

# Viewing Posted NCEP Solicitations within the Agency App

## Introduction

Procurement Users (PU) with access to the NC eProcurement Sourcing Tool do not have to post notice of their solicitations or addendums in the electronic Vendor Portal (eVP). The system will do this for them each time a Sourcing Event is published or edited. This guide will detail how a PU can monitor the eVP Agency App portion of their solicitations.



## Learning Objectives

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



Find Posted NCEP Solicitations within the Agency App.



View the Details of Posted NCEP Solicitations within the Agency App.



View Posted NCEP Addenda within the Agency App.

# Viewing Posted NCEP Solicitations within the Agency App

## Finding Posted NCEP Solicitations within the Agency App

1 Via the **Solicitations** link on the dashboards navigation panel, Procurement Users (PU) can view and manage their posted solicitations, which are broken down into two categories: **Active** and **Inactive**.

A. From the dashboard of the Agency App, click on **Solicitations** in the navigation panel. A list of the State Procurement Users (PU) **My Active Solicitations** will display.

B. Clicking on the **Project Title** will take the PU to the selected solicitation. Solicitations on this page can have three Status Reasons:

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



- PUs can search for specific solicitations by keyword in the **Filter by Keyword** search box.
- It is advised that all searches begin with an asterisk (\*) to improve search functionality.
- Solicitations can be sorted by any of the columns by clicking on the column header and selecting an alphabetical or chronological order. An arrow next to the column header will indicate which column is the current sorting column.
- Solicitations that are not meant for the public will not automatically migrate to Public eVP; they'll only exist in the Agency App. This includes the following solicitation types:

- Non-IT with a Waiver of Competition (RFQ)
- IT: RFQ
- IT: SOW
- IT: Exception Request Only

The screenshot shows the 'My Active Solicitations' table in the Agency App. The table has columns for Solicitation Number, Project Title, Description, Opening Date, Status Reason, and Created On. Three rows are visible:

| Solicitation Number | Project Title            | Description                    | Opening Date      | Status Reason  | Created On        |
|---------------------|--------------------------|--------------------------------|-------------------|----------------|-------------------|
| 00-RFP123456        | Example RFP for Services | RFP for Services               | 5/29/2023 2:00 PM | Awarded        | 5/19/2023 3:12 PM |
| RFP55567            | Janitorial Services      | Janitorial Services for 3 B... | 6/7/2023 2:00 PM  | Pending Sel... | 6/2/2023 4:24 AM  |
| RFP123456           | Example RFP for Services | Example solicitation for ...   | 7/13/2023 2:00 PM | Open           | 6/15/2023 2:35 AM |

C. Clicking the down arrow next to **My Active Solicitations** will display an option to view **Inactive Solicitations**.



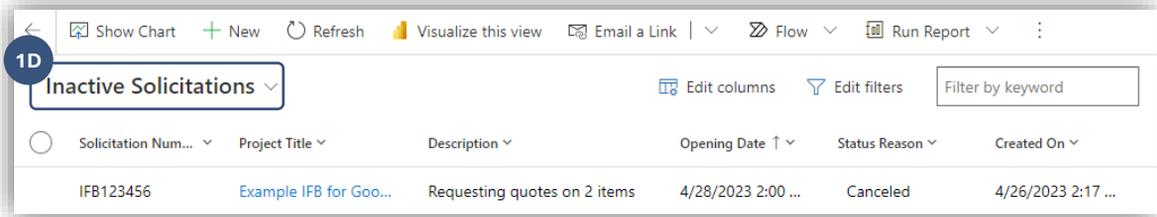
The option for **Active Solicitations** will display all solicitations created in the users organization, not just their own. Solicitations created by other users are editable with the Agency App.

The screenshot shows the 'My Active Solicitations' table with a dropdown menu open. The dropdown menu has three options: 'System Views', 'My Active Solicitations' (selected), and 'Inactive Solicitations'. The table content is partially visible below the dropdown:

| Solicitation Number | Project Title | Description   | Opening Date             | Status Reason      | Created On     |                    |
|---------------------|---------------|---------------|--------------------------|--------------------|----------------|--------------------|
|                     |               | solicitati... | RFP for Services         | 4/20/2023 10:30 PM | Pending Sel... | 4/20/2023 3:14 PM  |
|                     |               | Services      | Example RFP For Services | 4/24/2023 4:00 AM  | Pending Sel... | 4/21/2023 11:48 AM |

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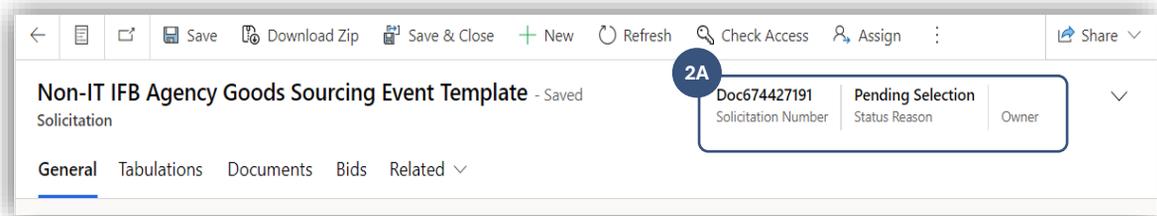
D. The **Inactive Solicitations** page will display for PUs to view solicitations that have been **Canceled**.



## Viewing the Details of Posted NCEP Solicitations within the Agency App

2 After selecting a specific solicitation to view by clicking on the **Project Title**, detailed information about that solicitation will be visible on various tabs for that record.

A. Along the top of the screen beneath the command ribbon, the **Project Title** will display on the left. This will equate to the **Title** of the related NC eProcurement Sourcing Event. To its right, the **Solicitation Number** will display. This will default to the Sourcing Event **ID** beginning with **Doc...** The **Status Reason** and **Owner** will display further to its right.



B. Up to eight tabs may be visible beneath the header information. **General, Tabulations, Documents, Addenda, Awards, Bids, Admin Comments, and Related.**

- For more information on **Tabulations**, and **Awards**, please see the **Entering Bid Tabulations & Awards Job Aid**.
- The **Bids** tab will have no relevance, and it is not advised that users click on the **Related** tab.

C. The **General** tab will display basic information about the solicitation imported from the related NC eProcurement Sourcing Event.

D. **Project Title\***: The title in the top left of the header, equating to the **Title** of the related Sourcing Event.

E. **Description\***: The **Description** field in the Sourcing Event.

F. **Solicitation Number\***: The Sourcing Event **ID** beginning with **Doc...**

G. **Opening Date\***: The **Due Date** assigned in the Sourcing Event.

- This date cannot be on a state of North Carolina holiday. If a conflicting date was selected on the Sourcing Event, the eVP system will send an email notifying the user that a new **Due Date** must be selected on the Sourcing Event before it can be posted on eVP.

H. **Opening Time\***: The time associated with the **Due Date** on the Sourcing Event after which bids will no longer be accepted.

I. **Category**: This field represents the first and most general part of the commodity code and will be auto populated based on the **Commodity Code** selected in NC eProcurement.

J. **Commodity Family**: This field represents the second and slightly more specific part of the commodity code and will be auto populated based on the **Commodity Code** selected in NC eProcurement.

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**K. Primary Commodity Code\*:** This six-digit field will transfer over from the first **Commodity Code** selected in NC eProcurement to indicate the nature of the goods or services for which the PU is requesting a bid. The two fields above will automatically populate to match.

- Commodity Code selections are used to notify vendors registered in eVP of opportunities for business that match the type of business they conduct.
- Up to six Commodity Codes selected in NC eProcurement will transfer over to eVP.
- If more than one Commodity Code is selected in NC eProcurement, the extra codes will appear in the **Additional Commodity Codes** section below the main section of the **General** tab in eVP.

**L. Mandatory Conference/Site Visit:** This field has no equivalent on the Sourcing Event, so it will be blank.

**M. Special Instructions:** This field has no equivalent on the Sourcing Event, so it will be blank.

**N. Solicitation Type:** This field will be populated with either **RFP**, **IFB**, or **RFI**. Exception Solicitation Types (i.e., Non-IT RFQ) will not display.

**O. Type Contract\*:** This field has no equivalent on the Sourcing Event but will be populated with **Ariba**.

**P. Post Solicitation\*:** This field has no equivalent on the Sourcing Event but will be populated with **Ariba**.

The screenshot shows the 'General' tab of a solicitation page. The title is 'Non-IT IFB Agency Goods Sourcing Event Template - Saved'. The document number is 'Doc674427191' and the status is 'Pending Selection'. The 'General' tab is selected, showing fields for Project Title, Description, Solicitation Number, Opening Date, Opening Time, Category, Commodity Family, and Commodity Code. A blue circle with '2C' highlights the 'General' tab label.

|                     |   |                                 |       |
|---------------------|---|---------------------------------|-------|
| Project Title       | Non-IT IFB Agency Goods Sourcing Event Template |                                 |       |
| Description         | Example Sourcing Event                          |                                 |       |
| Solicitation Number | Doc674427191                                    | Mandatory Conference/Site Visit | ---   |
| Opening Date        | 5/1/2023  | Special Instructions            | ---   |
| Opening Time        | 10:30 AM  | Type Contract                   | Ariba |
| Category            | Paper Materials a...                            | Post Solicitation               | Ariba |
| Commodity Family    | Paper materials                                 |                                 |       |
| Commodity Code      | Raw materials                                   |                                 |       |

**Q. Click on the Documents tab to see the Solicitation Document taken from subsection 3.1 of the Sourcing Event. To download this document, hover over the Filename and click the link.**

The screenshot shows the 'Documents' tab of a solicitation page. The title is 'Example RFP for Services - Saved'. The document number is '00-RFP123456' and the status is 'Open'. The 'Documents' tab is selected, showing a table of 'Solicitation Attachments'. A blue circle with '2Q' highlights the 'Filename' column header.

| Subject                      | Filename                            | Created Date        |
|------------------------------|-------------------------------------|---------------------|
| Solicitation File Attachment | Completed Solicitation Document.pdf | 4/28/2023, 10:23 AM |

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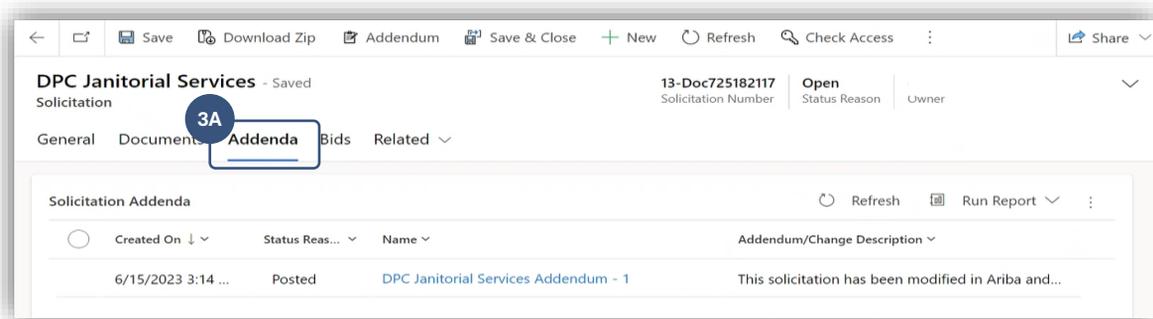
## Viewing Posted NCEP Addenda within the Agency App

3 When an Addendum is added to an NC eProcurement Sourcing Event or the timing of that Event is extended, the user does not need to manually update the Agency App record of their solicitation, the system will do that automatically.

A. On the selected solicitation, click on the **Addenda** tab.

B. A list of **Solicitation Addenda** will display. Each addendum **Name** will be appended by the number of the order in which that addendum was added to the solicitation. The **Addendum/Change Description** field will be populated with the message, “This solicitation has been modified in Ariba and posted as an addendum.” Click on the **Name** field to see more specific information about the addendum including any attachments.

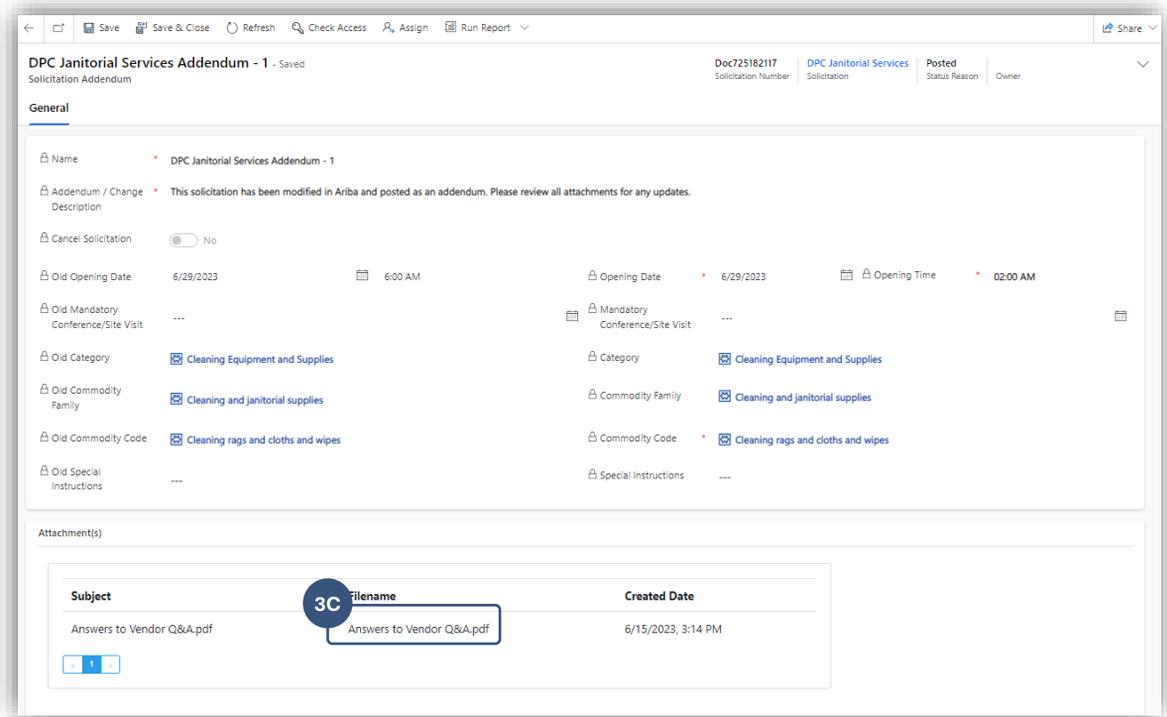
If the Sourcing Event is cancelled, the message in the **Addendum/Change Description** field will read, “This solicitation has been canceled in Ariba.”



C. On the subsequent **Addendum – X** page, original and updated information about the solicitation will appear. Scroll down to the bottom of the screen to see any attachments included in the addendum on the Sourcing Event. The system will automatically import any new attachment added to Section 3 of the Sourcing Event.

Any addendum attachments will also display on the solicitations main **Documents** tab.

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## Viewing a Posted Solicitation on the Public eVP

4 All posted solicitations will be visible to the public on the Public eVP. To verify the public version of a new solicitation appears correctly, navigate to the Public eVP.

A. From the Public eVP, click on either the **Solicitations** link at the top of the screen or on the **Browse Solicitations** button.



B. The public **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. To see solicitations in other statuses, click on **Filters**, choose a different option beneath **Solicitation Status**, and click **Apply**. Paste the Solicitation Number in the search bar to find that specific solicitation.

# Viewing Posted NCEP Solicitations within the Agency App

**4B** Solicitations

Filters -

Search [ ] Export Results

| 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 |

**C.** Click on the **Solicitation Number** of the solicitation of interest. On the subsequent solicitation details page, basic information regarding the solicitation will display above the attachments included by the PU. If an addendum has been posted, it will display beneath the attachments. 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.

- Ignore the warning message alerting vendors to log in to respond to the solicitation.
- Vendors wishing to respond to the solicitation will see an **Intends to Participate** button in the top left of the posting. When they click this, an email with a link to the sourcing event will be sent to all Sourcing Contacts on their eVP account, and that vendor will be added to the **Suppliers** tab of the Sourcing Event. They will then have access, via their Ariba account, to view and respond to the solicitation via the Sourcing Event.

# Viewing Posted NCEP Solicitations within the Agency App

Home / Solicitations / Example RFP for Services

## Example RFP for Services

Vendors must have an active NC eProcurement registration in the electronic Vendor Portal to participate in an Ariba Sourcing event. Please sign in to respond to this Solicitation.

**Intends To Participate**

|  |                                   |                                  |
|--|-----------------------------------|----------------------------------|
| <b>Solicitation Number</b>             | <b>Department</b>                 | <b>Status Reason</b>             |
| Doc724129921                           | Admins                            | Open                             |
| <b>Opening Date *</b>                  | <b>Posted Date</b>                | <b>Commodity Code *</b>          |
| 7/13/2023 2:00 PM                      | 6/15/2023                         | Cleaning and janitorial services |
| <b>Mandatory Conference/Site Visit</b> | <b>Special Instructions</b>       |                                  |
| 6/22/2023                              | —                                 |                                  |
| <b>Description *</b>                   | Example solicitation for Services |                                  |

**Attachments**

- [about an hour ago](#) Completed Solicitation Document.pdf (476.02 KB)
- [24 minutes ago](#) Answers to Vendor Q&A.pdf (153.70 KB)

**Additional Commodity Codes**

| Code   | Name ↑  | Commodity Family                 | Category (Commodity Family)     |
|--------|---|----------------------------------|---------------------------------|
| 471318 | Cleaning and disinfecting solutions           | Cleaning and janitorial supplies | Cleaning Equipment and Supplies |
| 471215 | Cleaning and janitorial carts and accessories | Janitorial equipment             | Cleaning Equipment and Supplies |

**Addenda**

| Created On ↑      | Name                                  | Addendum/Change Description |
|-------------------|---------------------------------------|-----------------------------|
| 6/15/2023 3:22 AM | Example RFP for Services Addendum - 1 | Answers to vendor questions |

4C