

Procurement Resources Toolkit for Community Organizations, Partners, and Key Stakeholders

Department Trainings and Resources:

[NC DHHS Policy and Procedures Manual](#) has a checklist of items needed before responding to an RFP/RFQ/RFI, in addition to outlining exemptions, details surrounding procurement systems, lead-times, a glossary and other resources to better understand the Procurement Process.

[NC DHHS Purchasing Basics: Successfully Responding to RFPs, RFQs, RFIs](#) is an available resource to a previous live training that goes through the basics of Procurement and how to best understand drafting a response to the various RFPs, RFQs and RFIs.

[COVID-19 Procurement PPE Application](#): The Procurement Form is intended for vendors to inform the Department as to what PPE is available from a specific vendor. If you or your company can sell or donate Personal Protective Equipment (PPE) or other critical supplies to NC, please complete the attached form. FDA/CE/NIOSH certifications must be provided without redaction.

[NC BIDS FAQs for Vendors](#) – NC BIDS provides vendors the opportunity to respond electronically to specified solicitations. Find an updated FAQ on the system attached.

[Vendor Introduction to NC eProcurement](#) – NC eProcurement requires registration in the electronic Vendor Portal (eVP) to receive purchase orders. eVP additionally allows vendors to sign up for bid notifications from the Interactive Purchasing System (IPS) and apply for Historically Underutilized Business (HUB) certification. In this video, Vicki will explain more about the systems that vendors may use while working with the state of North Carolina.

- [Registering on eVP](#)
- [Managing Contacts on eVP](#)
- [NC eProcurement Billing Information](#)
- [Searching for Registered Vendors](#)
- [Updating your eVP Account](#)
- [Vendor Supplemental Information](#)

[How to Convert Excel Files to PDFs](#) – A tool developed by NC DHHS that allows conversion of Excel Files to PDFs for easy submission.

[Procurement Education](#) – The North Carolina Department of Administration publishes upcoming trainings here. As of December 2020, the site does not have updated 2020 trainings, but they should be posted soon.

External Procurement Resources:

<https://sam.gov/SAM/> – All Federal Government Opportunities are posted here.

[Small Business Administration](#) – Information from the Small Business Administration, along with details for Veteran-owned Businesses is located [here](#).

Organizations That Can Help:

The **North Carolina Center for Nonprofits** is a vital leader in building and sustaining equitable and thriving communities, aiming to educate, connect, and advocate for North Carolina nonprofits: <https://www.ncnonprofits.org/>, <https://www.ncnonprofits.org/starting-nonprofit>, <https://www.ncnonprofits.org/services/publications>