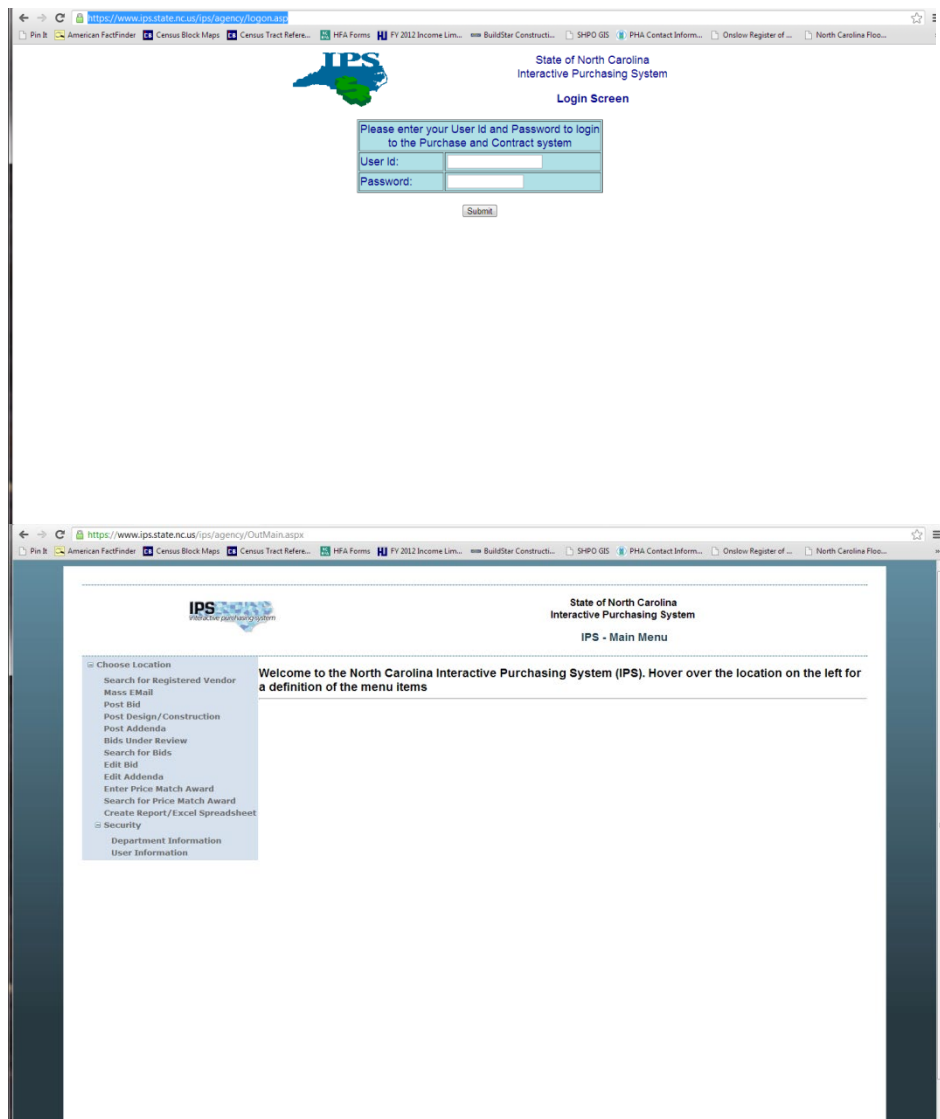


IPS Posting Assistance

1. Local governments must contact NC DOA (currently Jeffrey Gates at jeffrey.gates@doa.nc.gov) or the help desk at doa.pchelpdesk@doa.nc.gov to request a username and password if you do not have an IPS account. Include in email:
 - a. Full name
 - b. Title
 - c. Local government name
 - d. Email address
 - e. Phone number
 - f. Address
2. If you need to speak with someone, the help desk phone number is at 888-211-7440 and press #2 for actual person.
3. Login at this website: <https://www.ips.state.nc.us/ips/agency/logon.asp>
4. On the left-hand side of the page, choose “Post Bid” (located in the blue box)



5. Enter information as follows:

- a. Bid Number: Use the 3 digit-code they provide and then the date (yyymmdd)
 - i. ie – 536 – 130311
- b. Description: Locality CDBG FY __ Program Name RFP for ____ Services
- c. Bid opening date: Date specified on RFP for when bids will be opened
- d. Bid Opening time: Time specified on RFP when bids will be opened
- e. Category List/Commodity:
 - i. Admin Services: Services (Contractual and Consultant) → Commodity: Consulting Services
 - ii. Engineering Services: Services (Contractual and Consultant) → Commodity: Engineering Services, Professional
 - iii. Architectural Services: Services (Contractual and Consultant) → Commodity: Architectural Services, Professional
 - iv. Rehabilitation/Reconstruction: Services (Contractual and Consultant) → Commodity: Construction Services (General)
- f. Mandatory Site Visit: None/blank
- g. Special Instructions: None/blank
- h. Type Solicitation: open market solicitation
- i. Click Next

The screenshot shows the 'Posting Solicitations to the Internet' form in the State of North Carolina Interactive Purchasing System (IPS). The form is titled 'State of North Carolina Interactive Purchasing System' and 'Posting Solicitations to the Internet'. On the left, there is a sidebar menu with options: 'Choose Location', 'Search for Registered Vendor', 'Mass EMail', 'Post Bid', 'Post Design/Construction', 'Post Addenda', 'Bids Under Review', 'Search for Bids', 'Edit Bid', 'Edit Addenda', 'Enter Price Match Award', 'Search for Price Match Award', 'Create Report/Excel Spreadsheet', 'Security', 'Department Information', and 'User Information'. The main form area contains the following fields and options:

- Bid Number (Must begin with 536):** A text input field.
- Description:** A text input field.
- Bid Opening Date (mm/dd/yyyy):** A date picker.
- Bid Opening Time (hh:mm):** A time picker.
- Category List:** A dropdown menu with 'Services (Contractual and Consultant)' selected.
- Commodity:** A dropdown menu with '---Select Commodity---' selected.
- Mandatory Conference/Site Visit (mm/dd/yyyy):** A date picker.
- Special Instructions:** A text input field.
- Type Solicitation:** Radio buttons for 'Open Market Solicitation' (selected), 'Agency Specific Term Contract', and 'Recovery Funds'.

At the bottom right of the form, there are 'Next>' and 'Cancel' buttons.

6. Upload PDF

- a. All documents must be combined into one PDF document.

- b. Once file is chosen, click “Next” to preview the document to make sure there is nothing you want to change/edit. If everything looks correct, click “Next”
7. Review information as posted. If information is correct, click “Post to the internet – All

IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System
Posting Solicitations to the Internet

NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name: No file chosen

information is correct” and then submit

8. Search for posting and take a screen shot
 - a. Go to IPS Vendor Page: <https://www.ips.state.nc.us/IPS/Default.aspx>
 - b. Click “search for open bids” located at the top, 4th button/choice from the right
 - c. Use locality name as key word and search. Your newly posted RFP should appear. Take a screen shot by using the “Print Screen” button on your keyboard.
9. Open a Word document and right-click to paste the image into the document.

IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System
Search For Open Solicitations

To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this Web site. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in RED. Solicitations for Agency Specific Term Contracts are in GREEN and Solicitations for Recovery Funds are in BLUE.

It is the bidders responsibility to insure that all addenda have been reviewed and, if need be printed, signed, and returned.

WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain assistance. This will bring up a new screen that will allow the person to contact to help you retrieve the document. If however, you have a question concerning the details of a solicitation, contact the purchaser listed in the solicitation document.

[Return To Search](#)

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
538-130308	Plymouth CDBG FY 11 Infrastructure Engineering Services RFP	3/8/2013	3/25/2013	5:00 PM ET	538

IPS Home | [Vendor Link NC Home](#) | [P&C Home](#) | [SCODA Home](#) | [SC.gov](#)

North Carolina Interactive Purchasing System
Copyright © 2008 North Carolina Department of Administration
Division of Purchase and Contract