

An Internet-based electronic procurement system will be available in San Bernardino County. The County of San Bernardino Electronic Procurement Network is known as “ePro” (<https://epro.sbcounty.gov/epro/>). Advantages of an electronic system are many:

- Reduced procurement processing time
- Labor efficiencies and cost savings
- Efficient bidding and proposal submission
- Active participation in more solicitations
- Efficient bidding and proposal submission
- Reduced costs for marketing and sales
- More comprehensive expenditure data
- Shorter processing times for purchase orders

While suppliers are not required to utilize ePro to submit solicitation responses, contracts in ePro will be subject to a fee in recognition of the ongoing costs associated with operating the system.

Contract Transaction Charge

The County has instituted a contract transaction charge (CTC) to offset additional costs associated with electronic procurement system operation and maintenance, support and enhancements. The CTC is the responsibility of the contractor. It is part of the contractor’s unit pricing and cannot be charged directly to the customer in the form of a separate line item.

The CTC is defined as one percent (1.0%) of quarterly sales receipts under an active purchase order/contract transacted in ePro, minus any taxes or regulatory fees, minus any returns or credits, and minus any shipping charges not already included in the unit prices. The transaction charge is only applicable to amounts actually received by the contractor during the quarter and is not applicable to amounts ordered by customer but not yet paid for.

Sales receipts used in calculating the transaction charge are capped at \$100,000. Therefore, the transaction charge is capped at \$1,000 per eligible contract. Unless [exempted](#) during the solicitation process, the transaction charge applies to each contract, regardless of the number of concurrent active, or consecutive, contracts in place. At its option, the County may limit the applicability of the CTC to certain contracts.

Assessment and Submission

At the completion of each quarter, the contractor reviews all sales under their contract(s) in preparation for the submission of their Remittance Report. The contractor identifies all sales receipts, assesses one percent (1.0%), and submits their Remittance Report and (if applicable) a check in the amount of one percent (1.0%) of their sales receipts under eligible contract, to the County of San Bernardino Purchasing Department. The transaction charge submission schedule is as follows:

- Fiscal Quarter 1 (Jul 1 - Sept 30) → Due by Oct 30
- Fiscal Quarter 2 (Oct 1 - Dec 31) → Due by Jan 31
- Fiscal Quarter 3 (Jan 1 - Mar 31) → Due by Apr 30
- Fiscal Quarter 4 (Apr 1 - Jun 30) → Due by July 31

Remittance Reports and CTC may be submitted in hardcopy or electronically, and any questions associated with either may be directed to:

Purchasing Department
County of San Bernardino
Attn: Contract Transaction Charge
777 E. Rialto Avenue
San Bernardino, CA 92415

Checks may be made out to the “County of San Bernardino Purchasing Department”. A form will be provided to vendors for use when submitting their Remittance Report. Substantially similar forms may also be permitted as long as these forms include the same data in the County’s form.