

Interactive Purchasing System

E050 Reporting



Document Release Date: May 16, 2011
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¹ Pages have been intentionally left blank in the event an agency elects to print this manual it conforms to double-sided book format.

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² June 2011 EO50 awards, and thereafter, agencies are required to submit EO50 data via IPS. The Excel EO50 Tracking form will not be accepted after the May 2011 report period. June EO50 awards shall be entered in IPS not later than July 10, 2011.

Preface

There are two (2) methods for reporting Executive Order 50 (EO50) information in the Interactive Purchasing System (IPS). The first method is for bids that were posted by the respective agency to IPS whereby tabulation data is automatically transferred to the EO50 report. The second method³ is for all competitive quotes/bids that were NOT posted to IPS as this method is used for reporting EO50 information to the Division of Purchase and Contract. **Effective June 1, 2011 all EO50 reporting shall be provided via the Interactive Purchasing System since the Excel EO50 Tracking form will no longer be accepted.**

Reminder – service and information technology (IT) commodities are not subject to EO50 and accordingly are not reported as EO50 Price Match awards. Printing, though a service commodity code, is reported.

Per the memorandum issued February 3, 2011⁴ from the State Purchasing Officer to all purchasing officers and IPS users, “. . .all agencies must use the IPS tabulation functionality beginning with all solicitations subject to North Carolina Price Matching Preference posted to IPS March 1, 2011 and thereafter. If you are not currently entering tabulations in IPS, this functionality will appear when you log in to IPS the week of March 1. Instructions on how to tabulate bids in IPS are located at <http://www.pandc.nc.gov/OnlineEducation/index.html>.” This memorandum is in the Appendix.

EO50 information is required to be entered in IPS not later than the close of business on the tenth (10th) day of each month. This is essential so the information can be provided to the Governor’s Office by the required date.

It is the responsibility of the agency purchaser or purchasing officer to verify that the bidder purporting to be a Resident (NC) bidder is actually a Resident (NC) vendor on the NC Secretary of State website. In addition, agency purchasers need to ensure that the bid evaluation, including mathematical calculations, was accurately performed PRIOR to reporting EO50 award information to the Division of Purchase and Contract.

³ eQuote issued via the NC E-Procurement System is NOT reported via Method 2. eQuote information is provided by the NC E-Procurement Office to the Division of Purchase and Contract.

⁴ A reminder was emailed to all Purchasing Officers and IPS users March 1, 2011.

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Method 1: Bids Posted to IPS

This method is for bids that were posted and tabulated by the respective agency in IPS whereby tabulation data is automatically transferred to the EO50 report.

If Method 1 is used, do NOT perform Method 2.

Method 1: Bids Posted to IPS

1. Log in to IPS, <https://www.ips.state.nc.us/ips/agency/logon.asp>

Enter your User Id and Password, then click on “Submit”.



State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login to the Purchase and Contract system	
User Id:	<input type="text"/>
Password:	<input type="password"/>
<input type="submit" value="Submit"/>	

NOTE –

The procedure for entering requisitions, posting bids and posting addenda to IPS has NOT changed. Accordingly, these procedures are not shown within this EO50 Reporting training manual. To view these procedures, and other Training Material, go to <http://www.pandc.nc.gov/OnlineEducation/index.html>.

The IPS screens modified to capture EO50 data are: Tabulation and Award. Accordingly, only the Tabulation and Award process are shown within this training manual.

- From the left navigation menu, click on "Bids Under Review".



**State of North Carolina
Interactive Purchasing System**

IPS - Main Menu

Choose Location

- [Purchasing Entity Menu](#)
- [Post Bid](#)
- [Post Design/Construction](#)
- [Post Addenda](#)
- [Bids Under Review](#)
- [Search for Bids](#)
- [Edit Bid](#)
- [Edit Addenda](#)
- [Inbox](#)
- [Search for Vendor](#)

Price Match Award

- [Enter Price Match Award](#)
- [Search for Price Match Award](#)
- [Create Report/Excel Spreadsheet](#)

Welcome to the North Carolina Interactive Purchasing System (IPS).
Hover over the location on the left for a definition of the menu items

- After clicking on Bids Under Review, the screen below will appear. Click on "Tabulation" for the bid you need to tabulate.



**State of North Carolina
Interactive Purchasing System**

Solicitations Under Evaluation

Choose Location

- [Purchasing Entity Menu](#)
- [Post Bid](#)
- [Post Design/Construction](#)
- [Post Addenda](#)
- [Bids Under Review](#)
- [Search for Bids](#)
- [Inbox](#)
- [Search for Vendor](#)

Price Match Award

- [Enter Price Match Award](#)
- [Search for Price Match Award](#)
- [Create Report/Excel Spreadsheet](#)

BidNo	Description		
10-005499	100 Gallon Bottom Prover	Tabulation	Cancel
10-005508	No. 2 Quote 100 Gal Bottom Prover	Tabulation	Cancel
10-005521	Multipoint Satellite Irrigation System	Tabulation	Cancel
10-005536	Multipoint Irrigation System	Award	Cancel
10-005558	No-Till Grain Grill	Award	Cancel
10-005605	Sweet Potato Weevil Trap	Tabulation	Cancel
10-005621	Sweet Potato Weevil Traps	Tabulation	Cancel
10-005633	100-Gal. Bottom Prover	Award	Cancel

After clicking on Tabulation, the screen below will appear. **Select** either 'Post All Items' or 'Post Vendor Totals Only', **then click on "Update"**.

After clicking on Update, **click on "Add Vendor" or "Add Items"**. This selection is dependent upon which option you selected.

If you select 'Post Vendor Totals Only' the screen below will appear . . .



The screenshot shows the IPS logo on the left and the title "State of North Carolina Interactive Purchasing System Agency Tabulation Bid Items" on the right. Below the title is a horizontal bar with two radio buttons: "Post All Items" (unselected) and "Post Vendor Totals Only" (selected). To the right of this bar is a button labeled "Update" with a red border. Below the bar, the text reads: "There are no vendors for this bid. To add vendors, click [Add Vendor](#) or [Return](#) to start over."

If you select 'Post All Items' the screen below will appear . . .



The screenshot shows the IPS logo on the left and the title "State of North Carolina Interactive Purchasing System Agency Tabulation Bid Items" on the right. Below the title is a horizontal bar with two radio buttons: "Post All Items" (selected) and "Post Vendor Totals Only" (unselected). To the right of this bar is a button labeled "Update" with a red border. Below the bar, the text reads: "There are no items for this bid to add items, click [Add Items](#) or [Return](#) to start over."

For this example, the 'Post All Items' process is illustrated.



State of North Carolina
Interactive Purchasing System

Agency Tabulation
Bid Items

Bid No.: 10-005605

Post All Items Post Vendor Totals Only

[Update](#)

There are no items for this bid to add items, click [Add Items](#) or [Return](#) to start over.

After selecting Post All Items and Update, the screen below will appear. **Complete the below fields.**

If tabulating more than nine (9) items it is recommended to place a zero (0) in front of the single digit number in order to keep the items in numerical order. Enter the **Item Number, Quantity, Unit** and **Item Description**.

If the Manufacture/Model box is checked you will have to enter the manufacturer/model for this item, for EVERY bidder. For this example, we will not use this option.

Click on "Add More Items" to add additional items. Click on "Submit" when all items have been added.



State of North Carolina
Interactive Purchasing System

Add Item

Item No.	Qty.	Unit
<input type="text" value="01"/>	<input type="text" value="10"/>	<input type="text" value="each"/>
Item Description		
<input type="text" value="Weevil Trap - A"/>		
<input type="checkbox"/> Manufacturer/Model		
<input type="button" value="Submit"/>	<input type="button" value="Add More Items"/>	<input type="button" value="Cancel"/>

4. After clicking on Submit, the screen below will appear. Click on “Bid Tabulations”. Use either of the bid tabulation buttons.



State of North Carolina
Interactive Purchasing System

Agency Tabulation
Bid Items

Bid No.: 10-005605

➤ [Add Items](#)
➤ [Bid Tabulations](#)
➤ [Return](#)

		Item No.	Qty.	Unit.	Item Description	Manufacturer/Model No.
		01	10	each	Weevil Trap - A	No
		02	20	each	Weevil Trap - B	No
		03	30	each	Weevil Trap - C	No

➤ [Add Items](#)
➤ [Bid Tabulations](#)
➤ [Return](#)

Click on ➤ [Add Items](#) to add additional items.

Click on  to edit the item.

Click on  to delete the item.

Click on ➤ [Return](#) to return to the previous screen.

5. After clicking on Bid Tabulations, the screen below will appear. **Enter the Vendor Number, or the Company Name.**

If the vendor is in the IPS system, the vendor information will automatically populate. If the vendor is not in the system, you will have to manually enter the vendor name (this is the same process agencies currently use).



**State of North Carolina
Interactive Purchasing System**

Add Vendor to Tabulation

Bid No.: 10-005605

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

In this example the Company Name was entered. After entering the Company Name, **click on "Search"**.



**State of North Carolina
Interactive Purchasing System**

Add Vendor to Tabulation

Bid No.: 10-005605

Enter the vendor number and click next or ...

Vendor Number:

...enter any part of the vendor's company name and click search to find the vendor's number.

Company Name:

After clicking on Search, the screen below will appear. Choose the vendor name from the drop-down list, then **click on “Next”**.



State of North Carolina
Interactive Purchasing System
Add Vendor to Tabulation

Bid No.: 10-005605

Choose a vendor name from the list and click next to add this vendor to the tabulation...

Agati, Inc.
AgBio Inc.
AGCO Corp
Ageless Design, Inc.

Next-> Cancel

6. After clicking on Next, the screen below will appear. **Complete the below fields, then click on “Add Tabulation”**.

For delivery, if delivery required in the bid is 10 days or more, it is recommended to place a zero in front of single digit days to keep the items in numerical order.

Check the Partial Bid box only if the vendor did not bid on all items.



State of North Carolina
Interactive Purchasing System
Enter Vendor

Bid No.: 10-005605

Vendor No.: 581883050

Vendor Name: AgBio Inc.

HUB Certified: No

Delivery: 10

Partial Bid:

Resident (NC) Bidder:

Requesting Price Match:

Add Tabulation Cancel

Resident (NC) Bidder and Requesting Price Match checkbox is how the bidder indicated in their bid. It is the agency purchaser’s responsibility to validate this claim during the bid evaluation process prior to award.

Resident Bidder status is NOT transmitted to Public Tabulation!



IF the Vendor Number nor the Vendor Name are in IPS the agency must enter the vendor name in the above screen. This is the **SAME Process** agencies **previously used if a vendor is not in IPS!**

7. After clicking on Add Tabulation, the screen below will appear. **Enter the Unit Price.** When you **press the tab key on your keyboard**, the Extended Price will automatically calculate. After pressing the tab key to populate the extended price, **click on “Next Item”**.



**State of North Carolina
Interactive Purchasing System**

Enter Tabulation

Bid No.: 10-005605
Vendor No.: 581883050 - AgBio Inc.
HUB Certified: No
Delivery: 10
Partial Bid: No
Item 01: Weevil Trap - A
Quantity:
Unit:
Unit Price:
Extended Price:

Even if this is your last item, click on “Next Item” to complete the tabulation. This will take you to the screen on the next page to enter a comment (should you elect) and complete the tabulation. Comments will NOT appear in the Public View Tabulation!

In the event you need to stop entering the tabulation, click on **“Submit”**. To resume entering the tabulation you will need to go to the “Edit Tabulation” screen (shown on manual page 20).

After clicking on Next Item, the screen below will appear. Add a comment (should you elect), change the total bid amount (if necessary), then click on “Next Vendor” or “Completed”.

Click on “Next Vendor” to add another vendor.

Click on “Completed” to finish the tabulation.



**State of North Carolina
Interactive Purchasing System**

Enter Tabulation

Bid No.: 10-005605
Vendor No.: 581883050 - AgBio Inc.
HUB Certified: No
Delivery: 10
Partial Bid: No
Total Bid Amount:
Comments:

After clicking on Completed, the below screen will appear. If you need to add an additional vendor, **click on “Add Vendor”**. If you need to edit the vendor’s information, **click on the respective vendor’s name**.

Click on “Browse” to: View/Edit Tabulation, Sort Tabulation by Vendor Name, Sort Tabulation by Total Price, Sort Tabulation by Delivery, Sort Tabulation by Item Amount, to Print Public Tabulation. Each of these options is illustrated in the Browse section of this manual.



State of North Carolina
Interactive Purchasing System

Edit Bid Tabulation

[▶ Add Vendor](#) [▶ Browse](#) [▶ Return](#)

Bid Number: 10-005605 Open Date: 09/04/2009 Purchaser:

Description: Sweet Potato Weevil Trap

<u>AgBio Inc.</u>	<u>Backyard Accessories</u>
HUB Indicator: No	HUB Indicator: No
Resident (NC) Bidder: Yes	Resident (NC) Bidder: No
Requesting Price Match: Yes	Requesting Price Match: No
Delivery: 10	Delivery: 09
Item 01: 325.00	Item 01: 300.00
Extended Price: \$3,250.00	Extended Price: \$3,000.00
Item 02: 375.00	Item 02: 350.00
Extended Price: \$7,500.00	Extended Price: \$7,000.00
Item 03: 425.00	Item 03: 400.00
Extended Price: \$12,750.00	Extended Price: \$12,000.00
Total Price: \$23,500.00	Total Price: \$22,000.00
Calc Price: \$23,500.00	Calc Price: \$22,000.00
Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.	Comments:

Post Tabulation to Internet

Submit

Check the **“Post Tabulation to Internet”** box, then click on **“Submit”** after you have verified all information is correct.

Reminder – you can edit your tabulation up to award. After awarding the bid you CANNOT change the tabulation!

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Browse Options

[View / Edit Tabulation](#)

[Sort by Vendor Name](#)

[Sort by Total Price](#)

[Sort by Delivery](#)

[Sort by Item Amount](#)

[Print Public Tab](#)

Browse

If you select [Browse](#) on the prior screen (page 18, Edit Bid Tabulation) the screen below will appear.

Each of the below options (indicated in red) is illustrated on the following pages.



State of North Carolina
Interactive Purchasing System

Edit Bid Tabulation

View Agency Bid Tabulation

[View/Edit Tabulation](#)
[Sort by Vendor Name](#)
[Sort by Total Price](#)
[Sort by Delivery](#)
[Sort by Item Amt](#)
[Print Public Tab](#)

Bid Number: 10-005605

Open Date: 09/04/2009

Purchaser:

Description: Sweet Potato Weevil Trap

AgBio Inc.		Backyard Accessories	
HUB Indicator:	No	HUB Indicator:	No
Resident (NC) Bidder:	Yes	Resident (NC) Bidder:	No
Requesting Price Match:	Yes	Requesting Price Match:	No
Delivery:	10	Delivery:	09
Item 01:	325.00	Item 01:	300.00
Extended Price:	\$3,250.00	Extended Price:	\$3,000.00
Item 02:	375.00	Item 02:	350.00
Extended Price:	\$7,500.00	Extended Price:	\$7,000.00
Item 03:	425.00	Item 03:	400.00
Extended Price:	\$12,750.00	Extended Price:	\$12,000.00
Total Price:	\$23,500.00	Total Price:	\$22,000.00
Calc Price:	\$23,500.00	Calc Price:	\$22,000.00
Comments:	This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.		Comments:

View / Edit Tabulation

If you click on [View/Edit Tabulation](#) the screen below will appear.

Click on the **Vendor Name** to modify that vendor's information.



State of North Carolina
Interactive Purchasing System

Edit Bid Tabulation

Edit Bid Tabulation

[Add Vendor](#)

[Browse](#)

[Return](#)

Bid Number: 10-005605

Open Date: 09/04/2009

Purchaser:

Description: Sweet Potato Weevil Trap

AgBio Inc.

HUB Indicator: No

Resident (NC) Bidder: Yes

Requesting Price Match: Yes

Delivery: 10

Item 01: 325.00

Extended Price: \$3,250.00

Item 02: 375.00

Extended Price: \$7,500.00

Item 03: 425.00

Extended Price: \$12,750.00

Total Price: \$23,500.00

Calc Price: \$23,500.00

Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.

Backyard Accessories

HUB Indicator: No

Resident (NC) Bidder: No

Requesting Price Match: No

Delivery: 09

Item 01: 300.00

Extended Price: \$3,000.00

Item 02: 350.00

Extended Price: \$7,000.00

Item 03: 400.00

Extended Price: \$12,000.00

Total Price: \$22,000.00

Calc Price: \$22,000.00

Comments:

Post Tabulation to Internet

Submit

When you click on the Vendor's Name in the previous screen, the screen below will appear.

Click on "Edit" to modify the information (i.e. total amount, comment, unit price, etc.).

Click on "Return" to return to the previous Browse screen.



State of North Carolina
Interactive Purchasing System

Edit Tabulation for Bid

[Return](#)

[Edit](#) [Delete](#)

Bid Number: 10-005605
Vendor No: 581883050 - AgBio Inc.
Delivery: 10
Partial Bid: No
Resident (NC) Bidder: Yes
Requesting Price Match: Yes

Edit	<p>Item 01: Weevil Trap - A Quantity: 10 Unit: each Unit Price: 325.00 Extended Price: \$3,250.00</p>
Edit	<p>Item 02: Weevil Trap - B Quantity: 20 Unit: each Unit Price: 375.00 Extended Price: \$7,500.00</p>
Edit	<p>Item 03: Weevil Trap - C Quantity: 30 Unit: each Unit Price: 425.00 Extended Price: \$12,750.00</p>
Edit	<p>Total Bid Amount: \$23,500.00 Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.</p>

Sort by Vendor Name

If you click on [Sort by Vendor Name](#) the screen below will appear.
 This option sorts vendors alphabetically.



State of North Carolina
 Interactive Purchasing System

Edit Bid Tabulation

View Agency Bid Tabulation

[View/Edit Tabulation](#)
[Sort by Vendor Name](#)
[Sort by Total Price](#)
[Sort by Delivery](#)
[Sort by Item Amt](#)
[Print Public Tab](#)

Bid Number: 10-005605

Open Date: 09/04/2009

Purchaser:

Description: Sweet Potato Weevil Trap

AgBio Inc.		Backyard Accessories	
HUB Indicator: No		HUB Indicator: No	
Resident (NC) Bidder: Yes		Resident (NC) Bidder: No	
Requesting Price Match: Yes		Requesting Price Match: No	
Delivery: 10		Delivery: 09	
Item 01:	325.00	Item 01:	300.00
Extended Price:	\$3,250.00	Extended Price:	\$3,000.00
Item 02:	375.00	Item 02:	350.00
Extended Price:	\$7,500.00	Extended Price:	\$7,000.00
Item 03:	425.00	Item 03:	400.00
Extended Price:	\$12,750.00	Extended Price:	\$12,000.00
Total Price:	\$23,500.00	Total Price:	\$22,000.00
Calc Price:	\$23,500.00	Calc Price:	\$22,000.00
Comments:	This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.		Comments:

Sort by Total Price

If you click on [Sort by Total Price](#) the screen below will appear.
 This option sorts vendors by total price.



**State of North Carolina
 Interactive Purchasing System
 Edit Bid Tabulation**

View Agency Bid Tabulation

[View/Edit Tabulation](#)
[Sort by Vendor Name](#)
[Sort by Total Price](#)
[Sort by Delivery](#)
[Sort by Item Amt](#)
[Print Public Tab](#)

Bid Number: 10-005605	Open Date: 09/04/2009	Purchaser:
Description: Sweet Potato Weevil Trap		

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #cccccc;">Backyard Accessories</td></tr> <tr><td>HUB Indicator: No</td></tr> <tr><td>Resident (NC) Bidder: No</td></tr> <tr><td>Requesting Price Match: No</td></tr> <tr><td>Delivery: 09</td></tr> <tr><td> </td></tr> <tr><td>Item 01: 300.00</td></tr> <tr><td>Extended Price: \$3,000.00</td></tr> <tr><td>Item 02: 350.00</td></tr> <tr><td>Extended Price: \$7,000.00</td></tr> <tr><td>Item 03: 400.00</td></tr> <tr><td>Extended Price: \$12,000.00</td></tr> <tr><td>Total Price: \$22,000.00</td></tr> <tr><td>Calc Price: \$22,000.00</td></tr> <tr><td>Comments:</td></tr> </table>	Backyard Accessories	HUB Indicator: No	Resident (NC) Bidder: No	Requesting Price Match: No	Delivery: 09		Item 01: 300.00	Extended Price: \$3,000.00	Item 02: 350.00	Extended Price: \$7,000.00	Item 03: 400.00	Extended Price: \$12,000.00	Total Price: \$22,000.00	Calc Price: \$22,000.00	Comments:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #cccccc; color: red;">AqBio Inc.</td></tr> <tr><td>HUB Indicator: No</td></tr> <tr><td>Resident (NC) Bidder: Yes</td></tr> <tr><td>Requesting Price Match: Yes</td></tr> <tr><td>Delivery: 10</td></tr> <tr><td> </td></tr> <tr><td>Item 01: 325.00</td></tr> <tr><td>Extended Price: \$3,250.00</td></tr> <tr><td>Item 02: 375.00</td></tr> <tr><td>Extended Price: \$7,500.00</td></tr> <tr><td>Item 03: 425.00</td></tr> <tr><td>Extended Price: \$12,750.00</td></tr> <tr><td>Total Price: \$23,500.00</td></tr> <tr><td>Calc Price: \$23,500.00</td></tr> <tr><td>Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.</td></tr> </table>	AqBio Inc.	HUB Indicator: No	Resident (NC) Bidder: Yes	Requesting Price Match: Yes	Delivery: 10		Item 01: 325.00	Extended Price: \$3,250.00	Item 02: 375.00	Extended Price: \$7,500.00	Item 03: 425.00	Extended Price: \$12,750.00	Total Price: \$23,500.00	Calc Price: \$23,500.00	Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.
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Requesting Price Match: No																															
Delivery: 09																															
Item 01: 300.00																															
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Item 03: 400.00																															
Extended Price: \$12,000.00																															
Total Price: \$22,000.00																															
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Calc Price: \$23,500.00																															
Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.																															

Sort by Delivery

If you click on [Sort by Delivery](#) the screen below will appear.
 This option sorts vendors by the number of delivery days offered.



State of North Carolina
 Interactive Purchasing System
Edit Bid Tabulation

View Agency Bid Tabulation

[View/Edit Tabulation](#) [Sort by Vendor Name](#) [Sort by Total Price](#) [Sort by Delivery](#) [Sort by Item Amt](#) [Print Public Tab](#)

Bid Number: 10-005605 Open Date: 09/04/2009 Purchaser:
 Description: Sweet Potato Weevil Trap

<u>Backyard Accessories</u>		<u>AgBio Inc.</u>	
HUB Indicator:	No	HUB Indicator:	No
Resident (NC) Bidder:	No	Resident (NC) Bidder:	Yes
Requesting Price Match:	No	Requesting Price Match:	Yes
Delivery:	09	Delivery:	10
Item 01:	300.00	Item 01:	325.00
Extended Price:	\$3,000.00	Extended Price:	\$3,250.00
Item 02:	350.00	Item 02:	375.00
Extended Price:	\$7,000.00	Extended Price:	\$7,500.00
Item 03:	400.00	Item 03:	425.00
Extended Price:	\$12,000.00	Extended Price:	\$12,750.00
Total Price:	\$22,000.00	Total Price:	\$23,500.00
Calc Price:	\$22,000.00	Calc Price:	\$23,500.00
Comments:		Comments:	This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.

Sort by Item Amount

If you click on [Sort by Item Amt](#) the screen below will appear.
This option sorts by the line item amount.

Click on "Return" to return to the previous Browse screen.



State of North Carolina Interactive Purchasing System

Bid Items By Item Amount

[Return](#)

Bid Number: 10-005605

Open Date: 09/04/2009

Purchaser:

Description: Sweet Potato Weevil Trap

Item 01 : Weevil Trap - A

Vendor	Unit Price	Manufacturer/Model No.	Extended Price
Backyard Accessories	300.0000	N/A	3000.0000
AgBio Inc.	325.0000	N/A	3250.0000

Item 02 : Weevil Trap - B

Vendor	Unit Price	Manufacturer/Model No.	Extended Price
Backyard Accessories	350.0000	N/A	7000.0000
AgBio Inc.	375.0000	N/A	7500.0000

Item 03 : Weevil Trap - C

Vendor	Unit Price	Manufacturer/Model No.	Extended Price
Backyard Accessories	400.0000	N/A	12000.0000
AgBio Inc.	425.0000	N/A	12750.0000

Print Public Tab

If you click on [Print Public Tab](#) the screen below will appear.

PRINT the tabulation and place it in your procurement folder.

North Carolina Administrative Code (01 NCAC 05B .1903 FILES) requires each procurement file contain a tabulation of offers received.

As you recall from previous screens, Resident Bidder status and Comments are NOT part of public view.



State of North Carolina
Interactive Purchasing System

Print Vendor Bid Tabulation

[Return](#)

Bid Number: 10-005605

Open Date: 09/04/2009

Description: Sweet Potato Weevil Trap

AgBio Inc.		Backyard Accessories	
Delivery: 10		Delivery: 09	
Item 01:	\$325.00	Item 01:	\$300.00
Item 02:	\$375.00	Item 02:	\$350.00
Item 03:	\$425.00	Item 03:	\$400.00
Total Price:	\$23,500.00	Total Price:	\$22,000.00

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Post Tabulation to the Internet

Post Tabulation to the Internet

Check the **“Post Tabulation to Internet”** box, then click on **“Submit”** after you have verified all information is correct. After you click on Submit, the tabulation is available for public view.

As you recall from previous screens, Resident Bidder status and Comments are NOT part of public view.

After checking the Post Tabulation to Internet box and clicking on Submit, **click on “Return”** to go to the main navigation page to proceed to your next task.



State of North Carolina
Interactive Purchasing System

Edit Bid Tabulation

Edit Bid Tabulation

[▶ Add Vendor](#)
[▶ Browse](#)
[▶ Return](#)

Bid Number: 10-005605	Open Date: 09/04/2009	Purchaser:
Description: Sweet Potato Weevil Trap		
AgBio Inc.	Backyard Accessories	
HUB Indicator: No	HUB Indicator: No	
Resident (NC) Bidder: Yes	Resident (NC) Bidder: No	
Requesting Price Match: Yes	Requesting Price Match: No	
Delivery: 10	Delivery: 09	
Item 01: 325.00	Item 01: 300.00	
Extended Price: \$3,250.00	Extended Price: \$3,000.00	
Item 02: 375.00	Item 02: 350.00	
Extended Price: \$7,500.00	Extended Price: \$7,000.00	
Item 03: 425.00	Item 03: 400.00	
Extended Price: \$12,750.00	Extended Price: \$12,000.00	
Total Price: \$23,500.00	Total Price: \$22,000.00	
Calc Price: \$23,500.00	Calc Price: \$22,000.00	
Comments: This is a test comment for illustration purposes. Comments and Resident (NC) Bidder status do NOT transmit to Public Tabulation.	Comments:	

Post Tabulation to Internet

Submit

Reminder – you can edit your tabulation up to award. After awarding the bid you CANNOT change the tabulation!

Awarding a Bid in IPS

To Award a Bid

1. Log in to IPS, <https://www.ips.state.nc.us/ips/agency/logon.asp>

Enter your User Id and Password, then click on “Submit”.



State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login to the Purchase and Contract system

User Id:	<input type="text"/>
Password:	<input type="password"/>

2. From the left navigation menu, click on “Bids Under Review”.



State of North Carolina
Interactive Purchasing System

IPS - Main Menu

- Choose Location
 - [Purchasing Entity Menu](#)
 - [Post Bid](#)
 - [Post Design/Construction](#)
 - [Post Addenda](#)
 - [Bids Under Review](#)
 - [Search for Bids](#)
 - [Edit Bid](#)
 - [Edit Addenda](#)
 - [Inbox](#)
 - [Search for Vendor](#)
- Price Match Award
 - Enter Price Match Award
 - Search for Price Match Award
 - Create Report/Excel Spreadsheet

Welcome to the North Carolina Interactive Purchasing System (IPS).
Hover over the location on the left for a definition of the menu items

3. After clicking on Bids Under Review, the screen below will appear. Click on “Award” for the bid you want to award.



State of North Carolina
Interactive Purchasing System

Solicitations Under Evaluation

<ul style="list-style-type: none"> Choose Location <ul style="list-style-type: none"> Purchasing Entity Menu Post Bid Post Design/Construction Post Addenda Bids Under Review Search for Bids Inbox Search for Vendor Price Match Award <ul style="list-style-type: none"> Enter Price Match Award Search for Price Match Award Create Report/Excel Spreadsheet 	BidNo	Description		
	10-005499	100 Gallon Bottom Prover	Tabulation	Cancel
	10-005508	No. 2 Quote 100 Gal Bottom Prover	Tabulation	Cancel
	10-005521	Multipoint Satellite Irrigation System	Tabulation	Cancel
	10-005536	Multipoint Irrigation System	Award	Cancel
	10-005558	No-Till Grain Grill	Award	Cancel
	10-005605	Sweet Potato Weevil Trap	Award	Cancel
	10-005621	Sweet Potato Weevil Traps	Tabulation	Cancel
	10-005633	100-Gal. Bottom Prover	Award	Cancel

4. Complete the below fields, then click on either “Add Next Contractor” (if a multiple award) or “Review Award” .



State of North Carolina
Interactive Purchasing System
Award Solicitation

Enter the Date Awarded, Contractor Name and Amount for the solicitation

Bid Number: 10-005605
Description: Sweet Potato Weevil Trap

Date Awarded (mm/dd/yyyy):

Number of NC Bidders In Price Match Range:

Contractor:

Award Amount:

NC City:

NC County:

NC Price Match Award:

Reciprocal Preference Award:

- a. The Bid Number and Description are automatically populated by IPS.

- b. **Date Awarded (mm/dd/yyyy):**
- Select the award date from the drop-down calendar.

- c. **Number of NC Bidders In Price Match Range:**
- This is manually entered by the purchaser. This is determined by the respective purchaser during the bid evaluation process.



During the tabulation process (page 14) you must have checked the boxes Resident (NC) Bidder and Requesting Price Match. If the boxes on page 14 were not checked, you CANNOT enter a value (other than zero) in this field!

d. Contractor:

Select the name of the awarded vendor. Only the vendors you entered in the tabulation will appear in the drop-down list.

Example:

Contractor:

e. NC City:

Enter the North Carolina City.

f. NC County:

Select the North Carolina county from the drop-down list.

g. NC Price Match Award:

Check the box if this was a NC Price Match Award.

h. Reciprocal Preference Award:

Check the box if this was a Reciprocal Preference Award.

i. Award Amount:

Enter the Award Amount. Remember, if this was a NC Price Match Award the award amount will be less than this vendor's tabulation amount.

j. Click on to award to an additional vendor (multiple award).

Click on to review the award prior to posting to the internet.

5. After all information has been entered, and verified for accuracy, click on “Review Award”.



State of North Carolina
Interactive Purchasing System

Award Solicitation

Enter the Date Awarded, Contractor Name and Amount for the solicitation

Bid Number: 10-005605

Description: Sweet Potato Weevil Trap

Date Awarded (mm/dd/yyyy): 04/06/2011

Number of NC Bidders In Price Match Range: 1

Contractor: AgBio Inc.

Award Amount: 22000

NC City: Raleigh

NC County: WAKE

NC Price Match Award:

Reciprocal
Preference Award:

Add Next Contractor->

Review Award

Cancel

6. After selecting Review Award, the screen below will appear. After verifying all information is accurate, **click on “Complete”** to award this bid. After clicking on Complete, you return to the main navigation page to proceed to your next task.

If you need to edit or delete the information, click on [Edit](#) [Delete](#).

If you need to add a vendor, click on [Add Vendor](#).



**State of North Carolina
Interactive Purchasing System**

Edit Bid Award

Bid Number: 10-005605
Description: Sweet Potato Weevil Trap
Date Awarded: 4/6/2011

Bidders in Price Match Range: 1

Edit Delete
Contractor: AgBio Inc. Award Amount: \$22,000.00 City: Raleigh County: WAKE NC Price Match Award: Yes Reciprocal Preference Award: No
Add Vendor Complete

Reminder – North Carolina Administrative Code:

.0316 ADVERTISEMENT REQUIREMENTS

(c) Within three agency working days from the award of a contract that has been advertised through the Division, agencies shall electronically transmit an award notice directly to the Division's home page on the internet. The award notice shall be posted for at least 30 consecutive calendar days. This award notice shall identify the contract and award information.

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Method 2: Bids NOT Posted to IPS

This method is for all competitive quotes/bids that were NOT posted to IPS as this method is used for reporting EO50 information to the Division of Purchase and Contract.

e-Quote issued through the NC E-Procurement System is NOT reported via Method 2. The NC E-Procurement Office reports this information to the Division of Purchase and Contract.

Method 2: Bids NOT Posted to IPS

1. Log in to IPS, <https://www.ips.state.nc.us/ips/agency/logon.asp>



State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login to the Purchase and Contract system

User Id:	<input type="text"/>
Password:	<input type="password"/>

Division of Purchase and Contract will need to perform the below step. All other agencies proceed to step 2 on the next page.

Take Me To ... Inbox for 

Your inbox is empty

- Choose location
- Inbox
- Search Options
- Search for QA Inspections
- Search for Registered Vendors
- Bid Openings
- Certifications List
- Cancel Requisition
- Delegate Requisition
- Re-Award Bid
- Price Match Award**
- Price Match Award Search
- Create Price Match Award Report
- Mass Email

2. From the left navigation menu, click on “Enter Price Match Award”. Complete the below fields.

a. **Bid Number (Must begin with 20)**

Enter your bid number. The “20” in the above example corresponds to the agency number. This number will automatically populate to YOUR agency number, based on your login information.

Example: 20-123456



You must place a hyphen after YOUR agency 2-digit IPS number (except for the Dept of Correction which does NOT use a hyphen).

b. **Description:**

Type the description of the bid.

Example: Battery, Dry Cell, AAA; Lumber, Treated, 4x4x6; Cups, Paper, 16 oz;
Food, Frozen, Pizza

c. **Award Date(mm/dd/yyyy):**

Select the award date from the drop-down calendar.

Example: 3/10/2011

d. **Category List:**

Select the category from the drop-down list. The category list is used to limit the number of drop-down selections in Commodity (this is the same process agencies currently use for posting bids to IPS). To see a list of Commodity Codes assigned to each IPS Category, <http://www.pandc.nc.gov/ipsnum.htm>.

Example: Food (related)

e. **Commodity:**

Select the commodity number from the drop-down list.

Example: 385 – Foods, Frozen

f. **Number of Non-Resident Bidders:**

Enter the number of non-resident bidders. If there are no non-resident bidders, enter a zero.

Example: 3

g. **Number of Resident (NC) Bidders:**

Enter the number of resident (NC) bidders. If there are no resident (NC) bidders, enter a zero.

Example: 2

Enter Total Number of Resident (NC) Bidders -

Requesting Price Match:

In Price Match Range:

h.

Enter the number of bidders requesting price match, and the number of bidders in the price match range (determined by the respective agency purchaser during the evaluation process). If there are no resident (NC) bidders requesting a price match/in price match range, enter a zero.

Total Award Amount:

Add Vendor ->

Submit

Cancel

i.

Enter the total award amount. **This is the total amount awarded to ALL vendors**, if a multiple award.

Click on **“Add Vendor”** to enter *ALL* awarded vendor information – both Resident (NC); as well as, Non-Resident. This process is recommended

In the event you need to stop entering data, click on **“Submit”**. To resume entering data you will need to go to the “Edit Tabulation” screen (shown on manual page 20).

EXAMPLE:



**State of North Carolina
Interactive Purchasing System**

Add Price Match Award Reporting

Choose Location

- [Purchasing Entity Menu](#)
- [Inbox](#)
- [Search for Vendor](#)
- Price Match Award**
 - [Enter Price Match Award](#)
 - [Search for Price Match Award](#)
 - [Create Report/Excel Spreadsheet](#)

Bid Number (Must begin with 20)

Description:

Award Date(mm/dd/yyyy):

Category List:

Commodity:

Number of Non-Resident Bidders:

Number of Resident (NC) Bidders:

Enter Total Number of Resident (NC) Bidders -

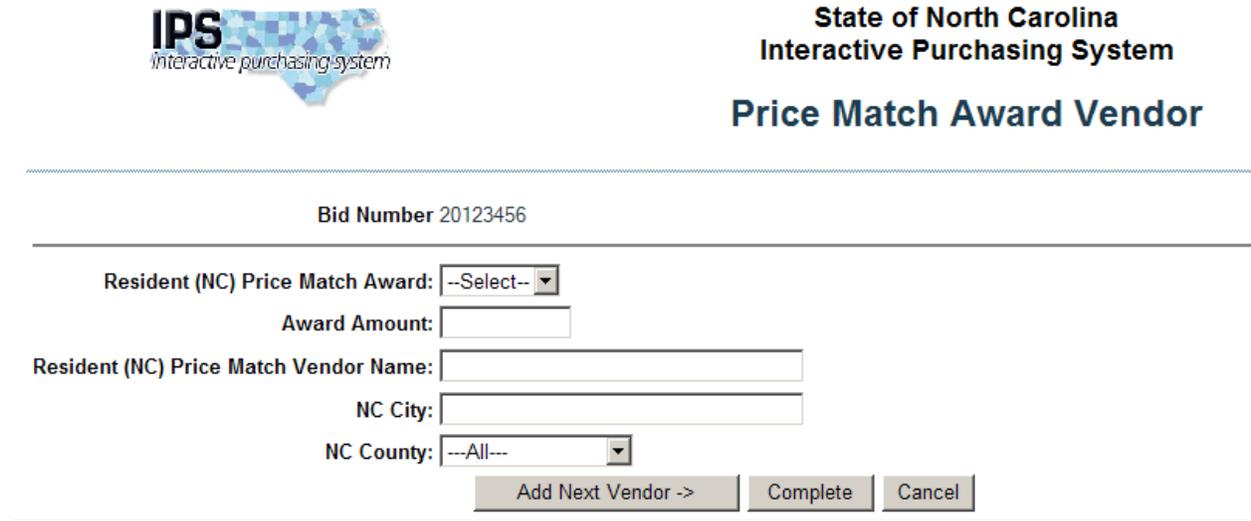
Requesting Price Match:

In Price Match Range:

Total Award Amount:

After the above fields have been completed, click on . The screen on the following page will appear to enter EACH EO50 vendor(s) awarded amount and vendor information.

3. After clicking on Add Vendor, the screen below will appear. Complete the below fields.



The screenshot shows the 'Price Match Award Vendor' form in the State of North Carolina Interactive Purchasing System. At the top left is the IPS logo with the text 'interactive purchasing system'. At the top right is the title 'State of North Carolina Interactive Purchasing System Price Match Award Vendor'. Below the title is a horizontal line, followed by the text 'Bid Number 20123456'. The form contains several input fields: 'Resident (NC) Price Match Award:' with a dropdown menu showing '--Select--'; 'Award Amount:' with a text input field; 'Resident (NC) Price Match Vendor Name:' with a text input field; 'NC City:' with a text input field; and 'NC County:' with a dropdown menu showing '--All--'. At the bottom of the form are three buttons: 'Add Next Vendor ->', 'Complete', and 'Cancel'.

a. **Resident (NC) Price Match Award:**

From the drop-down list select either Yes or No.

Example: Select YES, if a resident (NC) price match award. Select NO, if a non-resident award.

b. **Award Amount:**

Enter the amount awarded to **THIS vendor**.

Example: If the total amount awarded to ALL vendors was 8000, but THIS vendor was only awarded 6000 of the total 8000, then you would enter 6000 in the award amount to THIS vendor. (This leaves 2000 to report.)

After completing all information for THIS vendor, click on to report vendor information for the remaining 2000.

c. **Resident (NC) Price Match Vendor Name:**

Enter the name of the resident (NC) price match vendor.

Example: Delicious Food, Inc.

d. **NC City:**

Enter the city of the resident (NC) price match vendor.

Example: Raleigh

e. **NC County:**

From the drop-down list select the NC county of the vendor.

Example: Wake

f.

If a single award, click on .

If a multiple award, click on to add another vendor's information.

If you made an error, click on .

g. When you click on a dialog box will appear prompting you to scan/email all required EO50 documentation to EO50MonthlyReport@doa.nc.gov. Click "OK".



Example:

Due to the size of the EO50 documentation required to be provided to the Division of Purchase and Contract, please scan and email the documentation to EO50MonthlyReport@doa.nc.gov.

In the event faxing is necessary, please fax the documentation to (919) 807-4509.

Documentation may also be sent via interoffice mail to the attention of "EO50 Coordinator", as long as the documentation is received by the Division of Purchase and Contract not later than the close of business on the 10th day of each month.



Documentation to scan/email:

- Awarded Bid (all pages)
- Price Matched Bid (all pages)
- All Documentation used to determine awarded bidder is NC Resident Bidder
- Bid Tabulation
- EO50 Worksheet

- f. After clicking on “OK” in the popup dialog box, the screen below will appear. Review all information for accuracy, then **click on “Complete”**.

If you need to Edit/Delete the awarded vendor(s) information, or Add Vendor, you may do so at this screen.



**State of North Carolina
Interactive Purchasing System**

Edit Price Match Award Reporting

[Edit](#) [Delete](#)

Bid\Quote Number: 20123456
Description: Food, Frozen, Pizza
Award Date: 3/10/2011
Category: Food (Related)
Commodity: 385 - Foods, Frozen

Number of Non-Resident Bidders: 3
Number of Resident (NC) Bidders: 2
Number of Resident (NC) Bidders Requesting Price Match: 2
Number of Resident (NC) Bidders in Price Range: 1
Total Award Amount: \$8,000.00

[Edit](#) [Delete](#)

Resident (NC) Price Match Award: Yes
Award Amount: \$8,000.00
Resident (NC) Price Match Vendor: Delicious Food, Inc
NC City: Raleigh
NC County: WAKE

After clicking on Complete, you will return to the main navigation page. From this screen proceed to your next task.

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Search for Price Match Award

This search functionality **ONLY** applies to bids awarded through Method 2.

Search – Price Match Award

If you cannot remember if you entered an EO50 award, you can “Search for Price Match Award”.

You will only have access to your agency information.



State of North Carolina
Interactive Purchasing System

Search For Price Match Award

Choose Location

- [Purchasing Entity Menu](#)
- [Inbox](#)
- [Search for Vendor](#)
- Price Match Award**
 - [Enter Price Match Award](#)
 - [Search for Price Match Award](#)
 - [Create Report/Excel Spreadsheet](#)

This page allows you to locate NC Price Match Reported solicitations by one or more selection criteria. Please enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Purchasing Agency:

Commodity No:

Control No:

Date Awarded: thru

Key Word:

Type up to 5 words that may appear in the document title. A match on any word, and that fits the other criteria, will result in that document being listed. List each keyword separated by a comma. To search for apples and oranges type **Apples, Oranges**.

EXAMPLE:

Enter the Control Number (i.e. bid number), then click on Search.

The Division of Purchase and Contract (P&C) is the only agency with cross entity report capability. P&C purchasers will need to select "Purchase and Contract" from the purchasing agency drop-down list. All other agencies IPS will default to your respective purchasing agency – you will not need to select your agency name from the drop-down list.

The screenshot shows the 'Search For Price Match Award' page. On the left is a navigation menu with 'Price Match Award' selected. The main area contains search criteria: 'Purchasing Agency' set to '***PURCHASE AND CONTRACT***', 'Commodity No.' set to 'All', 'Control No.' set to '20123456', and 'Date Awarded' with a 'thru' range. A 'Key Word' field is also present. Below the fields are 'Search' and 'Reset' buttons. A descriptive paragraph explains the search criteria.

**State of North Carolina
Interactive Purchasing System**

Search For Price Match Award

This page allows you to locate NC Price Match Reported solicitations by one or more selection criteria. Please enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Purchasing Agency: ***PURCHASE AND CONTRACT***
Commodity No: All
Control No: 20123456
Date Awarded: [] thru []
Key Word: []

Type up to 5 words that may appear in the document title. A match on any word, and that fits the other criteria, will result in that document being listed. List each keyword separated by a comma. To search for apples and oranges type **Apples, Oranges**.

Search Reset

Under the Control Number, click on the number (i.e. 20123456).

The screenshot shows the search results page. The navigation menu is on the left. The main area features a table with search results. The first row has '20123456' circled in red. A 'Return To Search' link is above the table.

**State of North Carolina
Interactive Purchasing System**

Search For Price Match Award

[Return To Search](#)

Control Number	Date Awarded	Description
20123456	3/10/2011	Food, Frozen, Pizza

Once the control number has been selected, the screen below will appear. This screen allows the award information to be edited.



**State of North Carolina
Interactive Purchasing System**

Edit Price Match Award Reporting

[Edit](#) [Delete](#)

Bid\Quote Number: 20123456
Description: Food, Frozen, Pizza
Award Date: 3/10/2011
Category: Food (Related)
Commodity: 385 - Foods, Frozen

Number of Non-Resident Bidders: 3
Number of Resident (NC) Bidders: 2
Number of Resident (NC) Bidders Requesting Price Match: 2
Number of Resident (NC) Bidders in Price Range: 1
Total Award Amount: \$8,000.00

No Vendor Awards Found

To Edit a Price Match Award

To Edit – Price Match Award

To Edit the award, click on [Edit](#).



State of North Carolina
Interactive Purchasing System

Edit Price Match Award Reporting

[Edit](#) [Delete](#)

Bid/Quote Number: 20123456
Description: Food, Frozen, Pizza
Award Date: 3/10/2011
Category: Food (Related)
Commodity: 385 - Foods, Frozen

Number of Non-Resident Bidders: 3
Number of Resident (NC) Bidders: 2
Number of Resident (NC) Bidders Requesting Price Match: 2
Number of Resident (NC) Bidders in Price Range: 1
Total Award Amount: \$8,000.00

No Vendor Awards Found

Add Vendor

Complete

Cancel

After clicking on Edit, the screen below will appear. Change the necessary information, then click on .



State of North Carolina
Interactive Purchasing System

Edit Price Match Award Reporting

Bid Number (Must begin with 20)

Description:

Award Date(mm/dd/yyyy):

Category List:

Commodity:

Number of Non-Resident Bidders:

Number of Resident (NC) Bidders:

Enter Total Number of Resident (NC) Bidders -

Requesting Price Match:

In Price Match Range:

Total Award Amount:

To add a vendor click on



State of North Carolina
Interactive Purchasing System

Edit Price Match Award Reporting

Bid/Quote Number: 20123456
Description: Food, Frozen, Pizza
Award Date: 3/10/2011
Category: Food (Related)
Commodity: 385 - Foods, Frozen

Number of Non-Resident Bidders: 3
Number of Resident (NC) Bidders: 2
Number of Resident (NC) Bidders Requesting Price Match: 2
Number of Resident (NC) Bidders in Price Range: 1
Total Award Amount: \$8,000.00

No Vendor Awards Found

Once Add Vendor is selected, the screen below will appear. Enter the information.



State of North Carolina
Interactive Purchasing System

Price Match Award Vendor

Bid Number 20123456

Resident (NC) Price Match Award:

Award Amount:

Resident (NC) Price Match Vendor Name:

NC City:

NC County:

EXAMPLE:



**State of North Carolina
Interactive Purchasing System
Price Match Award Vendor**

Bid Number 20123456

Resident (NC) Price Match Award:

Award Amount:

Resident (NC) Price Match Vendor Name:

NC City:

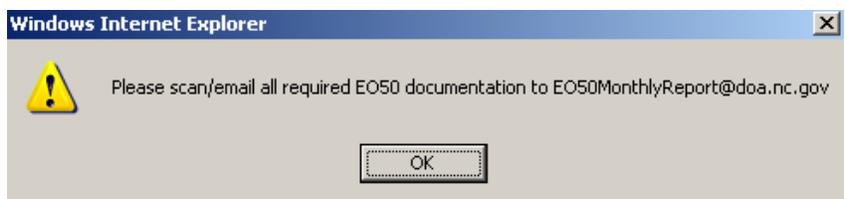
NC County:

To add another vendor, click on .

To complete the award, click on .

When you click on the below dialog box will appear prompting you to scan/email all required EO50 documentation to EO50MonthlyReport@doa.nc.gov. Click "OK".

In the event faxing is necessary, please fax all required documentation to the attention of "EO50 Coordinator" at (919) 807-4509. See manual page 46 for a list of items to scan/email.



After clicking on OK, the screen below will appear. Review all information for accuracy, then **click on "Complete"**.



State of North Carolina
Interactive Purchasing System

Edit Price Match Award Reporting

[Edit](#) [Delete](#)

Bid/Quote Number: 20123456
Description: Food, Frozen, Pizza
Award Date: 3/10/2011
Category: Food (Related)
Commodity: 385 - Foods, Frozen

Number of Non-Resident Bidders: 3
Number of Resident (NC) Bidders: 2
Number of Resident (NC) Bidders Requesting Price Match: 2
Number of Resident (NC) Bidders in Price Range: 1
Total Award Amount: \$8,000.00

[Edit](#) [Delete](#)

Resident (NC) Price Match Award: Yes
Award Amount: \$8,000.00
Resident (NC) Price Match Vendor: Delicious Food, Inc
NC City: Raleigh
NC County: WAKE

Add VendorCompleteCancel

After clicking on Complete, you will return to the main navigation page. From this screen proceed to your next task.



State of North Carolina
Interactive Purchasing System

IPS - Main Menu

- ▣ Choose Location
 - [Purchasing Entity Menu](#)
 - [Inbox](#)
 - [Search for Vendor](#)
- ▣ Price Match Award
 - [Enter Price Match Award](#)
 - [Search for Price Match Award](#)
 - [Create Report/Excel Spreadsheet](#)

Welcome to the North Carolina Interactive Purchasing System (IPS).
Hover over the location on the left for a definition of the menu items

Report Capability

Create View

Export to Excel

Both Method 1 and Method 2 awards are generated by this report.

Report Capability

To generate a report showing your agencies EO50 awards, click on “Create Report/Excel Spreadsheet”.



State of North Carolina
Interactive Purchasing System

IPS - Main Menu

Welcome to the North Carolina Interactive Purchasing System (IPS).
Hover over the location on the left for a definition of the menu items

- Choose Location
 - Purchasing Entity Menu
 - Inbox
 - Search for Vendor
- Price Match Award
 - Enter Price Match Award
 - Search for Price Match Award
 - Create Report/Excel Spreadsheet**

From the Purchasing Agency drop-down list select your agency, select the award period from the drop-down calendar (both date fields must be populated), then click on “Review Report Data”.



State of North Carolina
Interactive Purchasing System

NC Price Match Award Report

This page allows you to view the NC Price Match Reported solicitations using the selection criteria. Please enter your search criteria in the form below and click the REVIEW REPORT DATA button.

Purchasing Agency:

Date Awarded: thru

EXAMPLE:



State of North Carolina
Interactive Purchasing System

NC Price Match Award Report

Choose Location

- [Purchasing Entity Menu](#)
- [Inbox](#)
- [Search for Vendor](#)
- Price Match Award
 - [Enter Price Match Award](#)
 - [Search for Price Match Award](#)
 - [Create Report/Excel Spreadsheet](#)

This page allows you to view the NC Price Match Reported solicitations using the selection criteria. Please enter your search criteria in the form below and click the REVIEW REPORT DATA button.

Purchasing Agency:

Date Awarded: thru

Once Review Report Data has been selected, the screen below will appear.



State of North Carolina
Interactive Purchasing System

NC Price Match Award Report

Agency	Bid/Quote #	Award Date	Bid Commodity Code - Name	Description	# of Non-Resident Bidders	# of Resident (NC) Bidders	# of Resident (NC) Bidders Requesting Price Match	# of Resident (NC) Bidders in Price Match Range	Was There a Resident (NC) Price Match Award?	Resident (NC) Price Match Award Amount	Non-Resident or Non-Price Match Award	Name of Resident (NC) Bidder including City and County
PURCHASE AND CONTRACT	20123456	3/10/2011	385 - Foods, Frozen	Food, Frozen, Pizza	3	2	2	1	Yes	\$8,000.00	\$0.00	Delicious Food, Inc Raleigh WAKE

To change search parameters, click on .

To begin a new search, click on .

To export the report to Excel, click on . After the data is exported to Excel you will need to resize the columns in Excel to suit your agency needs prior to printing.

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Appendix





North Carolina
Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

Division of Purchase and Contract
James D. Staton, State Purchasing Officer

February 3, 2011

TO: Purchasing Directors and staff
FROM: James D. Staton, State Purchasing Officer
RE: IPS Tabulation

The Division of Purchase and Contract is in the final stage of automating the Executive Order 50 Tracking form (EO50). Data entered in the Interactive Purchasing System (IPS) will automatically feed to the EO50 form, and agencies will no longer be required to submit their EO50 information on the Excel spreadsheet. In order to automate this process, all agencies must use the IPS tabulation functionality beginning with all solicitations subject to North Carolina Price Matching Preference posted to IPS March 1, 2011 and thereafter. If you are not currently entering tabulations in IPS, this functionality will appear when you log-in to IPS the week of March 1. Instructions on how to tabulate bids in IPS are located at <http://www.pandc.nc.gov/OnlineEducation/index.html>.

Once the EO50 IPS automation has been completed, an email will be sent with instructions; as well as, added to the above training website. The IPS EO50 modifications are slight and should not require onsite training.

Continue to submit reports on the Excel EO50 Tracking form, <http://www.pandc.nc.gov>, until notification is given that the EO50 Excel form is no longer required.

If you have questions, please contact Karen Woodall at karen.woodall@doa.nc.gov.

Hope you find these enhancements beneficial as we continually strive to make processes more efficient.

Mailing Address:
1305 Mail Service Center
Raleigh, NC 27699-1305

State Courier 51-01-06
Internet Home Page: <http://www.pandc.nc.gov>
Phone: 919-807-4500

Location Address:
116 West Jones Street
Raleigh, NC 27603-8002

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North Carolina
Department of Administration

Beverly Perdue, Governor
Moses Carey, Jr., Secretary

Division of Purchase & Contract
William Sam Byassee, State Purchasing Officer

May 16, 2011

TO: Purchasing Directors and Staff

FROM: Sam Byassee
State Purchasing Officer

RE: Submission of EO50 June 2011 Report and Future Reports

The Division of Purchase and Contract has completed automation of the Interactive Purchasing System (IPS) to capture and report Executive Order 50 (EO50) Price Matching Preference awards. Effective the June 2011 report period and thereafter, all solicitations subject to North Carolina Price Matching Preference shall be reported via IPS. The Excel EO50 tracking form will NOT be accepted beginning with the June 2011 report period and thereafter (use the Excel EO50 tracking form for the May report period). The June report, and all required documentation, is due not later than July 10, 2011.

Attached is the EO50 IPS Training Manual. This manual is also located on the P&C website, <http://www.pandc.nc.gov/OnlineEducation/index.html>. The IPS modifications are slight and do not require onsite training. Please read the attached manual in its entirety.

A copy of the memorandum from the State Purchasing Officer dated February 3, 2011 requiring all agencies to tabulate bids in IPS is provided in the appendix of the training manual.

Attachment: EO50 IPS Training Manual

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Revised 3/01/2010

IPS Training Material

<http://www.pandc.nc.gov/OnlineEducation/index.html>

- **NOT a current IPS user and you would like to use the IPS system, please contact Karen Woodall (karen.woodall@doa.nc.gov)**
- Click **HERE** to access the Instructions to Bidders and North Carolina General Contract Terms and Conditions which must be used, as a minimum, unless prior written authorization is received from the Division of Purchase and Contract. The IFB, RFQ, and RFP forms are provided as a convenience and may be used by your office.

- **Executive Order 50 (EO50) Reporting (pdf)**
- Using the Public Menu User's Guide
- Posting Bids to the Internet
- Posting Addenda to the Internet
- Posting Tabulations to the Internet
- Using IPS To Send Electronic Requisitions to P&C for Processing
- Posting Design/Construction to the Internet
- Bid Award
- Bid Cancel
- Edit Bid Award
- Warning Screen Upon Login