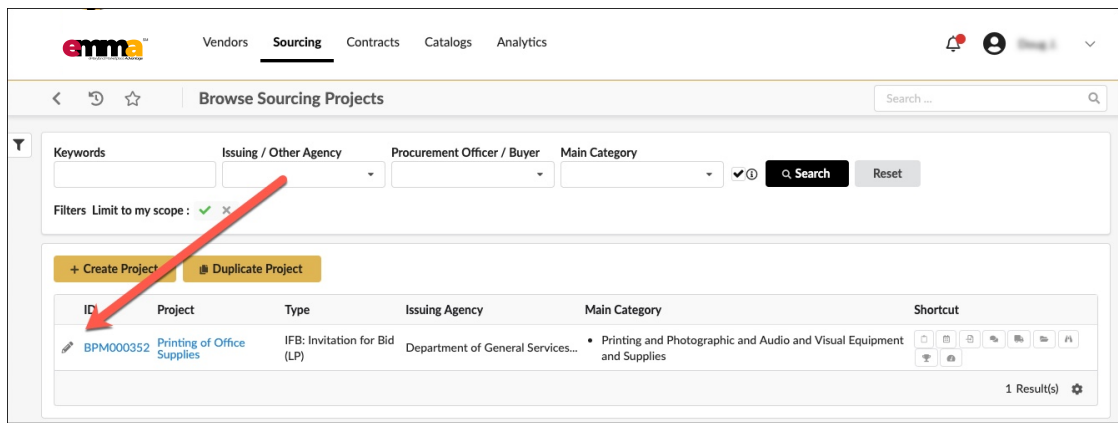


OVERVIEW

This Quick Reference Guide (QRG) will help you create a contract to an awarded Vendor.

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.

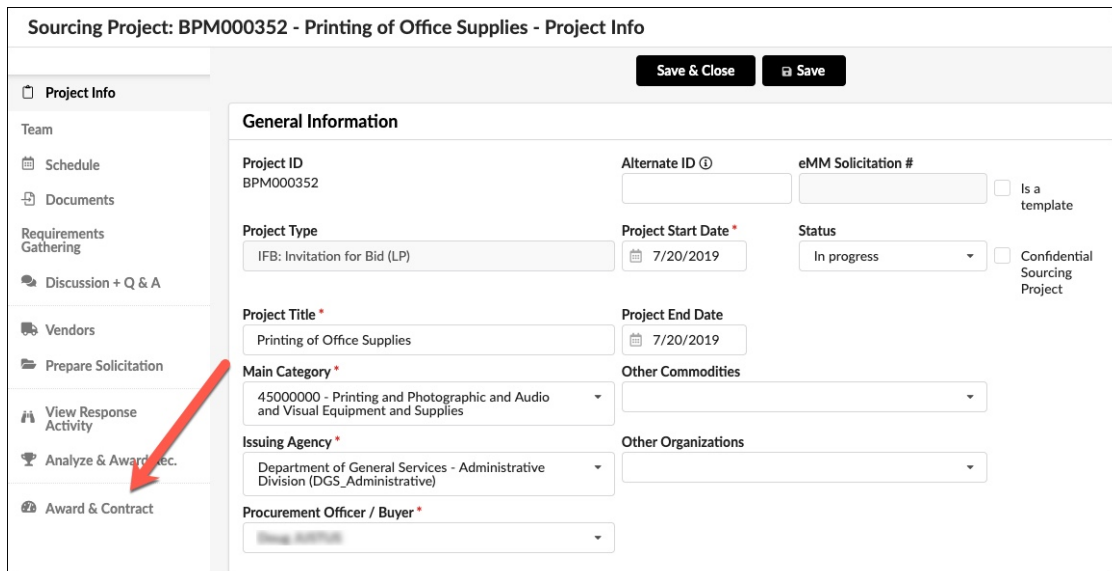


The screenshot shows the 'Browse Sourcing Projects' interface. At the top, there are tabs for Vendors, Sourcing, Contracts, Catalogs, and Analytics. Below the tabs is a search bar and a list of filters: Keywords, Issuing / Other Agency, Procurement Officer / Buyer, and Main Category. A red arrow points 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	

1 Result(s)

3. Click "Award and Contract" sub-tab.



The screenshot shows the 'Sourcing Project: BPM000352 - Printing of Office Supplies - Project Info' page. On the left, there is a sidebar with tabs: Project Info, Team, Schedule, Documents, Requirements Gathering, Discussion + Q & A, Vendors, Prepare Solicitation, View Response Activity, Analyze & Award Rec., and Award & Contract. A red arrow points to the 'Award & Contract' tab. The main content area shows 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

Other Commodities: []

Issuing Agency: Department of General Services - Administrative Division (DGS_Administrative)

Other Organizations: []

Procurement Officer / Buyer: []

PROCESS (continued)

- The responses display. Slide the window to the right (note red arrows below) to display the “Create/Update Contract” icon.

Sourcing Project: BPM000352 - Printing of Office Supplies - Award & Contract

Save & Close Save

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

Review Award Results and Take Action

Vendor Round Decision

1 Prime Source, LLC Lot 1 / Round 1 Response # 1 Not selected

SERTA Lot 1 / Round 1 Response # 1 Selected 15,275.00 USD Selected : to be notified

Items synthesis

Vendor	Round #	Lot #	Items	Quantity	Ref. amount	Target	Target amount	RFP price	Response amount	Total target savings per unit	Total target savings
SERTA	1	1	Brochures	200.00				75.00	15,000.00		
SERTA	1	1	Posters	5.00				55.00	275.00		

Sourcing Project: BPM000352 - Printing of Office Supplies - Award & Contract

Save & Close Save

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

Progress

Add a Task

Document

0 Result(s)

Contract

Create/Update a contract

2 Result(s)

Vendor	Round #	Lot #	Items	Quantity	Ref. amount	Target	Target amount	RFP price	Response amount	Total target savings per unit	Total target savings
SERTA	1	1	Brochures	200.00				75.00	15,000.00		
SERTA	1	1	Posters	5.00				55.00	275.00		

- Click “Create/Update Contract”.
- Complete all required fields. Indicate item(s) to include in the contract. Click “Save” when complete.

Contract:

Save Save & Close

Proposal *

Printing of Office Supplies(Response # 1)

Existing contract New contract

Existing Contract

General Information

Contract Title * en Draft

Type * Vendor

Contracting Agency * Linked Sourcing Project

Amendment #

Contract Scope

Commodities

45000000 - Printing and Photographic ...

Using Agencies

Department of General Services - Admi...