



New Vendor Registration

Registering with San Bernardino County's Online Procurement System (Electronic Procurement)

From the Purchasing Department homepage, you can click on "ePro" link located at the top of the page. By following this link you will be directed to the online procurement system (electronic procurement) website <https://electronic.procurement.sbcounty.gov/electronic/procurement/login.jsp>. You will need to provide the following information in order to register your company:

- Company Name
- Company Address
- Tax ID
- User Contact Information

If your company has already registered with electronic procurement, then you will be notified that the Federal ID number or social security number already exists within the system upon attempting to register. You may contact the Purchasing Department at (909) 387-2060 for assistance in retrieving your login credentials if you are having difficulty.

Selection of Commodity Codes

When registering, your company will be requested to select commodity codes. Commodity codes categorize the products and services available for business established by the NIGP (National Institute of Government Purchasing). It is the intention of commodity codes to numerically classify all services and products for purposes of streamlining the procurement process. When selecting the commodity codes that reflect the work of your company we encourage you to invest adequate time to include all the codes related to your company. Often solicitations are sent to vendors based solely on commodity codes, therefore if your business is able to do a project but did not select the exact commodity codes regarding the desired service or product, your company will not receive the initial notification. San Bernardino County wants your company to be included in all the solicitations that you are eligible to bid, therefore we encourage you to select all that apply. If you are having trouble locating the correct commodity codes for your business, the San Bernardino County Purchasing Department homepage contains a feature which will allow you to search the entire NIGP commodity code database. If you need further assistance in selecting commodity codes please contact the Purchasing Department at (909) 387-2060. Please remember that the Purchasing Department encourages vendors to frequently check our homepage for open bids as vendors should not solely wait for bid notifications to participate in a bid.

Types of Solicitations

Informal Quotes

Informal quotes are bids used for the purchase of commodities and services under \$100,000. Informal quotes differ from formal bids in that they may be solicited by less formal means such as an internet page, verbally, via email or through the electronic procurement informal quote tool. The informal quote tool is a function in electronic procurement that allows vendors to submit informal quotes to departments requesting a specific commodity or service. Informal quote requests are posted on the Purchasing Department homepage but can only be accessed through electronic procurement. All registered vendors in electronic procurement are allowed to view and respond to open informal quotes if the requested quote corresponds to the vendor's selected commodity codes. In certain circumstances registered vendors in electronic procurement will be notified of an informal quote if the initiating department has specifically chosen them to be notified. Specific instructions for accessing and submitting informal quotes in electronic procurement are provided in the "Accessing Bids and Submitting Responses" section.

Request for Proposal (RFP), Request for Quotations (RFQ), Request for Bid (RFB)

Request for proposals, quotations and bids are formal written solicitations for a service or commodity which outline the specific bidding process and contract terms. Typically, these formal bids are issued for the purchase of commodities and services greater than \$100,000, but may be used for purchases under this threshold. These solicitations include precise specifications and requirements that each bidding vendor must meet in order to be considered for the contract. All vendors submitting a response to the solicitation must do so in the manner depicted in the RFP/RFQ/RFB. Usually this includes exact due dates, possible mandatory pre-bid conference meetings and how the response is formatted. Further information about responding to formal bids is provided in the "Accessing Bids and Submitted Responses" section.

State of Qualifications

Statement of qualifications are used to establish a qualified list of vendors to perform a specific service or to provide a complex product such as software. The San Bernardino County Purchasing Department often utilizes this solicitation method for capital improvement and public works projects. Statement of qualifications are similar to formal written bids (RFP/RFQ/RFB) by requiring each bidding vendor to meet specific requirements and respond to the bid in exact accordance to the request of qualifications in order to be considered for the contract.

Accessing Bids and Submitting Responses

Responding to an Informal Quote

A vendor must be registered in electronic procurement to respond to open informal quotes. To view and respond to a quote, please sign in to electronic procurement. From your welcome screen you can click on the “Quotes” tab located at the left of the screen. After you click on this tab several sub-tabs will appear including a sub-tab labeled “Informal”. Under this tab you will find all current open informal quotes that correspond to your selected commodity codes.

After you have identified a quote you are interested in responding to, you can find additional information about the quote and submit a response by clicking on the “Create” link that corresponds to the open quote. This link will direct you to an informal quote summary page where you will be able to submit pricing for the items being solicited and upload supporting documentation if required to do so. Please carefully read all line item descriptions on this page as they may contain precise requirements for submitting your quote. Please note that after you provide pricing you must click on the “Save & Continue” link to ensure that your quote is submitted. After you click on this link a “Manage Attachments” link will appear at the bottom of this page. You can use this link to upload supporting documentation for your quote. After following this link and uploading your attachments, be sure to click on “Upload Attachments” link at the bottom of the page.

If you are having difficulty in finding or responding to an informal quote, please contact the Purchasing Department at (909) 387-2060.

Responding to a Formal Bid (RFP, RFQ, RFB)

To respond to a formal bid, please sign in to electronic procurement. From your welcome screen you can click on the “Bids” tab found at the top left of your screen. Several categories of bids will appear; please find the bid you are looking for in the “Opened” [Bids] section. If the bid you are looking for is not there, please click on “View More”. If you are still having difficulty locating a particular bid, please contact the Purchasing Department at (909) 387-2060 for assistance.

Once you have located the bid, you may click on the bid number to access the bid summary of information. Please note that when accessing the bid you will be asked to acknowledge the bid and you may receive future correspondence about this solicitation. Once on the bid summary page, please download all attached documentation and carefully review the requirements outlined in the RFP/RFQ/RFB. This documentation is found under the “File Attachments” section of the bid summary page.

When reviewing the bid documentation, please take note of the submission requirements. Only bids submitted in exact accordance outlined in the RFP/RFQ/RFB will be accepted. It is very

important all vendors interested in a bid understand the submission requirements for each bid as some will be required to be submitted through the electronic procurement system and others will require a “hard copy” be submitted. Also, some solicitations require a mandatory pre-bid conference or meeting. The purpose of this meeting is to communicate to interested vendors San Bernardino County’s expectation and requirements for the bid, and to confirm the exact bid response process. This meeting allows vendors to ask questions in person and get to know the buyer assigned to the bid. If you fail to appear for a mandatory pre-bid conference or meeting your response to the bid will not be considered.

Purchasing makes certain that bidders are bidding on the same items and in the same units and quantities. Sometimes a bid states “brand name or equal” which means that, if you bid on an item other than the one specified, your item must perform as well as the specified item. The County may request a sample of your item to confirm it meets specifications.

If the RFP/RFQ/RFB allows for the submission of a quote online, you may respond to the bid through electronic procurement. To do so, please sign in to your electronic procurement account and open the bid you are responding to. Scroll down to the bottom of the page and click on “Create a Quote”. You will be directed to create a “New Quote”. Please complete all the tabs. Only the fields marked with an asterisk (*) are required fields. Be sure to “Save & Continue” before clicking on a new tab. You can upload any attachments to the “Attachments” tab. After completing all the tabs, please review the “Summary” tab to ensure your information is correct. You may then click “Submit Quote” at the bottom of the summary tab. **Your quote will not be submitted unless you have clicked “Submit Quote”.**

If you are not sure how to fill in a particular tab, please contact the buyer outlined in the bid summary and/or the RFP/RFQ/RFB.