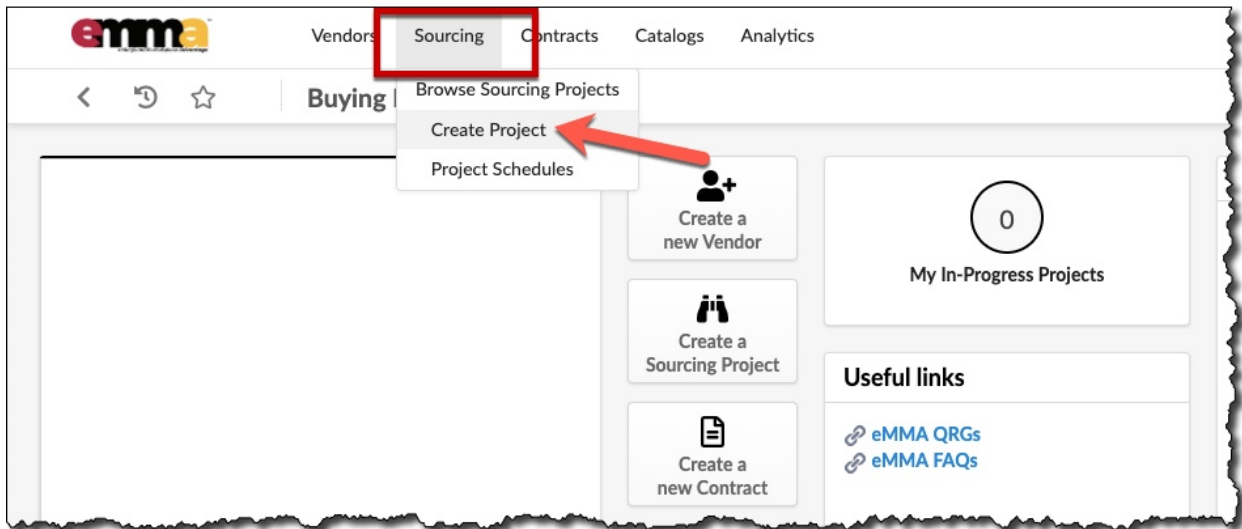


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you (*Procurement Officers & Buyers*) understand how to create large Procurement *Information for Bid* (IFB) Sourcing Projects in eMaryland Marketplace Advantage (eMMA).

SECTION 1: Navigate to the eMMA Home Screen

1. Access eMMA via SecureAuth or your login. IMPORTANT: For best results, access eMMA via Google Chrome.
2. Select the **Sourcing** module at the top of the home screen.
3. Click “**Create Project**” to continue.

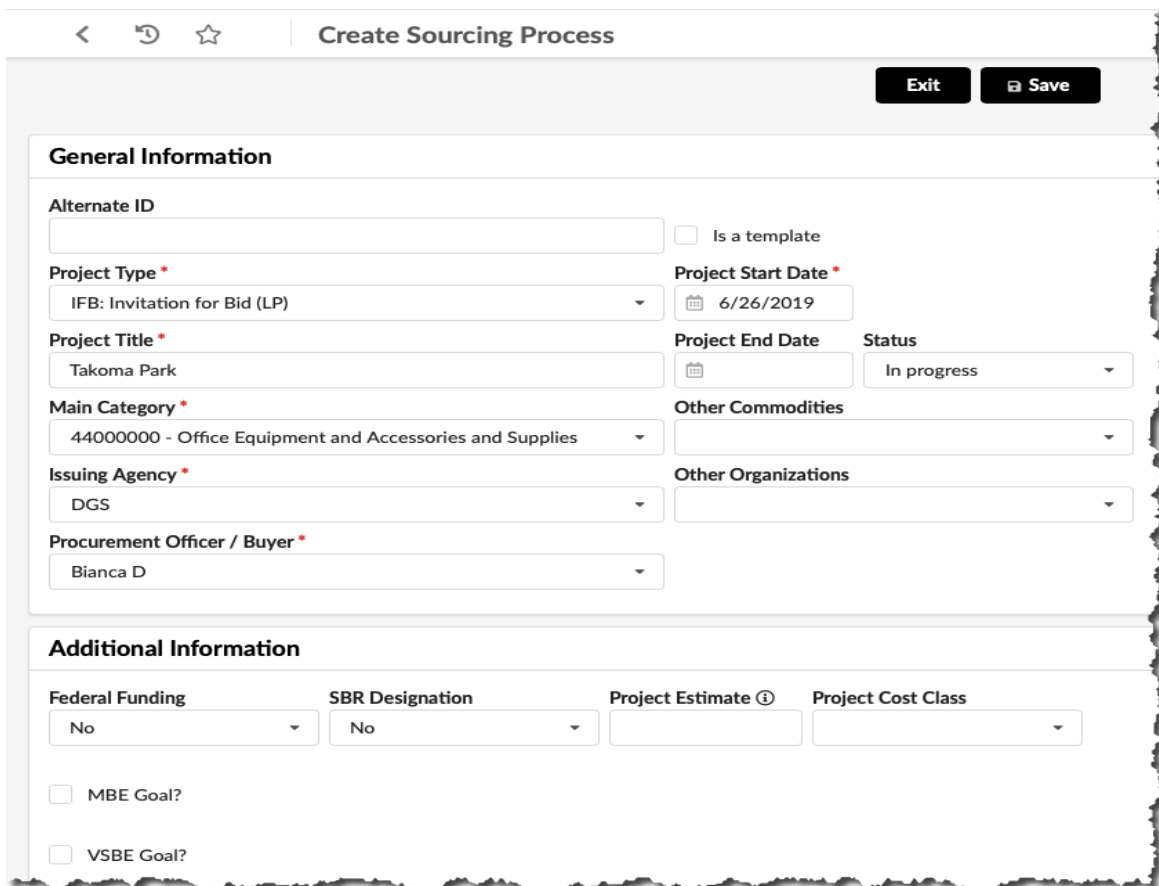


SECTION 2: General Information

NOTE: All fields marked with a red asterisk to the right are required and must be completed in order to proceed

Complete the required fields as indicated:

4. **Project Type:** Select the **IFB** (Information for Bid) option from the drop-down menu
NOTE: The IFB solicitation type is public and sealed. This solicitation type will allow for minimum qualification criteria to be flagged and disqualify bidders if they do not meet those criteria.
5. **Project Title:** Enter an appropriate title for the Sourcing Project
6. **Main Category:** Select a category from the drop-down or click "See All" to search commodities
7. **Issuing Agency:** Insert the name of the issuing agency of the Sourcing Project; the "See All" search function may also be utilized on this field
8. **Procurement Officer / Buyer:** Enter the name of the Procurement Officer / Buyer of the IFB Sourcing Project
9. **Project Start Date:** Enter the Project Start date
10. Once the required criteria is complete, click the **"Save"** button at the top of the screen.



Create Sourcing Process

General Information

Alternate ID

☐ Is a template

Project Type * IFB: Invitation for Bid (LP)

Project Start Date * 6/26/2019

Project Title * Takoma Park

Project End Date

Status In progress

Main Category * 44000000 - Office Equipment and Accessories and Supplies

Other Commodities

Issuing Agency * DGS

Other Organizations

Procurement Officer / Buyer * Bianca D

Additional Information

Federal Funding No

SBR Designation No

Project Estimate

Project Cost Class

☐ MBE Goal?

☐ VSBE Goal?

SECTION 3: Additional Information

NOTE: All fields marked with a red asterisk to the right are required and must be completed in order to proceed

Complete the required fields as indicated:

11. **Federal Funding:** Indicate the status of the **Federal Funding**
12. **SBR Description:** Enter the **Small Business Reserve** description
13. **MBE Goal:** Indicate the **Minority Business Enterprise** Goal Status
14. **VSBE Goal:** Indicate the **Veteran-Owned Small Business Enterprise** Goal Status
15. Once the required criteria is complete, click the **"Save"** button at the top of the screen.

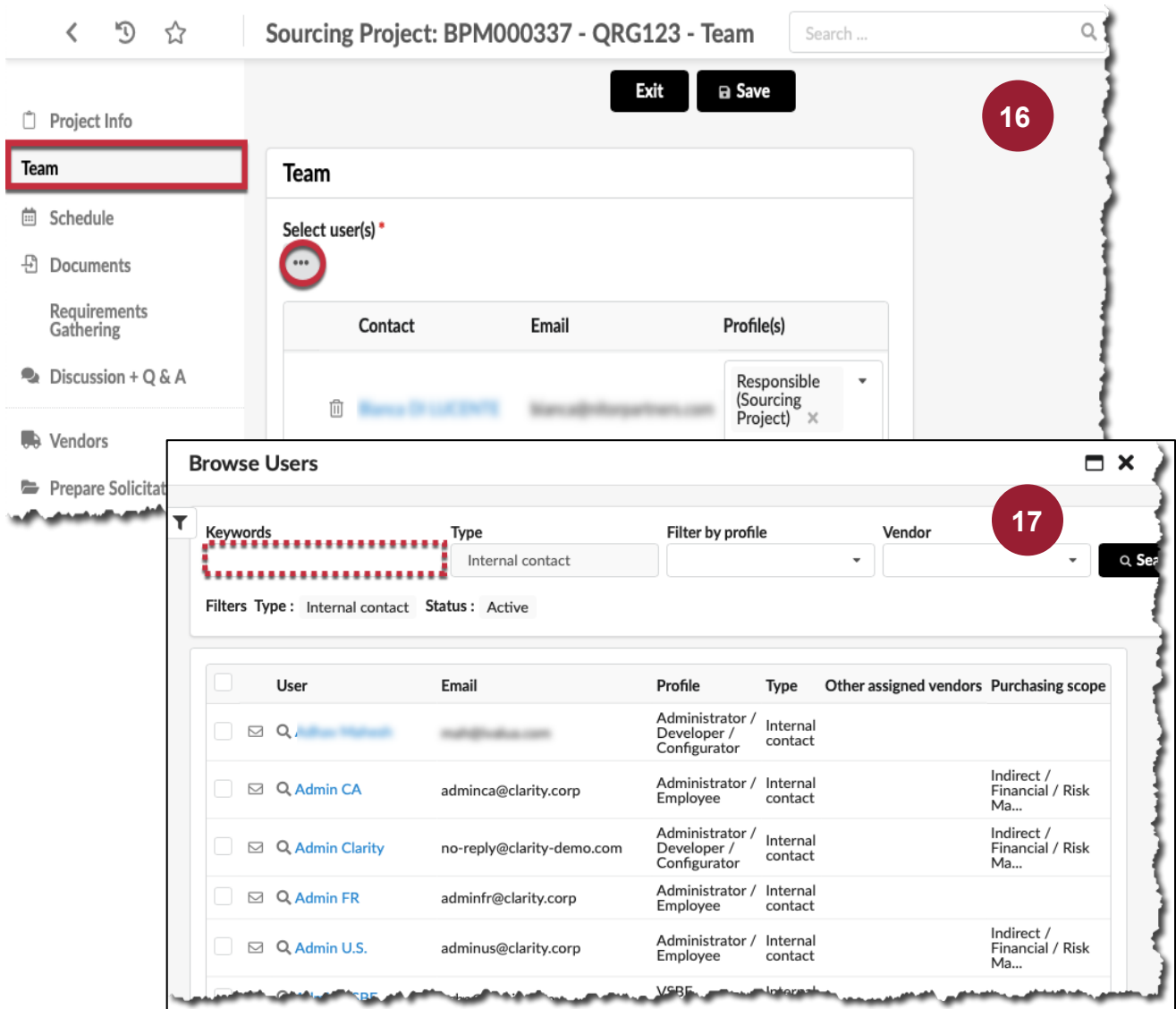
Additional Information

Federal Funding * <input type="text" value="No"/>	SBR Designation * <input type="text" value="No"/>	Project Estimate ⓘ <input type="text"/>	Project Cost Class <input type="text"/>
MBE Goal? * <input type="text" value="Yes"/>	MBE Participation (%) <input type="text" value="25"/>		
<input type="checkbox"/> MBE Sub-Goal? ⓘ			
VSBE Goal? * <input type="text" value="Yes"/>	VSBE Participation (%) <input type="text" value="25"/>		

SECTION 4: Create a Team

The Owner of the Sourcing Project may choose to create a **Team** for the specific event to drive transparency and collaboration through out the process.

16. Select the “**Team**” step from the menu bar on the left side of the screen; click the “**three-dot**” button to add team members.
17. Scroll the pop-up to browse and identify desired team members or use the text box” to search for a specific individual; select and close out of the screen.



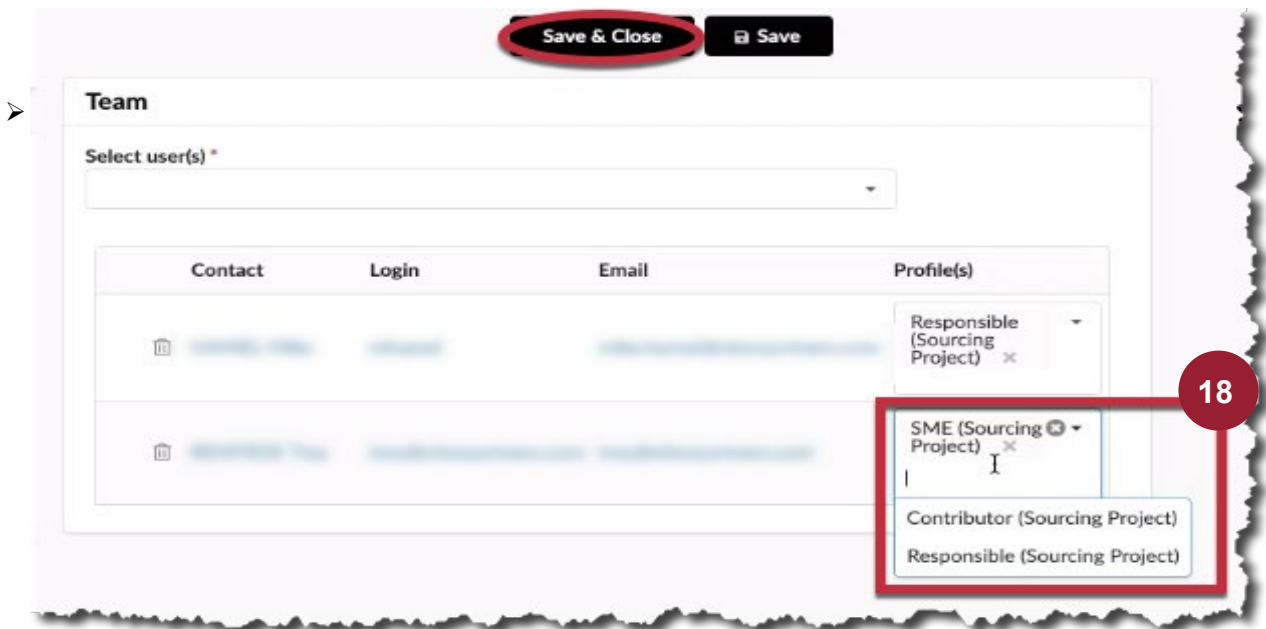
The screenshot shows the 'Sourcing Project: BPM000337 - QRG123 - Team' interface. On the left, the 'Team' step is selected in the menu bar. The main area shows a 'Team' section with a 'Select user(s)' button (indicated by a red circle and number 16). Below this is a table with columns: Contact, Email, Profile(s), and Responsible (Sourcing Project). A 'Browse Users' pop-up window is open, showing a search interface with a 'Keywords' field (indicated by a red dashed box and number 17), a 'Type' dropdown set to 'Internal contact', and a 'Filter by profile' dropdown. The pop-up also shows a table of users with columns: User, Email, Profile, Type, Other assigned vendors, and Purchasing scope.

User	Email	Profile	Type	Other assigned vendors	Purchasing scope
<input type="checkbox"/> Admin U.S.	adminus@clarity corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin FR	adminfr@clarity corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin Clarity	no-reply@clarity-demo.com	Administrator / Developer / Configurator	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin CA	adminca@clarity corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...
<input type="checkbox"/> Admin U.S.	adminus@clarity corp	Administrator / Employee	Internal contact		Indirect / Financial / Risk Ma...

SECTION 4: Create a Team (cont.)

18. After the team members are added; select their role as either a **SME (Subject Matter Expert)**, **Contributor** or **Responsible** profile:



- **SME:** The SME acts with the authorization of hands on active “helper” role; note this is the default team role when a new member is selected.
- **Contributor:** The role of Contributor is that of a “watcher” whom will score and respond to solicitations.
- **Responsible:** The Responsible role is appropriate for the owner of the Sourcing Project.



Save & Close Save

Team

Select user(s) *

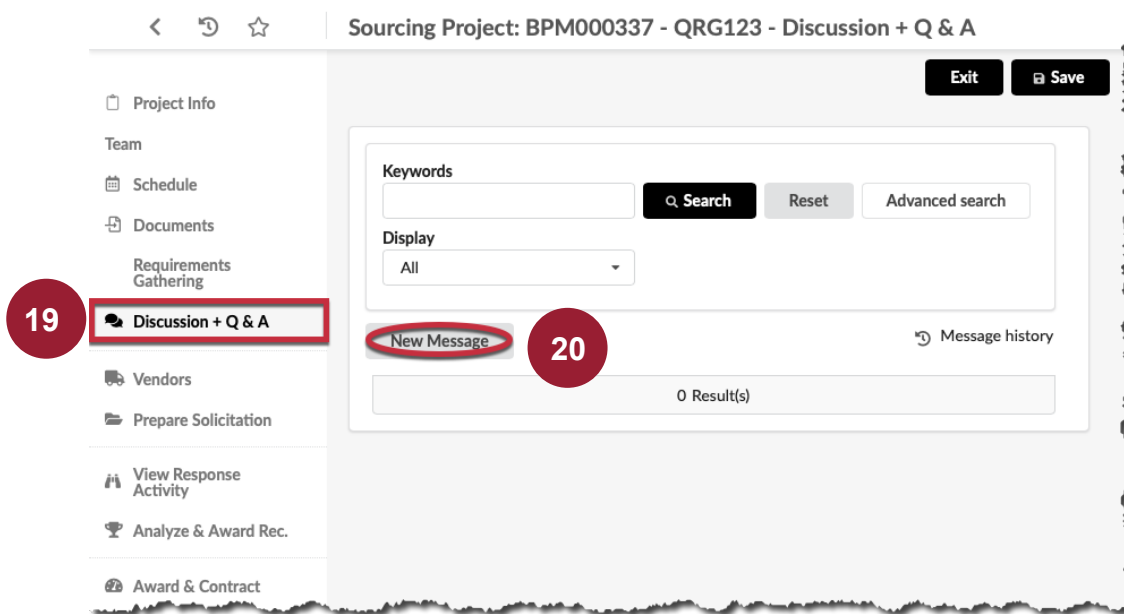
Contact	Login	Email	Profile(s)
 [Contact Name]	[Login]	[Email]	Responsible (Sourcing Project) x
 [Contact Name]	[Login]	[Email]	SME (Sourcing Project) x Contributor (Sourcing Project) Responsible (Sourcing Project)

18

SECTION 5: Discussion + Q & A

The eMMA Sourcing module allows for streamlined central point of collaboration amongst internal teams within the Sourcing Project via the **Discussion + Q & A** step.

19. Select the “**Discussion + Q & A**” step from the menu bar on the left side of the screen
20. Click the “**New Message**” button to initiate a new message



The screenshot shows the eMMA Sourcing Project interface for project BPM000337 - QRG123. The left sidebar menu has 'Discussion + Q & A' selected, indicated by a red box and a red circle with the number 19. The main content area shows a search bar with 'Keywords', a 'Search' button, and a 'Display' dropdown set to 'All'. Below the search bar, a red circle with the number 20 highlights the 'New Message' button. The 'Exit' and 'Save' buttons are visible in the top right corner.

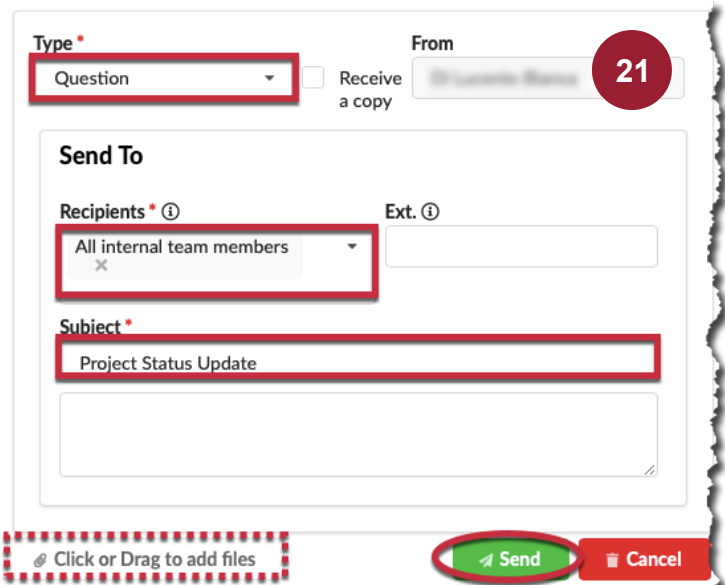
NOTE: All fields marked with a red asterisk to the right are required and must be completed to proceed.

21. Enter the required information; select the internal recipients of the message, craft the message, and click “**Send**”

- **Recipients:** A message can be sent to a user outside of the system by entering an email address into the Recipient text box
- **TIP:** Once the solicitation is live / active; the Discussion + Q & A may be utilized to communicate with vendors as well

OPTIONAL: Files may be attached to messages by clicking or dragging where indicated in the lower left corner*

NOTE: Always click “**Save**” to continue.



The screenshot shows the 'Send To' form in the eMMA Sourcing Project interface. The 'Type' dropdown is set to 'Question', indicated by a red box and a red circle with the number 21. The 'From' field is 'Discussion + Q & A'. The 'Send To' section has 'Recipients' set to 'All internal team members', indicated by a red box. The 'Subject' field is 'Project Status Update', also indicated by a red box. The 'Ext.' field is empty. At the bottom, there is a dashed red box with the text 'Click or Drag to add files', a green 'Send' button, and a red 'Cancel' button.

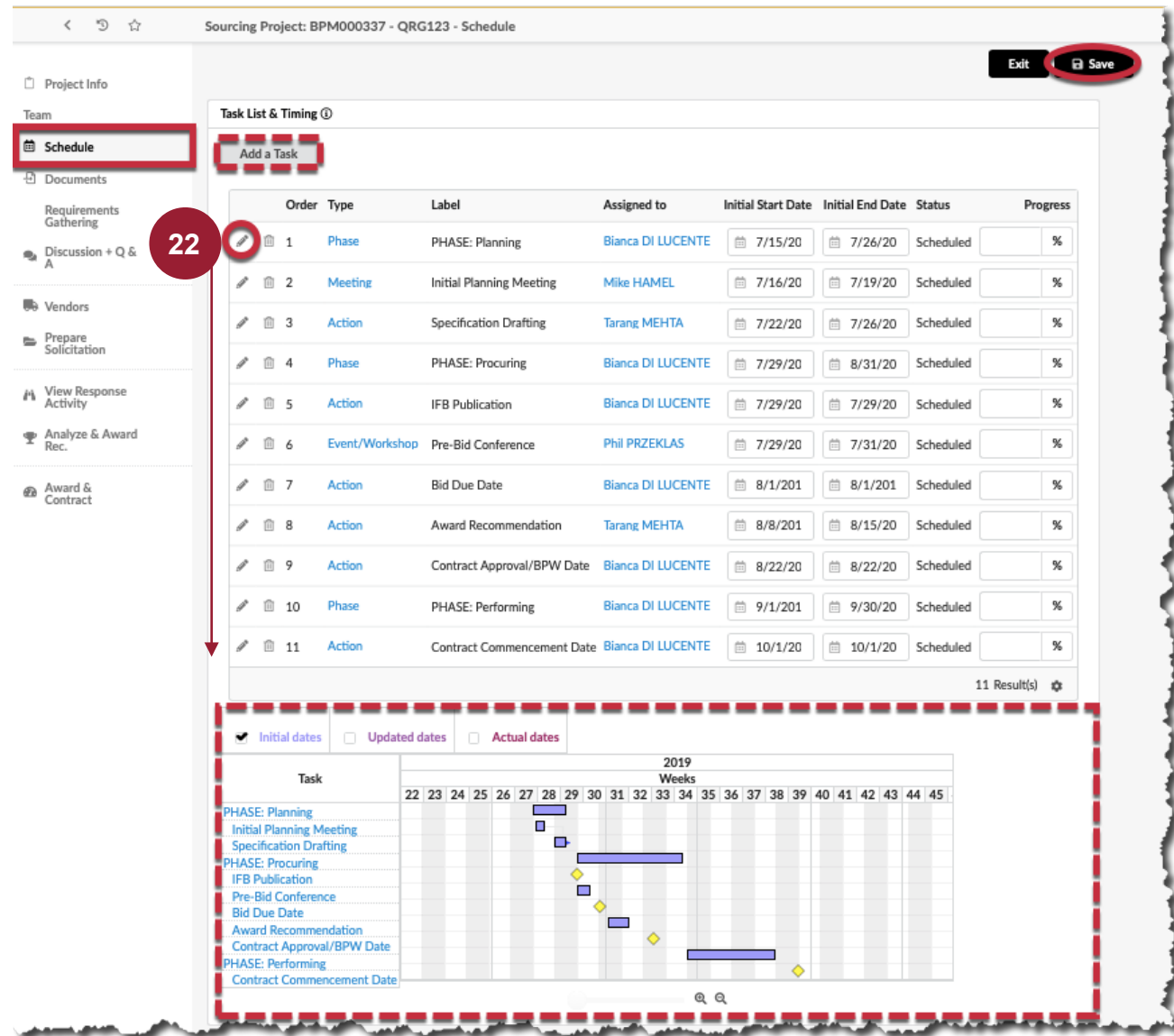
SECTION 6: Create a Sourcing Project Schedule

Access the Sourcing Project **Schedule** features by selecting the indicated step on the left side of the screen

22. Review the templated schedule **Phases, Meetings, Actions & Events**

23. The Task line items may be edited by clicking the **pencil icon** on the left side of the column;
continue to the next page of this guide to learn how to edit Tasks

NOTE: The criteria defined within the **Task List & Timing** table will auto-populate the “Initial Dates” section of the GANTT chart as illustrated below



Sourcing Project: BPM000337 - QRG123 - Schedule

Exit Save

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

22

Task List & Timing

Add a Task

Order	Type	Label	Assigned to	Initial Start Date	Initial End Date	Status	Progress
1	Phase	PHASE: Planning	Bianca DI LUCENTE	7/15/20	7/26/20	Scheduled	%
2	Meeting	Initial Planning Meeting	Mike HAMEL	7/16/20	7/19/20	Scheduled	%
3	Action	Specification Drafting	Tarang MEHTA	7/22/20	7/26/20	Scheduled	%
4	Phase	PHASE: Procuring	Bianca DI LUCENTE	7/29/20	8/31/20	Scheduled	%
5	Action	IFB Publication	Bianca DI LUCENTE	7/29/20	7/29/20	Scheduled	%
6	Event/Workshop	Pre-Bid Conference	Phil PRZEKLAS	7/29/20	7/31/20	Scheduled	%
7	Action	Bid Due Date	Bianca DI LUCENTE	8/1/201	8/1/201	Scheduled	%
8	Action	Award Recommendation	Tarang MEHTA	8/8/201	8/15/20	Scheduled	%
9	Action	Contract Approval/BPW Date	Bianca DI LUCENTE	8/22/20	8/22/20	Scheduled	%
10	Phase	PHASE: Performing	Bianca DI LUCENTE	9/1/201	9/30/20	Scheduled	%
11	Action	Contract Commencement Date	Bianca DI LUCENTE	10/1/20	10/1/20	Scheduled	%

11 Result(s)

Initial dates Updated dates Actual dates

Task

2019 Weeks

22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

PHASE: Planning

Initial Planning Meeting

Specification Drafting

PHASE: Procuring

IFB Publication

Pre-Bid Conference

Bid Due Date

Award Recommendation

Contract Approval/BPW Date

PHASE: Performing

Contract Commencement Date

SECTION 6: Create a Sourcing Project Schedule – Editing Tasks

To edit the Task line click the **pencil icon**;



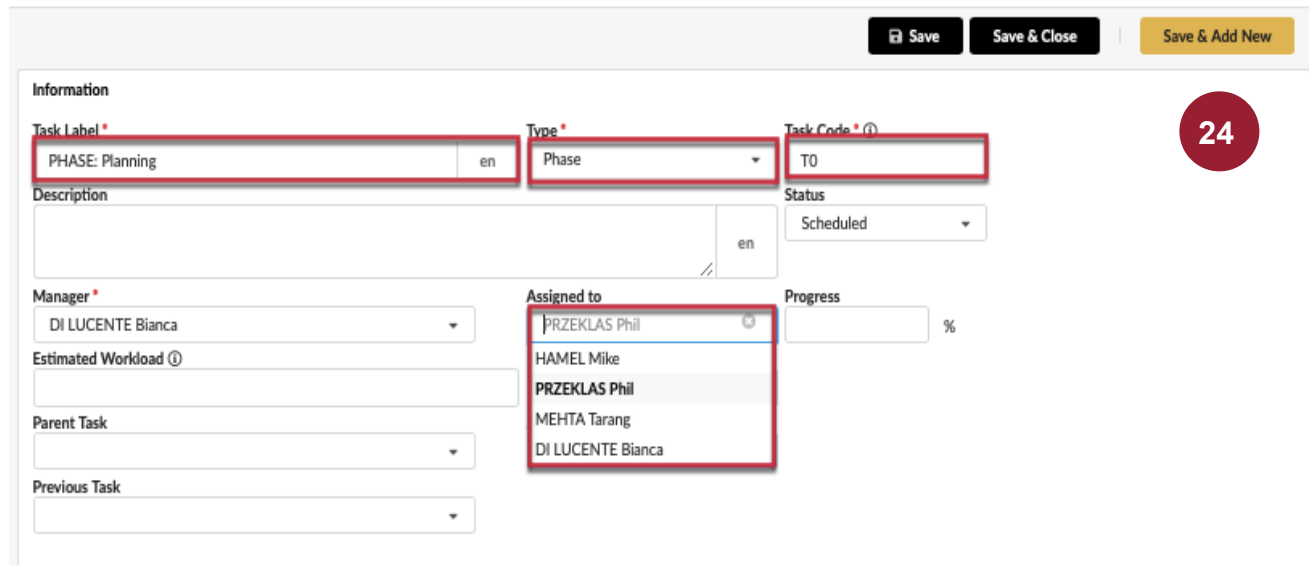
NOTE: All fields marked with a red asterisk to the right are required and must be to proceed.

24. Review the **Task Information** fields:

- **Task Label:** Enter a clear and concise Task Label; additional details may be captured in the **Description** box
- **Type:** Select the appropriate option from the drop-down menu (ex. Phase, Meeting, Action)
- **Task Code:** This field is system generated
- **Manager:** The Manager will default to the Sourcing Project Manager

NOTE: Tasks may only be **assigned** to internal team members as established within the “**Team**” step of the Sourcing Project

Edit task



Information

Task Label * PHASE: Planning en

Type * Phase

Task Code * (i) T0

Description en

Status Scheduled

Manager * DI LUCENTE Bianca

Assigned to PRZEKLAS Phil, HAMEL Mike, PRZEKLAS Phil, MEHTA Tarang, DI LUCENTE Bianca

Progress %

Estimated Workload (i)

Parent Task

Previous Task

24

Save Save & Close Save & Add New

SECTION 6: Create a Sourcing Project Schedule – Editing Tasks (cont.)

25. Review the **Date Management** fields:

- **Begin Date Initial Start Date**
- **End Date Initial Start Date**
- **Updated Dates:** *This field is to be updated in the future should the initial dates need revised*
- **Actual Dates:** *This field is to capture the actual “true” dates*

Dates Management

	Begin date Initial Start Date *	End date Initial End Date *	Duration (days) Duration
Initial	<input type="text" value="7/15/20"/>	<input type="text" value="7/26/20"/>	<input type="text" value="11"/>
Updated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual	<input type="text"/>	<input type="text"/>	<input type="text"/>

25

▼ Comments

Comment

Click or Drag to add files
Save

26. Review the **Sub Tasks** for the specified line item located at the bottom of the *Task Editing pop-up screen*.

Type	Description
Meeting	Identify what you want to procure.
Action	Prepare specifications and determine the means for advertising and distributing the solicitation. Develop a direct solicitation list. Hold PRG, set MBE and VSBE goals and MBE subgoals, as appropriate. Work with AAG as needed. Obtain internal agency approvals. (Program, AAG, etc.)

26

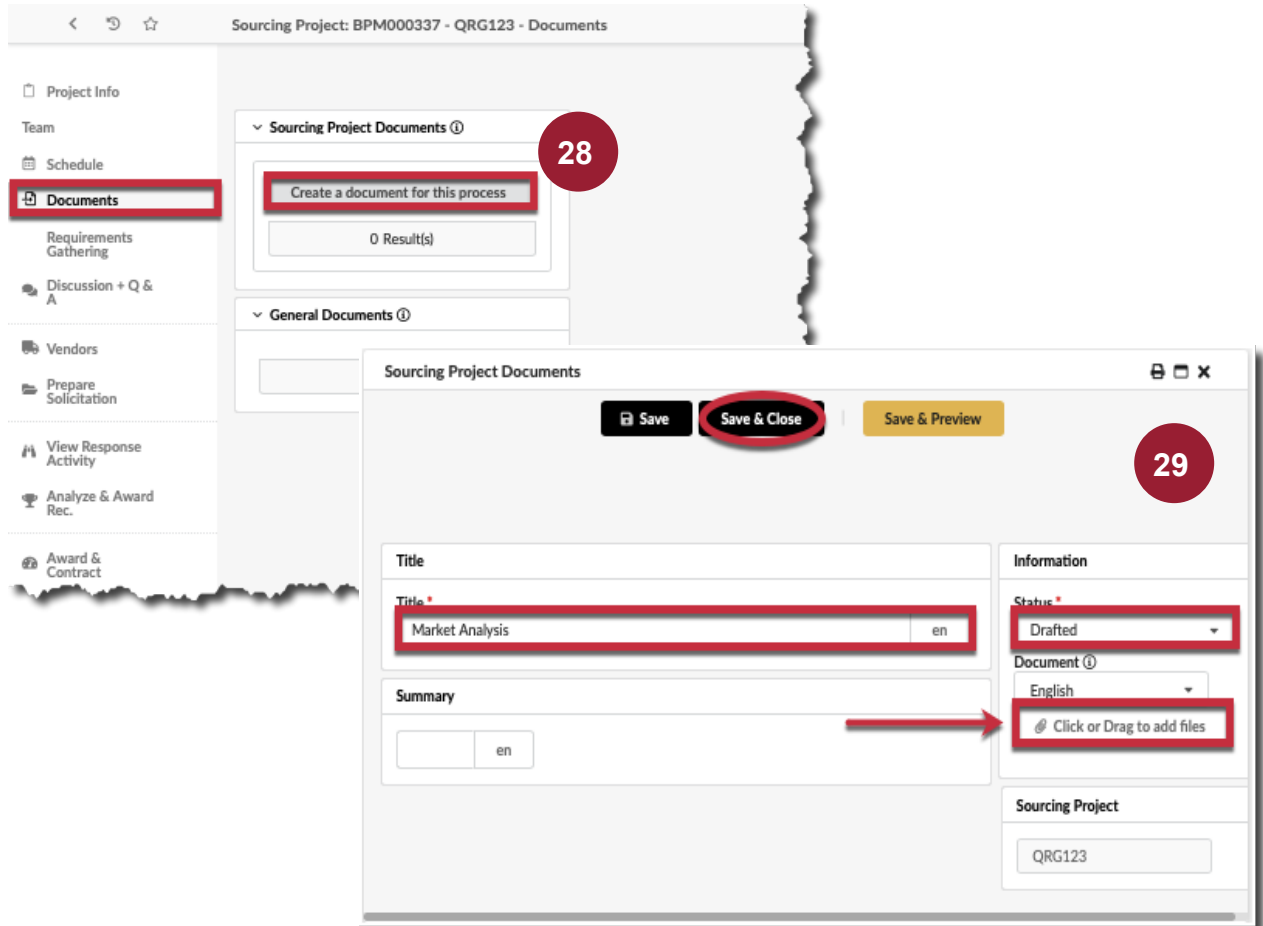
27. Click the **“Save & Close”** button at the top of the screen to incorporate all edits and return to the **Schedule** home screen.



SECTION 7: Add Documents

To add **Documents** to the Sourcing Project select the step on the left side of the screen:

28. Click the “**Create a document for this process**” button to add a document to the Sourcing Project.



Sourcing Project: BPM000337 - QRG123 - Documents

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

Sourcing Project Documents

0 Results(s)

General Documents

Sourcing Project Documents

Save Save & Close Save & Preview

28

29

Title

Title *

Market Analysis en

Summary

en

Information

Status *

Drafted

Document

English

Click or Drag to add files

Sourcing Project

QRG123

29. Within the pop-up window, complete all required fields as marked with the red asterisk and click or drag the desired file for upload where indicated by the arrow

30. Click the “**Save & Close**” button at the top of the screen to incorporate all edits and return to the **Documents** home screen

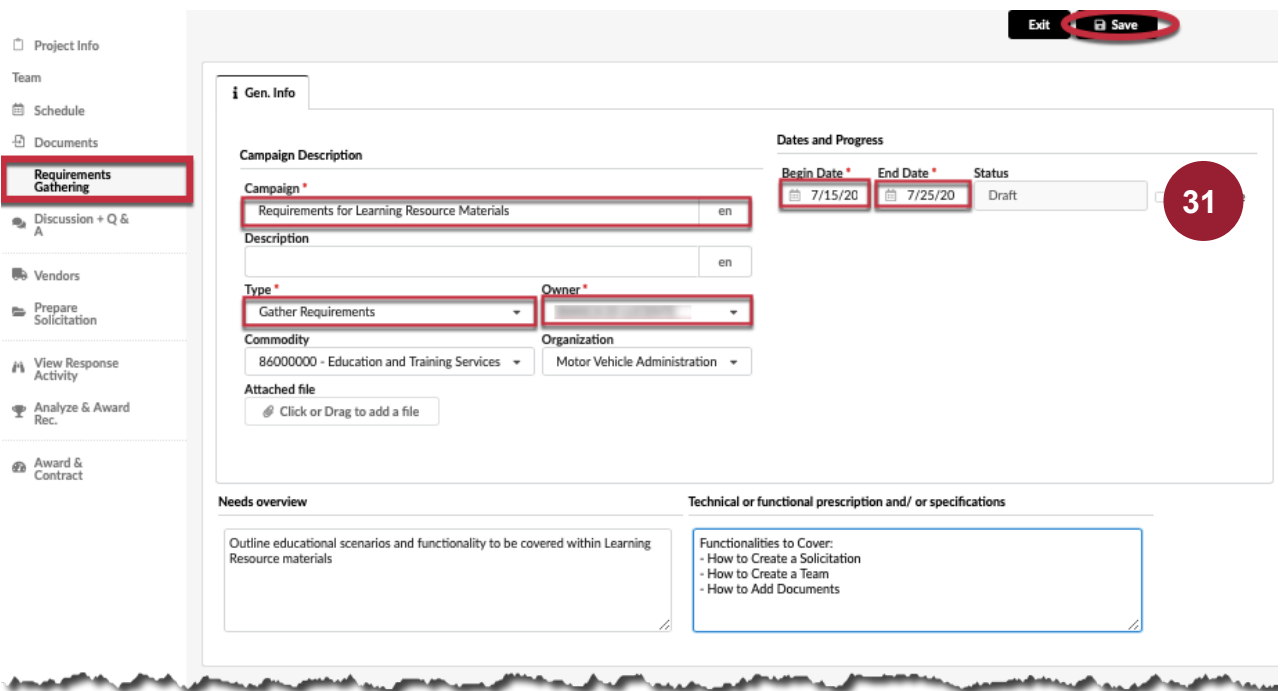
NOTE: The Documents added to this section are only visible by the internal team to the Sourcing Project. This is an appropriate place to store and share to internal team members such items as market analysis, research, etc. These or other documents can be copied to the solicitation and shared with vendors, if desired.

SECTION 8: Requirements Gathering

Requirements Gathering acts as a tool to create an internal questionnaire pertaining to the needs and criteria of the Sourcing Project. Typically the Requirements Gathering questionnaire would be targeted towards internal stakeholders such as the team SME's or Contributors.

31. To add **Requirements Gathering** to the Sourcing Project select the step on the left side of the screen and complete the required fields.

NOTE: All fields marked with a red asterisk to the right are required and must be completed in order to proceed

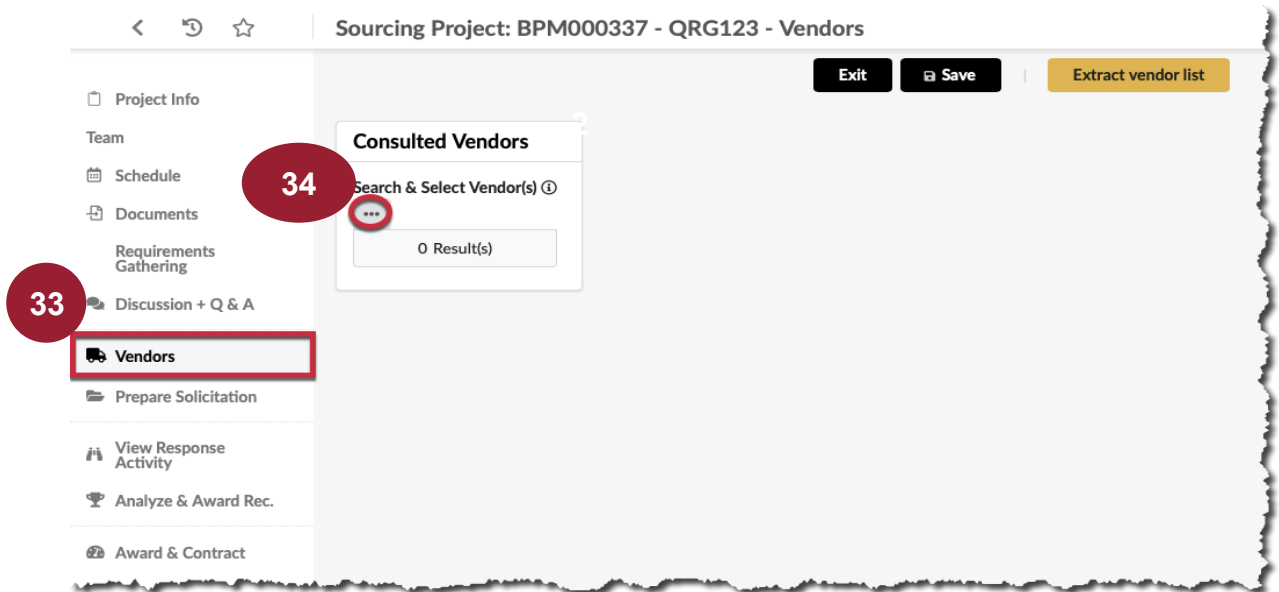


32. Once the required criteria is complete, click the **“Save”** button at the top of the screen.

SECTION 9: Select Vendors

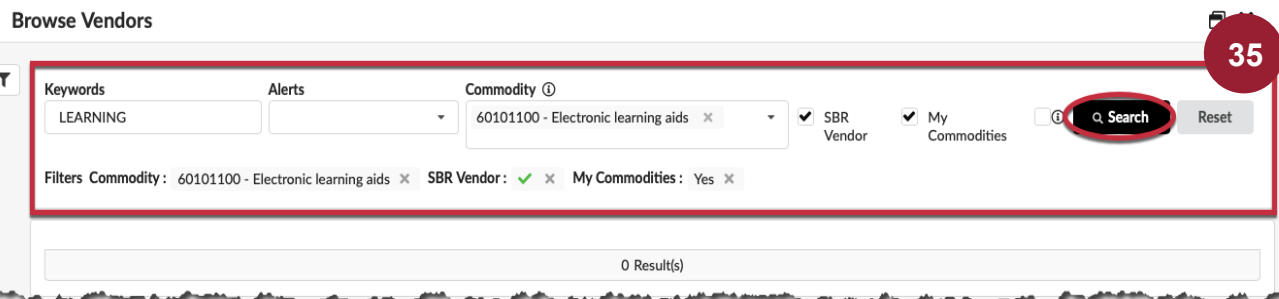
By selecting the **Vendors** step on the left side of the screen, the Project Owner will be able to search for and browse **Consulted Vendors** for the IFB Sourcing Project based on identified criteria and requirements.

33. Select the “**Vendors**” step from the menu bar on the left side of the screen.
34. click the “**three-dot**” button to search and select **Vendors** for the Sourcing Project.



NOTE: All fields marked with a red asterisk to the right are required and must be completed to proceed.

35. Enter the necessary vendor search criteria to browse potential options; note the options to include SBR and commodity driven criteria. Click “**Search**” to review the results and select the consulted vendors accordingly. At least one vendor must be selected to publish the IFB Sourcing Project.



IMPORTANT: For solicitations that require a longer period of time, the list of vendors receiving notifications may need to be updated/refreshed to capture newly registered vendors for a specific category code.

SECTION 10: Prepare Solicitation - Setup

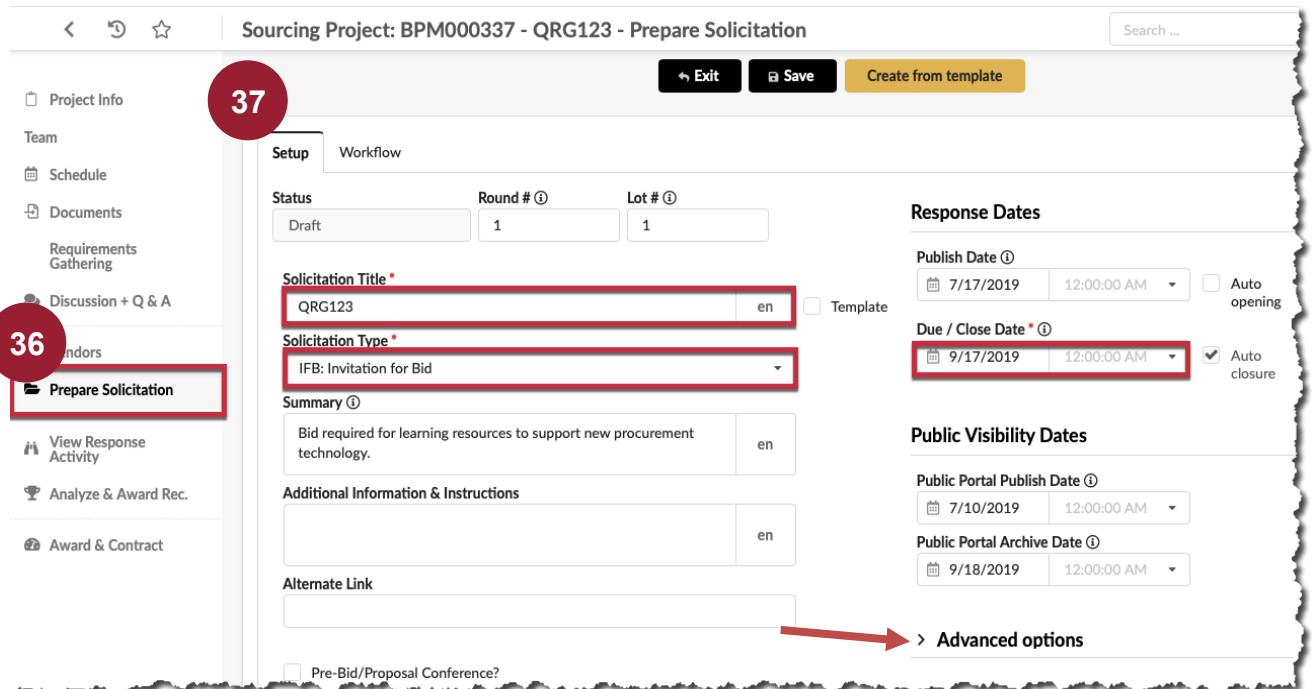
Utilize the **Prepare Solicitation** step on the left side of the screen in order to define the identified criteria and requirements for the IFB Sourcing Project solicitation.

NOTE: All fields marked with a red asterisk to the right are required and must be completed in order to proceed

36. Select the “**Prepare Solicitation**” step from the menu bar on the left side of the screen.

37. Enter the required criteria to complete the **Solicitation** form:

- **Solicitation Title:** Enter an appropriate Solicitation Title for the Sourcing Project
- **Solicitation Type:** For this scenario select the **IFB Information for Bid** option; for Minimum Qualification Solicitations, select the **Min Quals IFB** option from the **Solicitation Type** drop-down menu.
- **Due / Close Date:** Enter the date when Bidders/Vendors when can no longer submit responses.
- Under the **Advanced Options:** This is where you can select to show the bid holders.



Sourcing Project: BPM000337 - QRG123 - Prepare Solicitation

Exit Save Create from template

Project Info

Team

Schedule

Documents

Requirements Gathering

Discussion + Q & A

Vendors

Prepare Solicitation

View Response Activity

Analyze & Award Rec.

Award & Contract

Setup Workflow

Status Draft Round # 1 Lot # 1

Solicitation Title * QRG123 en Template

Solicitation Type * IFB: Invitation for Bid

Summary Bid required for learning resources to support new procurement technology. en

Additional Information & Instructions en

Alternate Link

Response Dates

Publish Date 7/17/2019 12:00:00 AM Auto opening

Due / Close Date * 9/17/2019 12:00:00 AM Auto closure

Public Visibility Dates

Public Portal Publish Date 7/10/2019 12:00:00 AM

Public Portal Archive Date 9/18/2019 12:00:00 AM

Pre-Bid/Proposal Conference?

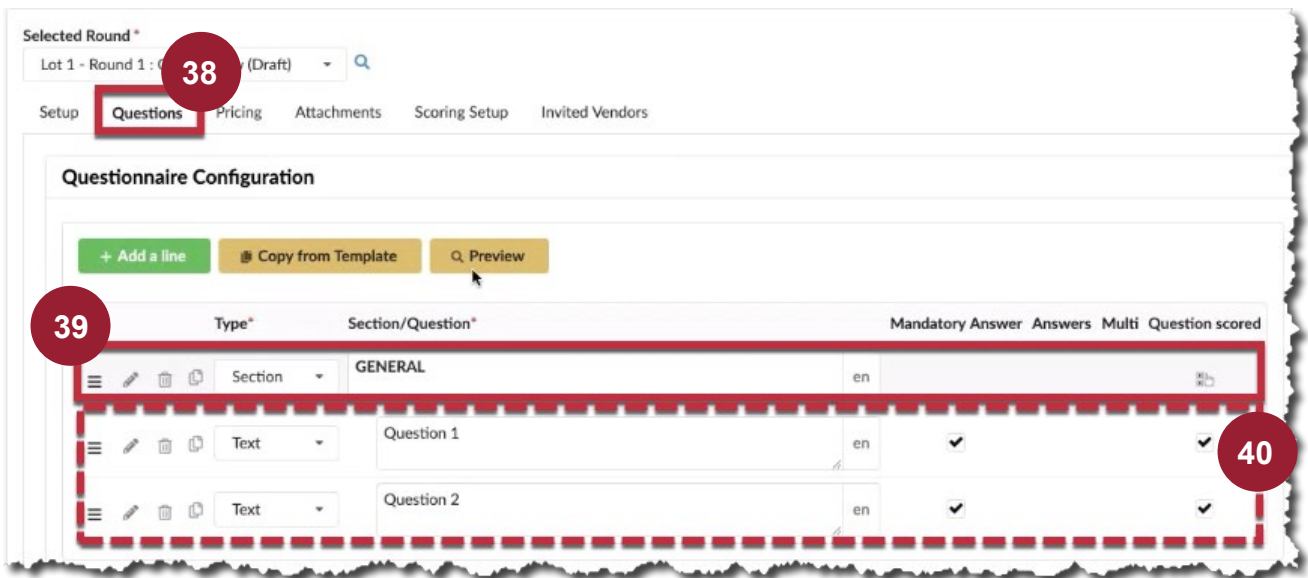
> Advanced options

NOTE: The **Public Visibility Date** enables the Solicitation to be viewed prior to opening the response window time if desired

SECTION 10: Prepare Solicitation - Questions

38. Within the **Prepare Solicitation** step, select the **Questions** tab from the top of the screen.
39. Create a **"Section"** to categorize a set of Questions.
40. Enter the required Questions as appropriate, to each section of the IFB solicitation
 - When entering the Questions, be sure to check the **"Question scored"** box to enable the scoring functionality for that line item.

NOTE: All questions are required to be housed within a section.



Selected Round *

Lot 1 - Round 1: (Draft) (Draft) (Draft)

Setup **Questions** Pricing Attachments Scoring Setup Invited Vendors

Questionnaire Configuration

+ Add a line Copy from Template Preview

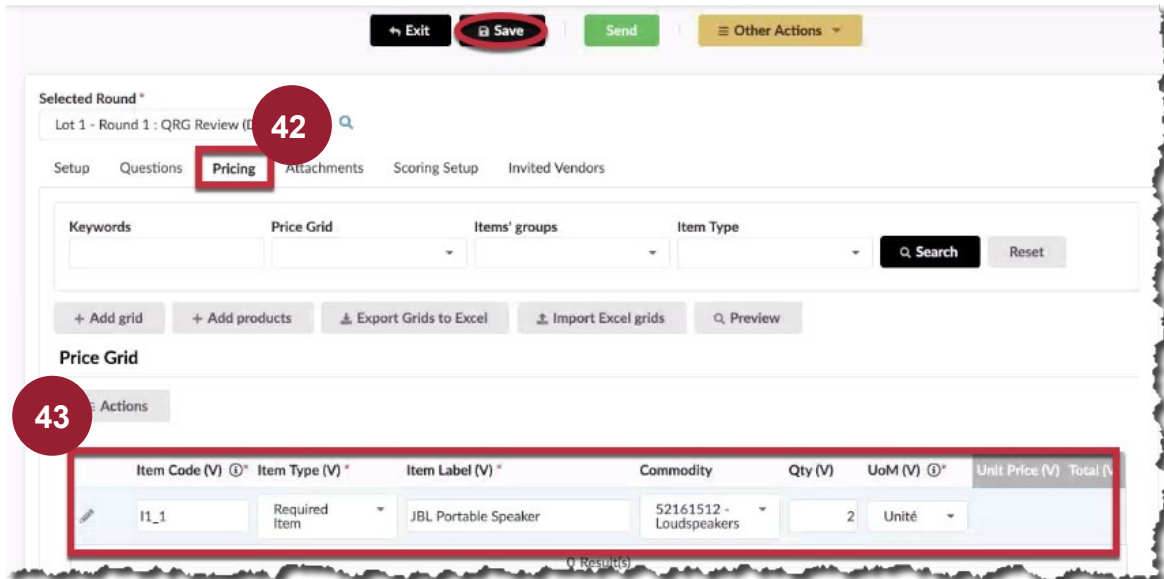
Type*	Section/Question*	Mandatory Answer	Answers	Multi	Question scored
Section	GENERAL	en			
Text	Question 1	en	✓	✓	✓
Text	Question 2	en	✓	✓	✓

41. Once the required criteria is complete, click the **"Save"** button at the top of the screen.

SECTION 10: Prepare Solicitation - Pricing

42. Within the **Prepare Solicitation** step, select the **Pricing** tab from the top of the screen.
43. Create a line item within the **Pricing Grid** for each item for bid.

NOTE: Pricing Grid columns marked with a (V) are visible to the vendor once the solicitation is public. These controls can be changed by right clicking on the column headers > column settings. Additionally, a preview of the Pricing Grid can be viewed by clicking the **Preview** button.



Selected Round *

Lot 1 - Round 1 : QRG Review (D)

Setup Questions **Pricing** Attachments Scoring Setup Invited Vendors

Keywords Price Grid Items' groups Item Type Search Reset

+ Add grid + Add products Export Grids to Excel Import Excel grids Preview

Price Grid

Actions

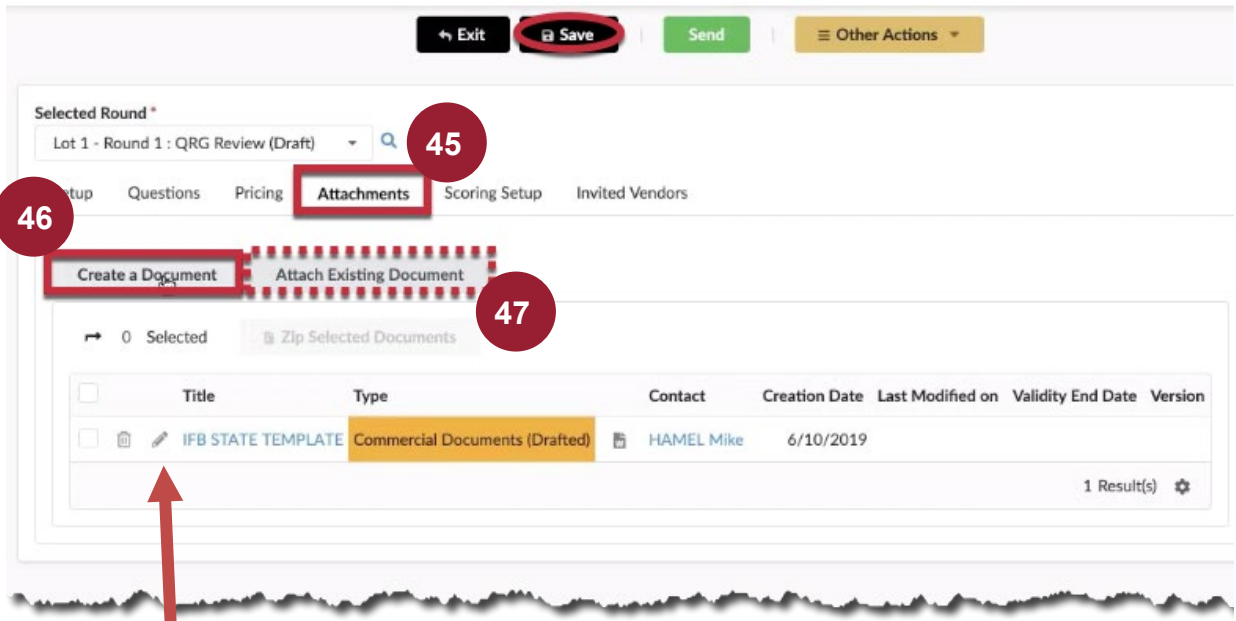
Item Code (V)	Item Type (V)	Item Label (V)	Commodity	Qty (V)	UoM (V)	Unit Price (V)	Total (V)
I1_1	Required Item	JBL Portable Speaker	52161512 - Loudspeakers	2	Unité		

0 Results

44. Once the required criteria is complete, click the **Save** button at the top of the screen.

SECTION 10: Prepare Solicitation - Attachments

45. Within the **Prepare Solicitation** step, select the **Attachments** tab from the top of the screen.
46. Click the **“Create a Document”** button to add a net new document to the solicitation.
47. Alternatively by clicking **“Attach Existing Document”**; a document from the **“Documents”** step may be selected and attached to this portion of the IFB project.



The screenshot shows the 'Attachments' tab in the 'Prepare Solicitation' step. At the top, there are buttons for 'Exit', 'Save' (circled in red), 'Send', and 'Other Actions'. Below this, the 'Selected Round' is 'Lot 1 - Round 1: QRG Review (Draft)'. The 'Attachments' tab is selected, and the 'Create a Document' button is highlighted with a red box and callout 46. The 'Attach Existing Document' button is also visible. Below these buttons, there is a table of documents. The first document is 'IFB STATE TEMPLATE' with a status of 'Commercial Documents (Drafted)' (highlighted in gold). A red arrow points to this document, and callout 47 is next to it. The table has columns for Title, Type, Contact, Creation Date, Last Modified on, Validity End Date, and Version. The bottom right of the table shows '1 Result(s)'.

NOTE: Documents in **DRAFT** status type (as seen in gold) will not be visible to vendors.
 Documents must be in an **Approved** status type in order to be viewed by vendors.
 The status type can be edited by clicking the line item pencil icon and selected "Approved" from the Status selection drop-down menu located under "Information".


48. Once the required criteria is complete, click the **“Save”** button at the top of the screen.

SECTION 10: Prepare Solicitation – Scoring Setup

49. Within the **Prepare Solicitation** step, select the **Scoring Setup** tab from the top of the screen.
50. Click the “**Add a line**” button to add a new scoring requirement.
51. Enter the required Scoring criteria by creating appropriate section (ex. Technical).
52. Create the **Scoring Questions** by adding a line item > Type: Scoring Question; under the appropriate **Scoring Section**.

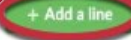
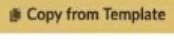
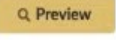
NOTE: All questions are required to be housed within a section



Selected Round *








Lot 1 - Round 1 : QRG Review (Draft) 

Setup Questions Pricing Attachments **Scoring Setup** Invited Vendors

Questionnaire Configuration

50   

Type*	Section/Question*	Scoring Mode	Scoring Type	Weight*	% Evaluators
 Section	Technical	en		1	
 Scoring question	Did they meet our technical needs?	en		1	

53     Scoring question  Did they meet our technical needs? en   1 50%

53. Select the **Scoring Mode, Type and Weight** based on the nature of the Question

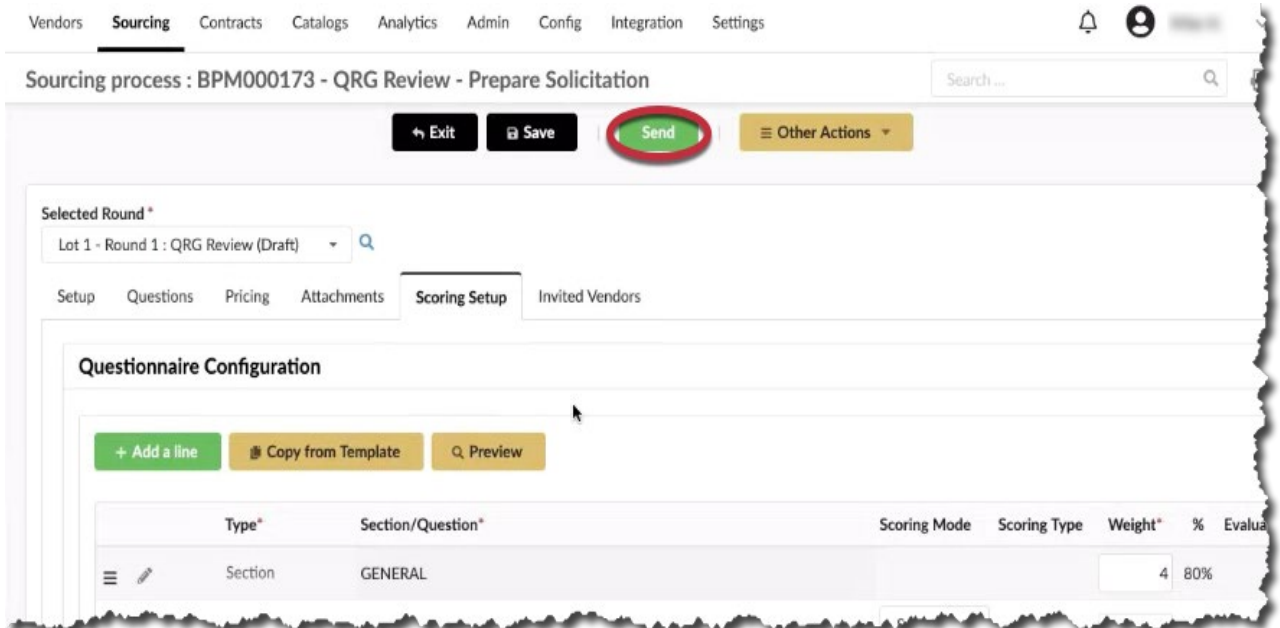
54. Once the required criteria is complete, click the “**Save**” button at the top of the screen.

SECTION 11: Send the Solicitation

55. Within the **Prepare Solicitation** step, select the green “**Send**” button at the top of the screen.

IMPORTANT: Click “Send” once only.

NOTE: The solicitation will be made public on the date / time as scheduled within the Project Info step.



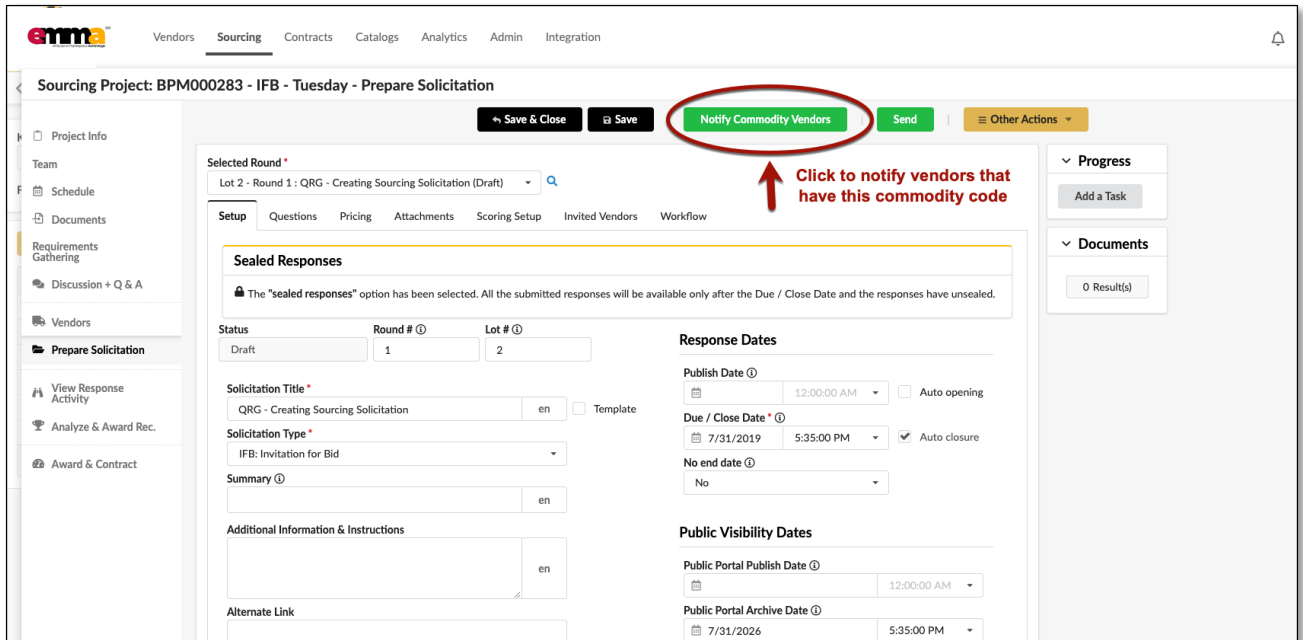
The screenshot shows the eMMA Sourcing process interface. At the top, there is a navigation bar with tabs: Vendors, Sourcing, Contracts, Catalogs, Analytics, Admin, Config, Integration, and Settings. The 'Sourcing' tab is selected. Below the navigation bar, the breadcrumb trail reads: Sourcing process : BPM000173 - QRG Review - Prepare Solicitation. A search bar is located on the right. Below the breadcrumb trail, there are three buttons: Exit, Save, and Send. The 'Send' button is highlighted with a red circle. To the right of the 'Send' button is a dropdown menu labeled 'Other Actions'. Below the buttons, there is a 'Selected Round' dropdown menu showing 'Lot 1 - Round 1 : QRG Review (Draft)'. Below the dropdown menu, there are four tabs: Setup, Questions, Pricing, Attachments, Scoring Setup, and Invited Vendors. The 'Scoring Setup' tab is selected. Below the tabs, there is a 'Questionnaire Configuration' section. It contains three buttons: '+ Add a line', 'Copy from Template', and 'Preview'. Below the buttons, there is a table with the following columns: Type*, Section/Question*, Scoring Mode, Scoring Type, Weight*, %, and Evaluation. The table has one row with the following data: Type* is 'Section', Section/Question* is 'GENERAL', Scoring Mode is empty, Scoring Type is empty, Weight* is '4', % is '80%', and Evaluation is empty.

Type*	Section/Question*	Scoring Mode	Scoring Type	Weight*	%	Evaluation
Section	GENERAL			4	80%	

SECTION 12: Notify Commodity Vendors

56. Click “Notify Commodity Vendors”.

NOTE: Clicking “Notify Commodity Vendors” will send a notice to all vendors with this solicitation’s specific Commodity codes listed in their profiles. Clicking “Send” will only send to the vendors you have selected under the Vendor tab.



The screenshot shows the eMMA Sourcing Project interface for "Sourcing Project: BPM000283 - IFB - Tuesday - Prepare Solicitation". The "Notify Commodity Vendors" button is circled in red, with a red arrow pointing to it and the text "Click to notify vendors that have this commodity code".

Selected Round *
Lot 2 - Round 1: QRG - Creating Sourcing Solicitation (Draft)

Setup Questions Pricing Attachments Scoring Setup Invited Vendors Workflow

Sealed Responses
The "sealed responses" option has been selected. All the submitted responses will be available only after the Due / Close Date and the responses have unsealed.

Status	Round # ①	Lot # ①
Draft	1	2

Solicitation Title *
QRC - Creating Sourcing Solicitation en ☐ Template

Solicitation Type *
IFB: Invitation for Bid

Summary ①
en

Additional Information & Instructions
en

Alternate Link

Response Dates
Publish Date ① 12:00:00 AM ☐ Auto opening
Due / Close Date * ① 7/31/2019 5:35:00 PM ☒ Auto closure
No end date ① No

Public Visibility Dates
Public Portal Publish Date ① 12:00:00 AM
Public Portal Archive Date ① 7/31/2026 5:35:00 PM

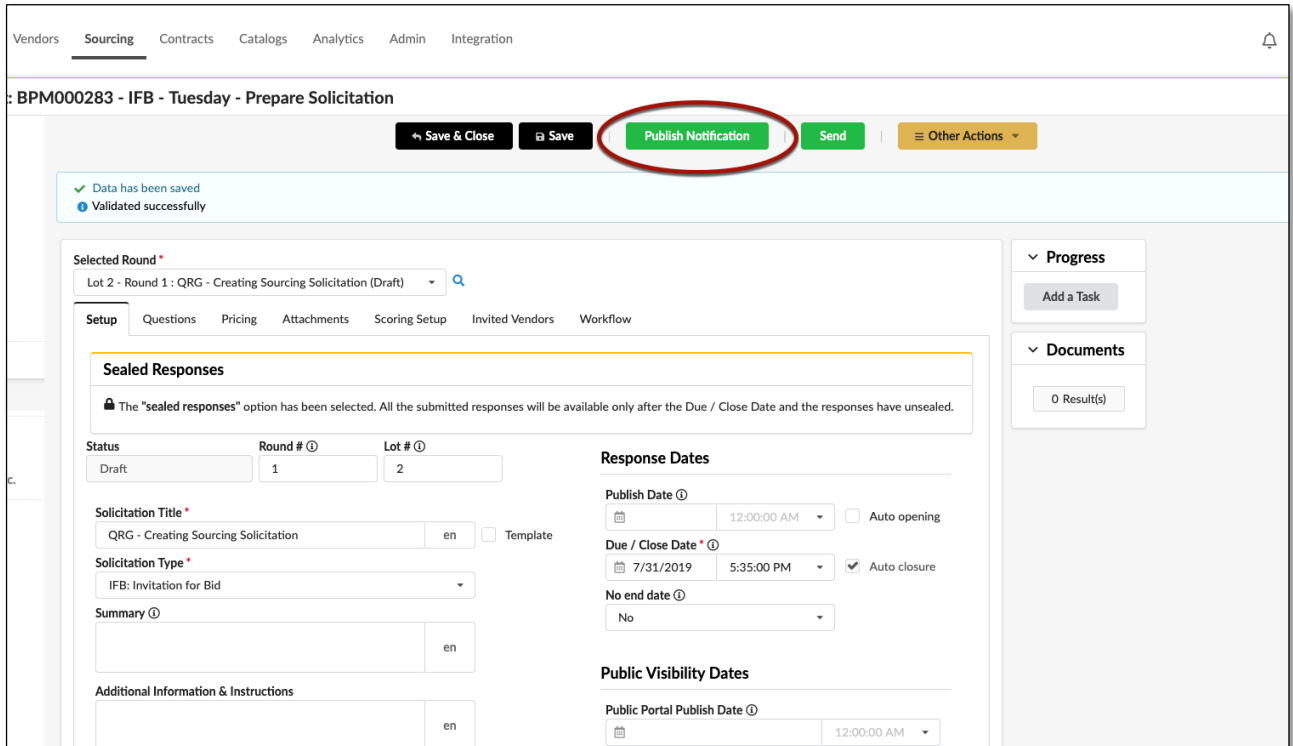
Progress
Add a Task

Documents
0 Result(s)

SECTION 13: Publish Notification

57. Click “Publish Notification”.

This is the final step. Your Solicitation will now be published and sent to selected vendors, as well as vendors matching the commodity codes chosen for this Solicitation if you selected Notify Commodity Vendors.



Vendors Sourcing Contracts Catalogs Analytics Admin Integration

BPM000283 - IFB - Tuesday - Prepare Solicitation

Save & Close Save **Publish Notification** Send Other Actions

✓ Data has been saved
● Validated successfully

Selected Round *
Lot 2 - Round 1 : QRG - Creating Sourcing Solicitation (Draft)

Setup Questions Pricing Attachments Scoring Setup Invited Vendors Workflow

Sealed Responses
The "sealed responses" option has been selected. All the submitted responses will be available only after the Due / Close Date and the responses have unsealed.

Status Round # ① Lot # ①
Draft 1 2

Solicitation Title *
QRG - Creating Sourcing Solicitation en ☐ Template

Solicitation Type *
IFB: Invitation for Bid

Summary ①
en

Additional Information & Instructions
en

Response Dates
Publish Date ① 12:00:00 AM ☐ Auto opening
Due / Close Date * ① 7/31/2019 5:35:00 PM ☒ Auto closure
No end date ① No

Public Visibility Dates
Public Portal Publish Date ① 12:00:00 AM

Progress
Add a Task

Documents
0 Result(s)

58. Click “Save” or “Save & Close” to exit the solicitation sourcing module.

59. To verify the solicitation is published, click on the “Sourcing” menu and see your new solicitation listed.

60. If you do not see your solicitation or if there are any other problem, contact the eMMA Help Desk at emma.helpdesk@Maryland.gov.