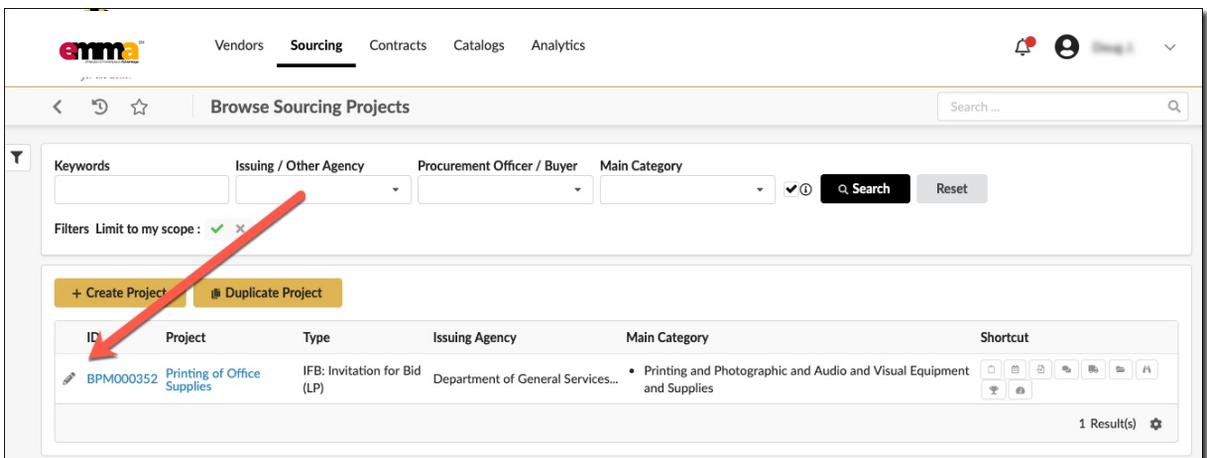


OVERVIEW

This Quick Reference Guide (QRG) will help you award to a Vendor. Awards may be created by pre-defined algorithms in eMMA or by your own analysis. Awards can be to a single Vendor or multiple Vendors using percentage/amount or items/lots.

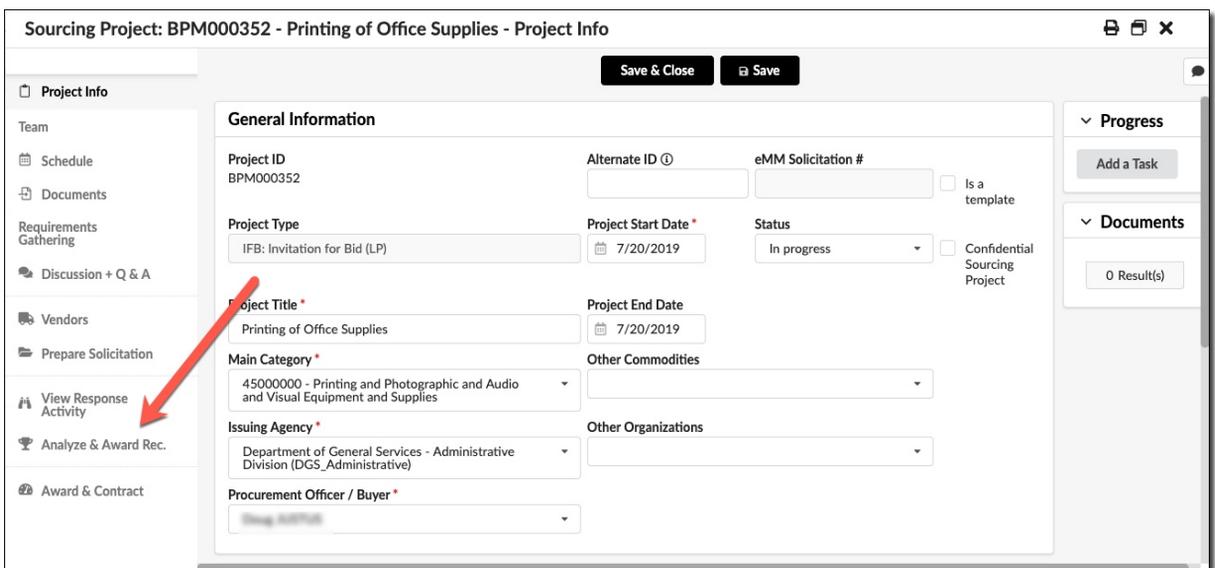
PROCESS

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 navigation tabs: Vendors, Sourcing (selected), Contracts, Catalogs, and Analytics. Below the navigation is a search bar and filter options for Keywords, Issuing / Other Agency, Procurement Officer / Buyer, and Main Category. A table lists the search results, with one entry: ID 'BPM000352', Project 'Printing of Office Supplies', Type 'IFB: Invitation for Bid (LP)', Issuing Agency 'Department of General Services...', and Main Category 'Printing and Photographic and Audio and Visual Equipment and Supplies'. A red arrow points to the pencil icon in the 'Shortcut' column for this entry.

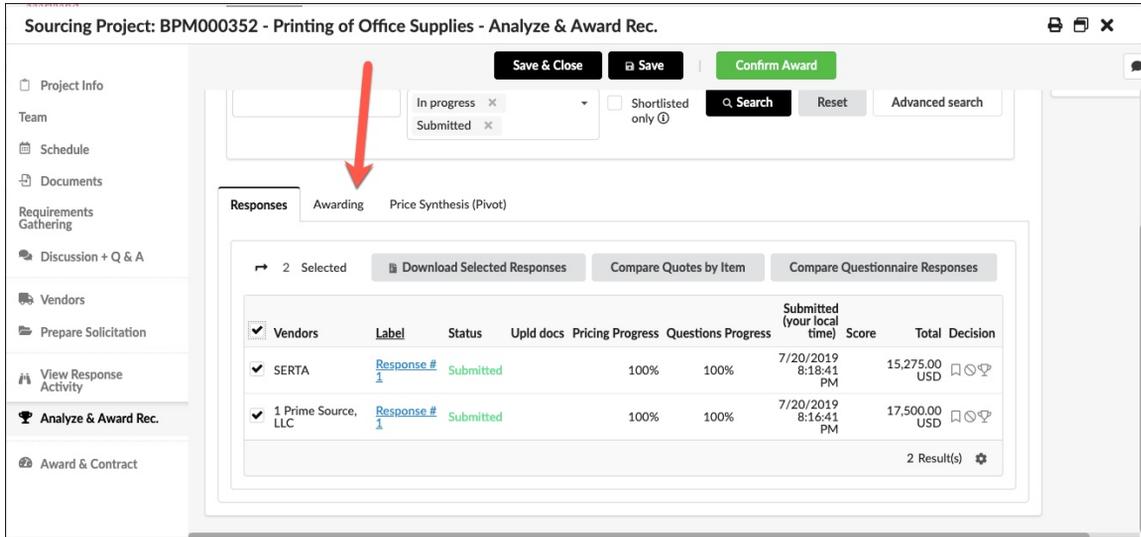
3. Click "Analyze & Award Rec" sub-tab and select the final round.



The screenshot shows the 'Project Info' page for 'Sourcing Project: BPM000352 - Printing of Office Supplies'. The page has a left-hand navigation menu with options: Team, Schedule, Documents, Requirements Gathering, Discussion + Q & A, Vendors, Prepare Solicitation, View Response Activity, Analyze & Award Rec. (highlighted with a red arrow), and Award & Contract. The main content area is titled 'General Information' and contains fields for 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)), and Procurement Officer / Buyer.

PROCESS (continued)

4. The responses display. Click the “Awarding” tab. Scroll down to the pricing grid.



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

Buttons: Save & Close, Save, Confirm Award

Filters: In progress, Submitted, Shortlisted only, Search, Reset, Advanced search

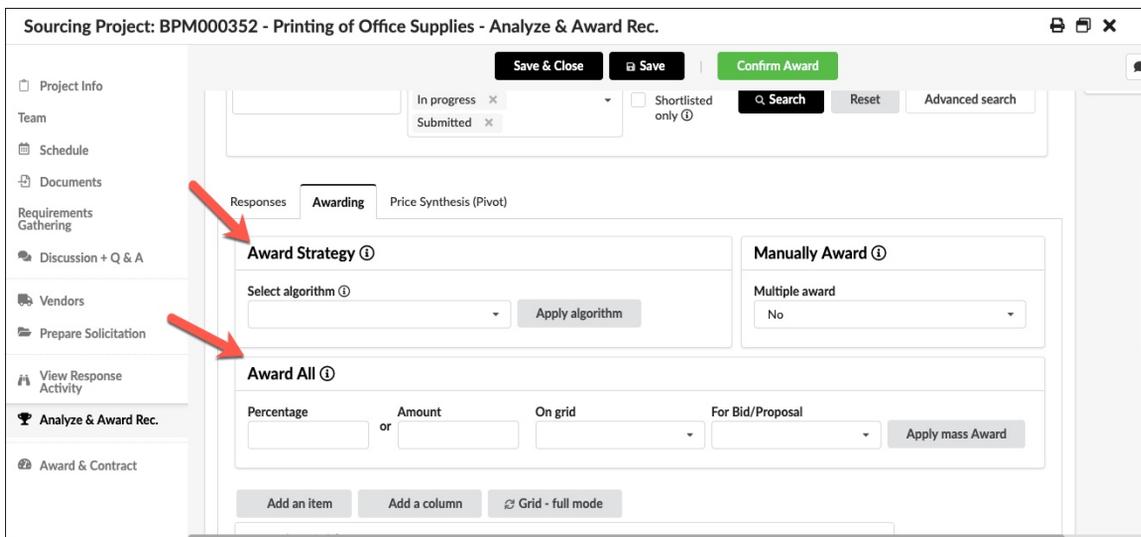
Responses: Awarding, Price Synthesis (Pivot)

2 Selected | 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
✓ SERTA	Response # 1	Submitted		100%	100%	7/20/2019 8:18:41 PM		15,275.00 USD	🗄️🔍🔄
✓ 1 Prime Source, LLC	Response # 1	Submitted		100%	100%	7/20/2019 8:16:41 PM		17,500.00 USD	🗄️🔍🔄

2 Result(s) ⚙️

5. Unless you wish to use an algorithm to award, skip past Award Strategy and Award All. **To award a vendor, skip to Step #7.** To use an algorithm or strategy, choose whether to “Award All” or make the award via algorithm. Award algorithms include:
- Best overall bid, - Best price on each line,- Best rating, - Best spread among 2 bids, and
 - Best spread among 3 bids.



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

Buttons: Save & Close, Save, Confirm Award

Filters: In progress, Submitted, Shortlisted only, Search, Reset, Advanced search

Responses: Awarding, Price Synthesis (Pivot)

Award Strategy ⓘ

Select algorithm ⓘ | Apply algorithm

Manually Award ⓘ

Multiple award: No

Award All ⓘ

Percentage: _____ or Amount: _____ On grid: _____ For Bid/Proposal: _____

Apply mass Award

Add an item | Add a column | Grid - full mode

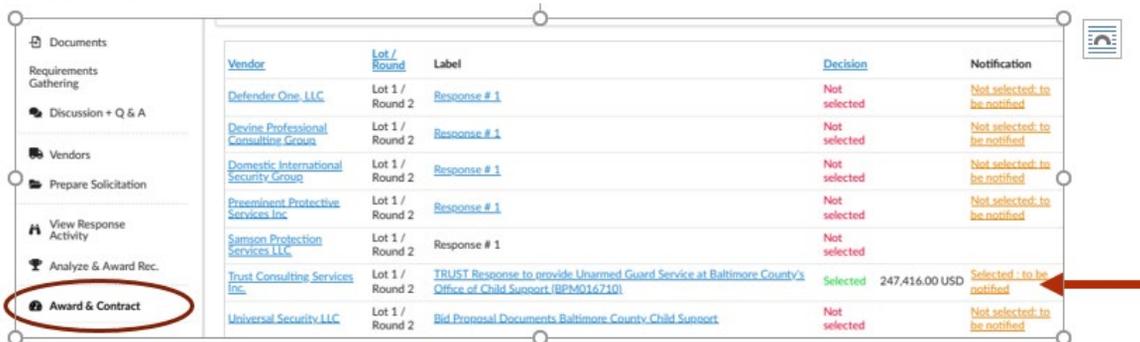
6. Click “Confirm Award” and then click “Save”. (If you used an algorithm or other system tool above, skip to step 10 to complete.)

PROCESS (continued)

- Click on the total for the vendor you want to award. A check mark will appear on every line option submitted for the selected vendor.
- If you do not wish to award every option line to the vendor, you must removed the check marks for the option line not to be awarded. To remove check marks, click on the dollar amount for the options lines you are not awarding. The check marks will disappear next to those items.
Only items with check marks will be awarded.

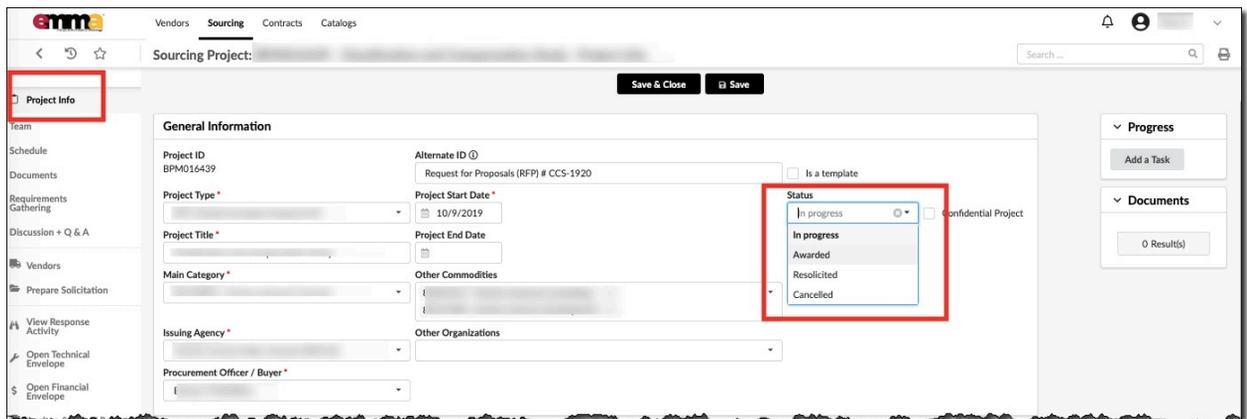
Vendors	Response # 1		Watkins Security Agency, Inc...		Universal Security LLC Bid Pro...		Trust Consulting Services Inc...	
	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
View Response Activity	62,400.00	21.38	44,470.40	21.67	45,073.60	20.50	✓ 42,640.00	
Analyze & Award Rec.	62,400.00	21.38	44,470.40	21.67	45,073.60	20.50	✓ 42,640.00	
Award & Contract	62,400.00	21.81	45,364.80	21.67	45,073.60	20.50	✓ 42,640.00	
	62,400.00	22.24	46,259.20	21.67	45,073.60	20.50	42,640.00	
	62,400.00	22.69	47,195.20	21.67	45,073.60	20.50	42,640.00	
	46,800.00	18.94	39,395.20	19.25	40,040.00	19.15	✓ 39,832.00	
	46,800.00	18.94	39,395.20	19.25	40,040.00	19.15	✓ 39,832.00	
	46,800.00	19.32	40,185.60	19.25	40,040.00	19.15	✓ 39,832.00	

- Click the Confirm Award button and then click OK on the popup confirmation dialogue box.
- Click the Award and Contract tab to confirm that it shows the award amount for the base term for the selected vendor.



Vendor	Lot / Round	Label	Decision	Notification
Defender One, LLC	Lot 1 / Round 2	Response # 1	Not selected	Not selected - to be notified
Devine Professional Consulting Group	Lot 1 / Round 2	Response # 1	Not selected	Not selected - to be notified
Domestic International Security Group	Lot 1 / Round 2	Response # 1	Not selected	Not selected - to be notified
Preeminent Protective Services Inc.	Lot 1 / Round 2	Response # 1	Not selected	Not selected - to be notified
Samson Projection Services LLC	Lot 1 / Round 2	Response # 1	Not selected	Not selected - to be notified
Trust Consulting Services Inc.	Lot 1 / Round 2	TRUST Response to provide Unarmed Guard Service at Baltimore County's Office of Child Support (BPM016710)	Selected	247,416.00 USD Selected - to be notified
Universal Security LLC	Lot 1 / Round 2	Bid Proposal Documents Baltimore County Child Support	Not selected	Not selected - to be notified

- Click the Save button at the top.
- Click the Project Info tab, change the Status to Awarded, and click Save (or Save & Close).



Project ID: BPM016439
 Project Type: Request for Proposals (RFP) # CCS-1920
 Project Start Date: 10/9/2019
 Project End Date: []
 Main Category: []
 Issuing Agency: []
 Procurement Officer / Buyer: []

Status: **Awarded**