

# NC electronic Vendor Portal

## Viewing and Responding to Solicitations in eVP

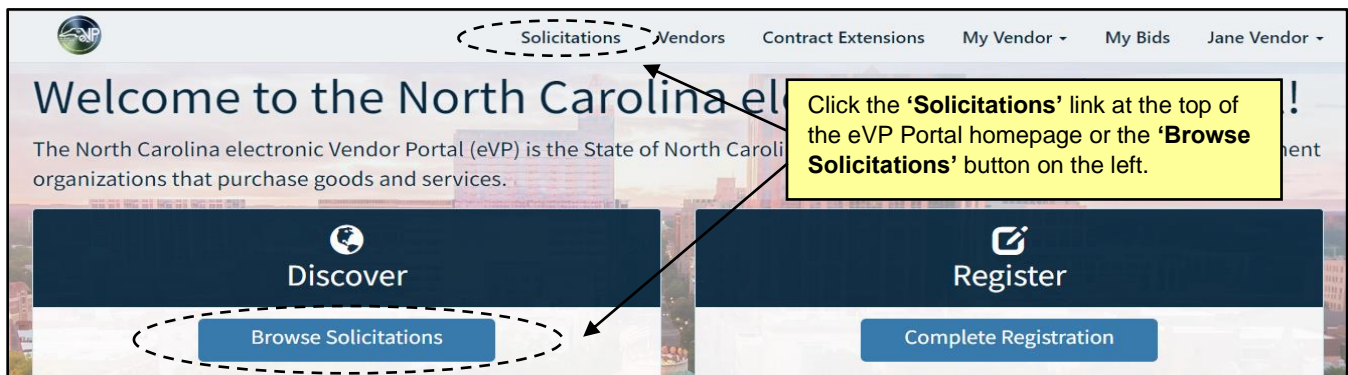


State Procurement Users (PU's) post formal solicitations for bids or proposals on the North Carolina electronic Vendor Portal (eVP). The postings are visible to the public, and special notification emails will be sent nightly to vendor contacts with eVP commodity codes that match the commodity code attached to a solicitation posted or updated that day. Vendors who log into their eVP account will have the ability to respond to solicitation requests directly in eVP. Vendors must be active for NC eProcurement and a Sourcing Contact to click the **'Intends to Participate'** button and respond to an NCEP Ariba Sourcing Event. Vendors should confirm access to solicitations (e.g., verify account status) early and allow ample time to submit bids.

### I. Finding and Viewing Solicitations

The electronic Vendor Portal (eVP) will publicly display all solicitations posted by State Procurement Users (PU's) without requiring login access. For vendors to respond to a posting, they will need to login to eVP.

1. As a logged-in vendor in eVP, click on either the **'Solicitations'** link at the top of the screen or on the **'Browse Solicitations'** button.



2. The **'Solicitations'** page will display. By default, only solicitations in **'Open'** Status will display and will be sorted with the most recent **'Posted Date'** at the top. Clicking on any of the column headers will sort by that column. Solicitations can be found by scrolling the list or by using the search box in the top right. If a specific **'Solicitation Number'** is known, the most direct way to find it will be to enter it into the search box and execute the search.

### Solicitations

Solicitations can be searched for with keywords or the **'Solicitation Number'** and sorted. In this image, the default filter for solicitations in an **'Open'** status is applied.

Solicitation Number	Project Title	Description	Opening Date	Posted Date	Status	Department
Doc1189546483	Non-IT IFB or RFQ Agency Goods Sourcing Event Template	SA ariba sol 718 1	8/3/2024 2:00 PM	7/18/2024	Open	STATE OF NC - DIVISION OF PURCHASE & CONTRACT
73-SA eVP Sol 717 8	SA eVP Sol 717 9	SA eVP Sol 717 8	7/23/2024 2:00 PM	7/17/2024	Open	STATE OF NC - DIVISION OF PURCHASE & CONTRACT
73-SA eVP Sol 717 - 8	SA eVP Sol 717 8	SA eVP Sol 717 8	7/22/2024 2:00 PM	7/17/2024	Open	STATE OF NC - DIVISION OF PURCHASE & CONTRACT



3. Selecting the **'Filters'** dropdown will provide additional options, like expanding the returned results to include solicitations with another **'Solicitation Status'** or selecting to see only solicitations from a specific issuing agency (**'Department'**).
4. To see solicitations other than those in an **'Open'** status, click on **'Filters'** and check the box next to another option below **'Solicitation Status'**, then click **'Apply'**. There are four possible values in the **'Solicitation Status'** search field:
  - **Open:** A posted solicitation whose **'Opening Date'** is in the future for which bids are still being accepted.
  - **Pending Selection:** A posted solicitation whose **'Opening Date'** is in the past but has not yet been awarded.
  - **Awarded:** A posted solicitation that has been completed for which the **'Award'** Notification has been posted in the Public eVP.
  - **Canceled:** A posted solicitation that was halted before reaching the **'Opening Date.'**
5. To filter solicitations by **'Department'**, click the drop-down in the **'Department Type'** field and select one of the five options to narrow the available departments by type. Next, choose a value in the **'Department'** field to select a specific issuing agency for a solicitation, then click **'Apply'**. If no filter is selected in the **'Department Type'** field, the **'Department'** field will list all available departments alphabetically, so it advised to select a type to limit the department options. There are five possible values in the **'Department Type'** field:
  - **State Agency**
  - **Community College**
  - **Public Schools**
  - **University**
  - **Local Government**

The screenshot shows the 'Solicitations' filter interface. A dashed circle highlights the 'Filters -' dropdown menu. Another dashed circle highlights the 'Solicitation Status' section, which includes checkboxes for 'Open' (checked), 'Pending Selection', 'Awarded', and 'Canceled'. A third dashed circle highlights the 'Department' dropdown menu. A fourth dashed circle highlights the 'Apply' button. A yellow text box contains the following text: 'There are several filtering options after clicking on **'Filters'** including selecting to view solicitations in a status other than the default **'Open'**. Filtering by **'Department'** will be easier if a **'Department Type'** is selected first. After any filter is selected, click **'Apply'** to execute the search.' Other visible fields include 'Department Type', 'Department', 'Posted Date', 'Category', 'Last Modified Date', and 'Bid Opening Date'. There is also a search bar and an 'Export Results' button at the bottom right.



- Click on the **'Solicitation Number'** of the solicitation of interest. On the subsequent solicitation details page, basic information regarding the solicitation will display above any attachments included by the PU. If any addenda have been posted, they will display beneath the attachments. It may be necessary to scroll down to see the entirety of the posting.

**Note:** If the user is not logged in, a warning message will appear reminding them to log in to respond.

Home / Solicitations / Example RFP for Services

### Example RFP for Services

[Respond to Solicitation](#)

<b>Solicitation Number</b> 00-RFP1234567	<b>Department</b> DOA-EVP-TEST	<b>Posted Date</b> 5/19/2023
<b>Opening Date *</b> 5/25/2023 2:00 PM	<b>Commodity Code *</b> Building maintenance and repair services	<b>Mandatory Conference/Site Visit</b> 5/16/2023
<b>Description *</b> RFP for Services		

**Attachments**

- Completed Solicitation Document.pdf (476.02 KB) *7 days ago*
- Answers to Vendor Q&A.pdf (153.70 KB) *about 18 hours ago*
- Completed Addendum Document.pdf (153.70 KB) *18 minutes ago*

**Addenda**

Created On	Name	Addendum/Change Description
5/18/2023 4:56 PM	Example RFP for Services Addendum - 1	Answers to vendor Q&A
5/19/2023 10:11 AM	Example RFP for Services Addendum - 2	Updates to Solicitation Document Section 5

## II. Responding to a Solicitation in eVP

There are two main methods in which State Procurement Users (PU's) conduct their solicitations. State Entity users (Community Colleges, Counties, or Towns, etc.) may use eVP to collect their bid responses. These solicitations are posted in eVP. This section will cover submitting a response through eVP which requires being logged into an eVP account.

- Clicking on the **'Solicitation Number'** will display solicitation details. Scroll down the screen to view the entirety of posting, including important details like the **'Opening Date,'** any **'Addenda,'** and downloading and reviewing any attachments.
- On the top of the page click **'Respond to Solicitation'** to submit a bid response.

**Note:** If not logged in, an error message will appear.

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### Example RFP for Services

[Respond to Solicitation](#)

<b>Solicitation Number</b> RFP556677	<b>Department</b> Admins	<b>Status Reason</b> Open
<b>Opening Date *</b> 7/6/2023 2:00 PM	<b>Posted Date</b> 6/16/2023	<b>Commodity Code *</b> Cleaning and janitorial services



3. On the subsequent **'Submit a Bid'** page, scroll down and click **'Next.'**
4. The **'Documentation'** section will display. Click **'Submit Attachments'** beneath **'Bid Attachments'** to attach the completed solicitation document requested by the PU. Follow the instructions to select and upload a file.

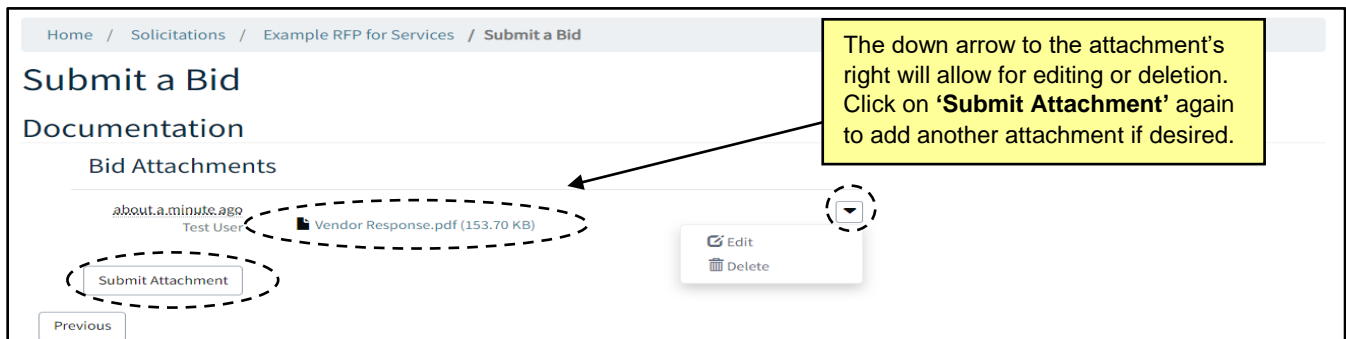
**Notes:**

- The following file types are permitted: PDF, JPG, JPEG, PNG, MP4, CAD, DWG, XSLX, DOCX, PPTX, ZIP
- Files of up to 125 MBs are permitted.
- Additional documents can be attached in addition to the first document.



5. After clicking **'Upload File'** (and adding a description along with the attachment if desired), the user will be returned to the **'Submit a Bid'** page where the attachment will be displayed. Clicking the down arrow to its right will allow the user to **'Edit'** or **'Delete'** the attachment, and clicking **'Submit Attachment'** again will allow for additional attachments to be added. There is no final step to "submit" the attachments, nor will the user receive a notice that the attachment was successfully submitted. If the attachments display on this page, they will be visible to the PU upon the solicitation reaching a status of **'Pending Selection.'**

**Note:** Some solicitations will have a response type of **'Paper,'** where the PU requests an alternate method for submitting responses. In these cases, the **'Respond to Solicitation'** button will be inoperable and the following message will display: "Electronic bids are not permitted for this solicitation. Please submit according to the instructions outlined in the attachments."





### III. Managing Past eVP Bids

After successfully submitting a bid in eVP, past bids can be accessed either by searching for and clicking on the solicitation that was responded to from the **'Solicitations'** search page, or by clicking the **'My Bids'** link at the top of the screen, which tracks all solicitations for which the vendor has provided a response.

1. As a logged-in vendor in eVP, click on the **'My Bids'** link at the top of the screen. The **'My Bids'** page will display with a listing of all solicitations for which the user has submitted a bid. By default, solicitations are sorted by **'Solicitation Number,'** but clicking on any of the column headers will sort by that column. Clicking on the **'Solicitation Number'** or on the **'Solicitation Details'** link that appears after clicking the down arrow to the right of a solicitation will display the details of the selected solicitation.

**Note:** By default, the **'My Bids'** page displays **'e-Bids'** solicitations responded to, but the dropdown in the top left can be selected to switch the view to **'NCEP Ariba Sourcing'** solicitations for which the vendor has requested access to respond to the solicitation.

Clicking **'My Bids'** in the top right will display a list of solicitations for which the user has submitted a bid. Clicking the down arrow on the right or the **'Solicitation Number'** on the left will provide the details of each solicitation. **'e-Bids'** solicitations display as a default, but solicitations requesting a response in NC eProcurement can be displayed by clicking the dropdown and changing the view.

	Description	Posted Date	Opening Date
RFP707070	Janitorial Services	6/13/2023	6/15/2023 7:00 AM
RFP556677	Services Contract	6/16/2023	7/6/2023 2:00 PM
RFP606060	eVP Janitorial Services 6.20 (Pending Selection)	6/14/2023	6/19/2023 7:00 AM

2. On the subsequent solicitation details page, there will be no indication that the user has responded to the solicitation, but when the user clicks **'Respond to Solicitation,'** an **'Existing Bid'** page will display, and the **'Documentation'** section at the bottom of the screen will display the contents of the bid response. If the solicitation is still in an **'Open'** status, the user can **'Edit'** or **'Delete'** the current attachment by clicking the down arrow to its right or add an additional attachment or comment by clicking the **'Add note'** button. Click **'Submit'** to finalize any updates.

After clicking **'Respond to Solicitation,'** the **'Existing Bid'** information will display in the **'Documentation'** section. For **'Open'** solicitations, existing attachments can be edited and new attachments can be included by clicking **'Add note.'** Any changes can be finalized by clicking **'Submit.'**



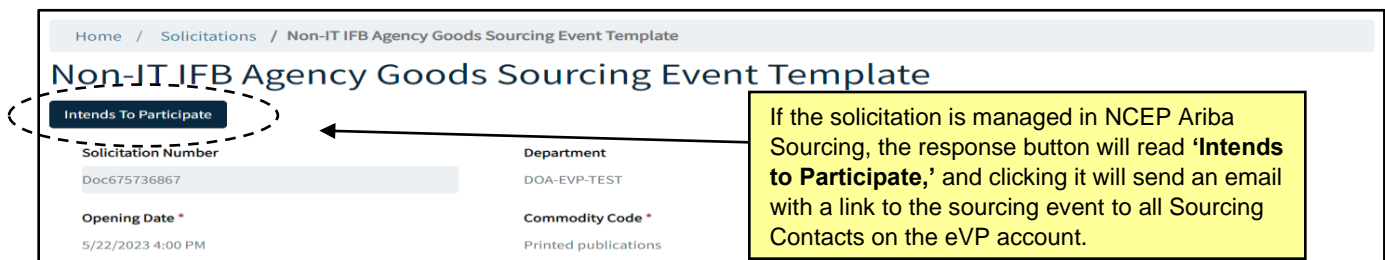


## IV. Accessing an NCEP Ariba Sourcing Event via eVP

State Agency Users (Department of Administration, Department of Public Safety, etc.) use the NCEP Ariba Sourcing Tool to collect their bid responses and these solicitations are posted in eVP. This section will cover accessing a solicitation in NCEP Ariba Sourcing which requires a vendor to be actively registered for NC eProcurement in eVP. The user must also be listed as a Sourcing Contact.

1. Click on the **'Solicitation Number'** to view solicitation details. Scroll down the screen to view the entirety of posting, including important details like the **'Opening Date,'** any **'Addenda,'** and downloading and reviewing any attachments.
2. Click **'Intends to Participate'** to request an email with a link to the Sourcing Event be sent to all Sourcing Contacts on the connected vendor's eVP account.

**Note:** For more information on eVP Sourcing Contacts, please see the [Managing eVP Account and Contacts](#) Job Aid.



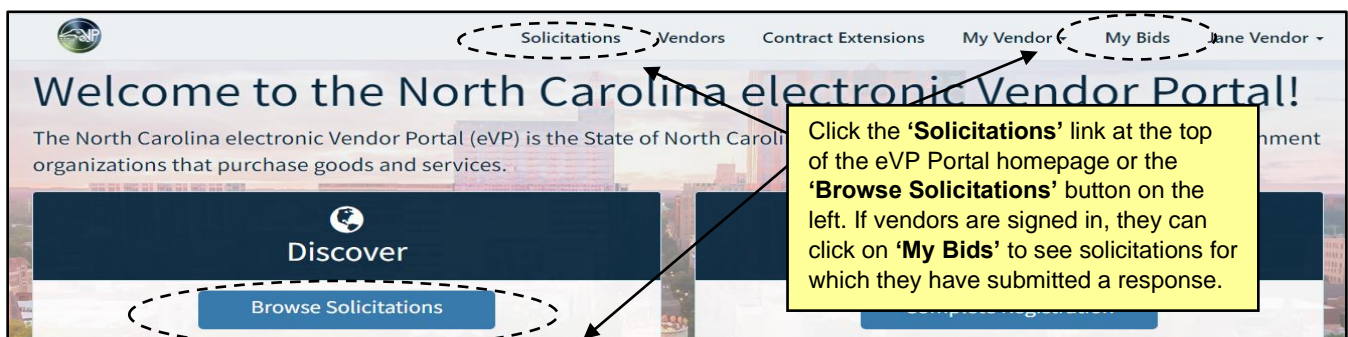
3. Once the email with a link to the Sourcing Event is received, follow the instructions in the [Responding to an Ariba Sourcing Event](#) Job Aid.

## V. Viewing Bid Tabulations and Awards in eVP

When a solicitation reaches a status of **'Pending Selection'** and is no longer accepting **'Bids,'** Procurement Users (PU's) can see and download all vendors' submitted bid responses whether they were collected via eVP or NC eProcurement Sourcing. PU's may then post various versions of **'Bid Tabulations'** and a notification of which vendor was eventually awarded the contract. Both the tabulations and the **'Award'** can be found on the same solicitation record in eVP that was used to initially announce the bid opportunity.

1. From the eVP home page, click on either the **'Solicitations'** link at the top of the screen or on the **'Browse Solicitations'** button.

**Note:** Vendors do not need to be logged in to see **'Tabulations'** or **'Awards,'** but it may be helpful to access **'My Bids'** to quickly locate solicitation to which the vendor has responded.





- The **'Solicitations'** page will display. Click on the **'Solicitation Number'** of the solicitation attached to the **'Tabulation'** or **'Award'** of interest. On the subsequent solicitation details page, scroll down below the main posting at the top, followed by any attachments and addenda, and any **'Tabulations'** and **'Awards'** will display at the bottom of the page. Click the down arrows to the right of any result to see more detailed information on that entry.

**Note:** If the tabulation was a **'Vendor Total Bid Tabulation,'** there will be no additional information available when clicking on the down arrow to the right of the entry.

**'Tabulations' and 'Awards' are both located at the bottom of the solicitation details page of a specific solicitation on eVP. Click a down arrow to the right to see any additional information that might be available.**

Vendor ↑	HUB Status	NCSBE Status	State of NC	Non-Profit Work Center	Disabled Business Enterprise	Delivery	Total Price
American Industries	Not Certified	Not Certified	Yes	No	No		\$81,000.00
NC Basic Vendor	Not Certified	Not Certified	Yes	No	No		\$104,000.00
NC Test Vendor	Not Certified	Not Certified	Yes	No	No		\$89,750.00

Vendor ↑	Award Amount	Date Awarded
American Industries	\$81,000.00	5/1/2023

## VI. Viewing Contract Extensions in eVP

Posted **'Contract Extensions'** are publicly visible on eVP for 30 days. Not all solicitations posted on eVP will have a **'Contract Extension'** attached to them, but all contract extensions will be posted on eVP.

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

**Note:** Vendors do not need to be logged in to see **'Contract Extensions.'**

**Click the 'Contract Extensions' link at the top of the eVP Portal homepage.**

# NC electronic Vendor Portal

## Viewing and Responding to Solicitations in eVP



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

Home / Contract Extensions

### Contract Extensions

Search

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

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

Home / Contract Extensions

### Contract Extensions

Search

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



# NC electronic Vendor Portal

## Viewing and Responding to Solicitations in eVP



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

The screenshot shows a 'View details' popup window. It contains the following information:

- Contract Manager \***: Steve
- Contract Manager Email \***: Steve@email.com
- Explanation \***: need one more month

A yellow callout box with the text "The 'Awarded Vendors' will display." has an arrow pointing to the 'Awarded Vendors' section, which is circled with a dashed line. Below this section is a table with the following data:

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