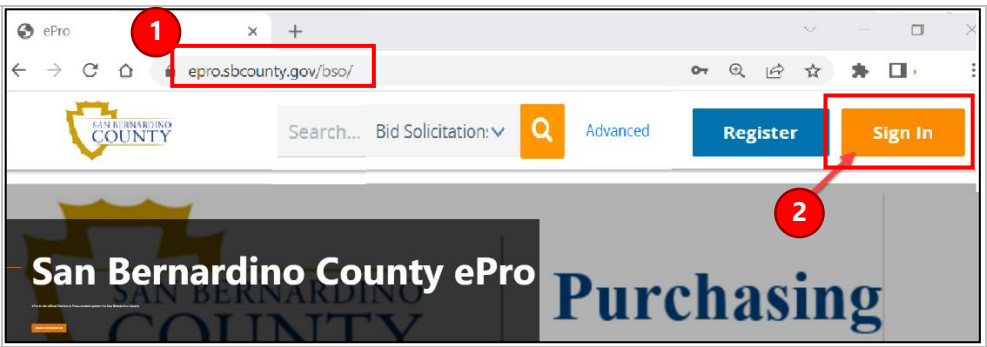
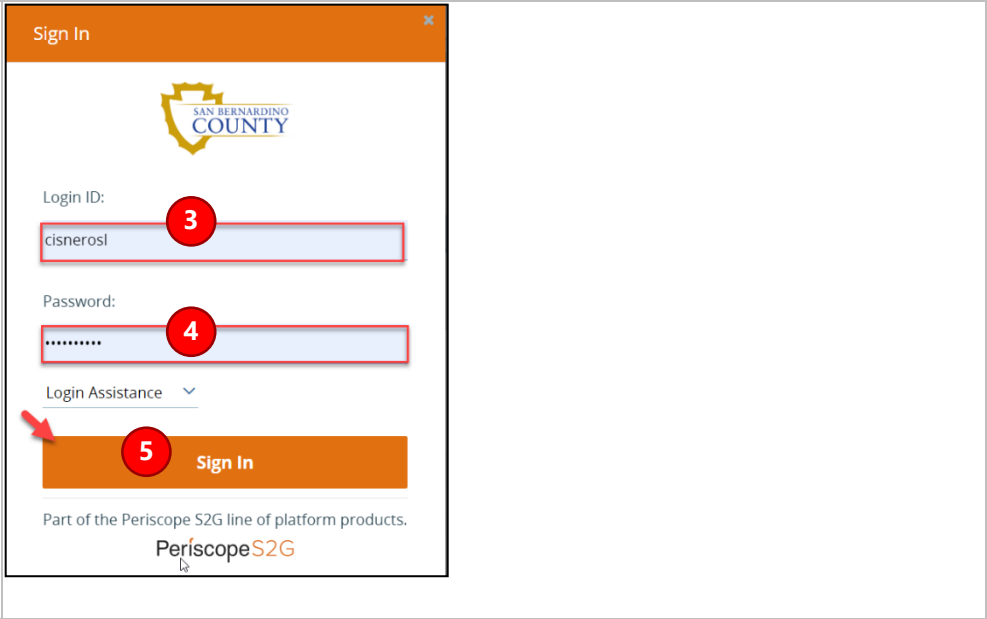
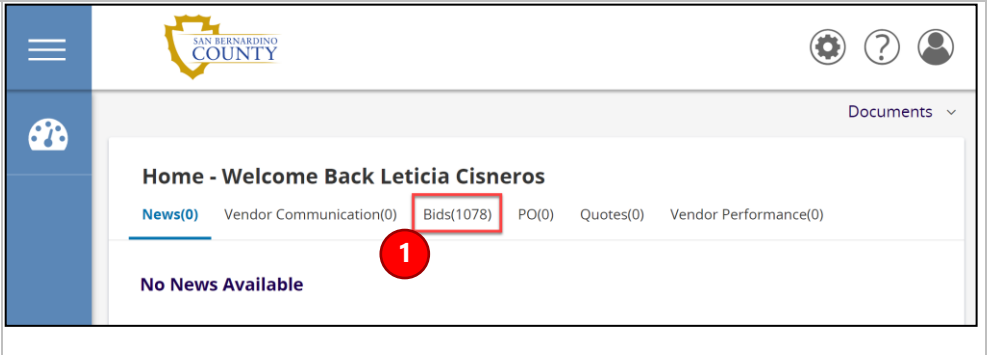


# How to Post Questions to a Bid in ePro


This guide provides instructions on how to post questions to a bid in 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 instruction guide on How to Register in ePro for San Bernardino County for instructions.

<ol style="list-style-type: none"> <li>Go to the internet address: <a href="https://epro.sbcounty.gov/">https://epro.sbcounty.gov/</a></li> <li>Click <b>Sign In</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>Enter your <b>Login ID</b>.</li> <li>Enter your <b>Password</b>.</li> <li>Click <b>Sign In</b>.</li> </ol> <p>Note: If you forgot your password, click <b>Login Assistance</b>.</p> <p>There is a guide 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"> <li>Click the <b>Bids</b> tab to view open bids.</li> </ol>	

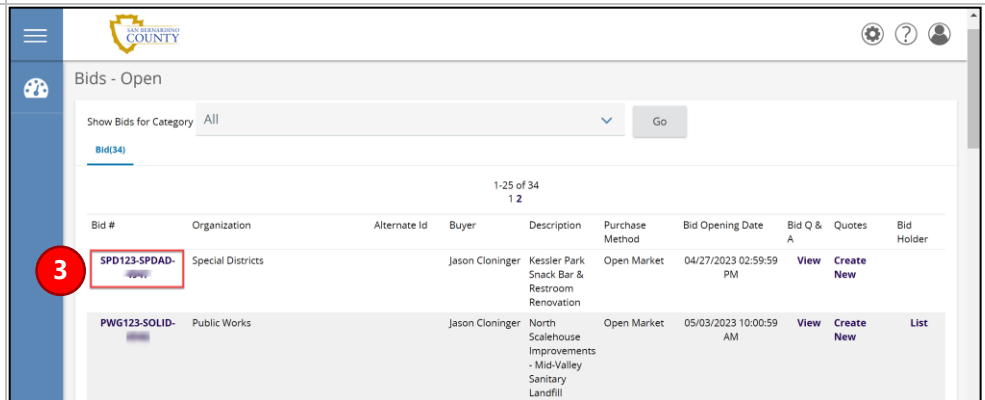
The Open Bids table lists 5 bids at a time, to view more bids:

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

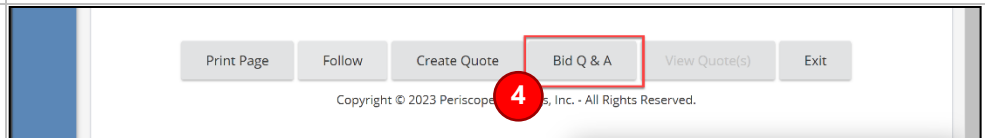
3. Click the **Bid #** to open the bid.



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.

4. Click the **Bid Q & A** button.



Print Page Follow Create Quote **Bid Q & A** View Quote(s) Exit

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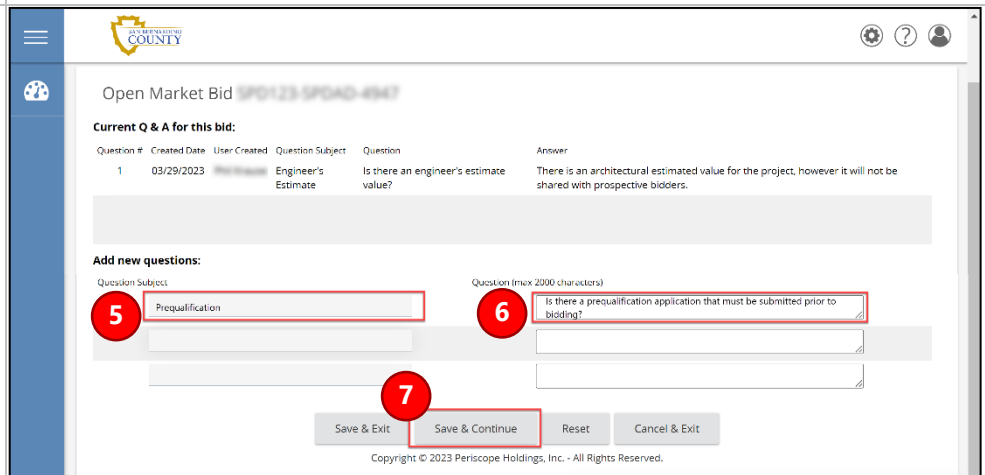
**Important:** If questions are not allowed, the Q & A button will be grayed out.

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

5. Enter a **Subject** for your question.

6. Enter your **Question**.

7. Click **Save & Continue** to save your question or click **Save & Exit** to return to the main bid page.



Open Market Bid SPD123-SPDAD-4947

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	03/29/2023	Periscope	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.

Add new questions:

Question Subject:  5

Question (max 2000 characters):  6

7

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The question is added to the table above.

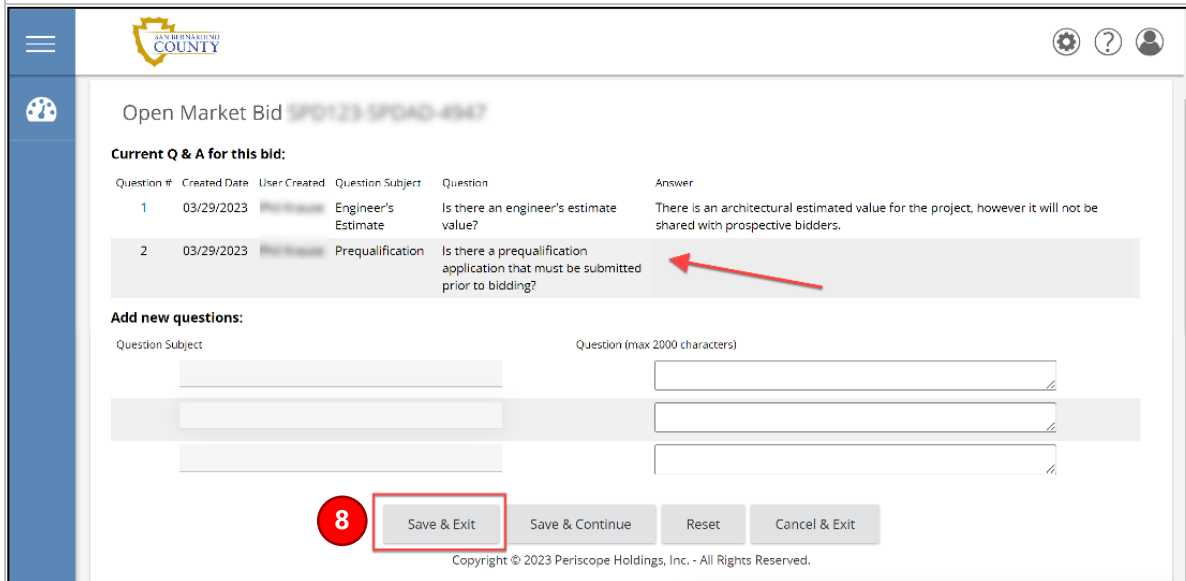
8. Click **Save & Exit** to return to the main bid page.

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 by all vendors.



The screenshot shows the 'Open Market Bid' page for bid ID SP0123-SP040-4947. 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, a red circle with the number '8' highlights the 'Save & Exit' button. Other buttons include 'Save & Continue', 'Reset', and 'Cancel & Exit'. The footer contains 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?	