

Viewing and Responding to Solicitations in eVP

Introduction

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 request 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.



Learning Objectives

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



Find and View solicitations in eVP.



Respond to a Solicitation in eVP.



Manage past eVP Bids.

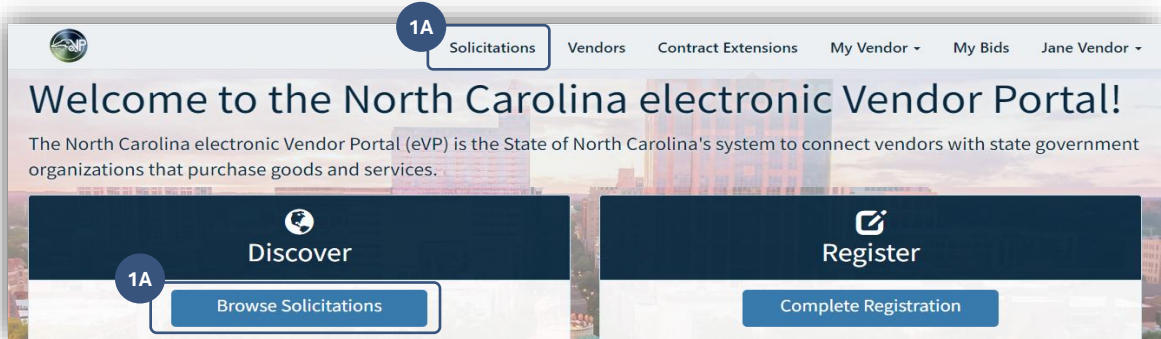
Viewing and Responding to Solicitations in eVP

Finding and Viewing Solicitations

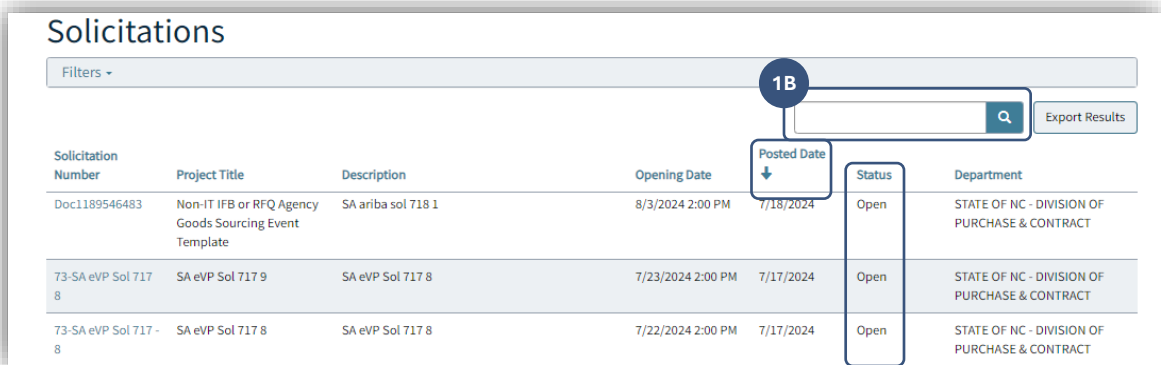
1

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.

A. 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.



B. 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.



C. 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'**) or commodity code (**'Category'**).

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D. 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.'
- **RFI Complete:** A posted Request For Information (RFI) that was never intended to be awarded, but the information gathering process is complete.


E. 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 is 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. At the top, a note states: 'The default view for the solicitation table includes "Open" solicitations that are accepting bid responses. To view/update filter criteria, expand the "Filters" box below.' Below this is a 'Filters' dropdown menu. The filter criteria are organized into two columns. The left column includes 'Department Type' (with callout 1E), 'Solicitation Status' (with callout 1D), and 'NCEP Sourcing' (Yes/No). The right column includes 'Department' (with callout 1E), 'Posted Date', 'Category', 'Last Modified Date', and 'Bid Opening Date' (with callout 1D). At the bottom right of the filter area are 'Apply' and 'Clear' buttons. At the bottom of the page are a 'Keyword search' field with a magnifying glass icon and an 'Export Results' button.

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F. 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. Click **'Return to Search'** to return to the previous search page where filters can be adjusted for further accuracy.

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

1F

Example RFP for Services

Return to Search Respond to Solicitation

Solicitation Number
80-RFP736647829

Department
BLUE RIDGE TECHNICAL COMMUNITY COLLEGE

Status Reason
Open

Opening Date *
2/13/2026 2:00 PM

Posted Date
1/28/2026

Primary Commodity Code *
Cleaning and janitorial services - 751100

Mandatory Conference/Site Visit
1/30/2026

Special Instructions
Per the solicitation document, vendors must attend the

Solicitation Type *
RFP

Description *
Example Solicitation for Services

Attachments
10 minutes ago

Completed Solicitation Document.pdf (476.02 KB)

Additional Commodity Codes

Code	Name	Commodity Family	Category (Commodity Family)
471215	Cleaning and janitorial carts and accessories	Janitorial equipment	Cleaning Equipment and Supplies
471218	Cleaning equipment	Janitorial equipment	Cleaning Equipment and Supplies

Addenda

Created On	Name	Addendum / Change Description
1/28/2026 4:53 PM	Example RFP for Services Addendum - 1	Answers to Vendor Questions

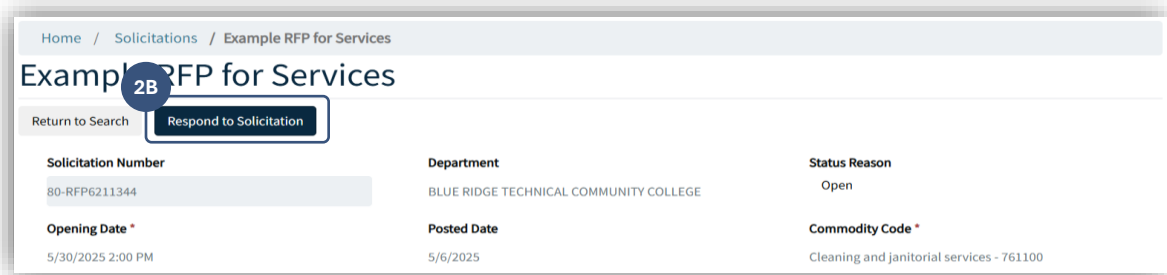
Viewing and Responding to Solicitations in eVP

Responding to a Solicitation in eVP

2

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.

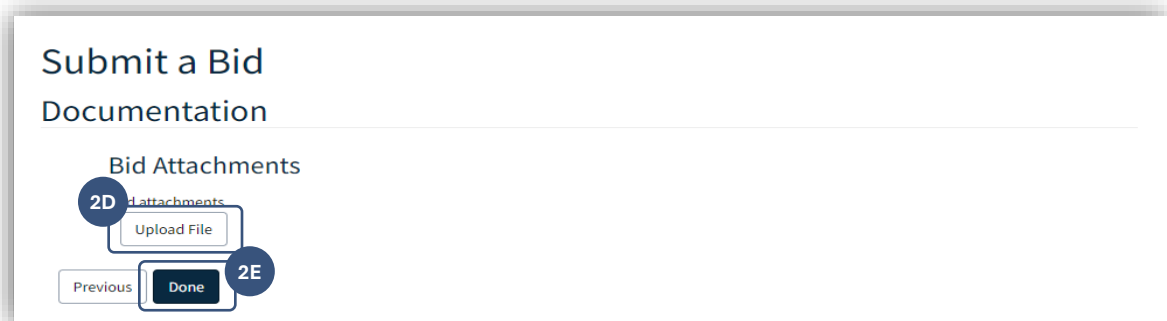
- A. Clicking on the **'Solicitation Number'** will display solicitation details. Scroll down the screen to view the entire posting including the **'Opening Date,' 'Attachments,'** and any **'Addenda,'**
- B. On the top of the page click **'Respond to Solicitation'** to submit a bid response. If not logged in, an error message will appear.



- C. On the subsequent **'Submit a Bid'** page, scroll down and click **'Next.'**
- D. The **'Documentation'** section will display. Click **'Upload File'** beneath **'Bid Attachments'** to attach the completed solicitation document requested by the PU. On the subsequent pop-out page, click **'Choose File'**, find the document, then click **'Upload File'** again. If additional documents need to be attached, repeat the process as many times as necessary.
- E. Once all files have been added, click **'Done'** to finalize the submission. "Submission completed successfully" will display on the next page to confirm the document(s) was received.



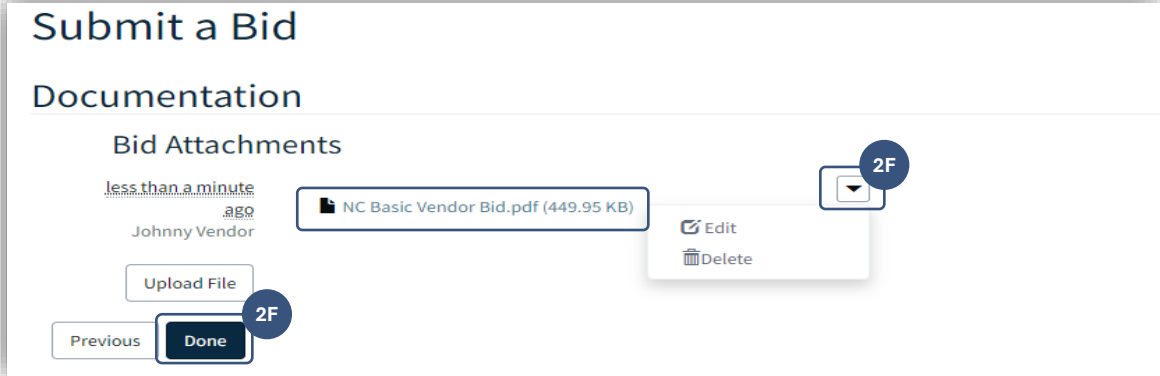
- The following file types are permitted: PDF, JPG, JPEG, PNG, MP4, CAD, DWG, XSLX, DOCX, PPTX, ZIP
- Files of up to 125 MBs are permitted.



Viewing and Responding to Solicitations in eVP

F. To return to the **'Bid Attachments'** section from the success message, refresh the page and the **'Existing Bid'** page with the attachment(s) will be displayed. Clicking the down arrow to its right will allow the user to **'Edit'** or **'Delete'** the attachment, and clicking **'Upload File'** again will allow for additional attachments to be added. It is important to always click **'Done'** after any changes are made to this page. Attachments displayed on this page will be visible to the PU upon the solicitation reaching a status of **'Pending Selection.'**

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."



Viewing and Responding to Solicitations in eVP

Managing Past eVP Bids

3

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.

- A. 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.



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.

Home / My Bids

My Bids

3A


e-Bids

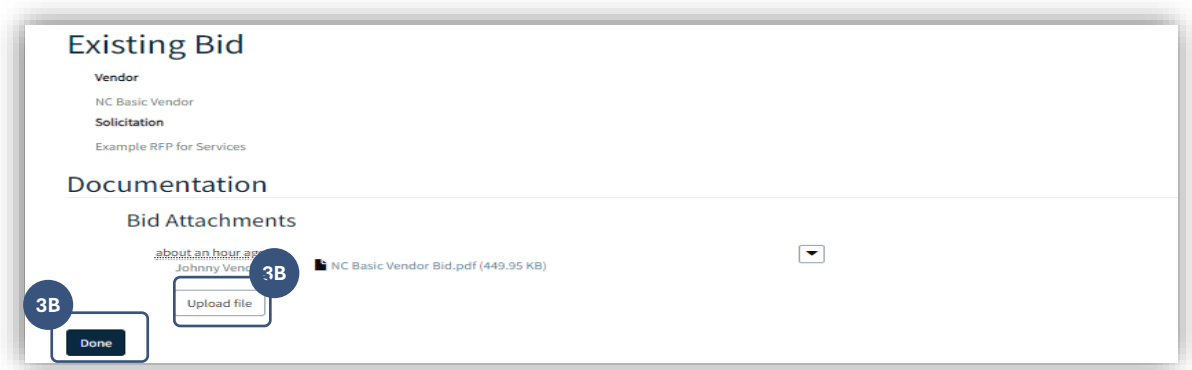
NCEP Ariba Sourcing

	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	▼

Viewing and Responding to Solicitations in eVP

- B. 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 by clicking the **'Upload File'** button. Click **'Done'** to finalize any updates.

 If the solicitation has moved to **'Pending Selection'**, the previously attached documents will no longer be visible.



Viewing and Responding to Solicitations in eVP

Accessing an NCEP Ariba Sourcing Event via eVP

4

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.

- A. 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.
- B. 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.



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

Solicitation Number	Department	Status Reason
Doc1546555025	Admins	Open
Opening Date *	Posted Date	Commodity Code *
5/7/2025 2:00 PM	4/23/2025	Rugs and mats - 521015

- C. 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](#).

Viewing and Responding to Solicitations in eVP

Viewing Bid Tabulations and Awards in eVP

5

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.

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



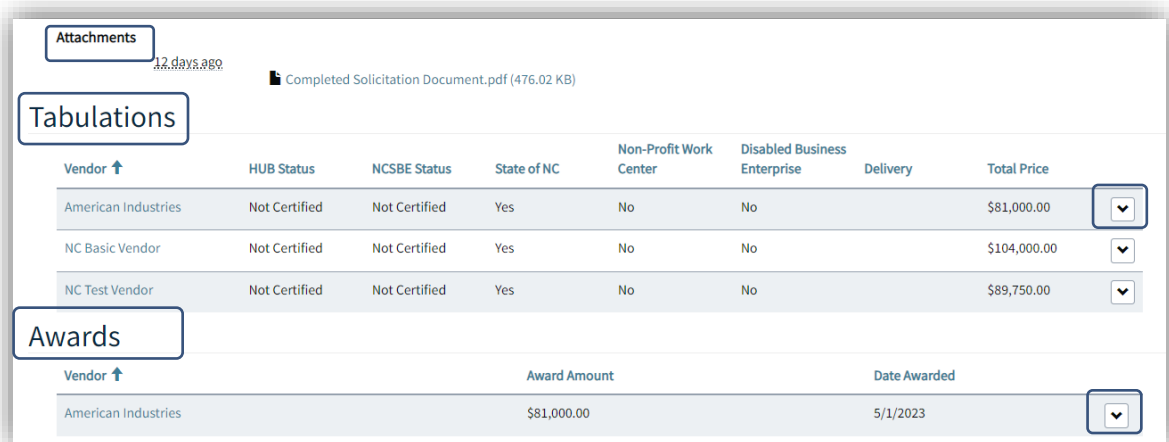
Vendors do not need to be logged in to see 'Tabulations' or 'Awards,' but it may be helpful to access 'My Bids' to quickly locate solicitation to which the vendor has responded.



- B. 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.



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.



Viewing and Responding to Solicitations in eVP

Viewing Contract Extensions in eVP

6

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.

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



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

6A



B. 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.

6B

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	\$31,000.00	\$81,000.00	1	DEPARTMENT - Administration

Viewing and Responding to Solicitations in eVP

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

Home / Contract Extensions

Contract Extensions

Search [] [Q]

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 - []
		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

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

View details

Contract Manager *
Steve

Contract Manager Email *
Steve@email.com

Explanation *
need one more month

Awarded Vendors

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