

NC electronic Vendor Portal

Viewing and Responding to Solicitations in eVP

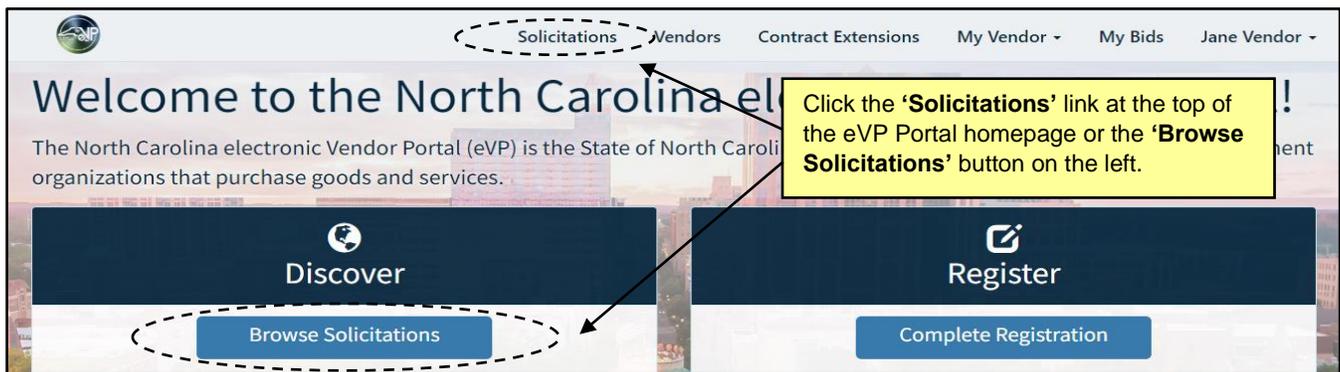


State Procurement Users (PU's) post formal solicitations for bids or proposals on the North Carolina electronic Vendor Portal (eVP). The postings are visible to the public, and special notification emails will be sent nightly to vendor contacts with eVP commodity codes that match the commodity code attached 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, solicitations are sorted by **'Opening Date,'** but 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. Selecting the **'Filters'** dropdown will also provide additional options, like limiting the returned results by the **'Solicitation Status'** or issuing agency (**'Department'**). If a vendor is looking to respond to a solicitation, it is advised they set the filter for **'Solicitation Status'** to **'Open'** to see only solicitations currently accepting bids.

Notes:

- It is advised that all searches begin with an asterisk (*) to improve search functionality.
- There are four possible values in the **'Status'** column:
 - **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.'**

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Home / Solicitations

Solicitations

Solicitations can be filtered, searched for with keywords, or sorted.

Filters ▾

Example*

Solicitation Number	Project Title	Description	Opening Date	Posted Date	Status ↑	Department
00-RFP123456	Example RFP for Services	RFP for Services	5/25/2023 2:00 PM	5/12/2023	Canceled	DOA-EVP-TEST
00-RFP123456	Example RFP for Services	RFP for Services	5/25/2023 2:00 PM	5/19/2023	Open	DOA-EVP-TEST
IFB12345	Example IFB For Goods	Request for a quote on goods	4/26/2023 6:30 PM	4/26/2023	Pending Selection	DOA-EVP-TEST
00-RFP123456	Example RFP for Services	Example solicitation for Services	5/17/2023 9:00 AM	5/12/2023	Pending Selection	DOA-EVP-TEST

- 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

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

Attachments

- 7 days ago
- about 18 hours ago
- 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

Basic solicitation information will display on this page above any attachments or addenda.



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.

1. 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.
2. 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.

Solicitation Number	Department	Status Reason
RFP556677	Admins	Open
Opening Date *	Posted Date	Commodity Code *
7/6/2023 2:00 PM	6/16/2023	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
- Files of up to 125 MBs are permitted.
- Additional documents can be attached in addition to the first document.

Submit a Bid
Documentation

Bid Attachments

No bid attachments

Submit Attachment

Previous



- 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.

- 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.





- 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.

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.

- 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.
- 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.

- 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.

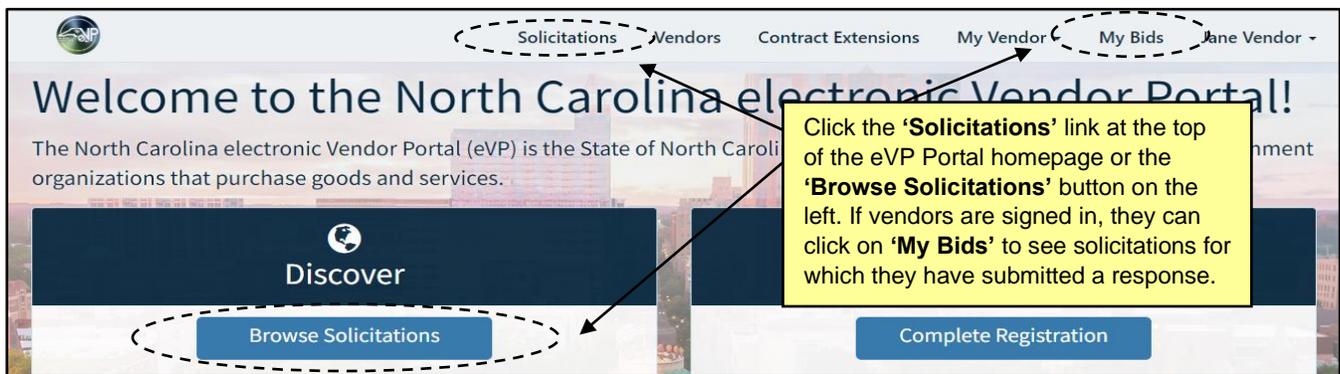


V. Viewing Bid Tabulations and Awards in eVP

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.

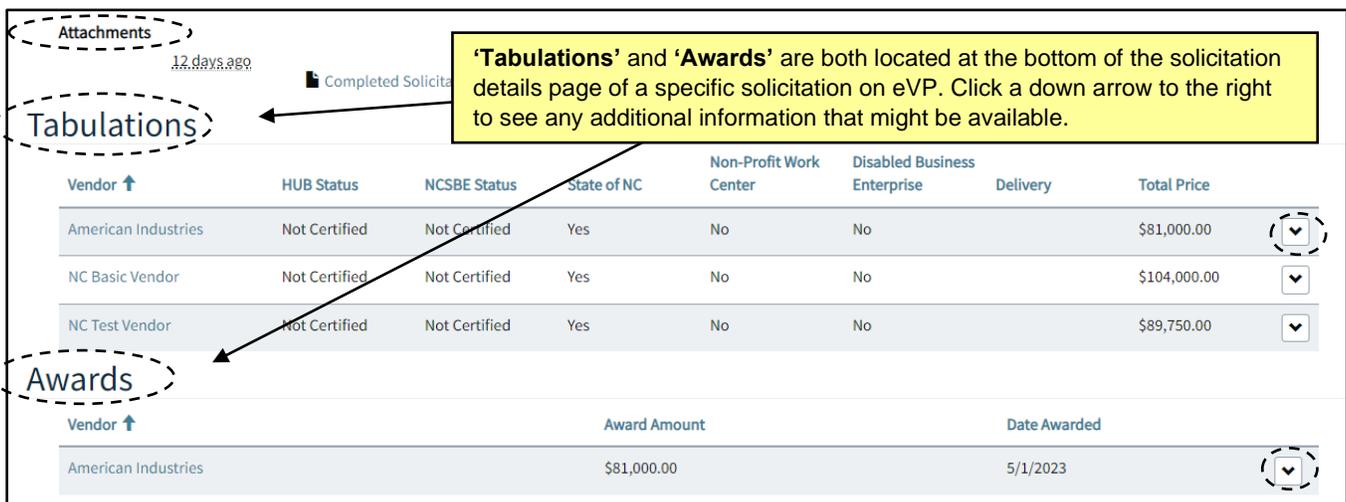
1. From the eVP home page, click on either the **'Solicitations'** link at the top of the screen or on the **'Browse Solicitations'** button.

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.



2. 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.



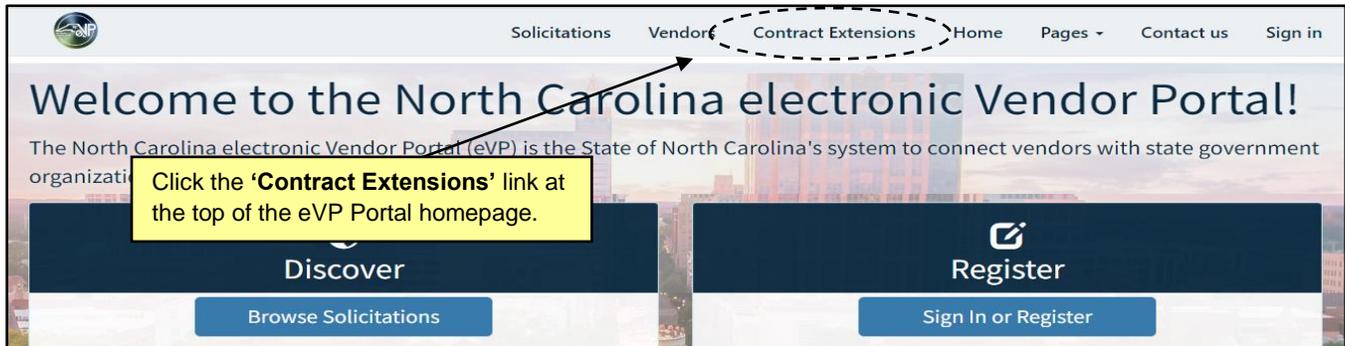


VI. Viewing Contract Extensions in eVP

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.

1. 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.'**



2. 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.

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

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

Home / Contract Extensions

Contract Extensions

Click the down arrow at the right of the **'Contract Extension'** to view the **'Awarded Vendors.'**

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

4. 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

The **'Awarded Vendors'** will display.

Awarded Vendors

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