

# How to do Business with San Bernardino County



## Purchasing

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<http://www.sbcounty.gov/purchasing/home/>

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## **Overview**

San Bernardino County is the largest county in the continental United States. With a diverse population and sizable geographic area including deserts and mountains, San Bernardino County is tasked with providing a vast amount of services to its citizens. The Purchasing Department is dedicated to assisting County departments provide these services through innovative and streamlined procurement services. The following information will familiarize vendors with how the County purchases goods and services, and how to become aware of County needs and potential business opportunities. The information provided concentrates on the activities of the Purchasing Department.

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### **Contacting Purchasing**

Refer to the Purchasing Department website to determine which buyer is responsible for your category of products or services. Once you have found the buyer that is most applicable to your company, you can make an appointment to discuss your products or services. To assure your appointment with the buyer is productive, bring your company's literature, references, telephone contacts, names of people authorized to sign contracts on your company's behalf, and information on any contracts you have with the federal, state, or other municipal governments. Purchasing is open Monday through Friday, 8 a.m. to 5 p.m. All buyers may also be accessed by email through the Purchasing Department homepage.

### **Vendor Registration**

After you have done the necessary research to determine that the County purchases what you sell and that it is worthwhile for you to become aware of upcoming bids, you need to register as a vendor with the County through the San Bernardino County Procurement System (electronic procurement). Electronic procurement is an online procurement enterprise system which can notify vendors of upcoming bids via email and can award purchase orders electronically. For more information about registering in electronic procurement, please refer to "New Vendor Registration" on page 5.

### **Notification of Open Bids**

Once you have registered in electronic procurement and have met with the appropriate buyer, your next encounter in this process may be when you are notified of a bid. In many cases your company will be notified of an open bid due to the establishment of a bid notification list. If your company has not received notification of a bid opportunity related to your company's production, please check to make sure all the commodity codes have been selected correctly in your company electronic procurement account. Please note that depending on the solicitation vendors may only be notified via email. To ensure a vendor's email address remains up-to-date, electronic procurement will prompt each user to verify their email address when logging in to the system.

To ensure all solicitations remain transparent and fair, all open and recently awarded bids are continuously posted on the San Bernardino County Purchasing Department homepage. Once on the homepage, a user can access all open bids by clicking on the "Bid Opportunities" link located at the top of the page. Awarded bids can also be accessed by clicking on the "Awarded Bids" link. To respond to a bid, your company must be registered in electronic procurement.