

Doing Business with the State of North Carolina

A Guide for Small Business

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Agenda

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- **Who You're Selling To**
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Why this Matters

The State of North Carolina is one of the largest and most consistent buyers in our region, purchasing goods and services across nearly every industry. For small businesses, this represents a real opportunity to tap into a stable and reliable customer base. Whether you offer a product or a service, there is likely a pathway for you to do business with the State, and once you're in, there is strong potential for repeat work and long-term growth.

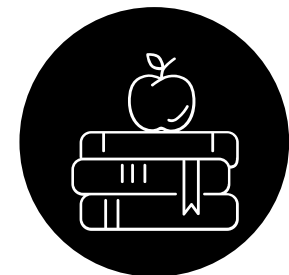
Who You're Selling To



28 State Agencies



16 Public Universities & 58 Community Colleges



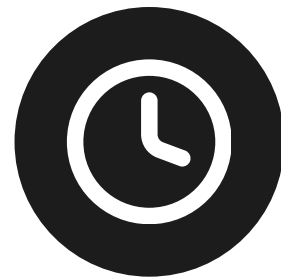
2500+ Public Schools



Local Governments (100 Counties & 500+ Municipalities)

Step 1

Get Registered



Register in eVP

- [North Carolina Electronic Vendor Portal \(eVP\)](#)
- Free to Use
- Required to Access Opportunities
- Receive Automatic Bid Opportunities
- Vendors are charged 1.75% fee for GOODS ONLY

Welcome to the North Carolina electronic Vendor Portal!

The North Carolina electronic Vendor Portal (eVP) is the State of North Carolina's system to connect vendors with state government organizations that purchase goods and services.

Discover

[Browse Solicitations](#)

Discover how North Carolina is working for you
Search for business opportunities in North Carolina's official online repository for state advertisements for competitive procurements.

[Browse Vendors](#)

Find vendors working for your community
Search for vendors in North Carolina's official vendor directory including vendor registration details and North Carolina certified historically underutilized business and small business enterprises.

Register

[Sign In or Register](#)

Join a growing community of North Carolina vendors

eVP provides a self-service portal where vendors can register to:

- Participate in electronic procurement activities.
- Participate in the state's Historically Underutilized Business program (HUB) and the North Carolina Small Business Enterprise program (NCSBE).
- Receive information on upcoming bids.

To find an existing vendor account, use [Vendor Search](#).

Questions about access or registration? [Review our eVP training content](#).

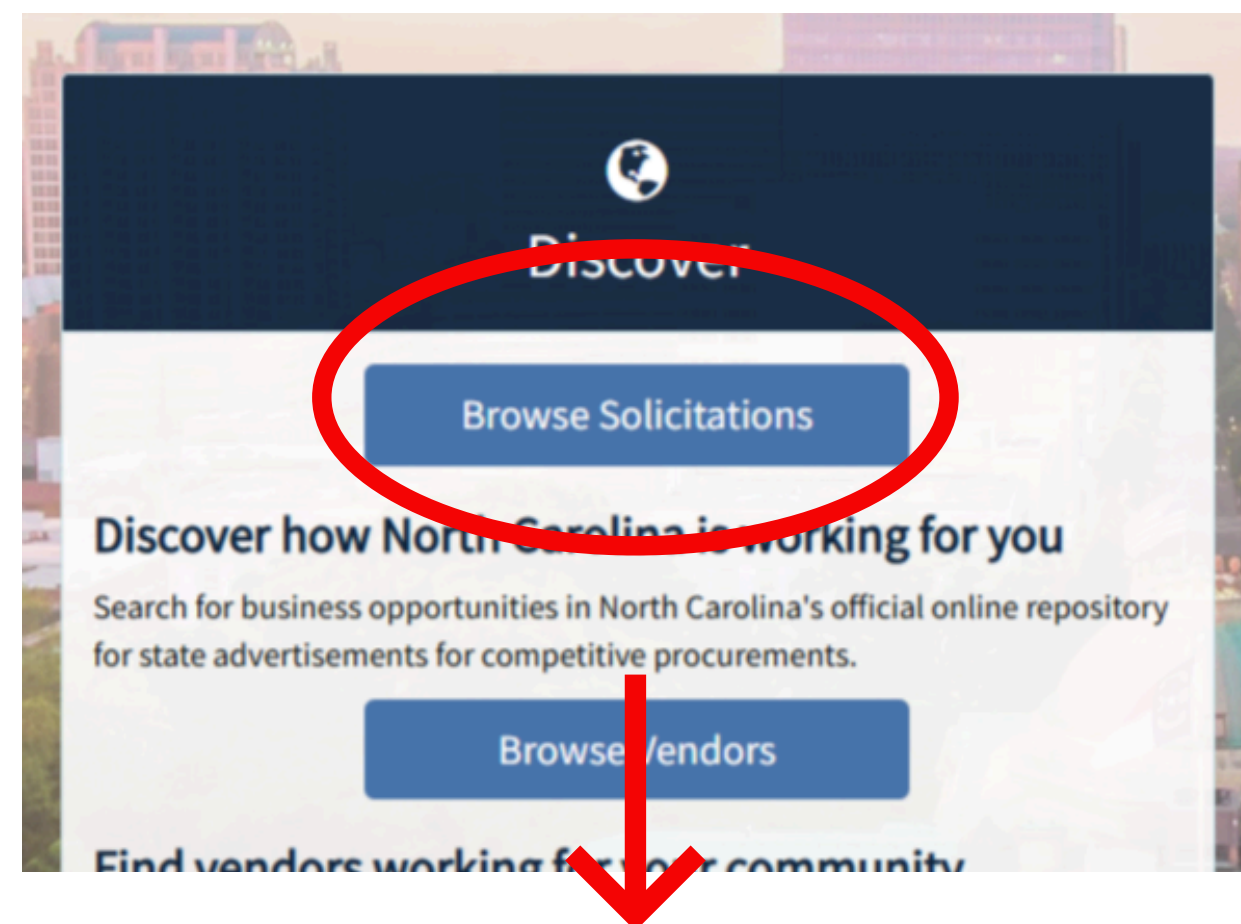
For the best experience, using the latest version of Microsoft Edge or Google Chrome on a laptop or desktop is recommended. [See the full list of supported browsers here.](#)

Where to Find Opportunities



eVP Portal

- RFQ (Request for Quote/Qualifications)
- IFB (Invitation to Bid)
- RFP (Request for Proposal)
- **All** Opportunities will be posted in eVP



Solicitations

The default view for the solicitation table includes "Open" solicitations that are accepting bid responses. To view/update filter criteria, expand the "Filters" box below.

Filters ▾

Keyword search

Solicitation Number	Project Title	Description	Opening Date	Posted Date	Status	Department
106660B264321	Invitation for Bid - Child Nutrition Department	Sugar Creek Charter School's Child Nutrition Department will be accepting sealed bids for the following areas of child nutrition: groceries, supplies, produce and milk.	5/20/2026 2:00 PM	5/4/2026	Open	SUGAR CREEK CHARTER SCHOOL
61-IFB25009	Lawn Maintenance	North Carolina Central University (NCCU) is soliciting bids	5/19/2026 2:00	5/1/2026	Open	NORTH CAROLINA CENTRAL

How North Carolina Buys

Total Dollar Value	Business Need	Method/Requirement
< \$10,000 – Micro Purchase	Goods or Services	Procurement Card (P-card) is authorized
\$10,001 – \$31,000 – Small purchase	Goods Services	1 current Informal Vendor Quote RFQ required for Services
\$31,000.01 – \$100,000 – Informal Purchase	Goods & Services	Competition Required but not Advertisement Requires Vendor to Agree to NC T&Cs RFQ Issued to at least three vendors
>\$100,000.01 & above – Formal Purchase	Goods or Services	Requires Vendor to Agree to NC T&Cs Advertised on Open Market or Approved Waiver

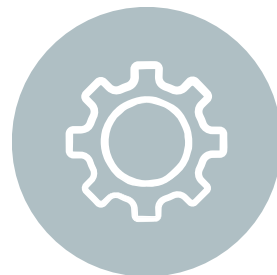
Get a Competitive Advantage

HUB Certification



Historically Underutilized Business

- Goal: 10% participation for both construction spending and goods services (state spending).
- Application, Certification, & recertification processed through eVP.



Qualifications

- Minority-Owned
- Women-Owned
- Veteran-Owned
- Small Businesses



Submitting a Strong Response

**Read
Everything
Carefully**

**Follow
Instructions
Exactly**

**Include All
Required
Documents**

**Meet All
Deadlines**

**Have
References &
Past
Performance
Examples**

**Pricing
Structure**

Required Documents

- **Statewide Uniform Certification Application (signed)**
- **Work experience resumes for all owners. Include places of ownership/employment with corresponding dates**
- **Proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)**
- **Proof of Ethnicity (Passport, Green Card, Birth Certificate)
If none of these documents prove ethnicity, complete and submit the Ethnicity Affidavit**
- **Copies of Professional Licenses, if required**
- **Schedule of Salaries paid to all officers, managers, owners, or directors of the firm**
- **Copies of signed leases for office and storage space**
- **List of equipment (leased or owned) along with signed lease agreements, titles/proof of ownership of equipment needed to operate your business**
- **Documented proof of contributions used to acquire ownership for each owner**
- **Statement prepared and signed by your banking institution listing names of all persons who have signature authority on your business account**
- **Two letters of reference (include contact information, nature and duration of relationship)**
- **Home state certification for out of state businesses, if applicable**
- **Proof of disability, if applicable**

Having these Documents Ready Puts You Ahead of the Competition.

What North Carolina Looks For

How You Win



Lowest Cost OR Best Value



Experience Matters



Build Relationships



Clear, Professional Responses

***Signature = Understanding & Agreeing**

***Pay Attention to Shall, Must & Mandatory**

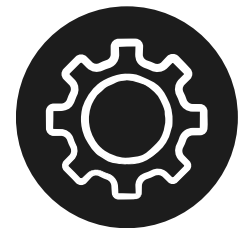
Failure to execute/sign bid prior to submittal shall render bid invalid and cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	
CITY & STATE & ZIP:	TELEPHONE:	
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	E-MAIL:



Winning Your First Contract is About Consistency, Not Size.

After You Win



Receive Purchase Order (PO)



Deliver Goods/Services



Build Relationships



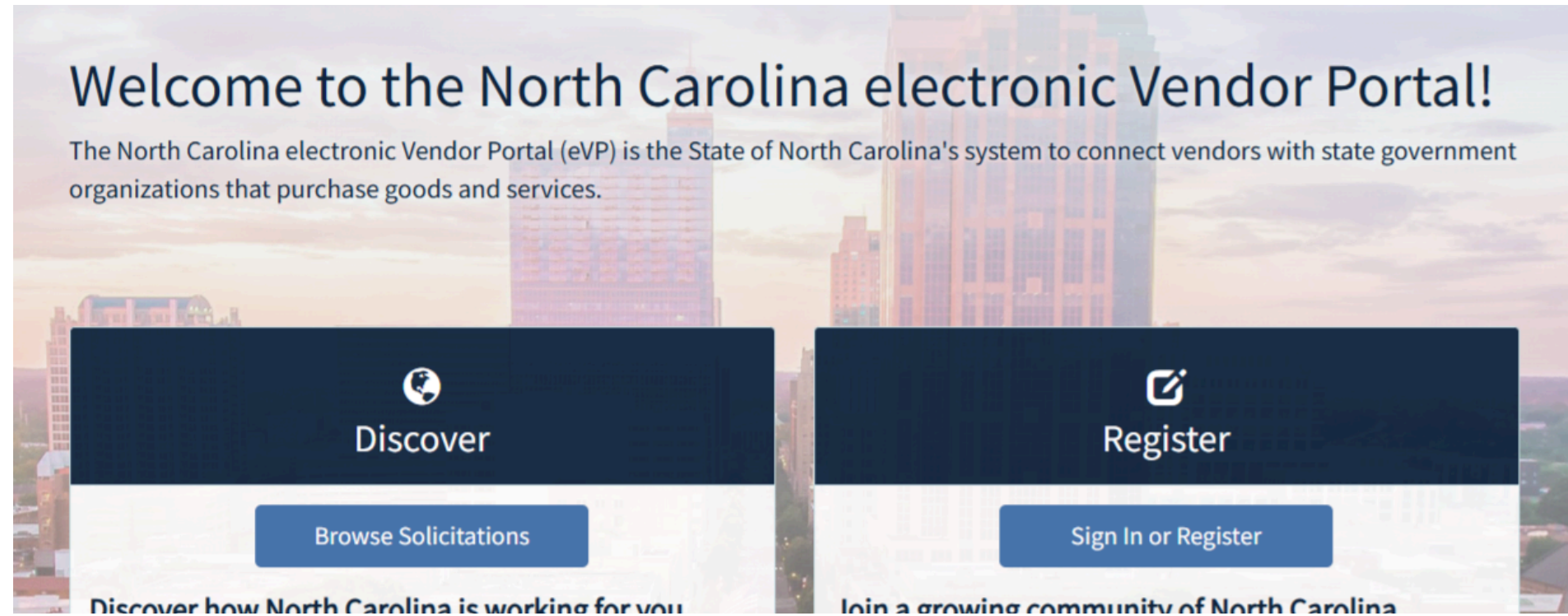
Submit Your Invoice

*Example Solicitation Schedule

Event	Responsibility	Date and Time
Issue Solicitation	State	
Hold Pre-Bid Meeting OR Site Visit	State	
Submit Written Questions	Vendor	
Provide Responses to Questions	State	
Submit Bids	Vendor	
Contract Award	State	
Contract Effective Date	State	

Do Good Work → Get Paid → Build Record → Win More

Get Started Today



Register in the North Carolina Electronic Vendor Portal (eVP)



Prepare Your Documents in Advance



Consider HUB Certification



Reach Out with Questions & Build Connections

Thank You!

Contact

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