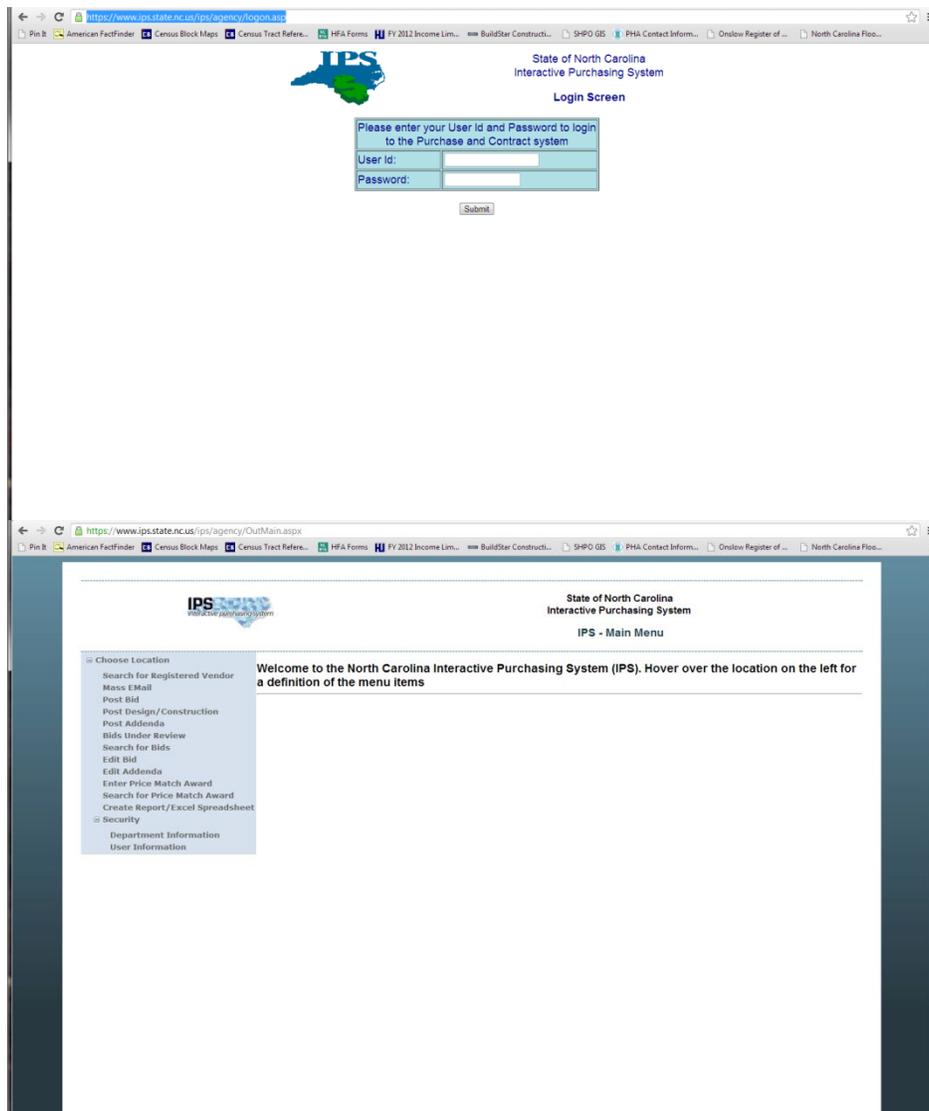


## IPS Posting Assistance

1. Local governments must contact NC DOA (currently Jeffrey Gates at [jeffrey.gates@doa.nc.gov](mailto:jeffrey.gates@doa.nc.gov)) or the help desk at [doa.pchelpdesk@doa.nc.gov](mailto: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 (yymmdd)
  - 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 'Posting Solicitations to the Internet' and includes the following fields and options:

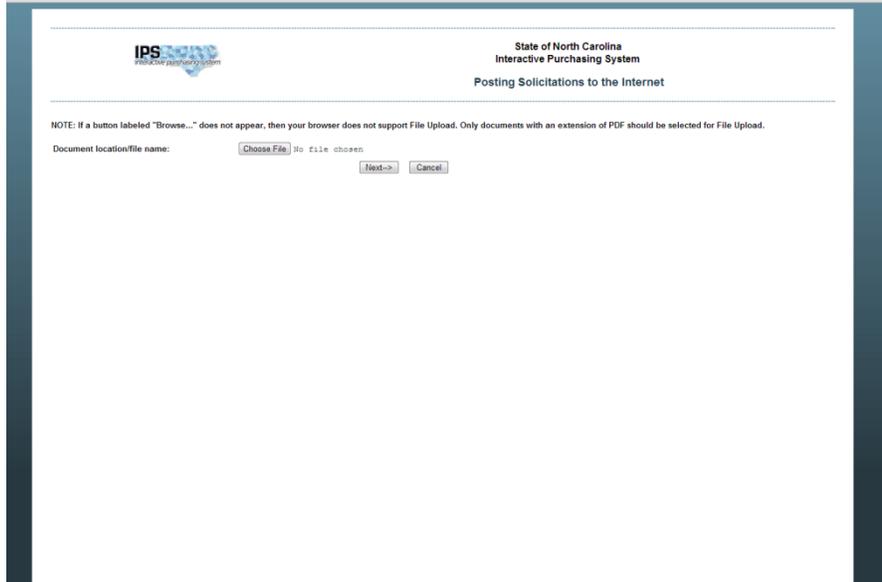
- Bid Number (Must begin with 536):** A text input field.
- Description:** A text input field.
- Bid Opening Date (mm/dd/yyyy):** A date selection dropdown.
- Bid Opening Time (hh:mm):** A time selection dropdown.
- Category List:** A dropdown menu with 'Services (Contractual and Consultant)' selected.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

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

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



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, 4<sup>th</sup> 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.

