MSG3991421	No	11/10/2020 05:12 PM	NC Test Vendor	State Supplier	SourcingTrainer03	Question Regarding Doc114057374 - Example Sourcing Event
0		MSG3991417	Not Applicable	A papercli	ip icon will s	ignify the	SourcingTrainer03	Response (ID=ID35553406) in event Example Sourcing Event has I
\bigcirc		MSG3994299	Not Applicable	message	has an attac	chment.	State Supplier	NC eProcurement - TEST has invited you to participate in an even
<								>
L		View	Reply	Compose Messa	ge Downlo	oad all attachments]	

6. If the Sourcing Agent replies, the message will display at the top of the '**Event Messages**' page. Clicking the radio button to the left of the message will reveal the '**View**' and '**Reply**' buttons.

Messa	ages								=
		Id	Reply Sent	Sent Date ↓	From	Contact Name	То		Subject
	-	MSG3991421.1	No	11/10/2020 05:21 PM	NC eProcurement - TEST	SourcingTrainer03	Participar	nts (1) Team (1)	RE: Question Regarding Doc114057374 - Example Sourci
\bigcirc		MSG3991421	No	11/10/2020 05: Se	electing the rad	io button ne	xt	rainer03	Question Regarding Doc114057374 - Example Sourcing E
\bigcirc		MSG3991417	Not Applicable	11/10/2020 03: tO	the new messa	age will reve	al	rainer03	Response (ID=ID35553406) in event Example Sourcing Ev
\bigcirc		MSG3994299	Not Applicable	11/10/2020 11: the	e 'View' and 'F	Reply' butto	ns.	olier	NC eProcurement - TEST has invited you to participate ir
< L		View	Reply	Compose Message	Download all a	ttachments			Back to Console

 Clicking 'View' will show the message details including the previous message to which the Sourcing Agent replied. Click 'Done' to go back to the 'Event Messages' page, or 'Reply' to respond to the Sourcing Agent.

View N	<i>A</i> essage	Done
ld:	MSG3991421.1	
Sent: To: Subject:	11/10/2020 05:21 PM Project Team; NC Test Vendor(State Supplier); NC eProcurement - TEST(SourcingTrainer03) RE: Question Regarding Doc114057374 - Example Sourcing Event	The new message will display above the previous message to which the Sourcing Agent responded.
Thank you Id: MSG35 Sent: 11/1 Subject: Q Please set Thanks yo	u for your question. I will follow up with more details soon. 991421 .0/2020 05:12 PM Question Regarding Doc114057374 - Example Sourcing Event e attached "Vendor Question Response" document containing questions regarding this Solicitation. pu.	

VII. Finding and Responding to an Addendum

If a Sourcing Agent needs to issue an Addendum to the original Sourcing Event, whether following a question from a vendor or for any other reason, they will fill out a document detailing the changes and post that document into Section 3 of the Sourcing Event. They are also encouraged to notify any vendors who have already submitted a bid response that an Addendum has been issued, and this notification should come via an '**Event Message**' as well as an email to the address on file for the responding vendor account.

If a vendor has not yet responded with a bid by the time an Addendum is posted, they should just take the addendum into account when submitting their initial bid. If they have already responded and wish to revise their bid based on new information, they can initiate an update by clicking the '**Revise/Alternative Response'** button.

1. Vendors who have submitted a response should be notified anytime the Sourcing Event is updated via the **'Event Messages'** page. The message subject should indicate that the **'Sourcing Event has changed.'** Vendors should also receive this message via email.

Me	ssage	S							
		ld	Reply Sent	Sent Date ↓	From	Contact Name	То	Subject	
0)	MSG3994353	No	11/10/2020 06:09 PM	NC eProcurement - TEST	SourcingTrainer03	State Supplier	Event Example Sourcing Event has chang	ed.
0)	MSG3991421.1	No	11/10/2020 05:21 PM	NC eProcurement - TEST	SourcingTrainer03	Participants (1) Team (1)	RE: Question Regarding Loc114057374 - Exe	ample S
\bigcirc	@ 	MSG3991421	No	11/10/2020 05:12 PM	NC Test Vendor	State Supplier	SourcingTrainer03	Question Regarding Doc114057374 - Exam	ple So
\bigcirc)	MSG3991417	Not Applicable	11/10/2020 03:48 PM	NC Test Vendor	State Supplier	An 'Event M	lessage' will notify any	le Sou
\bigcirc)	MSG3994299	Not Applicable	11/10/2020 11:04 AM	NC eProcurement - TEST	SourcingTrainer03	vendors who	have already	parti
<							submitted a	bid response that the	>
		View	Reply	Compose Message	e Download all	attachments	Sourcing Eve	ent has been updated.	

2. Clicking '**View**' will provide more details about the change, in this case indicating that an Addendum has been added to subsection 3.3. If viewing via email, the vendor can click a hyperlink to take them directly from the email to the Sourcing Event (Note: they'll be directed to a log in page first).

View N	lessage	Done Reply				
ld:	MSG3994353	The message specifics should alert				
From: Sent:	NC eProcurement - TEST (SourcingTrainer03) 11/10/2020 06:09 PM	find the specific change. In the				
To:	Participants; NC Test Vendor(State Supplier)	be added as subsection 3.3.				
Subject:	Event Example Sourcing Event has changed.					
Ariba eve Message document	nt Doc114057374 Example Sourcing Event has changed.	ttached to this Event in Section 3.3. Please review the new				
To view the event, please access https://s3.ariba.com/Sourcing/Main/ad/webjumper?realm=ncgov- T&passwordadapter=SourcingSupplierUser&itemID=NWz0APjCzWbSbp&awcharset=UTF-8. After you log on view the Event details.						
If you have questions about the event, please contact SourcingTrainer03 at or via e-mail at eptraining@doa.nc.gov.						
Thank you!						

3. Sourcing Agents are advised to add an Addendum directly to Section 3. In most cases this should result in an Addendum being attached to subsection 3.3. Vendors should locate the Addendum, download and read the attachment by clicking on the blue text, and respond accordingly.

1. Review Event Details	All Content	
2. Review and Accept Prerequisites	Name †	Locate the Addendum, download
3. Submit Response	 3 Solicitation Document and Details 3.1 This document includes details on the intent, use, duration, and scope of the goods and / or services being requested, information on the solicitation process and instructions on how to respond, 	the information under consideration
	the State's terms and conditions. W RFP_Healthcare Services.docx V 3.2. Vendor Question Template - Vendor shall submit any questions it may have regarding this	when formulating a bid response.
▼ Event Contents	Solicitation or the Solicitation process via the Sourcing Tool's Message Board using the provided Venc Question Template. Written questions concerning this Solicitation will be received until the date and t	dor ime
All Content	Isted in the Schedule Section of this Solicitation Image: Control of the Schedule Section of the Solicitation Image: Control of the Schedule Section of the Solicitation Image: Control of the Schedule Section of the Solicitation Image: Control of the Schedule Section of the S	
, Welcome to the	Vendor Identification	More +
¹ State	4.1 North Carolina Customer Number - For internal State agency processing, please provide your company's North Carolina eProcurement System Customer Number, which can be found on the North	h

VIII. Revising a Submitted Bid Response

Vendors can revise their submitted bid response as many times as necessary until the Event's deadline for accepting responses as indicated by the countdown clock in the top right of the screen.

1. As long as the Sourcing Agent is still accepting responses to their Solicitation in the Sourcing Event, vendors can unlock a previously submitted bid response for revision by clicking the '**Revise/Alternative Response**' button at the top of the screen.

Console	🗁 Doc114057374 - Example Sourcing Event		Time remaining 13 days 17:55:22
Event Messages Response History	You have submitted a response for this event. Thank you for participating	ıg.	
Response Team Checklist		Revise/Alternative Response	
1. Review Event Details	All Content		
2. Review and Accept Prerequisites	Name 1 1 Welcome to the State of North Carolina's Sourcing Tool	More +	
3. Submit Response	2 Instructions on How to Use the Sourcing Tool	If the bidding period is still open	according to the
▼ Event Contents	 3 Solicitation Document and Details 3.1 This document includes details on the intent, use, duration, at being requested, information on the solicitation process and instru 	countdown clock in the top right,	vendors can click
All Content	terms and conditions. W RFP_Healthcare Services.docx 3.2 Vendor Question Template - Vendor shall submit any questior the Solicitation process via the Sourcing Tool's Message Board usir Written questions concerning this Solicitation will be received until	a previously submitted bid respo	nse for editing.
1 State	Section of this Solicitation. 🗇 Vendor Question Submission Temp 3.3 Please see the Attached Addendum document 🕑 Sourcing	late.xlsx V Event Addendum.doc V	~

2. Answer fields will be open for overwriting, and new attachments can be added.

Response History	All Content	
Response leam	Name †	
▼ Checklist	https://vendor.ncgov.com/vendor/login.	^
1. Review Event Details	Previously entered	- 1
2. Review and Accept Prerequisites	answers or attachments	
3. Submit Response	can now be updated	
-	Attachment A: Pricing Submittal Workbook Excel file that is available by clicking on	
▼ Event Contents	References at the end of this item. Vendor shall follow the instructions on the first worksheet of the Excel file, and complete the multiple worksheets in the Excel file.	elete file
All Combant	(*) indicates a required field	
All Content		
1 Welcome to the	Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import	

3. When all necessary changes have been made, click 'Submit Entire Response' to finalize and send the updated bid response to the Sourcing Agent, or click 'Reload Last Bid' to erase any changes and revert to the version on file before the edits were initiated.

Notes:

- If a revision is initiated but never resubmitted, or time expires before the vendor is able to
 resubmit, the last bid response on file will be the version evaluated by the Sourcing Agent.
- The revised submittal will be recorded on the 'Event Messages' and 'Response History' pages, and the 'Revise/Alternative Response' button will once again be visible.

Response History	All Content	
Response leam	Name †	
▼ Checklist	https://vendor.ncgov.com/vendor/login.	^
Review Event Details Review and Accept Prerequisites	Vendors responding to this Solicitation are required to be registered in the North Carolina eProcurement Sys Login screen. Vendors may assistance in obtaining thei at 888-211.7440, Option 2. Friday from 7:30 AM EST to	* 12345
3. Submit Response	▼ 5 Pricing Submittal lore +	
▼ Event Contents	5.1 Pricing Submittal - Vendor shall download, complete, and upload the completed Attachment A: Pricing Submittal Workbook Excel file that is available by clicking on References at the end of this item. Vendor shall follow the instructions on the first worksheet of the Excel file, and complete the multiple worksheets in the Excel file.	★ 📴 Pricing Submittal Workbook - COMPLETED.xlsx ∨ Update file Delete file
	(*) indicates a required field	
All Content	- -	
1 Welcome to the	Submit Entire Response Reload Last Bid Save draft	Compose Message Excel Import

IX. Handling Confidential Information

Vendors can submit a version of their response that protects potential Confidential Information from public distribution by submitting an additional version where that Confidential Information has been redacted. Keep in mind that the vendor's primary response to be considered by the Sourcing Agent shall be complete, the redacted version would only be used if the Sourcing Agent is asked to share response information with outside entities.

 Vendors will find the Confidential Information subsection towards the end of Section 6 (the exact subsection differs based on the type of Solicitation to which they are responding). If the vendor answers 'Yes' to the first question regarding Confidential Information, they shall proceed to the next subsection that includes further information about the process of including a redacted response. It is important the vendor read and understand that section and that all portions of their primary response have been entered into the tool before proceeding (there may be subsections below this that need to be completed).

▼ Checklist		
	6.24 CONFIDENTIAL INFORMATION	*
1. Review Event Details	Vendor shall indicate if its response to this Solicitation contains Confidential Information as set forth in N.C.G.S. § 132-1.2.	Unspecified V
2 Paviaw and Accort	6.25 If Vendor answered Yes to previous question, Vendor shall attach a copy of its response by	Yes
Prerequisites	selecting Attach a file with any and all Confidential Information redacted.	No
3. Submit Response	For the purpose of this solicitation, If there is any Confidential for an of formation that is considered cont Information included in the solution of confidential Information included in the signated as	Unspecified
	Confidential Information. Tresponse, select res from the dropdown. Excel Import	Attach a file
Event Contents	 button to download a copy of its response to Excel. This requires selection of both 'Download Content' and 'Download Attachments' on the 	
All Contract	subsequent screen under Step 1.	
All Content	 Vendor shall go through the downloaded responses in Excel and downloaded documents and redact any Confidential Information. 	
	 Vendor shall save the redacted version of the Excel file and the attached documents in a 	

2. Once all portions of the primary response have been completed, the vendor should click the **'Excel Import'** button at the bottom of the page.

5 Pricing Submittal 6 Vendor Response	7.4 Customer Reference download the Customer R template, and upload the References ✓	#3 - Vendor shall select References to eference Template, complete the Click 'Excel Import' to	*Attach a file	
7 Additional Questions	7.5 Vendor shall downloa questions related to the S download the file), provide document, and upload the Attach a file.	begin the process of including a redacted version of the response.	*Attach a file 📫	~
	(*) indicate	es a required field		
	Submit Entire Response	Save draft Con	npose Message Excel Import	

3. On the 'Import Response from Excel' page, click 'Download Content' and open the Excel file.

Import Response from Excel	Done
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file Download Content Download Content	
Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.	

- 4. The file will have several tabs. The first tab will be the 'Submit Response Instructions' tab and is for informational purposes. The subsequent tabs will be numbered and correspond to the content sections in the of the Sourcing Event. For example, the first tab visible after the instructions tab is titled '3 Solicitation Document and ...' which matches up to Section 3 in the Event where the vendor found the 'Solicitation Document,' the 'Vendor Question Submission Template,' and an 'Addendum' if it was necessary. Those documents will not be found attached to this Excel file, but they will be listed here.
- 5. Sections 4-7 are the sections into which the vendor responded with answers or attachments for their primary bid response in the Sourcing Event. These same tabs are the sections that may include Confidential Information. Review all information on these tabs and any information removed by the vendor shall be replaced with "Redacted." After any updates have been made, name the Excel file so that it indicates it represents a Confidential version of the response and save it to the desktop.
 - a. The value in the tab titled '4 Vendor Identification' should remain the same because the vendor is responding on behalf of the same account.
 - b. The value in the tab titled '**5 Pricing Submittal**' lists the name of the pricing document attached in the primary bid response. This value cannot be overwritten.
 - c. There are several answer fields in the tab titled '6 Vendor Response' that could possibly contain Confidential Information.
 - d. If there's a tab titled '7 Additional Questions to Ve...', click on that tab and make any redactions necessary.

12	A	В	С	D	E	F	G	Н	
7 8 9	6.3 6.4 6.5 6.6 6.7	If Vendor answered No to previous question, Vendor shall indicate the number of calendar days after proposal opening that its proposal will remain valid. Enter Offeror's Company Name: Enter Offeror's Full Address: Enter full name, title, email address, and phone number of company official authorized to bind offeror: LOCATION OF WORKERS UTILIZED BY VENDOR	Questic answer right or Respo	ons on the I s fields on the '6 Ven nse' tab.	eft and the dor	90 Example Company A 123 Main Street REDACTED No			
	<u> </u>	In accordance with NC General							
•		5 Pricing Submittal 6 Ve	ndor Respon	se 7 Ac	. 🕂 :	4		Þ]

6. Return to the 'Import Response from Excel' page and click 'Download Attachments' if any of the documents uploaded to the Sourcing Event contain any Confidential Information that would need to be redacted.

Import Response from Excel	Done
Step 1. Click "Download Content" to download and review your event in an Excel Spreadshe Skip this step if you wish to import a previously downloaded file. If you want to start Download Content Download Attachments	Click the 'Download Attachments' button to access any attachments that may contain Confidential Information.
Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet a	and save the file to your computer.

7. On the subsequent page, vendors should check the boxes next to the sections or subsections from which they wish to download attachments. It is advised that they click the box next to 'Title' and download all attachments unless they are extremely familiar with the specific sections that have attachments. When all sections have been selected, click 'Download Attachments.'

Selected Attachments Summary		Download Attachments	
Total Size (MB): 0.83	Selected Items: 16	4	
Max Size (MB): 0.48		ſ	
Total Number: 8			
Selected Items			
Title	Check the box next to ' Title ' to select all sections so that all possible documents]/	^
1 Welcome to the State of North Carolina's	are downloaded, then click the		
2 Instructions on How to Use the Sourcing T	Download Attachments Dutton.		
✓ 3 Solicitation Document and Details			
 3.1 This document includes details on the solicitation process and instructions on here. 	e intent, use, duration, and scope of the goods and / or services be ow to respond, and the State's terms and conditions.	ing requested, information on the	
3.2 Vendor Question Template - Vendor s Sourcing Tool's Message Board using the until the date and time listed in the Scher	shall submit any questions it may have regarding this Solicitation or provided Vendor Question Template. Written questions concerning fule Section of this Solicitation.	the Solicitation process via the this Solicitation will be received	~

8. Open the compressed file containing all documents requested and make any redactions necessary. After any updates have been made, name the files in a way indicating they represent a Confidential version of the original files and save them to the desktop.

9. Save the redacted Proposal/Bid Excel file from Step 5 and any redacted attachments from Step 8 in a Compressed Folder. Be sure to name each file in the folder so it can be clearly identified by the Sourcing Agent as a Confidential Proposal/Bid document. As well, give the overall Compressed Folder a name that indicates it contains documents pertaining to a Confidential Proposal/Bid.

Note: For most MS Windows users, a quick way to save a document into a Compressed Folder is to right-click on the document(s) needing to go into the folder, move the cursor down to **'Send to,'** and select the option for **'Compressed (zipped) folder,'** at which point other documents can be added, and the folder can be renamed.



10. Navigate back to the second Confidential Information subsection in Section 6 (in the screenshot below, it's subsection 6.25, but this may differ based on the type of Solicitation to which the vendor is responding) and click the 'Attach a file' link. Select the Compressed Folder with the redacted Proposal/Bid attachments from the desktop and click 'OK.'

1. Review Event Details	6.24 CONFIDENTIAL INFORMATION Vendor shall indicate if its response to this Solicitation contains Confidential Information as set forth in N.C.G.S. § 132- 1.2. Yes Yes
2. Review and Accept Prerequisites	6.25 If Vendor answered Yes to previous question, Vendor shall attach a copy of its response by selecting 'Attach a file' with any and all Confidential Information redacted.
3. Submit Response	For the purpose of this solicitation, redaction means to edit a document by obscuring or removing information that is considered confidential and proprietary by the vendor and meets the definition of Confidential Information set forth in N.C.G.S. § 132-1.2. Any information removed by the Vendor should be replaced with the word "Redacted". Under no circumstances shall price information be designated as Confidential Information.
▼ Event Contents All Content	On the ' Submit Response ' section of the Sourcing Event, find the second part of the Confidential Information subsection towards the bottom of Section 6 and click ' Attach a file .'

11. The Compressed Folder will now show as attached. If no other changes are necessary and all content has been reviewed for accuracy, click the 'Submit Entire Response' button. Once the bidding 'Due Date' arrives, the Sourcing Agent will be able to view the primary bid response in the tool's intended answer fields, as well as download all redacted attachments if there's a need to distribute a Confidential version of the Proposal/Bid.

2. Review and Accept Prerequisites	6.24 CONFIDENTIAL INFORMATION Vendor shall indicate if its response to this Solicitation contains Confidential Information as set forth in N.C.G.S. § 132-1.2.	* Yes V **
3. Submit Response	6.25 If Vendor answered Yes to previous question, Vendor shall attach a copy of its response by selecting 'Attach a file' with any and all Confidential Information redacted.	
▼ Event Conte Sub All Conte	n the Compressed File is attached, click the mit Entire Response' button to add the idential Proposal/Bids to the primary bid.	街 Confidential Vendor Response.zip 🗸 Update file Delete file 📌
1 Welcome to the State 2 Instructions on How 	 This requires selection of both boltmoad Content and Download Attachments on the subsequent screen under Step 1. Vendor shall go through the downloaded responses in Excel and downloaded documents and redact any Confidential Information. Vendor shall save the redacted version of the Excel file and the attached documents in a compressed file (e.g., WinZip) and attach the compressed file in its response to this question. Vendor shall not Click 'Upload' under Step 4 to load the redacted Excel file to its Sourcing Event 	
3 Solicitation	(*) indicates a required field	
Vendor	Submit Entire Response Save draft Compose Message Excel Impo	rt

X. Submitting Alternate Proposals/Bids

Vendors can submit as many Alternate Proposals as necessary. For example, maybe the pricing for a set of items in one color is different than the pricing for those same items in another color, and they want the Sourcing Agent to consider both bid responses. The vendor will submit a bid response for the first set of items in the normal fashion, and then they will attach all bid response information for the second set of items (as well as a duplicate version of the primary bid) in a compressed file to the bottom of the same Sourcing Event. If a vendor needs to submit multiple Alternate Proposals for the same Sourcing Event (i.e., a minimum of three total responses), they will create subfolders for each Alternate Proposal in one compressed file and submit them all together.

- Vendors will find the Alternate Proposal/Bid subsection towards the end of Section 6 (the exact subsection differs based on the type of Solicitation to which they are responding). It is important the vendor read and understand that section and that all portions of their primary response have been entered into the tool before proceeding (there may be subsections below this that need to be completed).
- 2. Once all portions of the primary response have been completed, the vendor should click the **'Excel Import'** button at the bottom of the page.

5 Pricing Submittal	7.4 Customer Referen download the Custome	ce #3 - Vendor shall select References to r Reference Template, complete the	•Attach a file	
6 Vendor Response	template, and upload t References V	Click 'Excel Import' to		
7 Additional Questions	7.5 Vendor shall dow questions related to th download the file), pro document, and upload Attach a file.	begin the process of including an alternate version(s) of the response.	*Attach a file 📫	~
	(*) indic	se Save draft Comp	pose Message Excel Import	

3. On the 'Import Response from Excel' page, click 'Download Content' and open the Excel file. It is important that the vendor keeps one original version of this document and gives it a name that indicates it's the primary version of the proposal/bid.

Import Response from Excel	Done
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsbeet. Skip this step if you wish to import a previously downloaded file. Download Content Download Attachments	
Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.	

- 4. The file will have several tabs. The first tab will be the 'Submit Response Instructions' tab and is for informational purposes. The subsequent tabs will be numbered and correspond to the content sections in the of the Sourcing Event. For example, the first tab visible after the instructions tab is titled '3 Solicitation Document and ...' which matches up to Section 3 in the Event where the vendor found the 'Solicitation Document,' the 'Vendor Question Submission Template,' and an 'Addendum' if it was necessary. Those documents will not be found attached to this Excel file, but they will be listed here.
- 5. Sections 4-7 are the sections into which the vendor responded with answers or attachments for their primary bid response in the Sourcing Event. These same tabs are the sections into which the vendor will provide answers for their Alternate Proposal/Bid. After any updates have been made, save a version of the Excel file with a name indicating it represents an Alternate Proposal/Bid and save it to the desktop.
 - a. The value in the tab titled '4 Vendor Identification' should remain the same because the vendor is responding on behalf of the same account.
 - b. The value in the tab titled '**5 Pricing Submittal**' lists the name of the pricing document attached in the primary bid response. This value cannot be overwritten, but when the vendor completes a new version of the '**Pricing Submittal Workbook**' for their Alternate Proposal/Bid, they should be sure to name it differently than the name of the original document listed on this tab.
 - c. There are several answer fields in the tab titled '6 Vendor Response' that could possibly require different answers for an Alternate Proposal/Bid. The vendor should review the primary answers and if anything needs to be changed, update those fields. These answers are about the vendor, though, and because the new bid is being submitted by the same vendor, there may be no need for changes.
 - d. If there's a tab titled '7 Additional Questions to Ve...', click on that tab and make any changes necessary.

12 🔺	A	B	С	D	E	F	G	н	
1 2 4 7 8 9	A 6.3 6.4 6.5 6.6 6.7	B If Vendor answered No to previous question, Vendor shall indicate the number of calendar days after proposal opening that its proposal will remain valid. Enter Offeror's Company Name: Enter full name, title, email address, and phone number of company official authorized to bind offeror: LOCATION OF WORKERS UTILIZED BY VENDOR	c Questic answer right on Respo	pns on the less fields on the '6 Veno the '6 Veno nse' tab.	e eft and he dor	F Example Comany A 123 Main Street Johnny Vendor	G	H	
•	▶	In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the anner in which it intends to utilize resources or 5 Pricing Submittal 6 Vo	endor Respon	se 7 Ac	+ : •			F	

 Return to the 'Export Content to Excel' page and click 'Download Attachments' if any of the documents uploaded to the Sourcing Event by the Sourcing Agent are needed to help the vendor compile their Alternate Proposal/Bid.

Export Content to Excel	Done
Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click Download Content Download Attachments Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save	Click the ' Download Attachments ' button to download any or all documents included for the vendor's reference on the Sourcing Event.

7. On the subsequent page, vendors should check the boxes next to the sections or subsections from which they wish to download attachments. It is advised that they click the box next to '**Title**' and download all attachments unless they are extremely familiar with the specific sections that have attachments. When all sections have been selected, click '**Download Attachments**.'

Selected Attachments Summary		Download Attachments	
Total Size (MB): 0.83	Selected Items: 16	1	
Max Size (MB): 0.48			
Total Number: 8			
Selected Items	Check the box next to ' Title ' to select all sections so that all possible documents are downloaded, then click the ' Download Attachments ' button.		^
1 Welcome to the State of North Carolina's S	Sourcing Tool		
2 Instructions on How to Use the Sourcing Te	ool		
3 Solicitation Document and Details			
 3.1 This document includes details on the solicitation process and instructions on he 	e intent, use, duration, and scope of the goods and / or services be ow to respond, and the State's terms and conditions.	ing requested, information on the	
3.2 Vendor Question Template - Vendor Sourcing Tool's Message Board using the until the date and time listed in the Scheder	shall submit any questions it may have regarding this Solicitation or provided Vendor Question Template. Written questions concerning dule Section of this Solicitation.	the Solicitation process via the this Solicitation will be received	~

8. Open the compressed file containing all documents requested and make any edits necessary to reflect the changes in the alternate proposal/bid. Make sure to keep the original versions of these documents and gives them names indicating they're the primary versions of the proposal/bid attachments. After any updates have been made to the new versions, name the files in a way indicating they represent an alternate version of the original files and save them to the desktop.

9. Save the Primary and Alternate Proposal/Bid Excel files from Step 5 and all attachments from Step 8, including the primary and updated 'Pricing Submittal Workbook,' in a Compressed Folder. Be sure to name each file in the folder so it can be clearly identified by the Sourcing Agent as the Primary or Alternate Proposal/Bid document. As well, give the overall Compressed Folder a name that indicates it contains documents pertaining to an Alternate Proposal/Bid.

Note: For most MS Windows users, a quick way to save a document into a Compressed Folder is to right-click on the document(s) needing to go into the folder, move the cursor down to '**Send to**,' and select the option for '**Compressed (zipped) folder**,' at which point other documents can be added, and the folder can be renamed.



10. If a vendor is submitting multiple Alternate Proposal/Bids, the documents respective to each Alternate Proposal/Bid should be saved in separate, clearly-named subfolders within the same Compressed folder, along with the Primary Proposal/Bid.

📲 🛃 🔚 🛨		Extract	Example Alternate Bid				\times
File Home Sh	are View	Compressed Folder Tools					~ 🕐
Documents Sourcing Training Sprint 1	Pictu	Approvals e Training Stuff Extract To	Online Contracts St Contracts Emails Helpful Sourcing Re Compre	e Alternate Proposers within the same ssed Folder.	sal/Bid e		
	Name	nte Bid	Туре	Compressed size	Password	Size	n E
	Alter	nate Bid 1	Compressed (zipped) Fol	12 KB	No		
Desktop 🖉	Alter	nate Bid 2	Compressed (zipped) Fol	4,005 KB	No		
Downloads	🔡 Alter	nate Bid 3	Compressed (zipped) Fol	4,005 KB	No		
🛗 Documents 🖈	🔡 Prima	ary Bid	Compressed (zipped) Fol	12 KB	No		
📰 Pictures 🛛 🖈	~ <						>
4 items							==

11. Navigate back to the Alternate Proposal/Bid subsection in Section 6 (in the screenshot below, it's subsection 6.26, but this may differ based on the type of Solicitation to which the vendor is responding) and click the 'Attach a file' link. Select the Compressed Folder with the Alternate Proposal/Bid attachments from the desktop and click 'OK.'

Response History	All Content
Response learn	Name †
▼ Checklist	6.26 ALTERNATE RESPONSE
1. Review Event Details	Vendor may upload a compressed file (e.g., WinZip) with one or more Alternate Responses to this Solicitation by selecting 'Attach a Ne'. An Alternate Response must include all required responses and documents, including all completed ttachments.
2. Review and Accept Prerequisites 3. Submit Response	 Once Vendor has completed its primary response in the Sourcing Tool, Vendor shall select 'Excel Import' button to download a copy of its primary response to Excel. This requires selection of both 'Download Content' and 'Download Attachments' on the subsequent screen under Step 1. Vendor shall use the downloaded primary response to draft its Alternate Response. If submitting multiple Alternate Responses, each individual Nternate Response must be contained in a <u>Compressent file</u> within the uploaded compressed file. The Alternate Response file shall also include a concressed file with a complete version of the
▼ Event Contents All Content	primary response including all documents and a For specific training / instructions on how to submit Atte Tool, Vendor's should go to the following site: https://ep 6.27 If Vendor is submitting one or more Attemate Re- 6.27 If Vendor is submitting one or more Attemate Re- towards the bottom of Section 6 and click 'Attach a file.'

12. The Compressed Folder will now show as attached. If no other changes are necessary and all content has been reviewed for accuracy, click the 'Submit Entire Response' button. Once the bidding 'Due Date' arrives, the Sourcing Agent will be able to view the primary bid response in the same format as the attachments for any Alternate Proposal/Bid responses.

3. Submit Response When th 'Submit Alternat 1 Welcome to the State 2 Instructions on How 	6.25 ALTERNATE RESPONSE The Compressed File is attached, click the selection of t	Alternate Bid Compressed (zipped) Folder.zip 🗸 Uppate file Delete file 🗣
3 Solicitation Documen	(*) indicates a required field	
4 Vendor	Submit Entire Response Save draft Compose Message E	Excel Import

13. If there is a need for a vendor to provide redacted versions of any part of their Alternate Proposal/Bids, the second Alternate Response subsection provides them with that opportunity. Create a copy of the Compressed Folder containing all Alternate Proposals/Bids, replace any Confidential Information with "Redacted," and name all files and folders in a way that indicates the information contained within is the Confidential version of the Alternate Proposal/Bids. Finally, attach that Compressed Folder in the 'Attach a file' link next to the second Alternate Proposal/Bid subsection. For more information on Confidential Information, please refer to the steps outlined in the above 'Handling Confidential Information' section.