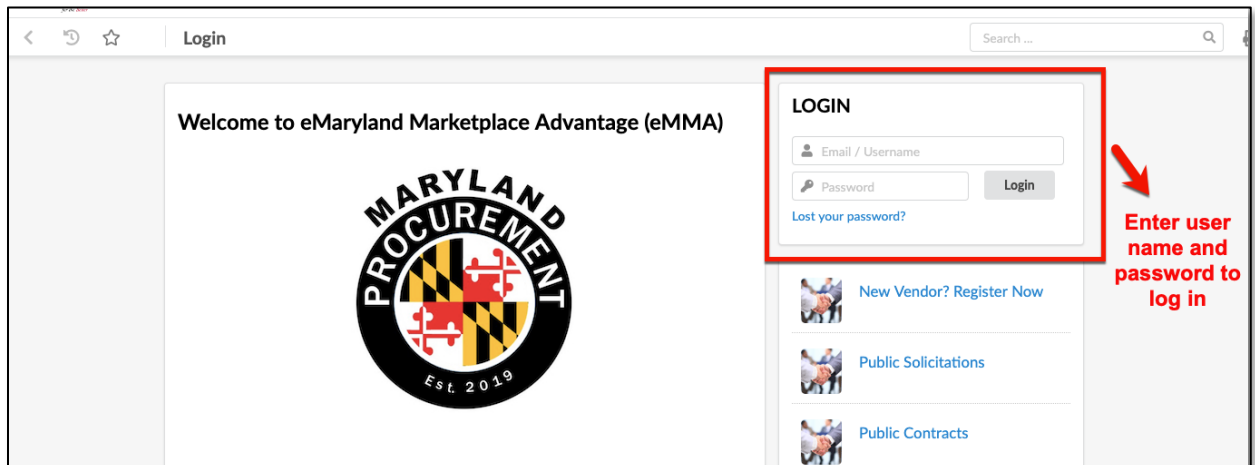


### OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand how to respond to a double envelope RFP in eMMA.

### Logging in – eMMA Homepage

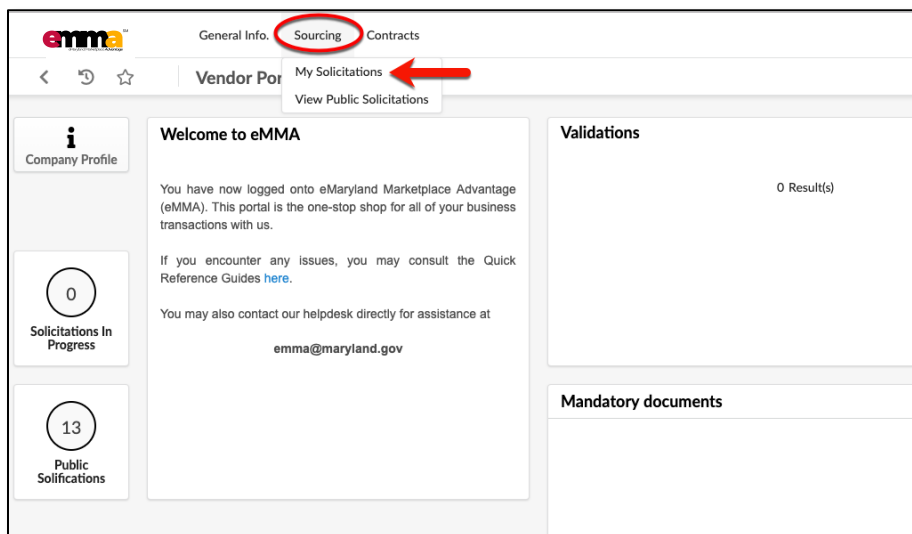
1. Log in using the email and password populated from the Registration page.



The screenshot shows the eMMA login page. The main heading is "Welcome to eMaryland Marketplace Advantage (eMMA)". Below it is the Maryland Procurement logo. On the right, there is a "LOGIN" box with fields for "Email / Username" and "Password", and a "Login" button. A red box highlights the login fields, and a red arrow points to them with the text "Enter user name and password to log in". Below the login box are links for "New Vendor? Register Now", "Public Solicitations", and "Public Contracts".

### Responding to Solicitations (Double Envelope)

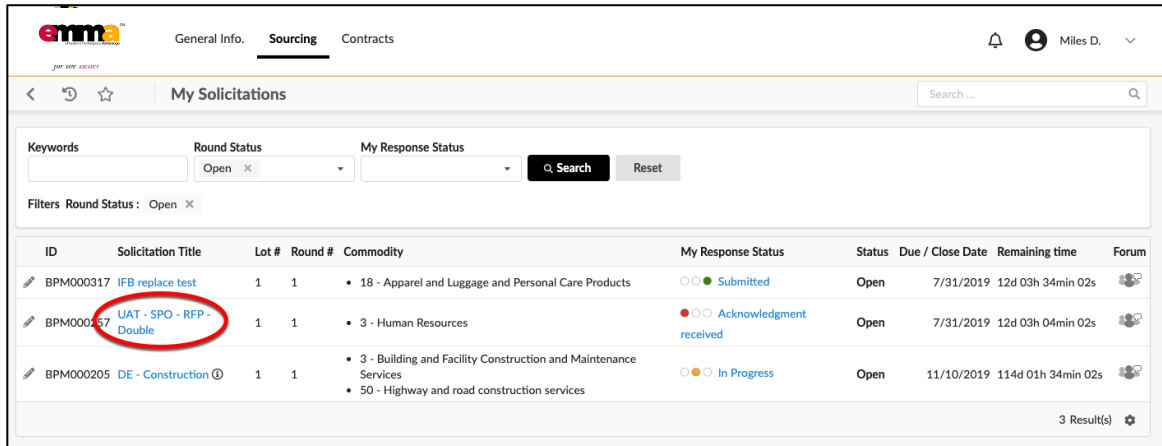
2. Click "Sourcing" on the top ribbon; then click "My Solicitations."



The screenshot shows the eMMA dashboard. The top navigation bar has tabs for "General Info.", "Sourcing", and "Contracts". The "Sourcing" tab is selected and highlighted with a red circle. Below the navigation bar, there is a "Vendor Portal" section with a "My Solicitations" link highlighted by a red arrow. The main content area shows a "Welcome to eMMA" message, a "Validations" section with "0 Result(s)", and a "Mandatory documents" section. On the left sidebar, there are two circular icons: "0 Solicitations In Progress" and "13 Public Solicitations".

### Responding to Solicitations (Double Envelope) continued

3. From your list of Open Solicitations, choose the one you want to respond to by clicking the title.



General Info. **Sourcing** Contracts

My Solicitations

Keywords: Round Status: Open x My Response Status: Search Reset

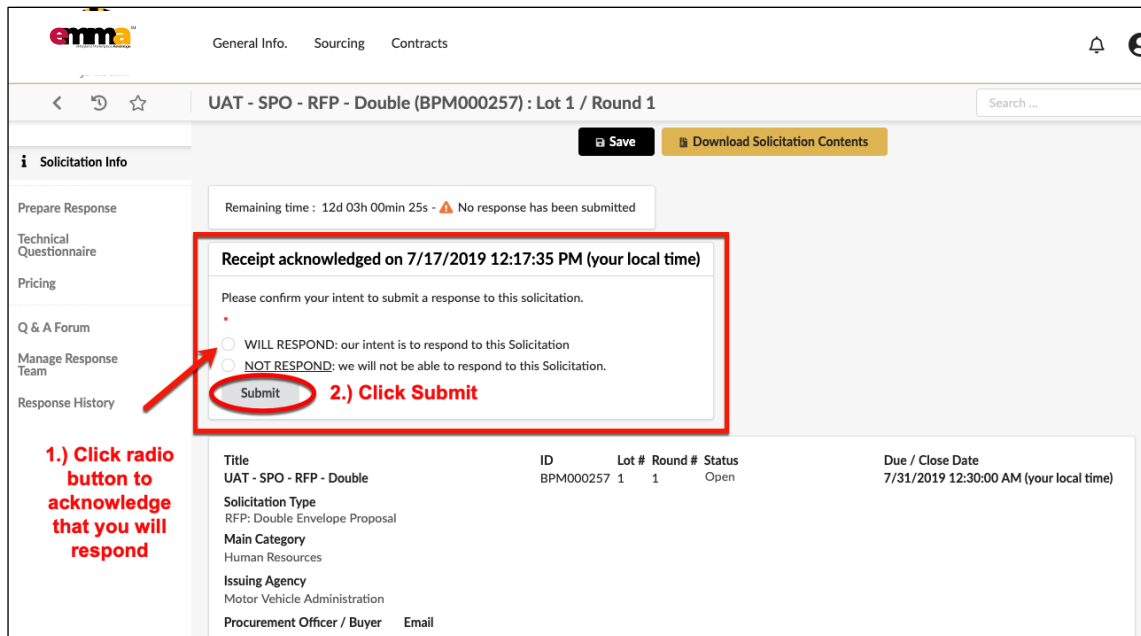
Filters Round Status: Open x

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status	Status	Due / Close Date	Remaining time	Forum
BPM000317	IFB replace test	1	1	18 - Apparel and Luggage and Personal Care Products	Submitted	Open	7/31/2019	12d 03h 34min 02s	
BPM000257	UAT - SPO - RFP - Double	1	1	3 - Human Resources	Acknowledgment received	Open	7/31/2019	12d 03h 04min 02s	
BPM000205	DE - Construction	1	1	3 - Building and Facility Construction and Maintenance Services 50 - Highway and road construction services	In Progress	Open	11/10/2019	114d 01h 34min 02s	

3 Result(s)

4. Confirm that you will Respond to the Solicitation by clicking the corresponding radio button

5. Click "Submit".



General Info. Sourcing Contracts

UAT - SPO - RFP - Double (BPM000257) : Lot 1 / Round 1

Save Download Solicitation Contents

Remaining time : 12d 03h 00min 25s - No response has been submitted

**1.) Click radio button to acknowledge that you will respond**

**2.) Click Submit**

Receipt acknowledged on 7/17/2019 12:17:35 PM (your local time)

Please confirm your intent to submit a response to this solicitation.

☐ WILL RESPOND: our intent is to respond to this Solicitation  
☐ NOT RESPOND: we will not be able to respond to this Solicitation.

Submit

Title	ID	Lot #	Round #	Status	Due / Close Date
UAT - SPO - RFP - Double	BPM000257	1	1	Open	7/31/2019 12:30:00 AM (your local time)

Solicitation Type  
RFP: Double Envelope Proposal

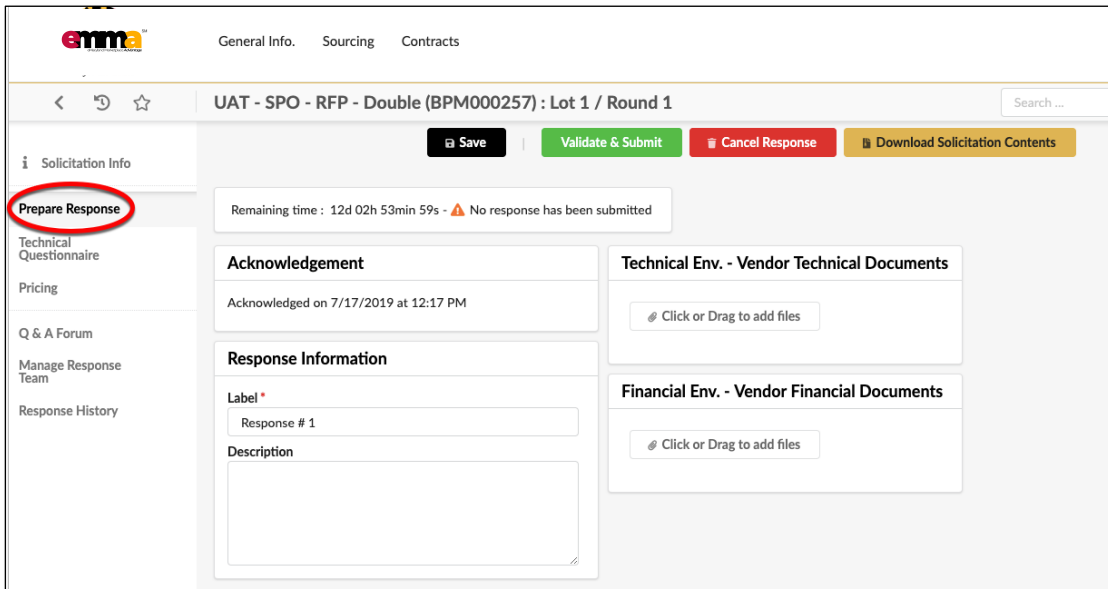
Main Category  
Human Resources

Issuing Agency  
Motor Vehicle Administration

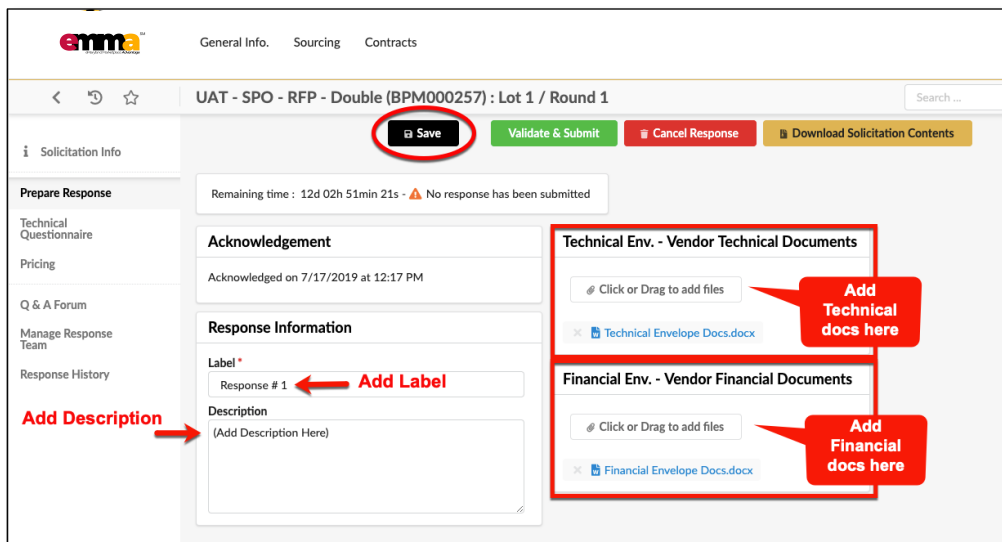
Procurement Officer / Buyer Email

### Preparing Response (Double Envelope)

- Start Preparing your Response by clicking "Prepare Response" on the left hand side of the screen.

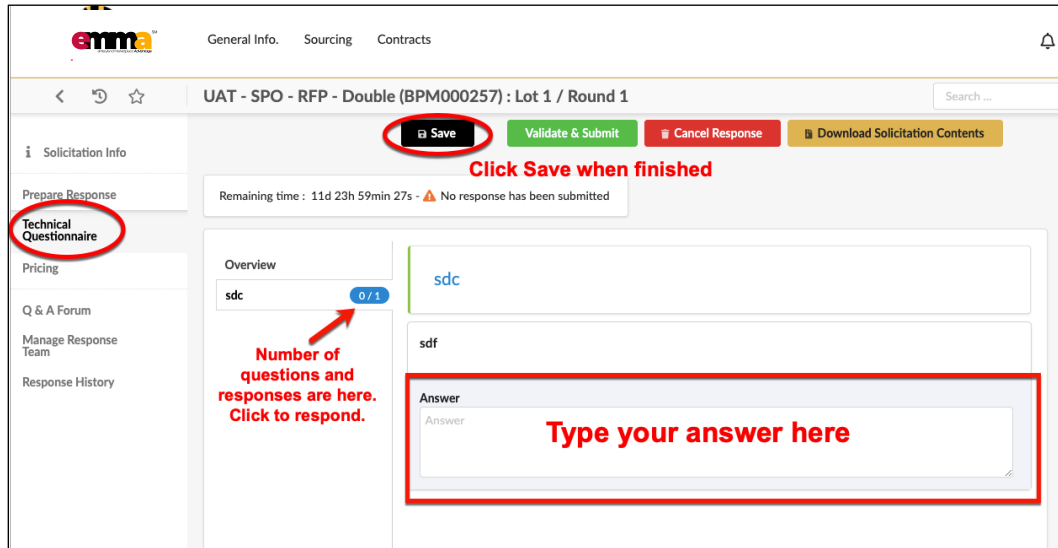


- Label your Solicitation Response and add a Description.
- Upload any Supporting Technical Documents for the Technical Envelope, and any Supporting Financial Documents to the Financial Envelope.
- Click Save.



### Technical Questionnaire (Double Envelope)

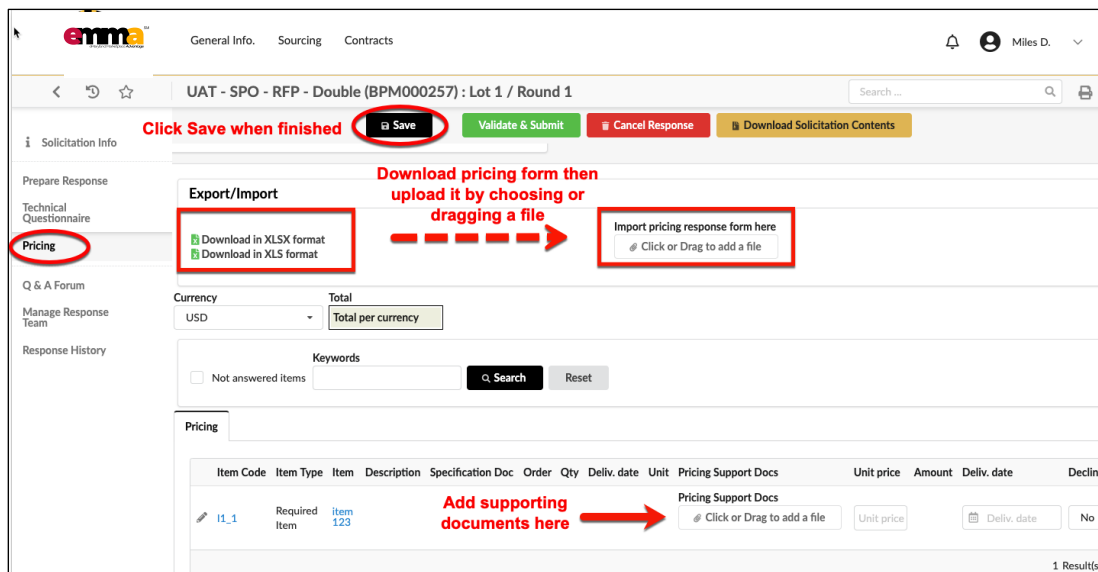
10. Click the Technical Questionnaire Tab.
11. View number of questions/answers in Blue.
12. Submit your response in the "Answer Box".
13. Click Save when finished.



The screenshot shows the eMMA interface for a solicitation titled "UAT - SPO - RFP - Double (BPM000257) : Lot 1 / Round 1". The left sidebar has the "Technical Questionnaire" tab selected. The main area shows a "Save" button circled in red with the text "Click Save when finished" above it. Below this, a red arrow points to a blue circle containing "9/1", with the text "Number of questions and responses are here. Click to respond." below it. The "Answer" section is highlighted with a red box and contains the text "Type your answer here".

### Pricing (Double Envelope)

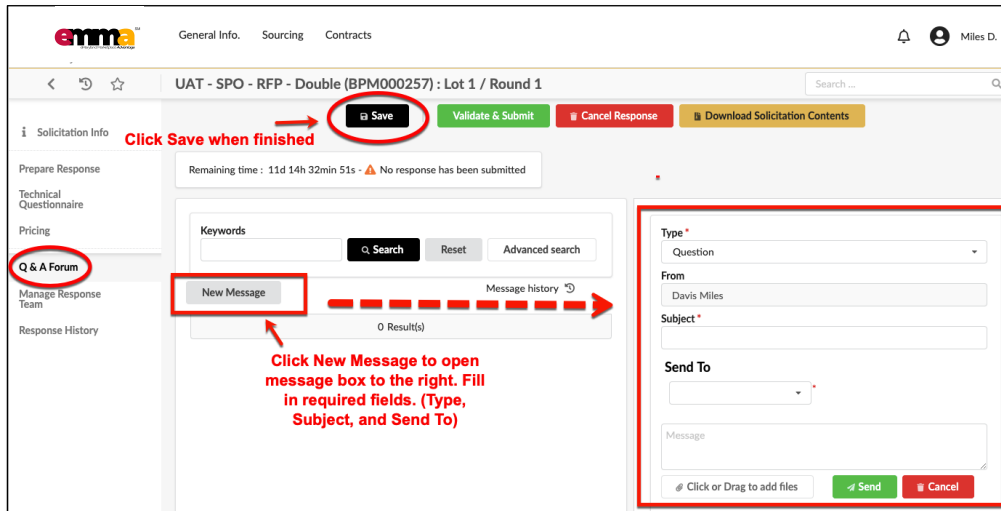
14. Click on the Pricing Tab.
15. Export Pricing Form, complete, then upload by clicking or dragging file.
16. Click Save when finished.



The screenshot shows the eMMA interface for the same solicitation, now on the "Pricing" tab. The "Pricing" tab is selected in the left sidebar. The main area shows an "Export/Import" section with two buttons: "Download in XLSX format" and "Download in XLS format", both circled in red. A red arrow points from these buttons to a box labeled "Import pricing response form here" with the text "Click or Drag to add a file". Above this, a red box contains the text "Download pricing form then upload it by choosing or dragging a file". The "Save" button is also circled in red with the text "Click Save when finished" above it. At the bottom, a table titled "Pricing" shows a single item with a red arrow pointing to the "Pricing Support Docs" column, with the text "Add supporting documents here" above it.

### Q&A Forum (Double Envelope)

17. Click on Q&A Forum Tab.
18. Click New Message.
19. Type your message in the box that appears to the right, filling in all required fields.
20. Click Send to Send your message to the selected recipients.

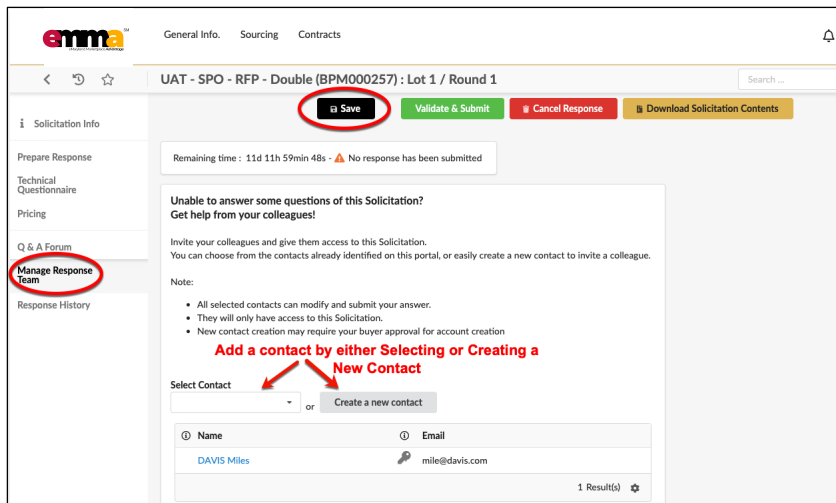


Click Save when finished

Click New Message to open message box to the right. Fill in required fields. (Type, Subject, and Send To)

### Managing Response Team (Double Envelope)

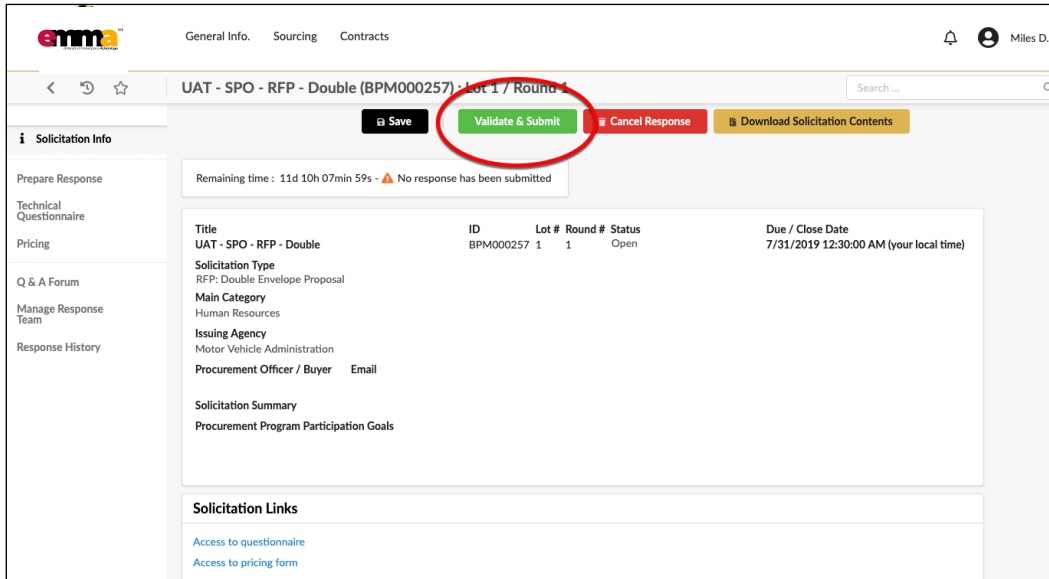
21. Click the Manage Response Team tab
22. Add contacts by either Selecting from the drop down box, or Creating a new Contact
23. Click Save once you are finished



Add a contact by either Selecting or Creating a New Contact

### Submitting Your Response (Double Envelope)

24. Click Validate and Submit.



The screenshot shows the eMMA web application interface. The top navigation bar includes 'General Info.', 'Sourcing', and 'Contracts'. The user is logged in as 'Miles D.'. The main header displays 'UAT - SPO - RFP - Double (BPM000257) : Lot 1 / Round 1'. Below the header, there are four buttons: 'Save', 'Validate & Submit' (circled in red), 'Cancel Response', and 'Download Solicitation Contents'. The left sidebar contains a 'Solicitation Info' section with links for 'Prepare Response', 'Technical Questionnaire', 'Pricing', 'Q & A Forum', 'Manage Response Team', and 'Response History'. The main content area shows a 'Remaining time' of 11d 10h 07min 59s and a message 'No response has been submitted'. Below this is a table with the following data:

Title	ID	Lot #	Round #	Status	Due / Close Date
UAT - SPO - RFP - Double	BPM000257	1	1	Open	7/31/2019 12:30:00 AM (your local time)

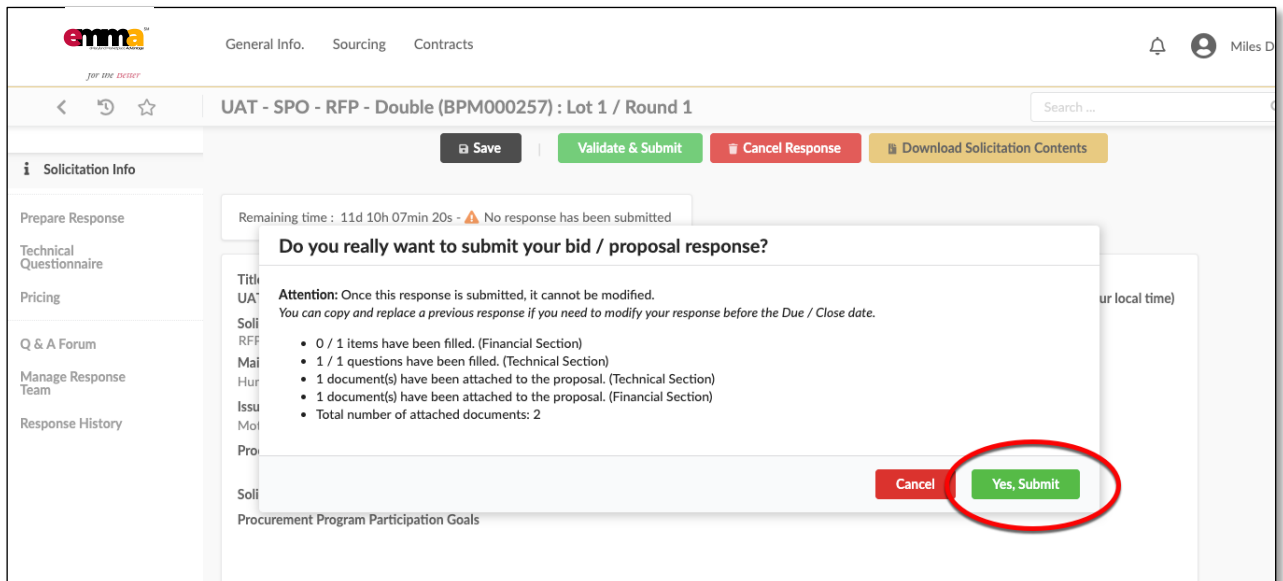
Below the table, there is a 'Solicitation Type' section with the following details:

- Solicitation Type:** RFP: Double Envelope Proposal
- Main Category:** Human Resources
- Issuing Agency:** Motor Vehicle Administration
- Procurement Officer / Buyer:** Email
- Solicitation Summary:** Procurement Program Participation Goals

At the bottom, there are 'Solicitation Links' for 'Access to questionnaire' and 'Access to pricing form'.

### Submitting Your Response (Double Envelope)

25. Double check that all information is correct, then click "Yes, Submit".



The screenshot shows the eMMA web application interface with a confirmation dialog box open. The dialog box title is 'Do you really want to submit your bid / proposal response?'. The main content area shows a 'Remaining time' of 11d 10h 07min 20s and a message 'No response has been submitted'. Below this is a table with the following data:

Title	ID	Lot #	Round #	Status	Due / Close Date
UAT - SPO - RFP - Double	BPM000257	1	1	Open	7/31/2019 12:30:00 AM (your local time)

Below the table, there is a 'Solicitation Type' section with the following details:

- Solicitation Type:** RFP: Double Envelope Proposal
- Main Category:** Human Resources
- Issuing Agency:** Motor Vehicle Administration
- Procurement Officer / Buyer:** Email
- Solicitation Summary:** Procurement Program Participation Goals

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Yes, Submit' (circled in red).