

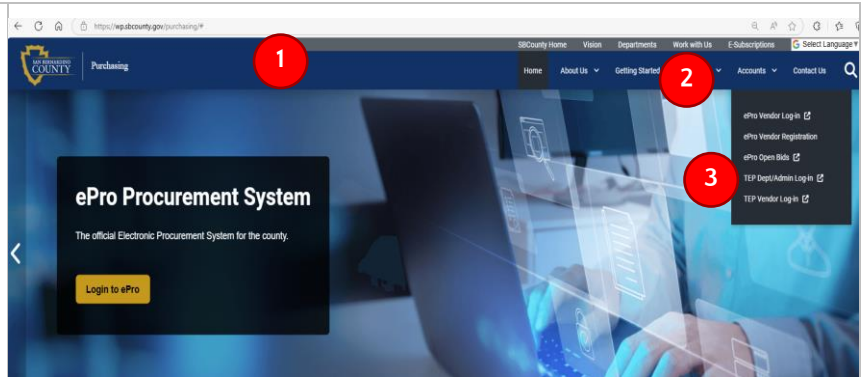
# How to Create a Quote in ePro to Respond to an RFP (Request for Proposal)

This job aid provides instructions on how to respond to an RFP posted in ePro.

## Access San Bernardino Purchasing Site

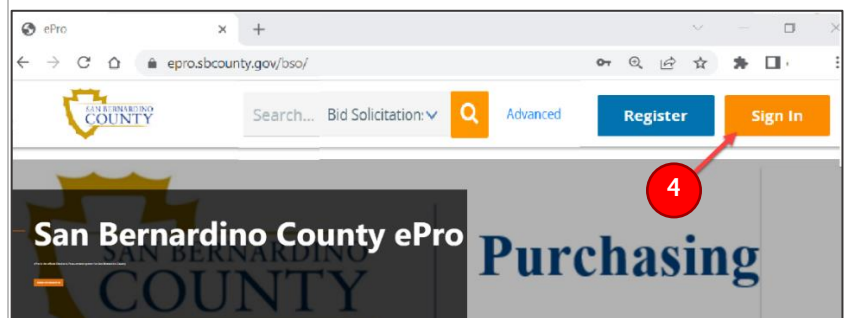
Use an internet browser such as Chrome or Safari.

1. Enter the URL in the address bar:  
<https://wp.sbcounty.gov/purchasing>
2. Click **Accounts**.
3. Click **ePro Vendor Log-in**



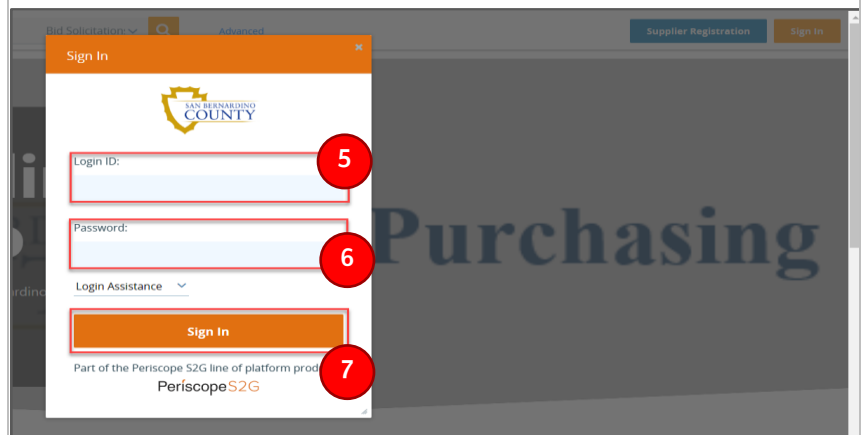
ePro opens to the San Bernardino County ePro home page to sign in.

4. Click the **Sign In** field



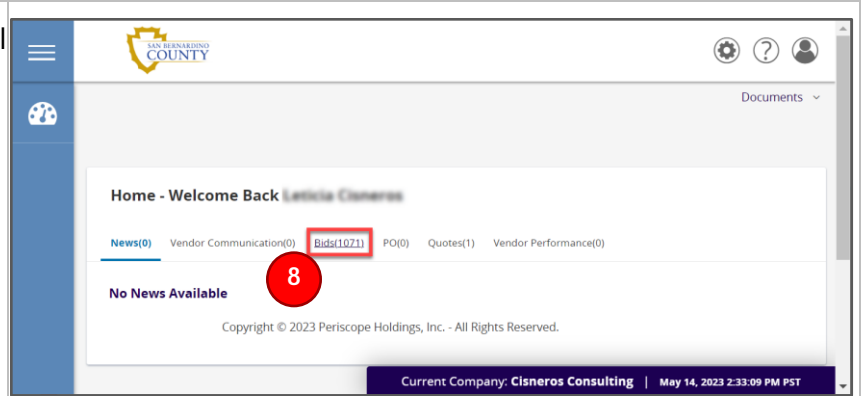
To Sign In:

5. Type in **Login ID**
6. Type in **Password**
7. Click the **Sign In** field



The Home page displays. The Bids tab lists all the open bids.

8. Click **Bids** tab.

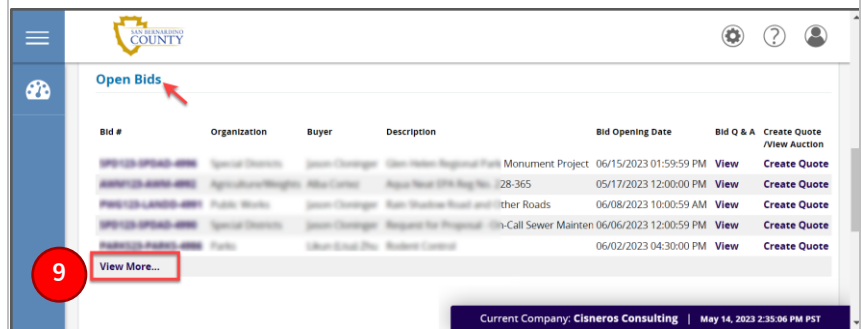


From the Open Bids section, view the bids listed in the table, 5 bids are displayed by default.

If the bid you are looking for is not listed:

9. Click **View More**.

If you are having difficulty locating a particular bid, contact the Purchasing Department at (909) 387-2060 for assistance.



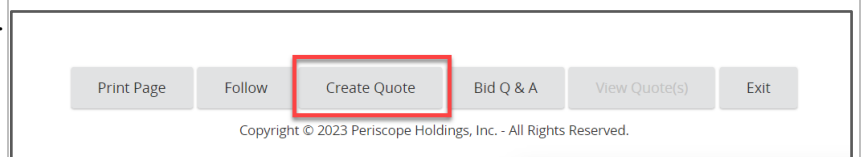
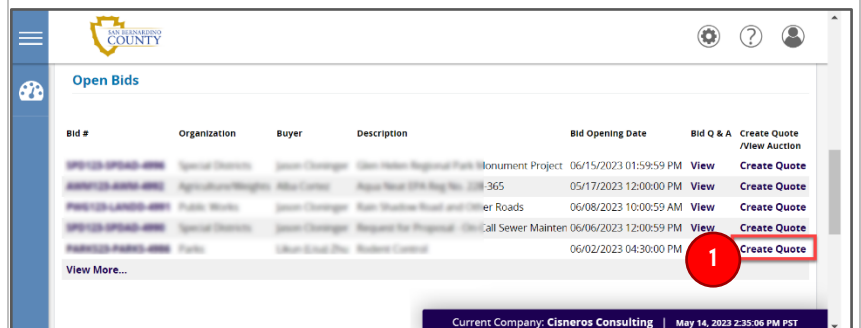
## Creating a Quote

Once you have located the bid,

1. Click **Create Quote** or

Open the bid, scroll to the bottom of page and click **Create Quote**.

**Note:** When opening the bid, you may be asked to acknowledge the bid and receive future correspondence about the solicitation.

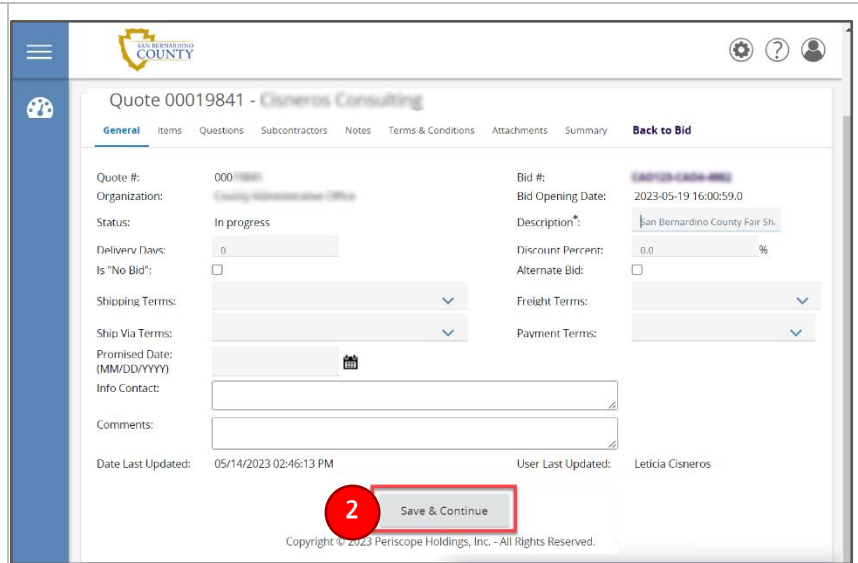


A new Quote page displays. Fill out pertaining information.

Only fields with a \* after them are required, all other fields are optional.

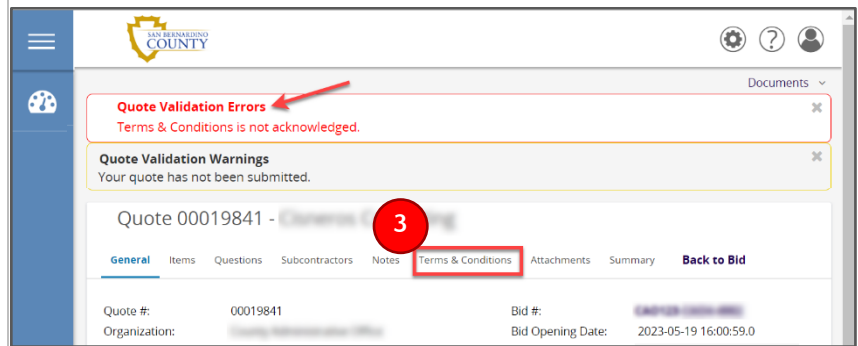
**Important:** Do not edit prepopulated fields.

2. Click **Save & Continue**.



Validation Errors will display at the top of the Quote because Terms & Conditions need to be acknowledged.

3. Click **Terms & Conditions** tab.



Vendors are required to complete the terms and conditions.

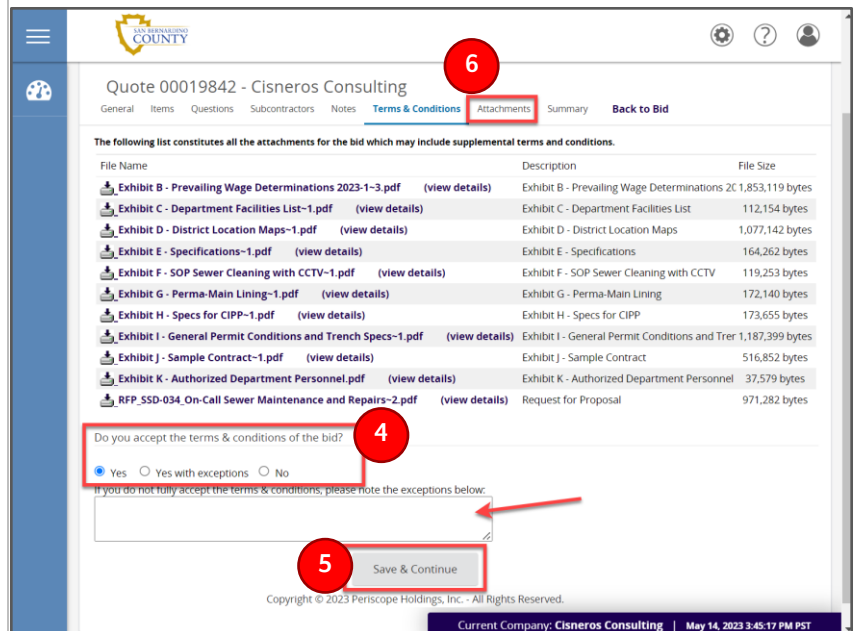
4. Answer the question: Do you accept the terms & conditions of the bid?

- Yes,
- Yes with exceptions. or
- No.


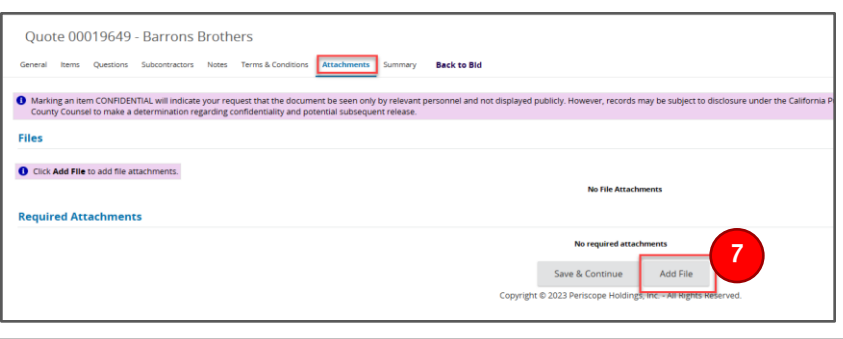
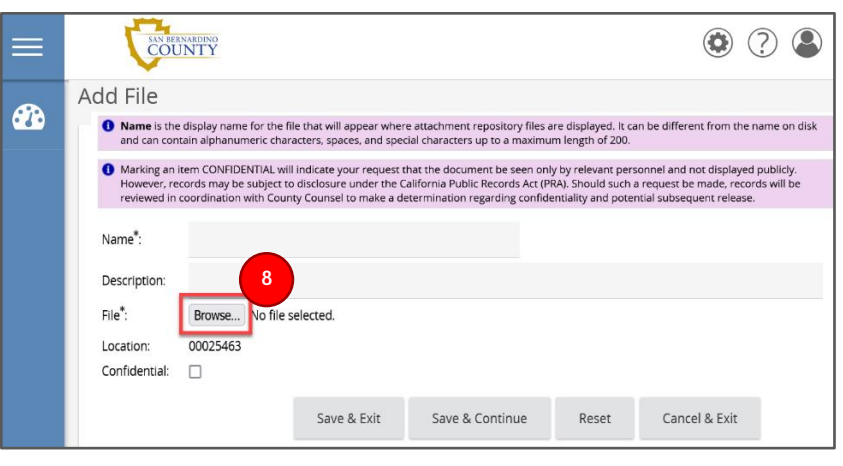
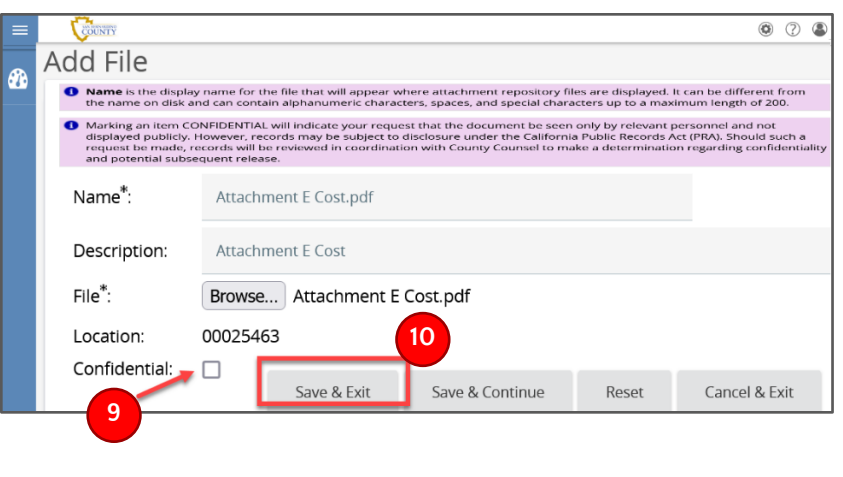
If you answer Yes with exceptions or No, ensure that your bid response identifies the exceptions or reason for not accepting terms in the box below.

5. Click **Save & Continue**

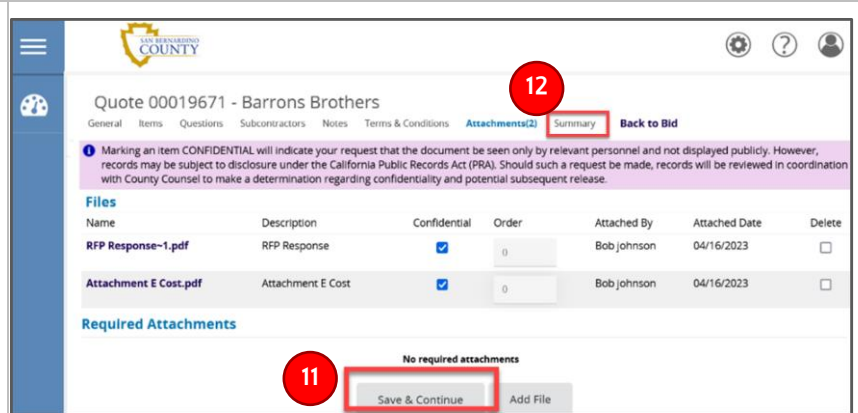
**Important:** If there are exceptions to Terms & Conditions, be sure that those exceptions are included in your bid response.



File Name	Description	File Size
<a href="#">Exhibit B - Prevailing Wage Determinations 2023-1-3.pdf</a> (view details)	Exhibit B - Prevailing Wage Determinations 2023-1-3	1,853,119 bytes
<a href="#">Exhibit C - Department Facilities List-1.pdf</a> (view details)	Exhibit C - Department Facilities List	112,154 bytes
<a href="#">Exhibit D - District Location Maps-1.pdf</a> (view details)	Exhibit D - District Location Maps	1,077,142 bytes
<a href="#">Exhibit E - Specifications-1.pdf</a> (view details)	Exhibit E - Specifications	164,262 bytes
<a href="#">Exhibit F - SOP Sewer Cleaning with CCTV-1.pdf</a> (view details)	Exhibit F - SOP Sewer Cleaning with CCTV	119,253 bytes
<a href="#">Exhibit G - Perma-Main Lining-1.pdf</a> (view details)	Exhibit G - Perma-Main Lining	172,140 bytes
<a href="#">Exhibit H - Specs for CIPP-1.pdf</a> (view details)	Exhibit H - Specs for CIPP	173,655 bytes
<a href="#">Exhibit I - General Permit Conditions and Trench Specs-1.pdf</a> (view details)	Exhibit I - General Permit Conditions and Trench Specs-1	1,187,399 bytes
<a href="#">Exhibit J - Sample Contract-1.pdf</a> (view details)	Exhibit J - Sample Contract	516,852 bytes
<a href="#">Exhibit K - Authorized Department Personnel.pdf</a> (view details)	Exhibit K - Authorized Department Personnel	37,579 bytes
<a href="#">RFP_SSD-034_On-Call Sewer Maintenance and Repairs-2.pdf</a> (view details)	Request for Proposal	971,282 bytes

<p>6. Click the <b>Attachments</b> tab.</p>	
<p>You can upload file attachments to the <b>Attachments</b> tab.</p> <p>7. Click <b>Add File</b></p>	
<p>8. Click <b>Browse</b> to upload document</p>	
<p>9. Some files may be marked confidential, such as Technical Proposals or financial documentation.</p> <p>The Purchasing Officer may require you to uncheck the "Confidential" box on files that are required to be part of the public record.</p> <p>Repeat as necessary to add additional files. After the last file is attached,</p> <p>10. Click <b>Save &amp; Exit</b></p>	

- 11. Click **Save & Continue**
- 12. Click the **Summary** tab.



Quote 00019671 - Barrons Brothers

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

1 Marking an item CONFIDENTIAL will indicate your request that the document be seen only by relevant personnel and not displayed publicly. However, records may be subject to disclosure under the California Public Records Act (PRA). Should such a request be made, records will be reviewed in coordination with County Counsel to make a determination regarding confidentiality and potential subsequent release.

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
RFP Response-1.pdf	RFP Response	<input checked="" type="checkbox"/>	0	Bob Johnson	04/16/2023	<input type="checkbox"/>
Attachment E Cost.pdf	Attachment E Cost	<input checked="" type="checkbox"/>	0	Bob Johnson	04/16/2023	<input type="checkbox"/>

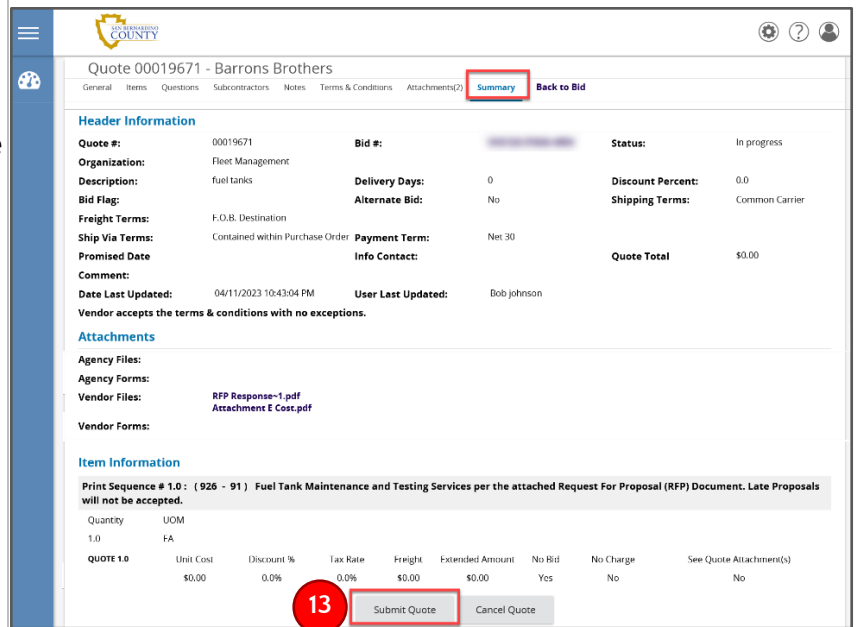
Required Attachments

No required attachments

11 Save & Continue Add File

- After completing all the tabs, please review the "Summary" tab to ensure your information is correct.
- 13. Click **Submit Quote** at the bottom of the summary tab.

**Important:** Your quote will NOT be submitted until you click Submit Quote.



Quote 00019671 - Barrons Brothers

General Items Questions Subcontractors Notes Terms & Conditions Attachments(2) **Summary** Back to Bid

Header Information

Quote #:	00019671	Bid #:		Status:	In progress
Organization:	Fleet Management	Delivery Days:	0	Discount Percent:	0.0
Description:	Fuel Tanks	Alternate Bid:	No	Shipping Terms:	Common Carrier
Bid Flag:		Payment Term:	Net 30	Quote Total:	\$0.00
Freight Terms:	F.O.B. Destination	Info Contact:			
Ship Via Terms:	Contained within Purchase Order	User Last Updated:	Bob Johnson		
Promised Date:					
Comment:					
Date Last Updated:	04/11/2023 10:43:04 PM				

Vendor accepts the terms & conditions with no exceptions.

Attachments

Agency Files:

Agency Forms:

Vendor Files:

RFP Response-1.pdf  
Attachment E Cost.pdf

Vendor Forms:

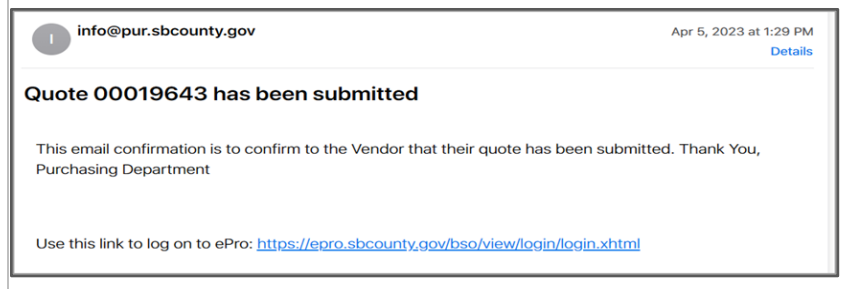
Item Information

Print Sequence # 1.0: (926 - 91) Fuel Tank Maintenance and Testing Services per the attached Request For Proposal (RFP) Document. Late Proposals will not be accepted.

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	FA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No	No

13 Submit Quote Cancel Quote

ePro system sends an email notification to the vendor that submitted the quote.



info@pur.sbcounty.gov Apr 5, 2023 at 1:29 PM [Details](#)

**Quote 00019643 has been submitted**

This email confirmation is to confirm to the Vendor that their quote has been submitted. Thank You, Purchasing Department

Use this link to log on to ePro: <https://epro.sbcounty.gov/bsa/view/login/login.xhtml>