

Broward County Electronic Procurement System (BPRO)

Vendor FAQs

Question	Answer
Setting Up an Account	
I am registered but I do not pay for leads or premium services. Will I still be able to access Broward County's available bids?	Vendors DO NOT have to pay for "leads". The portal offers additional services which are NOT required for accessing Broward County Board of County Commissioner solicitations.
What is the navigation to register?	Go to Broward.bonfirehub.com or via the link from the Purchasing Division webpage and click the Registration button in top right corner.
How do I register my company?	Click Register in the top right corner of the page > type organization name > type administrator name, email address, email address again > click create account. You will need to verify your email address though an email received by Euna Solutions. Then you can return to your profile and add company details.
How do I edit information once registered or add/edit NAICS codes?? For example, I need to add that we are CBEs.	In your account profile: Select changes > click login > select Profile option in top right > click on settings in the drop-down > navigate through the setting tabs in the left column to update business information.
Does the first person to register automatically become the 'Administrator'?	Yes. The first person to register your company should be a staff member that would be managing the profiles for your company.
How do I know whether I'm registered with Broward County?	Log into the portal: Click Settings > Global Vendor Record > Manage My Organization. Go to profile drop down, on Account Details page > click on My Agencies. All agencies you are registered with will be listed.
Can each end user have a unique password?	Yes, the Administrator for your organization will invite each user through an email. When you receive the invitation, set up your individual password through the link in the email.
Are commodity codes associated with the individual account profile or the company?	The commodity codes are associated with the company profile.
Can you invite users that already have a user account?	Yes, users can have accounts in multiple portals. If the user happens to have multiple profiles with the same organization, the accounts can be merged. Portal Support: support.bonfire@eunasolutions.com



Where do you go to see your Country in registration?	Select Profile option in top right > click on settings in the drop-down. At the list of Countries Other option, a field will open allowing the Country name to be typed if it is not listed.
--	--

Solicitations in BPRO

Is the question feature closed after the question period closing date?	Each solicitation will specify the Question & Answer period and the deadline will be advertised in the solicitation. Not all solicitations will have a Question & Answer period.
If you currently have a blanket Purchase Order will you be using this portal?	No, this platform is not used for Purchase Orders. However, if Broward County needed to issue a new solicitation for those services, we would use BPRO.
Will bids continue to be sealed?	All solicitations in BPRO are sealed until solicitation close date. It is not possible for Broward County or anyone using BPRO to see anything prior to the solicitation close date.
What happens during the public bid opening process?	Broward County Purchasing Division will conduct a live bid opening which can be viewed in Webex, accessed via our webpage, Broward.org/Purchasing . During the live process, each bid will individually be released, a bid tabulation will display during the process that lists all responding vendors and the amount each vendor proposed.
What is the best method to connect with Prime contractors to discuss subcontracting opportunities?	The best way to connect with prime contractors is by attending Pre-Bid Meetings and/or listing your firm as an interested subcontractor on a solicitation. <ul style="list-style-type: none">• <i>Pre-Bid Meetings:</i> Attend the pre-bid meetings and introduce yourself to the prime subcontractor. All pre-bid meeting attendees are posted in the solicitation which is another way to determine which prime vendors are interested in the solicitation allowing you to reach out to the vendors.• <i>List your firm as an Interested Subcontractor on the Solicitation:</i> In the BPRO Project list, select View Opportunity button for the opportunity of interest > Select Interested Contractors > Select Prime Subcontractor Form in Submissions and Prime/Subcontractor Form > Enter your information and list your products or services.
How does this new process affect current contracts with Broward County?	Current business will not be changed, new solicitations will be solicited in BPRO.

Technical Support

My account settings screen does not include commodities	The BPRO portal is set up to include this feature, reach out to: support.bonfire@eunasolutions.com with a screenshot.
---	--

Broward County Purchasing Division Support

How do I confirm details or ask questions related to a solicitation?	Contact the Project Owner via the email listed in the solicitation or call (954) 357-6066.
--	--

