

Frequently Asked Questions from Vendors

Q: What happens if my selected vendor is not registered with e-procurement?

A: If a desired vendor is not registered on e-procurement, it is the end-user's responsibility to get that vendor to register. Send the vendor to www.pandc.nc.gov and follow the links to e-procurement.

Q: What is an eQuote?

A: An eQuote is an electronic method that is currently used by the purchasing department to solicit competition for requisitions that are between \$5,000 and \$10,000. It is a faster way to seek written competition. However, not all vendors are registered for eQuote so eQuote is not used as often as it could be.

Q: How does a vendor get added to GTCC's vendor list?

A: GTCC maintains a HUB vendor list to assist in including HUB vendors on bids and quotes. No official bid list is maintained for commodities or services. Purchasing uses Vendor Link and registered e-procurement vendors when searching for vendors of a particular commodity or service.

Q: Why do I have to include specific vendors when seeking competition?

A: Specific vendors are not required to be included in your process for competition. You are, however, required to include at least one HUB when seeking competition. The State of North Carolina and GTCC have a policy that notes that 10% participation in providing goods and services is to be from HUB vendors.

Q: If my selected vendor is the only vendor that I know that supplies what I need, why does Purchasing still bid it out?

A: A vendor must be able to document that they are the sole source provider of an item. Documentation is a letter from the vendor stating that he/she is the only provider, manufacturer, etc of that particular item. That means the vendor is the only provider in the United States.

Q: Does GTCC have a set-aside for HUB vendors?

A: There is no set aside for any vendor, including HUB vendors. All awards, bids and quotes, are awarded to the lowest, responsive, responsible bidder that meets specifications.

Q: Why do we send requisitions to Raleigh to P&C or ITS?

A: GTCC's delegation is \$25,000. Any orders anticipated to exceed that amount must be sent to Raleigh to handle. P&C (Purchase and Contract) handle commodities. ITS handles technology related requests. Purchasing serves as the main contact between Raleigh and GTCC.

Q: Why does purchasing reject some bids?

A: Reasons bids may be rejected include:

- a. specifications of items bid do not meet specifications provided in bid package
- b. bid package was not signed by the bidder
- c. bid package was received late in the purchasing department
- d. lowest bid is over budget and additional funds are not available
- e. specifications provided in the bid package were found to be in error
- f. lowest bidder cannot meet the required delivery date if delivery was made an award criteria in the bid package

The above list includes some of the reasons bids may be rejected. Other reasons may arise upon review of bids received. Please see the Bid Check List at this site before submitting your bid.

Q: I offered a better product for less money than the bidder that was awarded the bid. Why did I not get the award?

A: Bids are reviewed by purchasing and by the end-user to determine if the item bid meets the specifications as stated in the bid package. A lower bid may have been rejected based on the specifications of that item compared to the specifications required in the bid package.

Q: How do I know that an addendum has been issued?

A: It is the potential bidder's responsibility to assure that he/she has included any and all addendas in a bid package when submitted. The potential bidder should check the state's IPS system which is where GTCC posts bids.

Q: How do I know when I am supposed to include an addendum in my bid package?

A: Addendas are additional information provided to potential bidders. The addenda may include additional specifications, clarification of specifications, a change in bid opening date, etc. An addendum will state if it must be signed and returned. If the addendum does not state that it must be returned, then it is not a mandatory part of the bid.

Q: If I can get a better deal and a better product from a vendor that is not low bid, why can I not purchase what I want?

A: Bids are awarded to the lowest, responsive, responsible bidder that meets specifications. This means that a bid is awarded to the lowest priced bidder that met all of the specifications in the bid package. Justification must be documented for each low bid that does not meet specs and therefore is not awarded the bid.