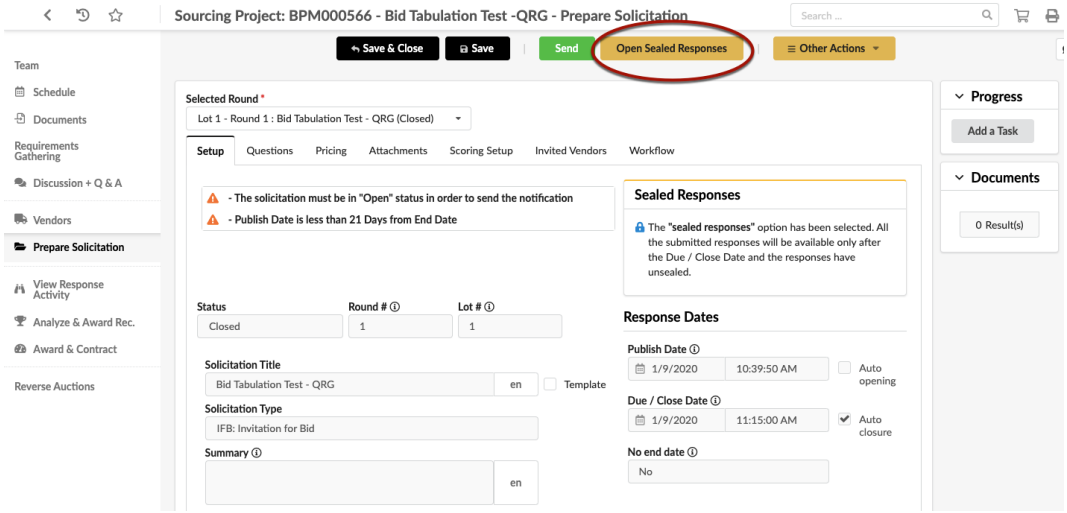
Bid Tabulation
eMMA Quick Reference Guide

OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand the Bid Tabulation feature in eMMA.

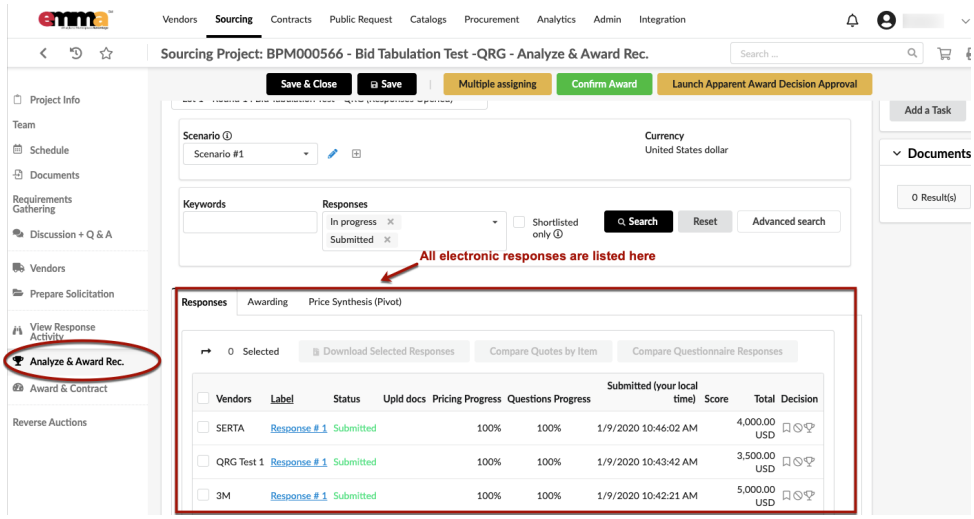
Process – Open Sealed Responses

1.) From within your solicitation, click Open Sealed Responses at the top of the page



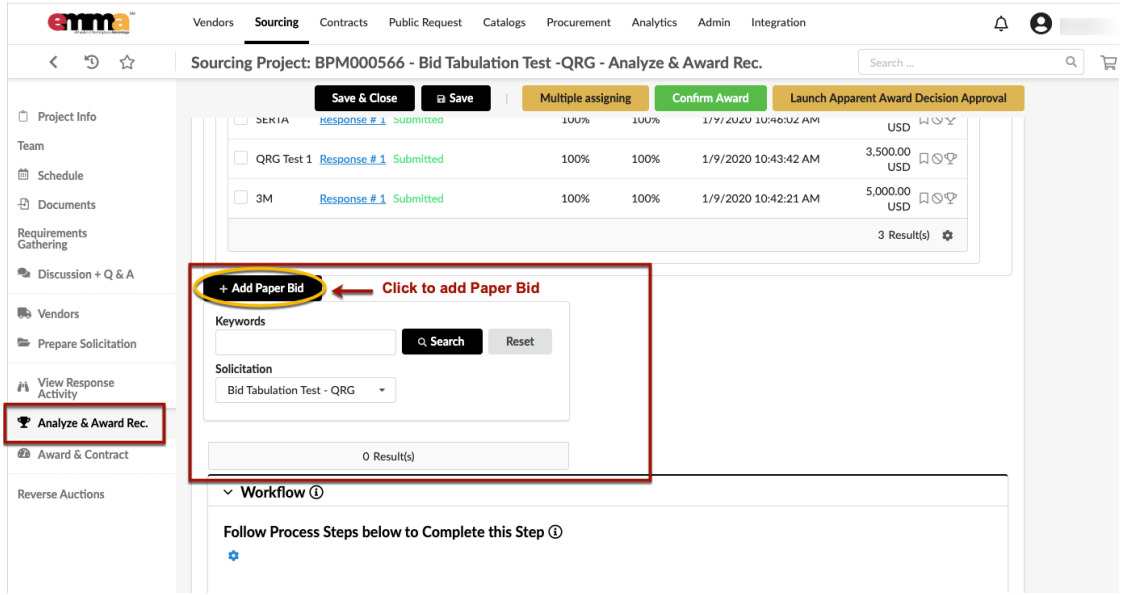
Process - View Electronic Bid Responses

2.) Click Analyze & Award on the left side of the screen.
3.) All electronic responses are shown in the table.



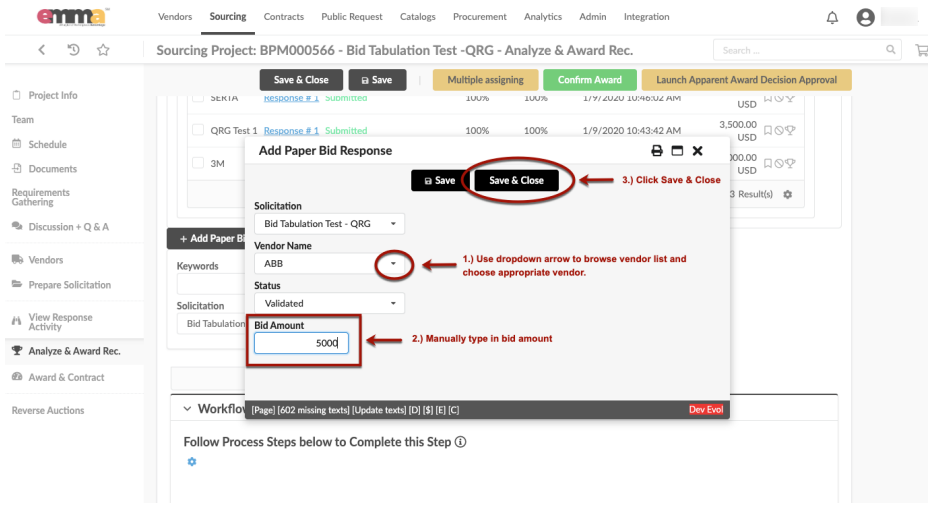
Process – Add Paper Bid Response

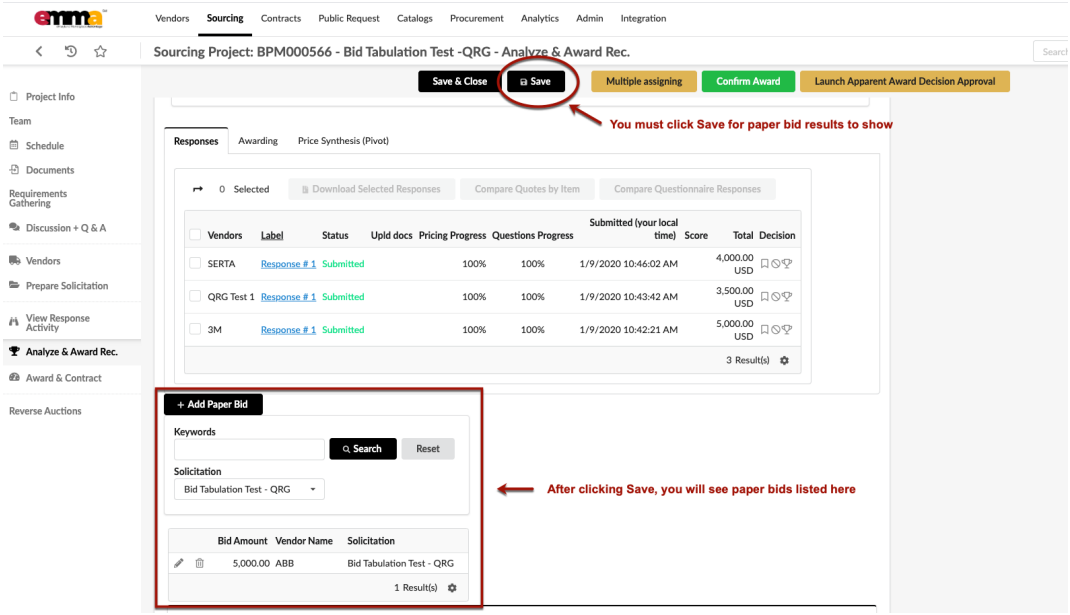
4.) If a vendor submits a paper bid, manually add the bid information.
5.) Click Analyze & Award on the left side of the screen.
6.) Click Add Paper Bid.



Process – Add Paper Bid Response

7.) Click the dropdown name under Vendor Name to see a list of all vendors. Choose the appropriate vendor.
8.) Manually type in the bid amount in the Bid Amount section.
9.) Click Save and Close.



Process – Add Paper Bid Response

10.) Click Save at the top of the screen. *You must do this for your paper bid results to populate*
11.) Repeat steps 6-10 for all paper bids.