

OVERVIEW

This Quick Reference Guide (QRG) is designed to help vendors understand how to successfully respond to the COVID-19 Emergency Medical Supplies Request for Information (RFI) within eMaryland Marketplace Advantage (eMMA).

Key Steps:

1. **Access the COVID-19 Emergency Medical Supplies RFI**
2. **Acknowledge Receipt of Solicitation**
3. **Prepare Response: Questionnaire & Pricing Grid**
4. **Validate and Submit**

NOTE: To participate in the RFI all vendors must be registered within eMMA

IMPORTANT: For best results, access eMMA via Google Chrome.

Access the COVID-19 Emergency Medical Supplies RFI

Access the RFI by clicking the link within the eMMA system generated email and log in.

You are invited to respond to the solicitation listed below. Please [CLICK HERE](#) to access the solicitation in eMMA.

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you MUST advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

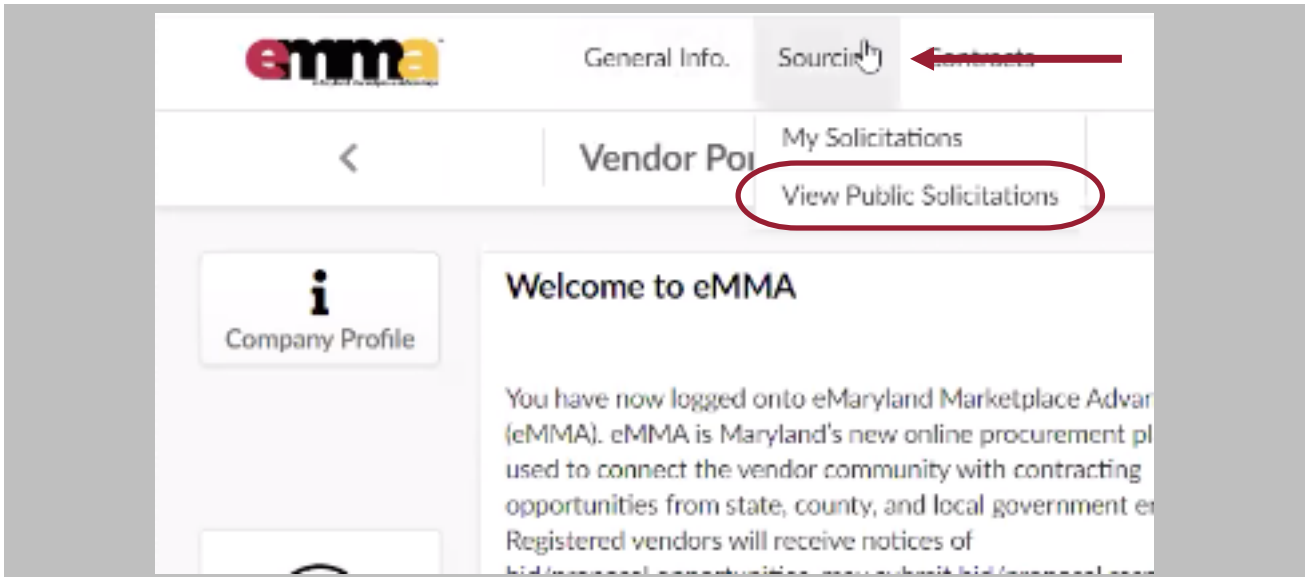
- RFX name : [rfp_label]
- RFX id : [rfp_num]
- Main commodity : [rfp_family]
- Lot # : [rfp_lot]
- Round # : [rfp_round]
- End date : [rfp_due_date]
- Requester : [rfp_requester]
- Supplier name : [current_supplier_name]

We look forward to hearing from you.

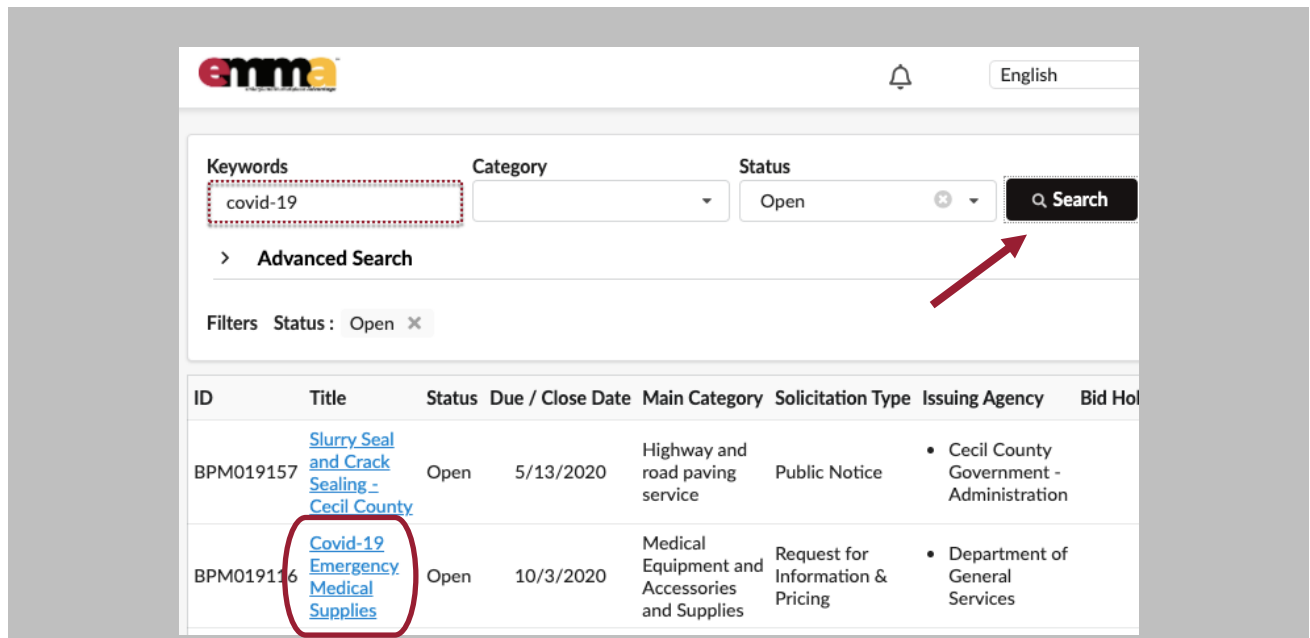
Regards,

Access the COVID-19 Emergency Medical Supplies RFI cont.

1. Alternatively the RFI can be accessed by logging directly into eMMA, selecting the **Sourcing** tab and **View Public Solicitations**.

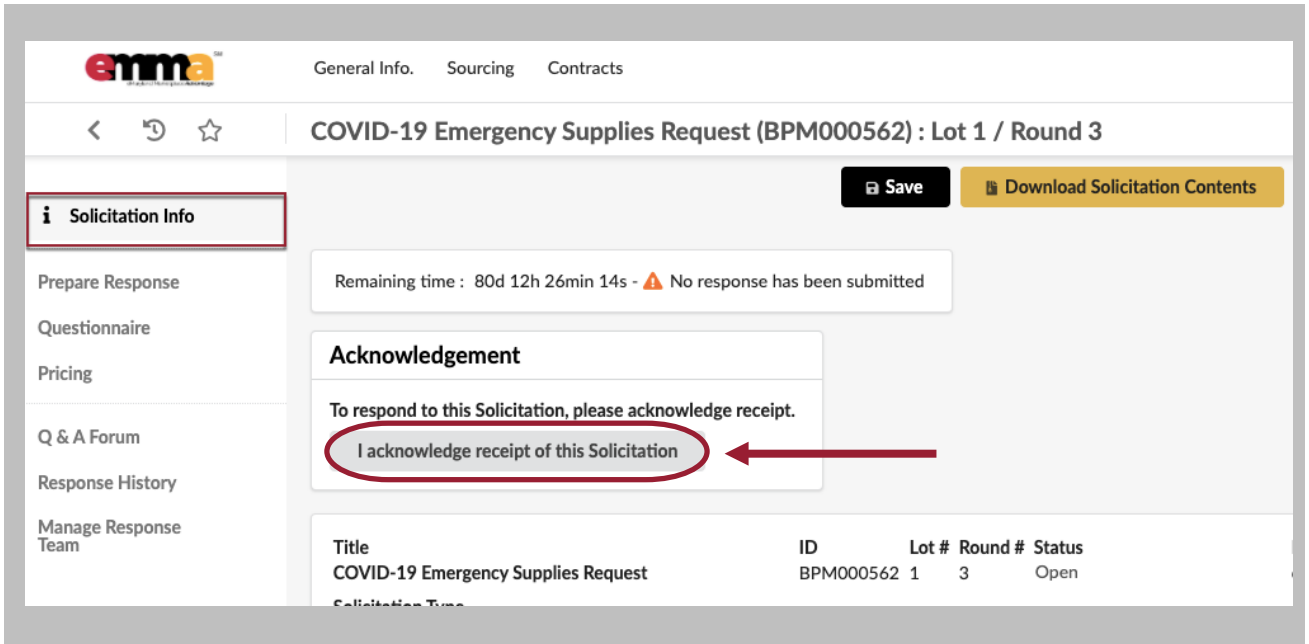


2. Review the list and select the appropriate solicitation event; or enter **COVID-19** into the Keyword box and click **Search**.



Acknowledge Receipt of Solicitation

1. Complete the Acknowledgement by clicking the grey “I acknowledge receipt of this Solicitation” box.

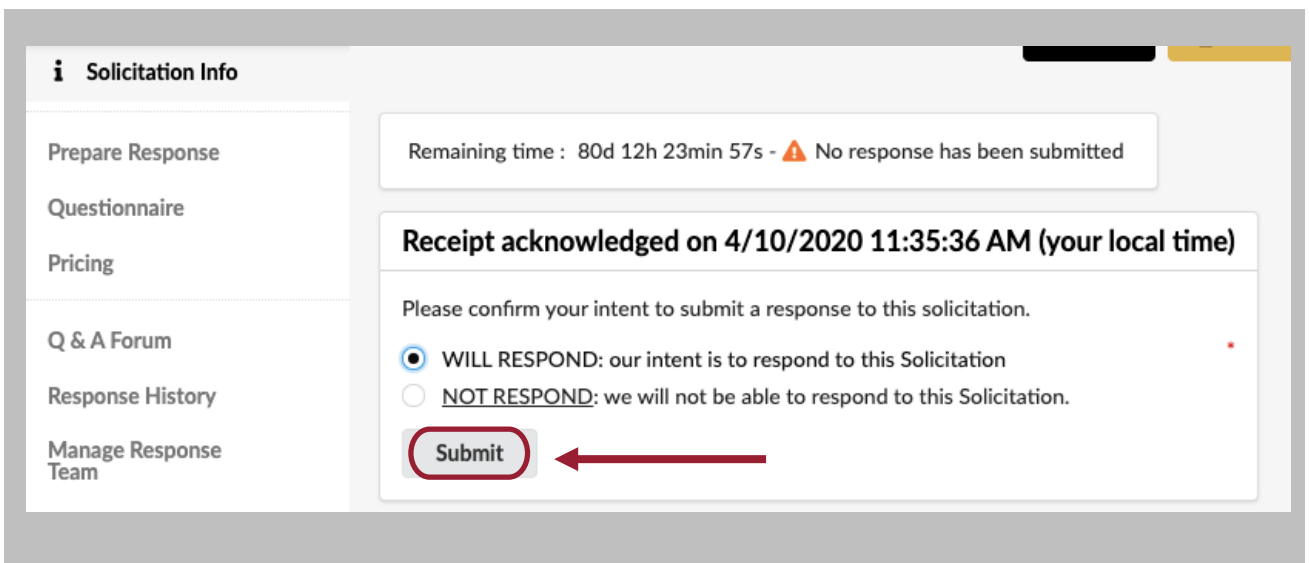


The screenshot shows the eMMA portal interface for a solicitation titled "COVID-19 Emergency Supplies Request (BPM000562) : Lot 1 / Round 3". The left sidebar contains navigation options: Solicitation Info (highlighted with a red box), Prepare Response, Questionnaire, Pricing, Q & A Forum, Response History, and Manage Response Team. The main content area shows a "Remaining time" of 80d 12h 26min 14s and a warning that no response has been submitted. Below this is the "Acknowledgement" section with the text "To respond to this Solicitation, please acknowledge receipt." and a button labeled "I acknowledge receipt of this Solicitation" which is circled in red and pointed to by a red arrow. At the bottom, a table lists solicitation details:

Title	ID	Lot #	Round #	Status
COVID-19 Emergency Supplies Request	BPM000562	1	3	Open

2. Make selection based on intent to respond to the solicitation and click **Submit**.

NOTE: If you choose not to respond to the solicitation no further action is required. If you choose to respond to the solicitation continue to the next page of this guide to proceed.



The screenshot shows the eMMA portal interface after the acknowledgement step. The left sidebar is the same as in the previous screenshot. The main content area shows a "Remaining time" of 80d 12h 23min 57s and a warning that no response has been submitted. Below this is a section titled "Receipt acknowledged on 4/10/2020 11:35:36 AM (your local time)". It contains the text "Please confirm your intent to submit a response to this solicitation." and two radio button options: "WILL RESPOND: our intent is to respond to this Solicitation" (which is selected) and "NOT RESPOND: we will not be able to respond to this Solicitation." Below these options is a "Submit" button, which is circled in red and pointed to by a red arrow.

Prepare Response: Review Solicitation Details

1. Review the solicitation detail summary by clicking the **Solicitation Info** section.

Remaining time : 80d 12h 21min 52s - ⚠ No response has been submitted

Title	ID	Lot #	Round #	Status	Due / Close Date
COVID-19 Emergency Supplies Request	BPM000562	1	3	Open	6/30/2020 12:00:00 AM (your local time)

Solicitation Type
Request for Information & Pricing

Main Category
Medical Equipment and Accessories and Suppli...

Issuing Agency
Maryland Gov (OLD)

Procurement Officer / Buyer **Email**
Mike HAMEL mike.hamel@nitorpart...

Solicitation Summary
Procurement Program Participation Goals

Solicitation Links

- [Access to questionnaire](#)
- [Access to pricing form](#)

2. Click the **Questionnaire** section under *Prepare Response*; click **Access Questionnaire**

NOTE: You may need to expand the left side section to reveal the *Questionnaire* and *Pricing* subtabs.

Remaining time : 80d 12h 19min 10s - ⚠ No response has been submitted

Overview

Supplier Information 0 / 2

Vendor
BDL Medical Supplies DBA Answered by [Redacted]

Organization
Maryland Gov (OLD)

Commodity
42000000 - Medical Equipment and Accessories and Supplies

Answer Questionnaire

OR

Prepare Response cont.

3. Complete the *Supplier Information* Questionnaire and select **Save** to retain responses prior to proceeding.

Remaining time : 80d 12h 15min 00s - ⚠ No response has been submitted

Supplier Information 2 / 2

Identification

Do you have a DUNS Number?

Answer

Yes No

Supplier In Good Standing

Are you Debarred from doing business with the State of Maryland?

Answer

4. Click the **Pricing** section under *Prepare Response* within the left column to proceed.

Save

Remaining time : 80d 12h 15min 00s - ⚠ No re

Questionnaire

Pricing

Q & A Forum

Response History

Manage Response Team

Overview

Supplier Information 2 / 2

Supp

Identific

Do yo

Prepare Response cont.

5. The **Pricing Grid** can be completed by choosing one of the two options:
 - A. Exporting the document and completing offline in excel, and importing the completed grid by utilizing the *Click or Drag* feature;
 - B. Filling out the **Price Grid** within the *Pricing* tab

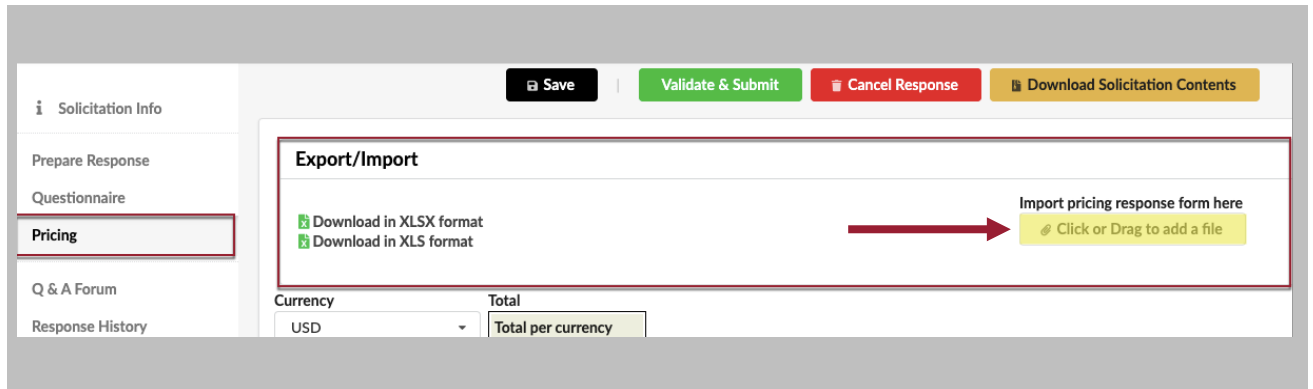
NOTE: The ⓘ (information bubble) for further detail on the indicated field.

A1. **Option A:** To export the Price Grid click **Download in XLSX or XLS** to review and complete the offline in Excel. **NOTE:** XLSX file format is for Excel edition 2007 – 2010 and XLS is for Excel edition 1997-2003.

A2. Upon opening the excel file navigate between the *Instructions*, *Price Grid* & *General PPE (Personal Protective Equipment Grid)* by clicking the tabs on the bottom of the sheet.

Prepare Response cont.

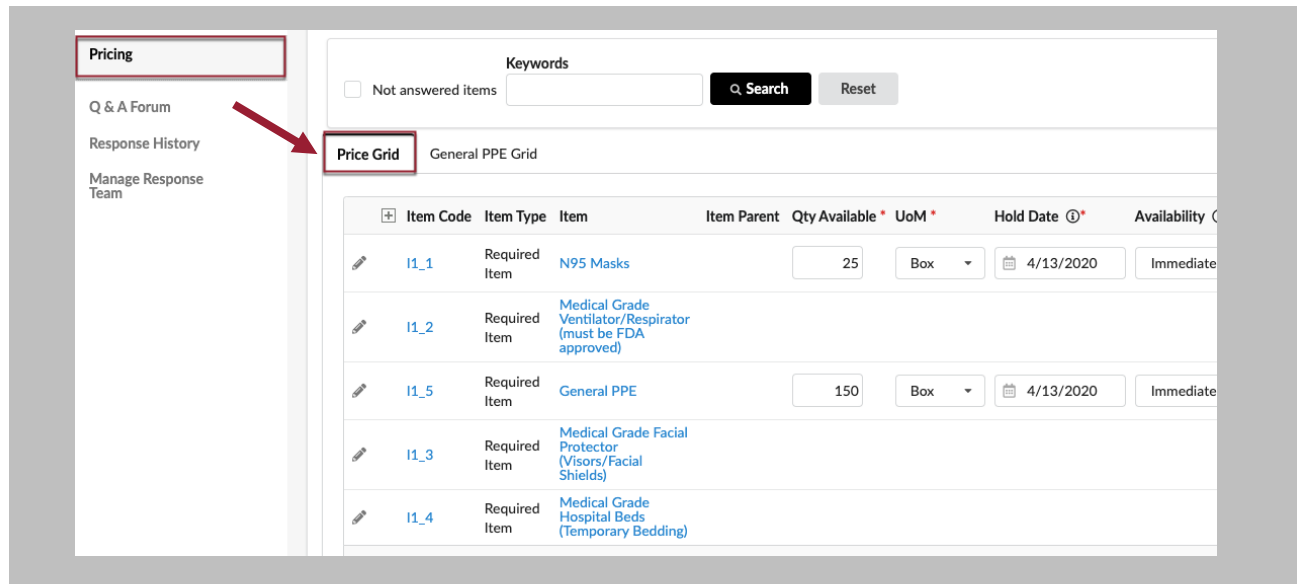
- A3. Once you have completed the Pricing file offline in excel, save the file to your computer.
- A4. To import the excel Pricing file you have just completed, navigate back to click **Click or Drag to add a file**. This will populate the Excel sheet data within the Pricing Grid (and if applicable the General PPE) tab in eMMA.



A5: Review the data fields to ensure accuracy and that all required fields are complete; click **Save**.

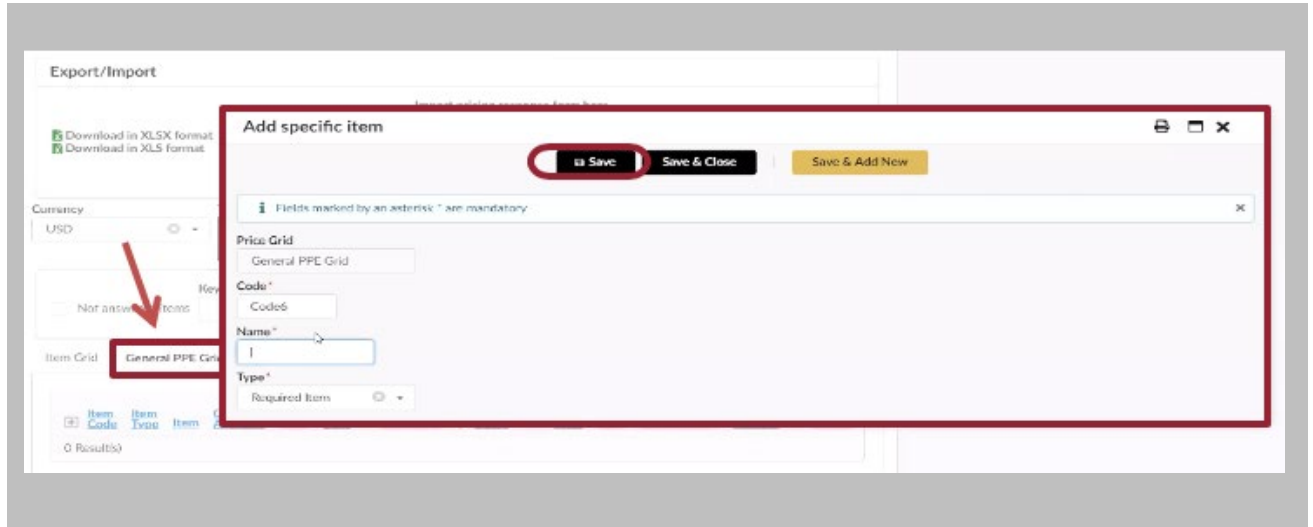
NOTE: All fields indicated with a red asterisk * are required for response submission.

B1: **Option B:** Fill out the Price Grid.

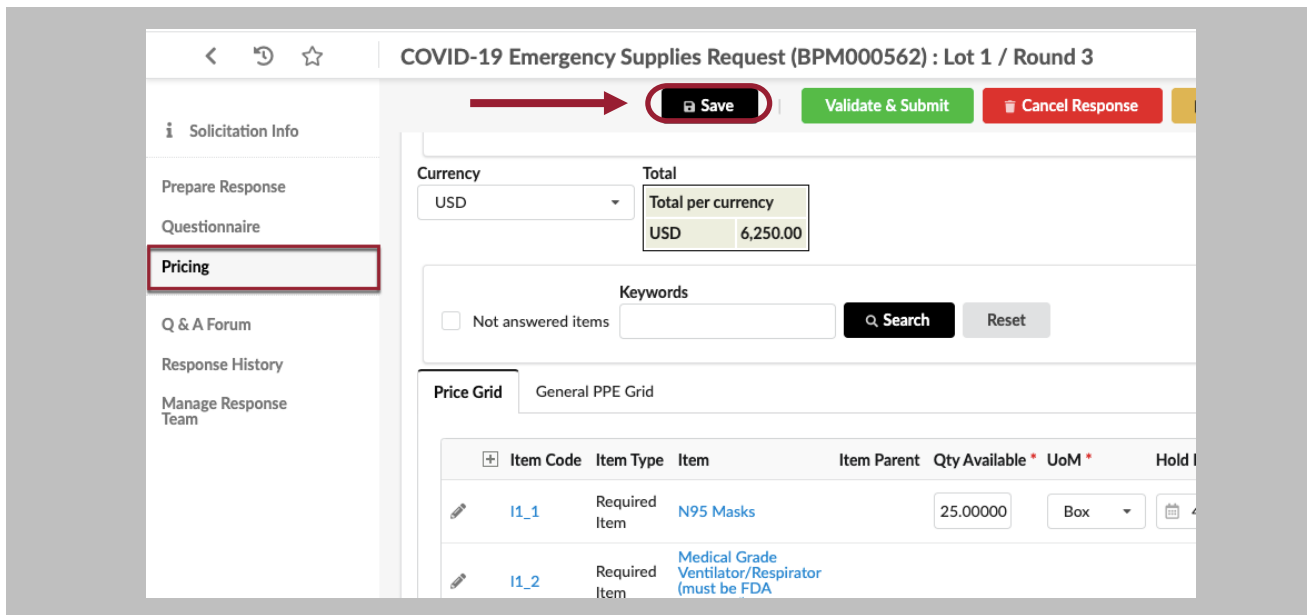


Prepare Response cont.

B2: The **General PPE Grid** is available to provide additional items of *Personal Protection Equipment* related to the solicitation. The General PPE Grid can be accessed by clicking the tab to the right of the Price Grid. As applicable complete the fields within the pop-up and select **Save** to proceed.

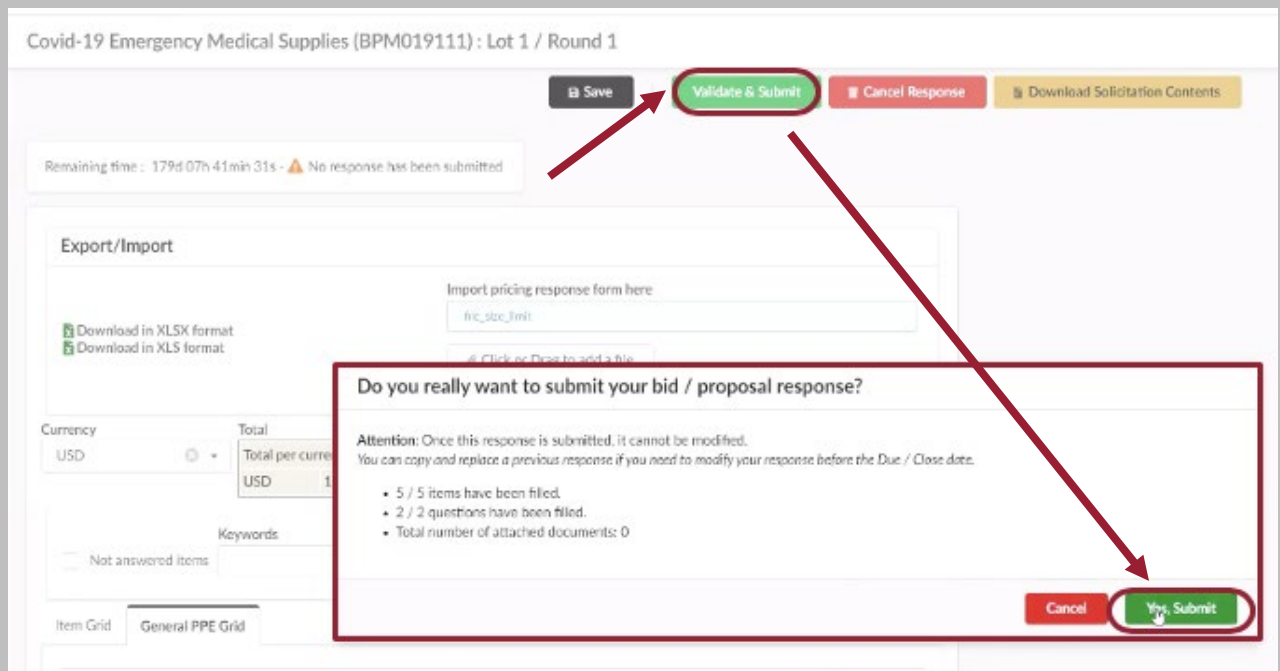


B3: Review the data fields to ensure accuracy and that all required fields are complete; click **Save** at the top of the screen.



Validate and Submit

1. Review the provided information within the *Questionnaire* and *Pricing* portions.
2. Once complete click the green **Validate & Submit** button at the top of the screen.
3. Review the confirmation summary and select **Yes Submit** if all information is correct to complete the RFI response.



Covid-19 Emergency Medical Supplies (BPM019111) : Lot 1 / Round 1

Save Validate & Submit Cancel Response Download Solicitation Contents

Remaining time : 179d 07h 41min 31s - No response has been submitted

Export/Import

Download in XLSX format
Download in XLS format

Currency: USD Total: USD 1

Keywords: Not answered items

Item Grid: General PPE Grid

Import pricing response form here
file_size_limit
Click or Drag to add a file

Do you really want to submit your bid / proposal response?

Attention: Once this response is submitted, it cannot be modified.
You can copy and replace a previous response if you need to modify your response before the Due / Close date.

- 5 / 5 items have been filled.
- 2 / 2 questions have been filled.
- Total number of attached documents: 0

Cancel Yes Submit