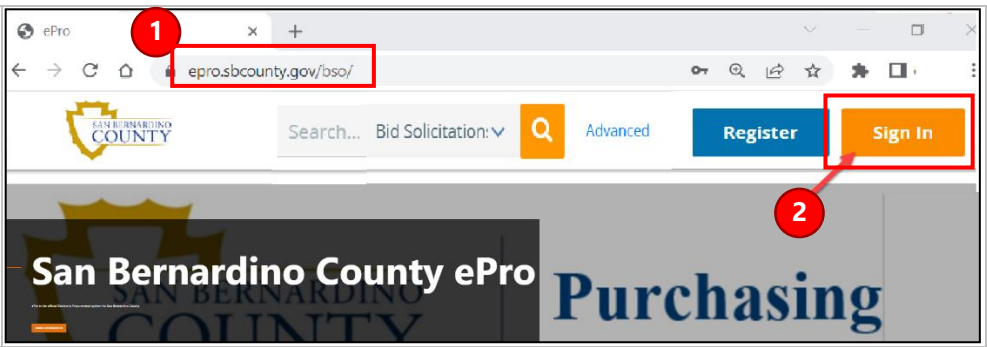
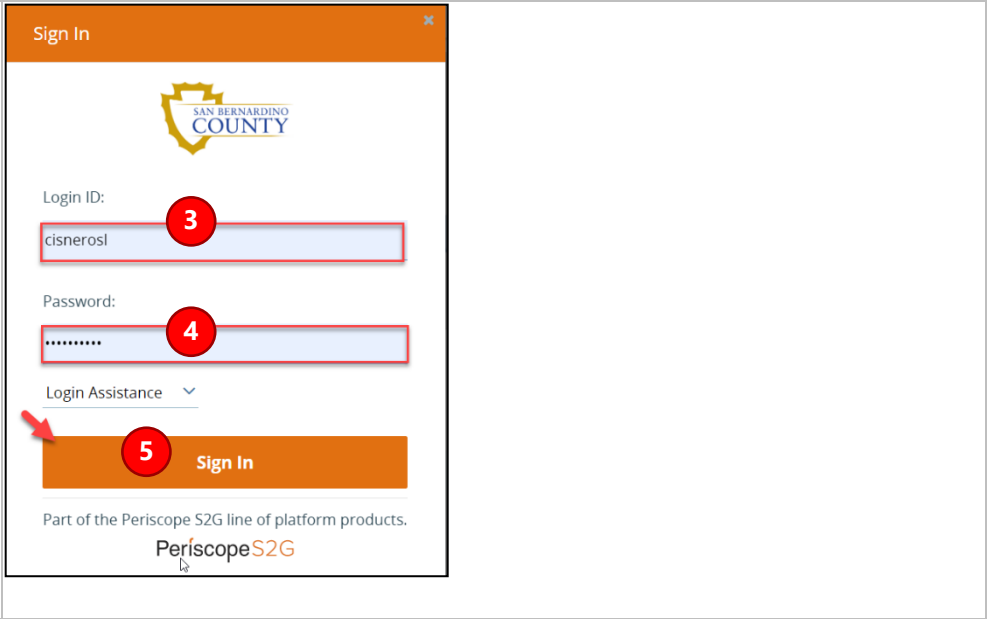



How to Post Questions to a Bid in ePro

This job aid provides instructions on how to post questions to a bid ePro.

Note: You must be a registered vendor and sign in to ePro to be able to post questions on a bid. If you have not registered for an ePro account, see job aid How to Register in ePro for San Bernardino County for instructions.

<ol style="list-style-type: none"> Go to the internet address: https://epro.sbcounty.gov/ Click Sign In. 	
<ol style="list-style-type: none"> Enter your Login ID. Enter your Password. Click Sign In. <p>Note: If you forgot your password, click Login Assistance.</p> <p>There is a job aid with instructions on the Login Assistance steps to guide you.</p>	
<p>After signing in, the ePro home page displays.</p> <ol style="list-style-type: none"> Click the Bids tab to view open bids, 	

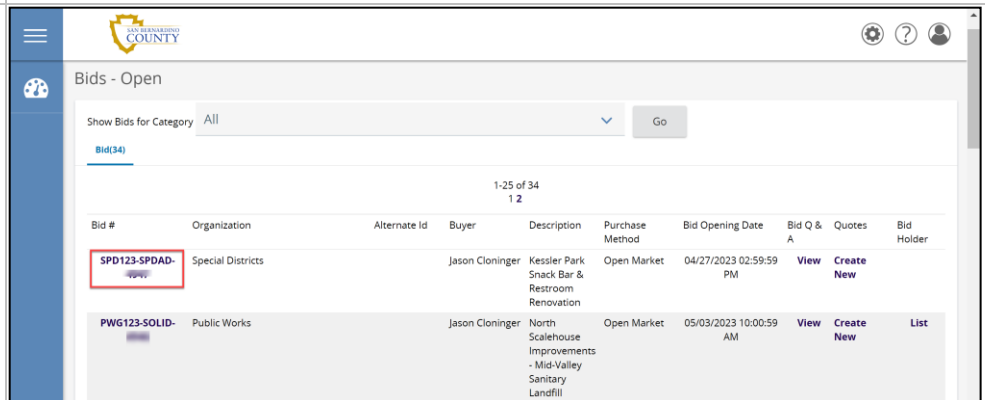
The Open Bids table list 5 bids at a time, to view more bids:

2. Click **View More**.



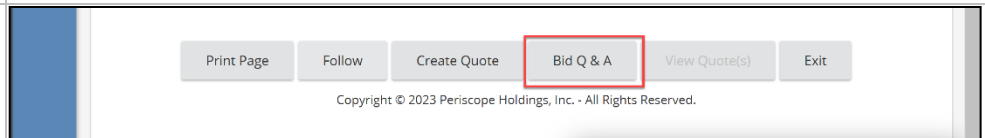
Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date
SPD123-SPDAD-4947	Special Districts		Jason Cloninger	Kessler Park Snack Bar & Restroom Renovation	04/27/2023 02:59:59 PM
PWG123-SOLID-4946	Public Works		Jason Cloninger	North Scalehouse Improvements - Mid-Valley Sanitary Landfill	05/03/2023 10:00:59 AM
FPD123-FIREA-4945	Fire		Cody Leslie	Headquarters Facility Audio-Visual System Design	04/26/2023 04:00:00 PM
PARKS23-PARKS-4943	Parks		Likun (Lisa) Zhu	Live Catfish	04/10/2023 04:30:00 PM
SPD123-SPDAD-4942	Special Districts		Bill Brock	Glen Helen Regional Park Monument Project	04/07/2023 02:59:59 PM

3. Click the **Bid #** to open the bid.



Bid #	Organization	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Q & A	Quotes	Bid Holder
SPD123-SPDAD-4947	Special Districts		Jason Cloninger	Kessler Park Snack Bar & Restroom Renovation	Open Market	04/27/2023 02:59:59 PM	View	Create New	
PWG123-SOLID-4946	Public Works		Jason Cloninger	North Scalehouse Improvements - Mid-Valley Sanitary Landfill	Open Market	05/03/2023 10:00:59 AM	View	Create New	List

Scroll down to the bottom of the page to view the Bid Q & A button.

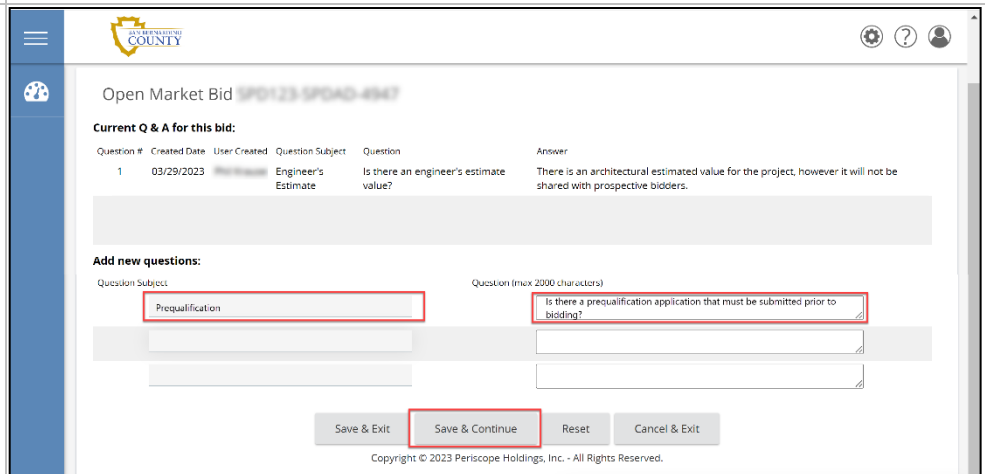


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Important: If questions are not allowed, the Q & A button will be grayed out.

Important: If the subject and question fields are not visible, it may be that the date/time for posting questions has expired.

4. Enter a **Subject** for your question.
5. Enter your **Question**.
6. Click **Save & Continue** to save your question or click **Save & Exit** to return to the main bid page.



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The question is added to the table above.

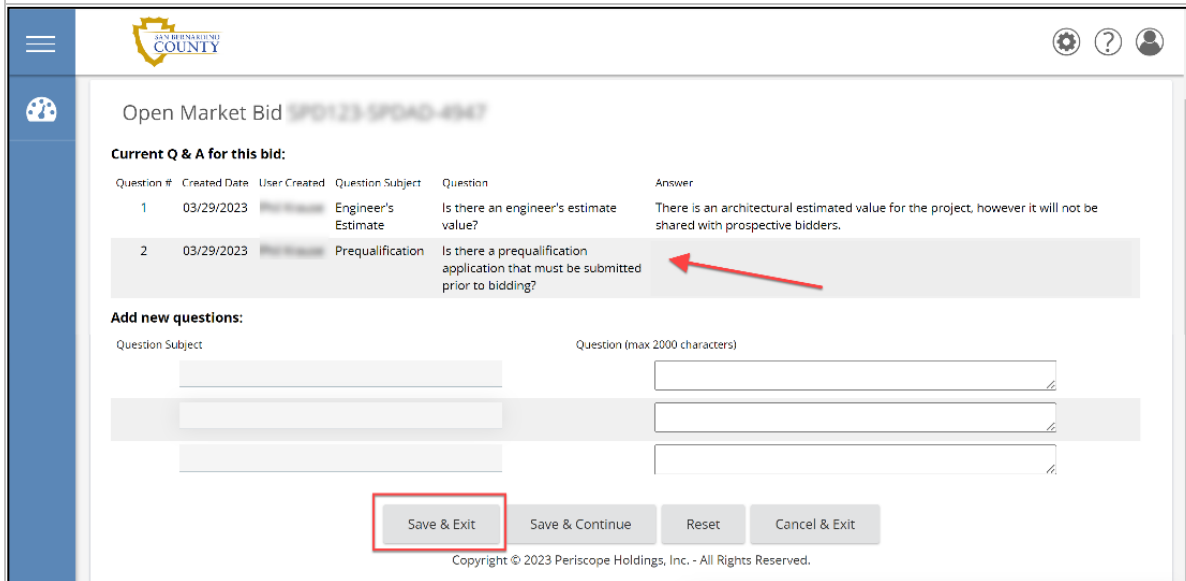
7. Click **Save & Exit** to return to the main bid page.

The answer(s) to your question may be posted in the Bid QA.

Note: The Bid QA page only displays your questions and answers.

Important: If you don't see your answer(s) on the Bid QA page, it's likely that:

- The questions have been sent out to the RFP subject matter expert and the answers have not been received and posted to ePo.
- The questions posted by all vendors were compiled into one document with answers. A bid amendment will be created with a file attachment that lists the questions/answers from all vendors. This is done so that vendors can see posted questions/answers made all vendors.



The screenshot shows the 'Open Market Bid' page for bid ID 'SPD123-SPDAD-4947'. It features a table of 'Current Q & A for this bid' with two entries. The second entry, regarding a prequalification application, is highlighted with a red arrow. Below the table is a form to 'Add new questions' with input fields for 'Question Subject' and 'Question (max 2000 characters)'. At the bottom, there are four buttons: 'Save & Exit' (highlighted with a red box), 'Save & Continue', 'Reset', and 'Cancel & Exit'. The footer includes the copyright notice: 'Copyright © 2023 Periscope Holdings, Inc. - All Rights Reserved.'

Question #	Created Date	User Created	Question Subject	Question	Answer
1	03/29/2023	[Redacted]	Engineer's Estimate	Is there an engineer's estimate value?	There is an architectural estimated value for the project, however it will not be shared with prospective bidders.
2	03/29/2023	[Redacted]	Prequalification	Is there a prequalification application that must be submitted prior to bidding?	