Analyze Vendor Responses in eMMA
Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is intended for Buyers using the eMaryland Marketplace Advantage (eMMA) to analyze vendor responses. It includes training videos and instructions so you can learn at your own pace.

NOTE: For best results, use the Google Chrome browser to access eMMA.

NOTE: You can only open Sealed Vendor Responses after the due date.

Instructional Video

https://youtu.be/uNnng2K43nE

Step-by-Step Instructions

Analyze Vendor Responses

1. Navigate to eMMA at https://emma.maryland.gov and click the **State SSO Login (Secure Auth)** button or the **MDOT SSO Login (MSAzure)** button, and log in with your credentials, if necessary.
2. Click the **Sourcing** tab at the top of the screen and select **Browse Sourcing Projects** from the drop-down menu that opens. Search fields display above a list of sourcing projects of which you are a member.

Figure 1: The Sourcing tab and Browse Sourcing Projects in the drop-down menu.

3. Use the Search fields and filters to find the solicitation and click the Edit (pencil) icon to the left to view the project.

Figure 2: The Edit (pencil) icon for a sourcing project in eMMA.

4. Click the **Prepare Solicitation** tab on the left-hand side-panel.
5. Click the **Open Sealed Responses** button at the top of the project page. Click **OK** in the confirmation prompt that opens.

   NOTE: The Open Sealed Responses button only displays after the solicitation due date and time has passed.

   IMPORTANT: Once you click the Open Sealed Responses button, you cannot re-open the solicitation or amendment to extend it.

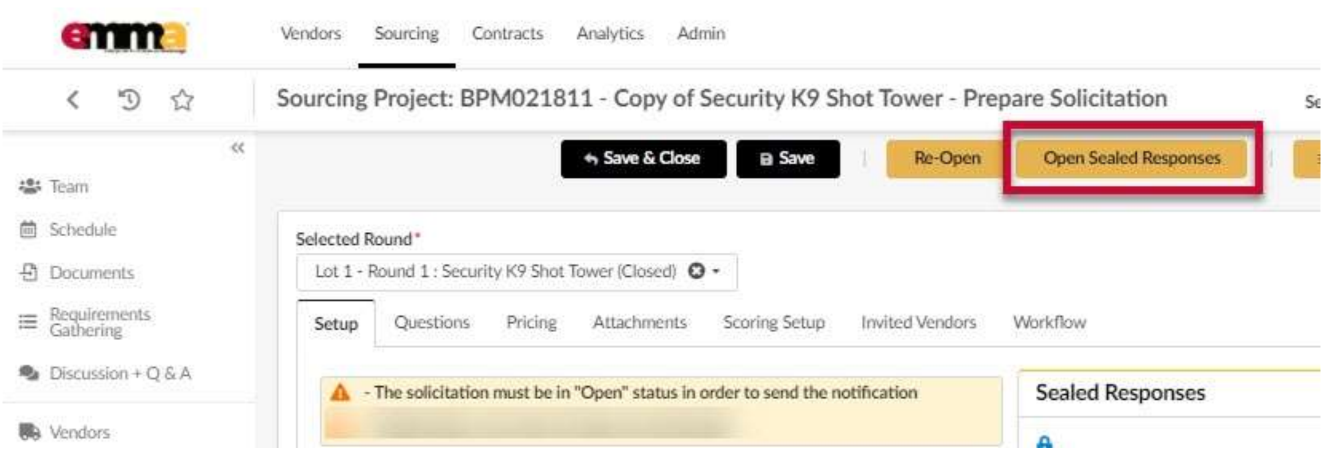


Figure 3: The Open Sealed Responses button in the Prepare Solicitation tab.

6. Click the **Analyze & Award** tab on the left-hand side-panel to display responses in the **Responses** sub-tab. You may need to scroll down to view the sub-tab section.

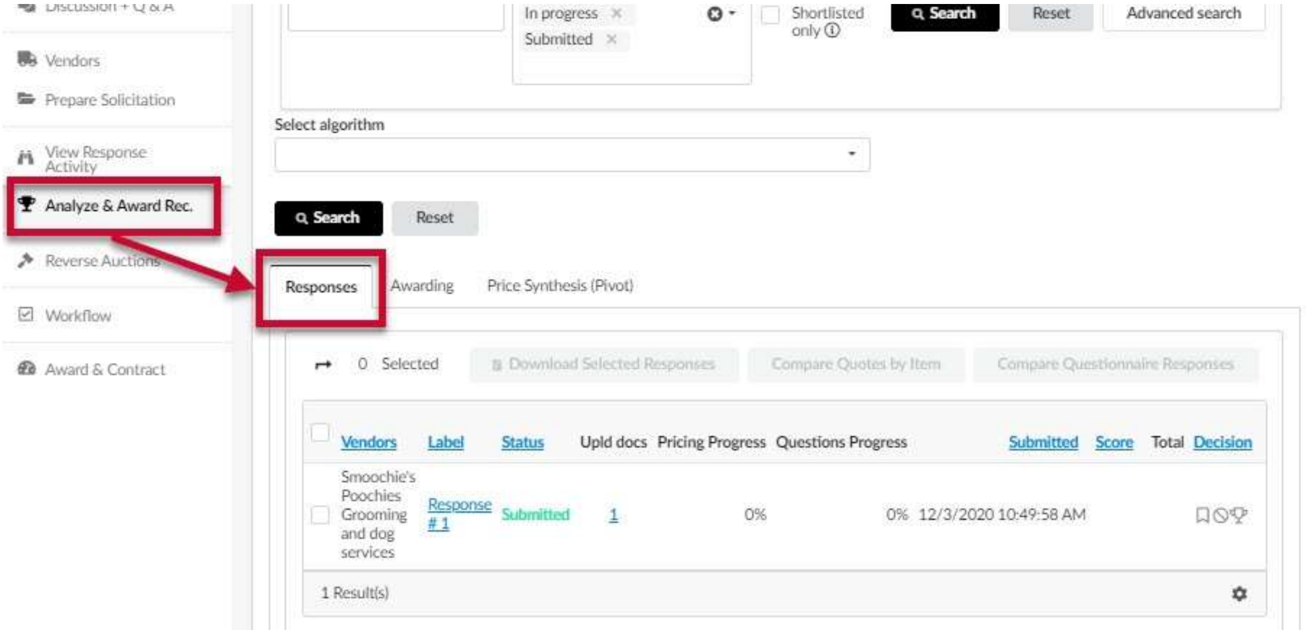


Figure 4: The Responses sub-tab on the Analyze & Award page.

7. (Optional) Click a Response # link under the Label column to view the details for that response.

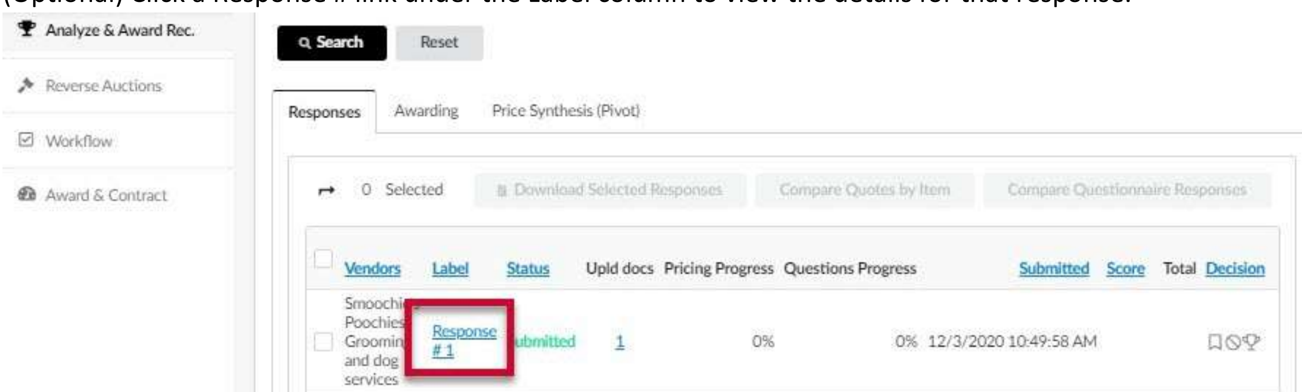


Figure 5: The Response # link under the Label column.

8. Click the checkbox to the left of the column titles to select all responding Vendors, or click the individual checkboxes to the left of the Vendor name to select one or several specific Vendors.

Figure 6: The Select all Vendors checkbox and the checkbox to select individual Vendors.

Once you select one or more Vendors, three buttons display.

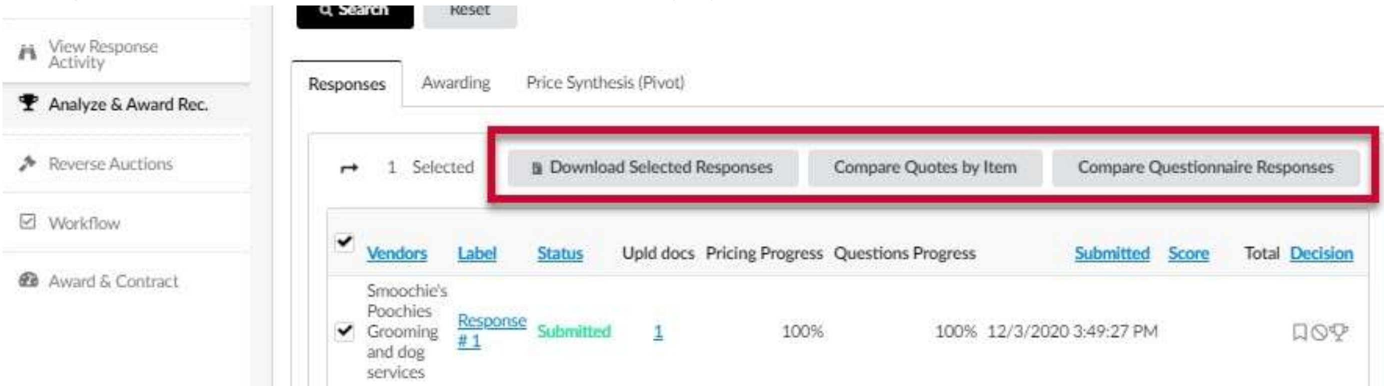


Figure 7: The Download Selected Responses, Compare Quotes by Item, and Compare Questionnaire Responses buttons for a selected Vendor response.

You can now:

- **Download Selected Responses:** Click this button to download a zip file of the selected responses.
- **Compare Quotes by Item:** Click this button to compare pricing responses from Vendors.
- **Compare Questionnaire Responses:** Click this button to compare vendor responses to your questionnaire.

Download Selected Responses

This process continues from Step 8 in the Analyze Vendor Responses section of this QRG.

9. Click the Download Selected Responses button. A zip drive of the selected vendor responses downloads to your device.

Compare Quotes by Item

This process continues from Step 8 in the Analyze Vendor Responses section of this QRG.

9. Click the **Compare Quotes by Item** button to open the Item Comparison window. The Responses field shows the Vendor name associated with the response selections you made in Step 8.

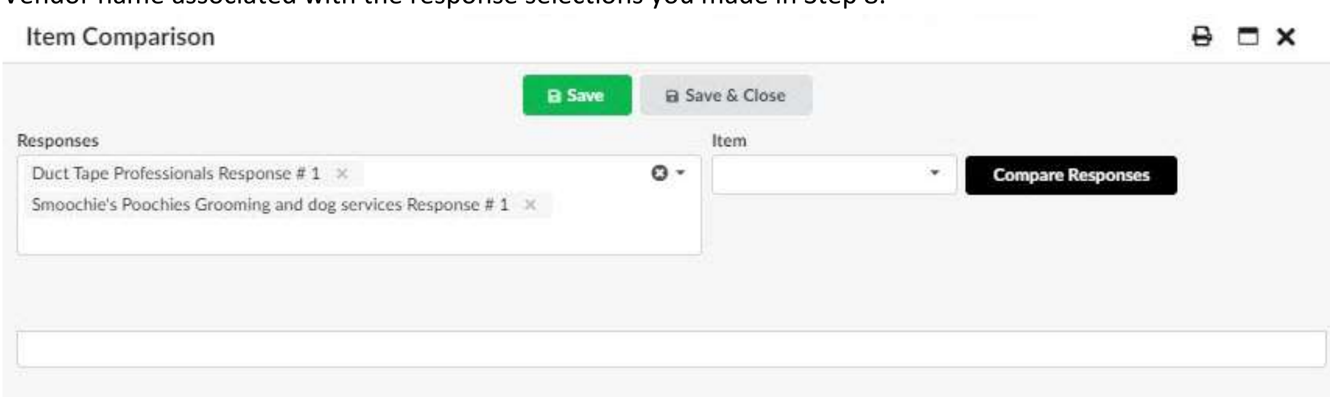


Figure 8: The Item Comparison window for two Vendor responses.

10. Click the **Item** field to select an item for comparison from the drop-down field.

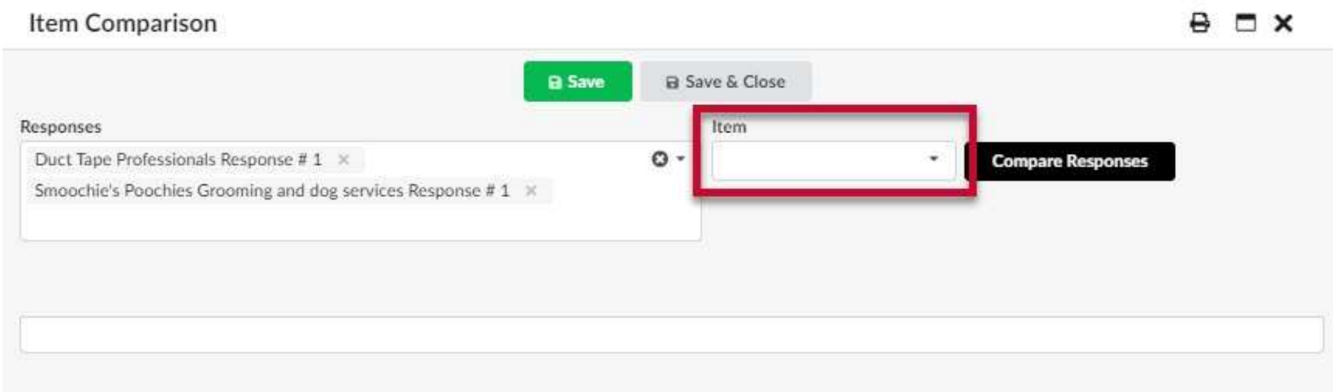
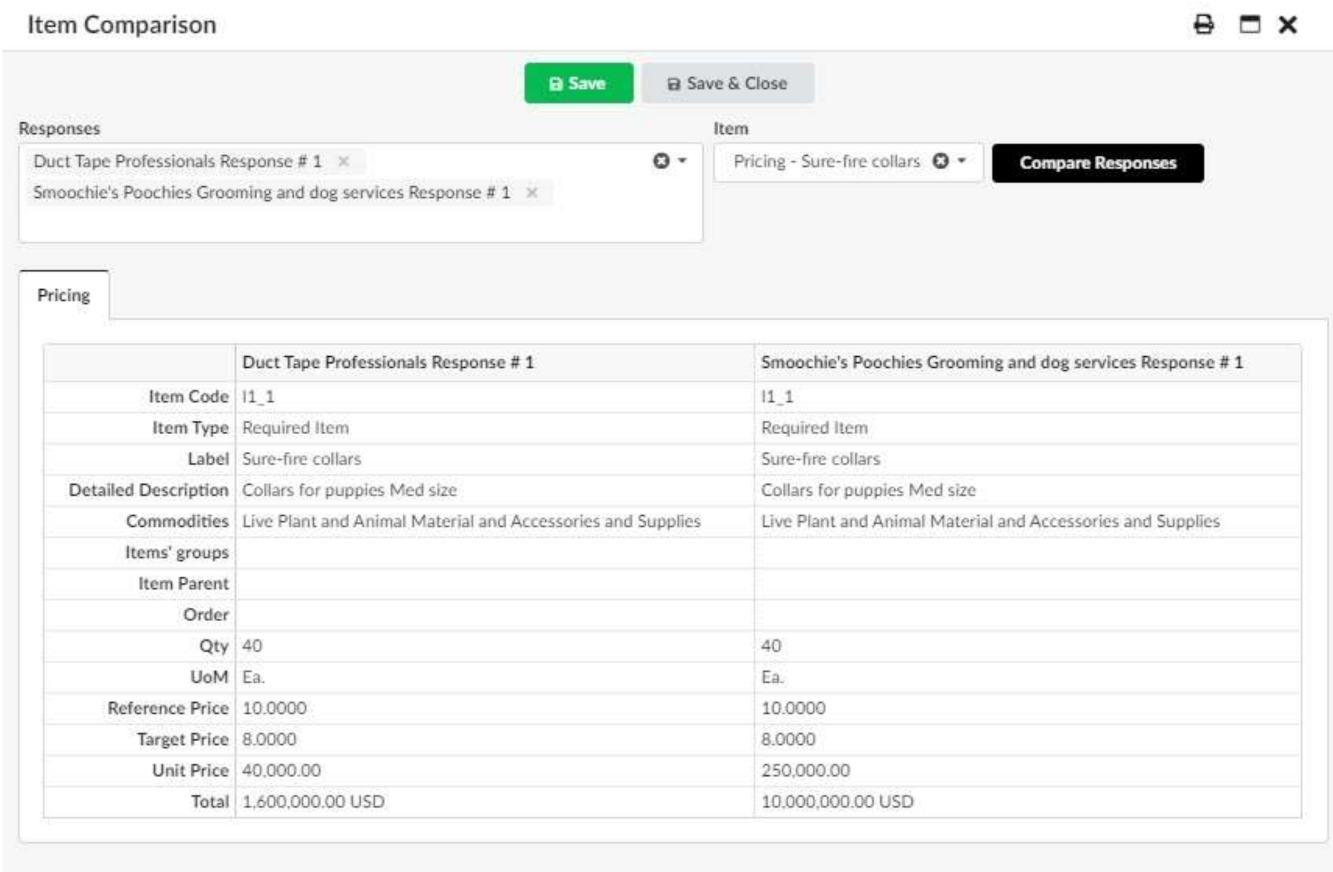


Figure 9: The Item field in the Item Comparison window.

11. Click the **Compare Responses** button to the right of the Item field. The window shows how each Vendor responded to pricing for that solicitation item.



	Duct Tape Professionals Response # 1	Smoochie's Poochies Grooming and dog services Response # 1
Item Code	I1_1	I1_1
Item Type	Required Item	Required Item
Label	Sure-fire collars	Sure-fire collars
Detailed Description	Collars for puppies Med size	Collars for puppies Med size
Commodities	Live Plant and Animal Material and Accessories and Supplies	Live Plant and Animal Material and Accessories and Supplies
Items' groups		
Item Parent		
Order		
Qty	40	40
UoM	Ea.	Ea.
Reference Price	10.0000	10.0000
Target Price	8.0000	8.0000
Unit Price	40,000.00	250,000.00
Total	1,600,000.00 USD	10,000,000.00 USD

Figure 10: The comparison for two Vendor responses in the Item Comparison window.

12. Click the **X** in the upper right-hand window to close the Item Comparison window.

Compare Questionnaire Responses

This process continues from Step 8 in the Analyze Vendor Responses section of this QRG.

9. Click the **Compare Questionnaire Responses** button. A new window opens. The Responses field shows the Vendor name associated with the response selections you made in Step 8. A list of questionnaire responses displays below the Responses field.

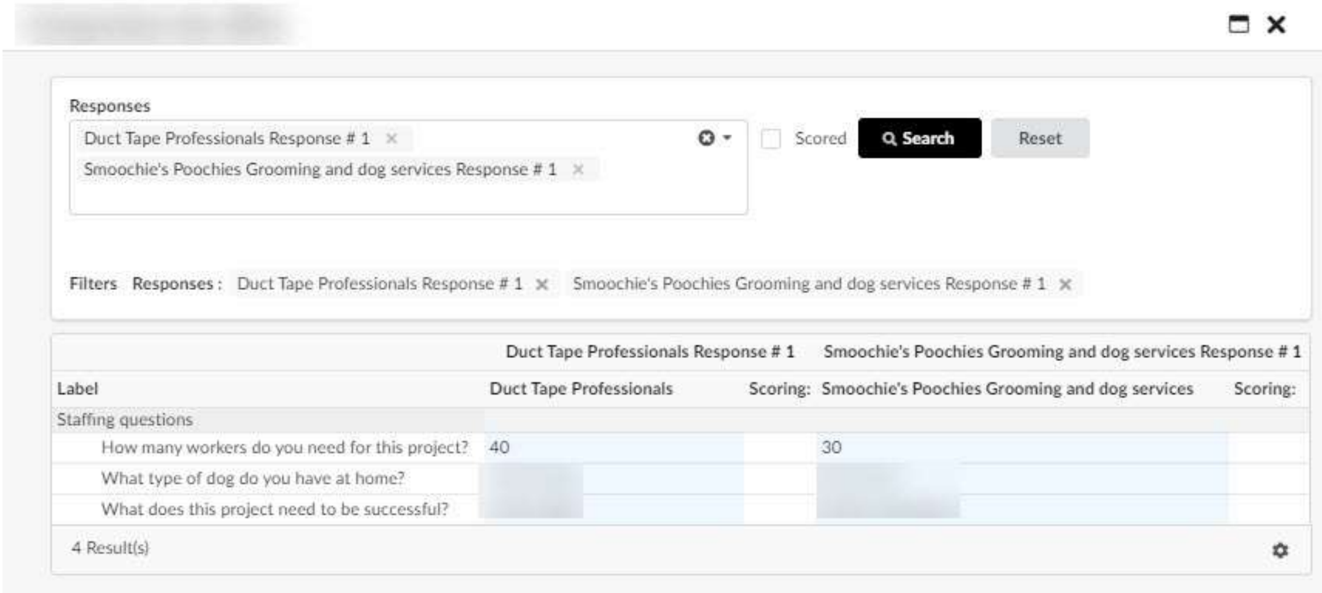


Figure 11: Two vendor responses to a solicitation questionnaire.

10. (Optional) Click the **Scored** checkbox to the right of the Responses field and click the **Search** button to see scored responses from your selected vendors.

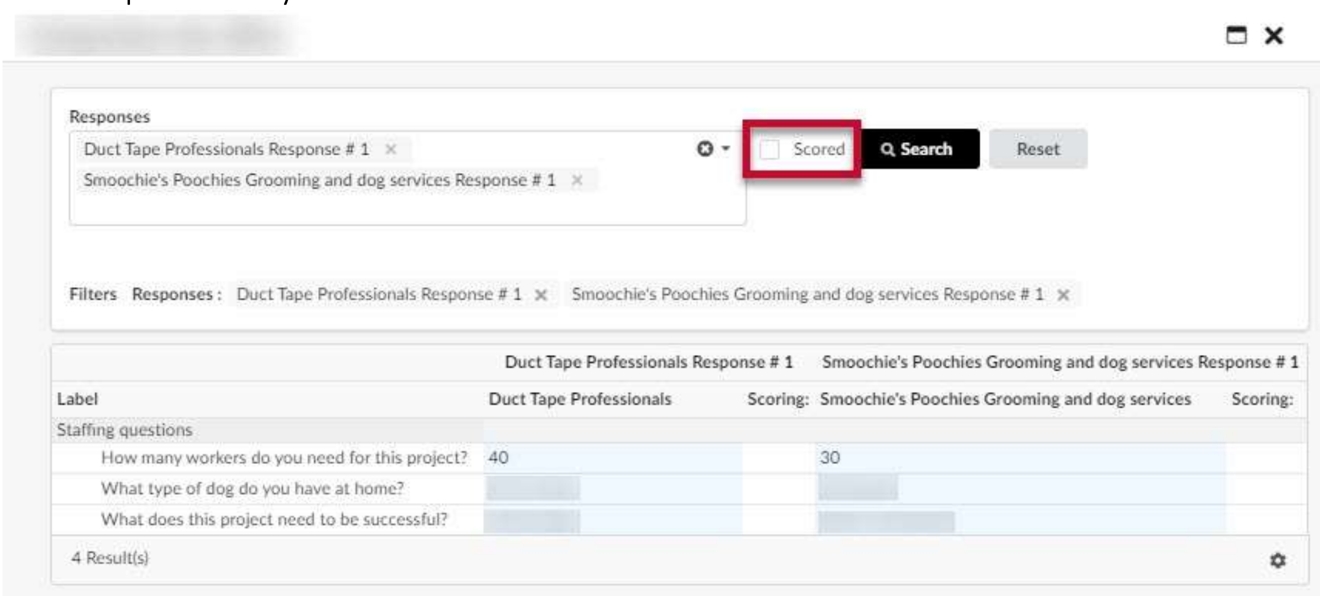


Figure 12: The Scored checkbox to see scored vendor responses if they were set up for scoring.

11. Click the **X** in the upper right-hand window to close the window.

Next Steps

Buyer QRG Award a Vendor in eMMA