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

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

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

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

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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.
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.
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.
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.

![Validate and Submit](image)