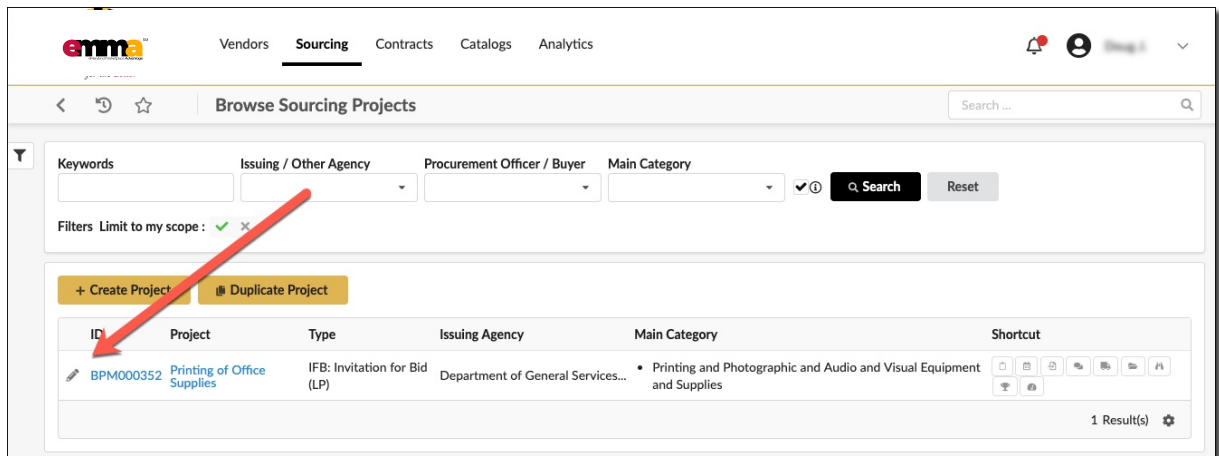


OVERVIEW

This Quick Reference Guide (QRG) will help you analyze responses to a solicitation.

PROCESS

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. Locate the solicitation. Click on the pencil icon to view the solicitation.

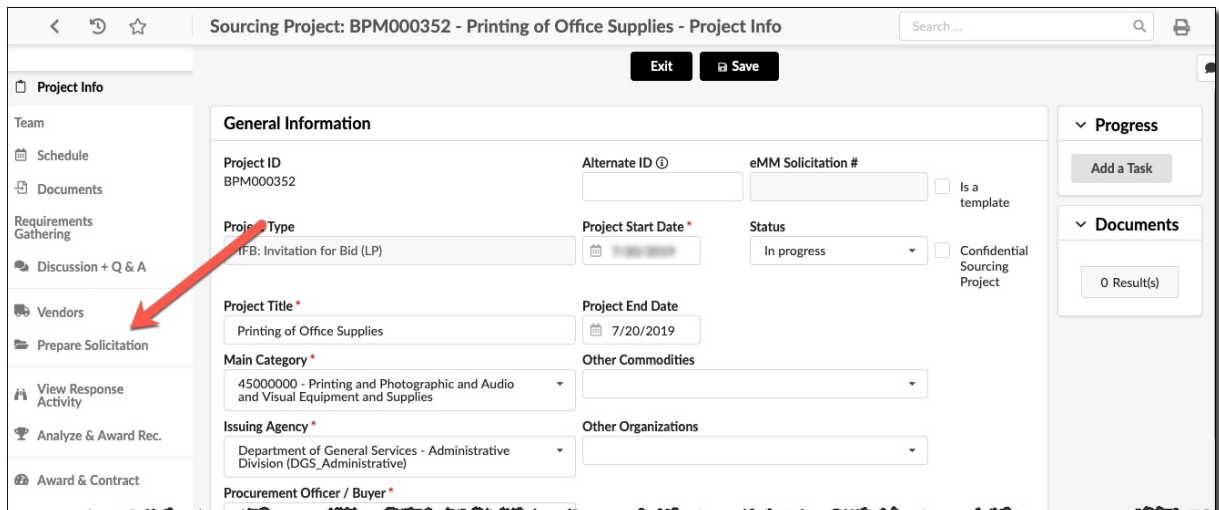


The screenshot shows the 'Browse Sourcing Projects' interface. At the top, there are tabs for Vendors, Sourcing, Contracts, Catalogs, and Analytics. Below the tabs is a search bar and a filter section with fields for Keywords, Issuing / Other Agency, Procurement Officer / Buyer, and Main Category. A red arrow points to the pencil icon next to the project ID BPM000352 in the table below.

ID	Project	Type	Issuing Agency	Main Category	Shortcut
BPM000352	Printing of Office Supplies	IFB: Invitation for Bid (LP)	Department of General Services...	Printing and Photographic and Audio and Visual Equipment and Supplies	[Icons]

1 Result(s)

3. Click "Prepare Solicitation" sub-tab.

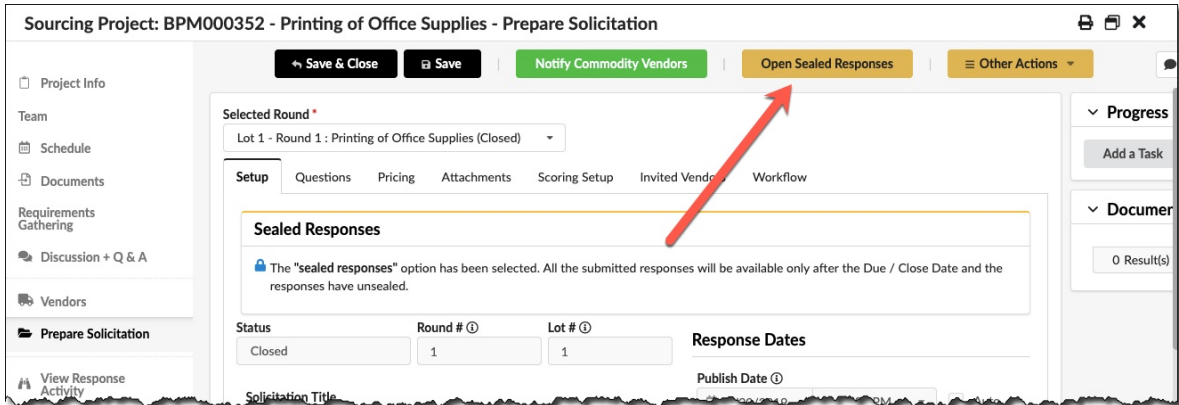


The screenshot shows the 'Sourcing Project: BPM000352 - Printing of Office Supplies - Project Info' page. A red arrow points to the 'Prepare Solicitation' sub-tab in the left sidebar. The main content area displays the 'General Information' section with various fields for project details.

General Information	
Project ID	BPM000352
Alternate ID	
eMM Solicitation #	
Project Type	IFB: Invitation for Bid (LP)
Project Start Date	7/20/2019
Status	In progress
Project Title	Printing of Office Supplies
Project End Date	7/20/2019
Main Category	45000000 - Printing and Photographic and Audio and Visual Equipment and Supplies
Issuing Agency	Department of General Services - Administrative Division (DGS_Administrative)
Procurement Officer / Buyer	

PROCESS (continued)

4. Click "Open Sealed Responses" (only available after due date). Click "OK" to confirm.



Sourcing Project: BPM000352 - Printing of Office Supplies - Prepare Solicitation

Buttons: Save & Close, Save, Notify Commodity Vendors, **Open Sealed Responses**, Other Actions

Selected Round: Lot 1 - Round 1 : Printing of Office Supplies (Closed)

Tabs: Setup, Questions, Pricing, Attachments, Scoring Setup, Invited Vendors, Workflow

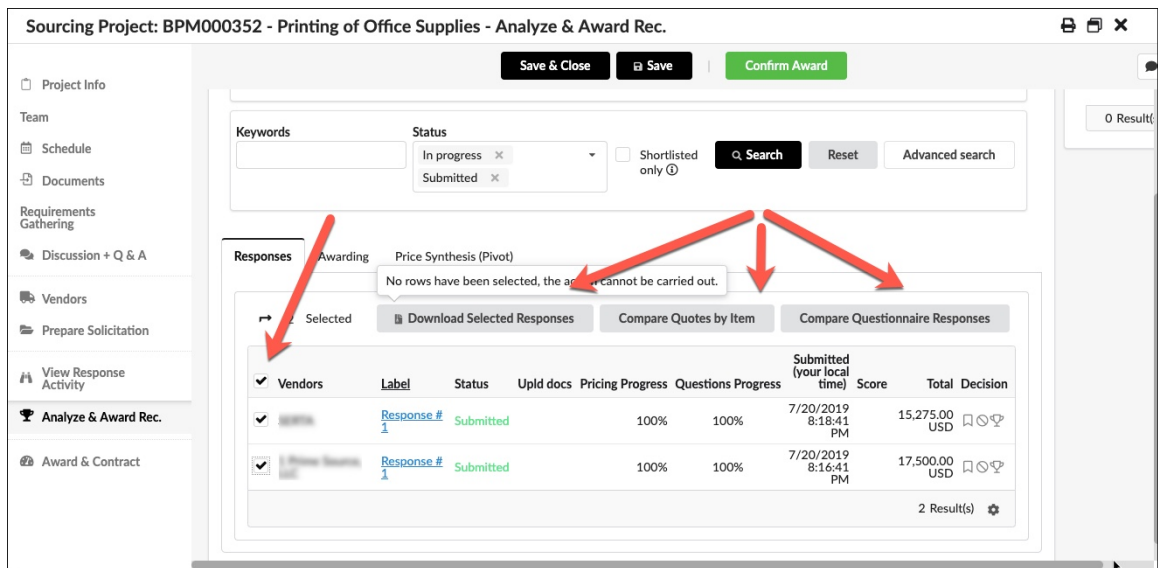
Sealed Responses

The "sealed responses" option has been selected. All the submitted responses will be available only after the Due / Close Date and the responses have unsealed.

Status: Closed, Round #: 1, Lot #: 1

Response Dates: Publish Date

5. Click "Analyze and Award Rec" sub-tab. The responses display. Select the vendor(s) to consider in your analysis.



Sourcing Project: BPM000352 - Printing of Office Supplies - Analyze & Award Rec.

Buttons: Save & Close, Save, Confirm Award

Keywords: Status: In progress, Submitted

Search: Search, Reset, Advanced search

Responses: Awarding, Price Synthesis (Pivot)

No rows have been selected, the analysis cannot be carried out.

Buttons: Download Selected Responses, Compare Quotes by Item, Compare Questionnaire Responses

Vendors	Label	Status	Upld docs	Pricing Progress	Questions Progress	Submitted (your local time)	Score	Total	Decision
<input checked="" type="checkbox"/>	Response #	Submitted		100%	100%	7/20/2019 8:18:41 PM	15,275.00 USD		
<input checked="" type="checkbox"/>	Response #	Submitted		100%	100%	7/20/2019 8:16:41 PM	17,500.00 USD		

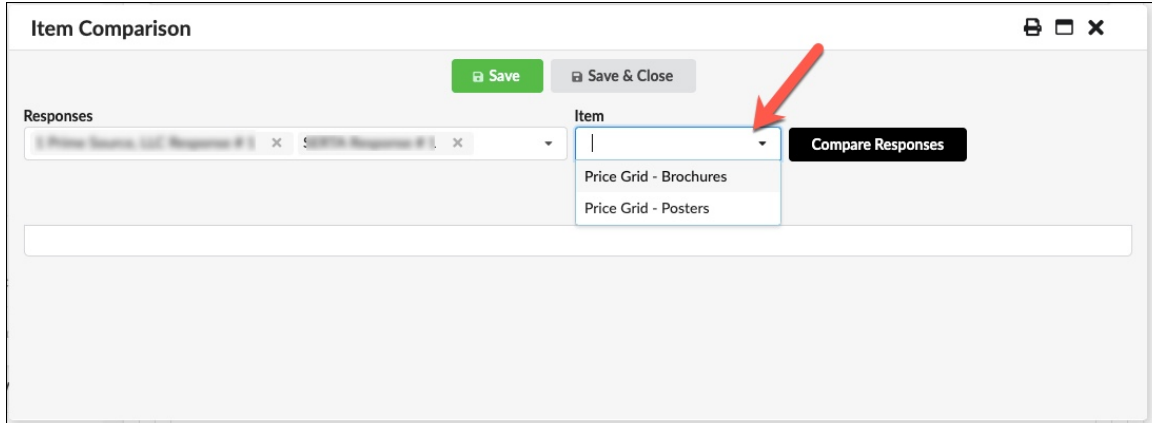
2 Result(s)

You can now

- i. download responses,
- ii. compare quotes by item (Page 3 of this Guide), or
- iii. compare questionnaire responses (Page 4 of this Guide).

PROCESS – Compare Quotes by Item

1. Click “Compare Quotes by Item”. The “Item Comparison” window displays. Click “Item” and select the item to be compared. Click “Compare Responses”.



Item Comparison

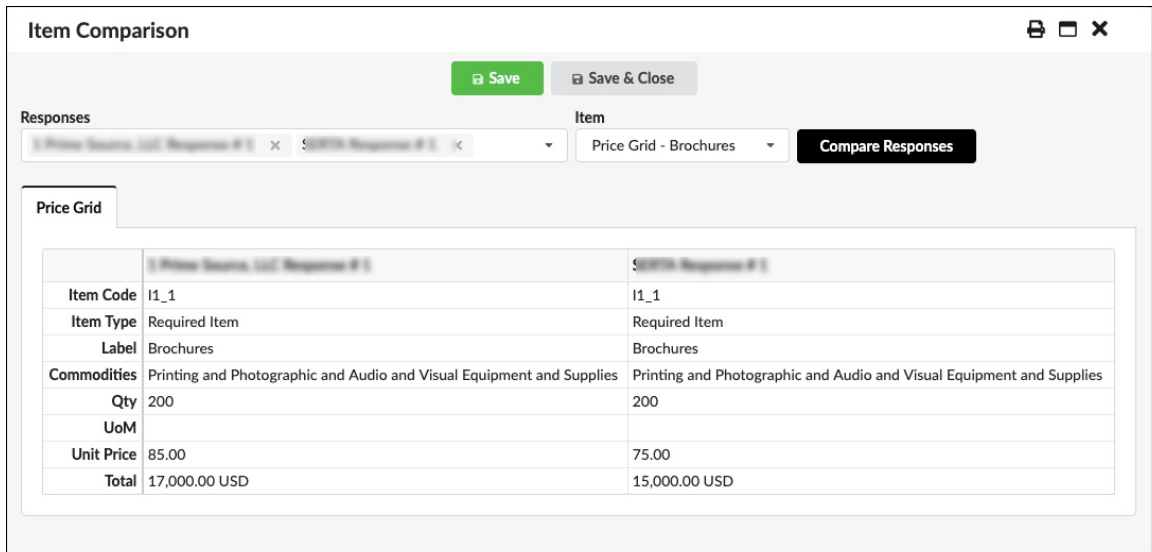
Save Save & Close

Responses: 1 Price Source, LLC Response #1 2 Price Source, LLC Response #2

Item: Price Grid - Brochures Price Grid - Posters

Compare Responses

2. The comparison displays. Review responses. Click “X” to close the window.



Item Comparison

Save Save & Close

Responses: 1 Price Source, LLC Response #1 2 Price Source, LLC Response #2

Item: Price Grid - Brochures

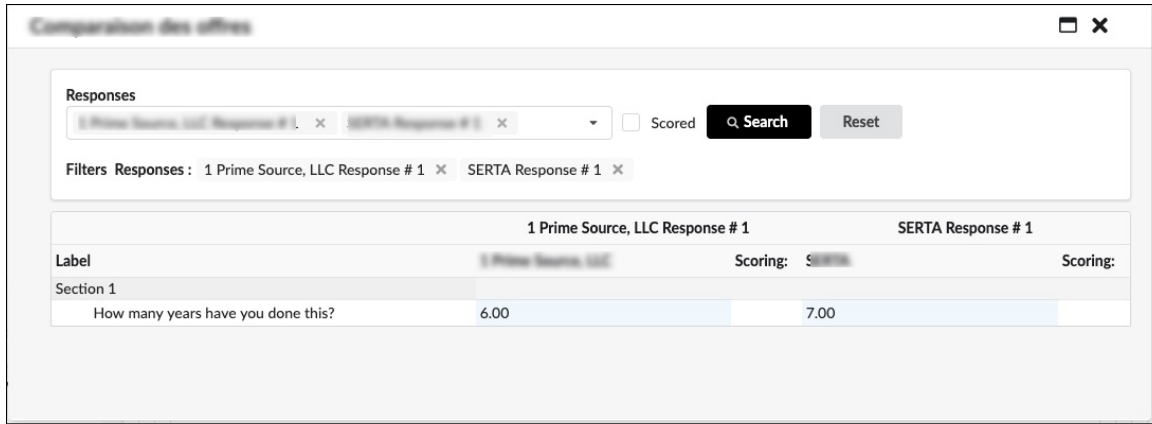
Compare Responses

Price Grid

	1 Price Source, LLC Response #1	2 Price Source, LLC Response #2
Item Code	I1_1	I1_1
Item Type	Required Item	Required Item
Label	Brochures	Brochures
Commodities	Printing and Photographic and Audio and Visual Equipment and Supplies	Printing and Photographic and Audio and Visual Equipment and Supplies
Qty	200	200
UoM		
Unit Price	85.00	75.00
Total	17,000.00 USD	15,000.00 USD

PROCESS – Compare Questionnaire Responses

1. Click “Compare Questionnaire Responses”. The comparison window displays. Click “X” to close the window.



Comparison des offres

Responses

1 Prime Source, LLC Response # 1 X SERTA Response # 1 X

☐ Scoring

Filters Responses : 1 Prime Source, LLC Response # 1 X SERTA Response # 1 X

	1 Prime Source, LLC Response # 1	SERTA Response # 1
Label	1 Prime Source, LLC	Scoring: SERTA
Section 1		Scoring:
How many years have you done this?	6.00	7.00