

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.



The screenshot shows a table of projects. The first project in the list, 'PM021302 IFB Test 1 JS', has its edit icon (a pencil icon) highlighted with a red box. The table has columns for ID, Project, and Type. The 'Project' column contains links to the project details. The 'Type' column shows 'IFB: Invita Bid (LP)' for the first project.

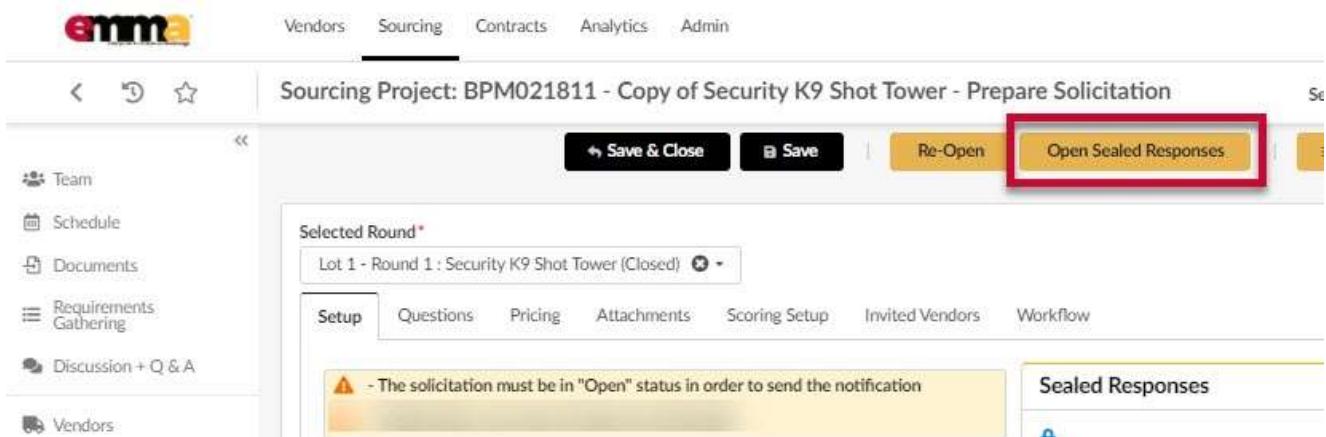
ID	Project	Type
 PM021302	IFB Test 1 JS	IFB: Invita Bid (LP)
 BPM021301	MMIS II IV&V Masters (created 10/22/20)	Secondary Competiti
 BPM021299	Juniper MITDP VoIP Upgrades	Secondary

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.

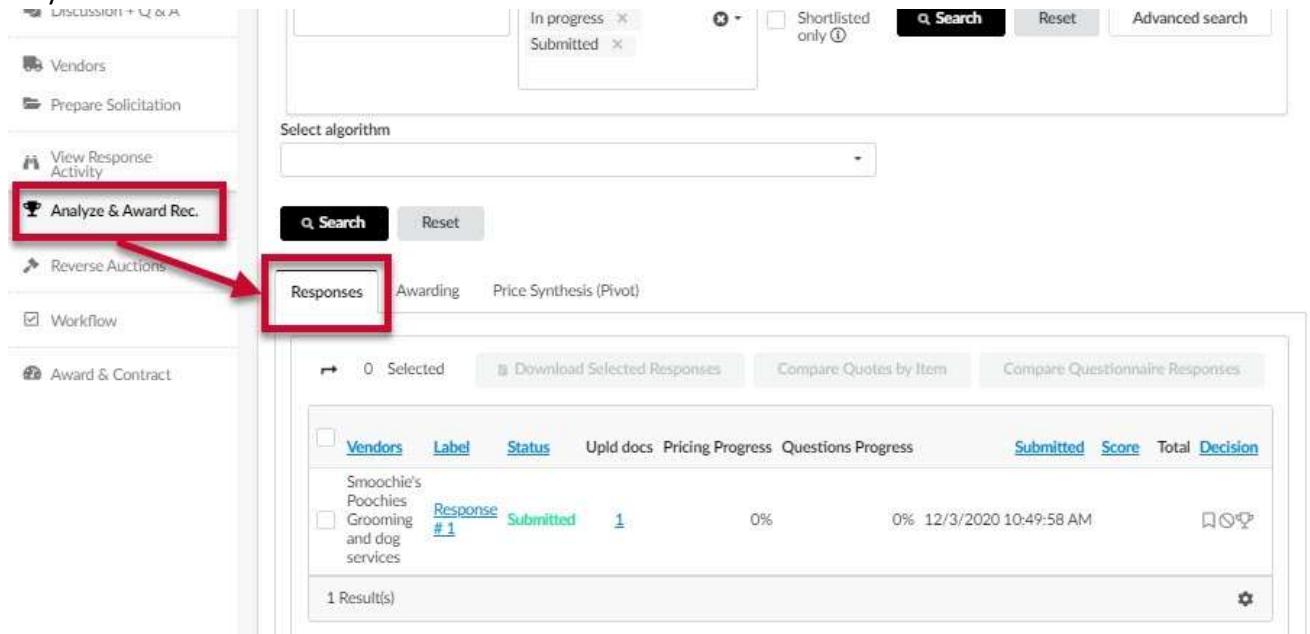
IMPORTANT: Once you click the Open Sealed Responses button, you cannot re-open the solicitation or amendment to extend it.



The screenshot shows the 'Sourcing Project: BPM021811 - Copy of Security K9 Shot Tower - Prepare Solicitation' page. On the left is a sidebar with 'Team', 'Schedule', 'Documents', 'Requirements Gathering', 'Discussion + Q & A', and 'Vendors'. The main area has tabs for 'Setup', 'Questions', 'Pricing', 'Attachments', 'Scoring Setup', 'Invited Vendors', and 'Workflow'. A warning message at the bottom left says: '⚠ - The solicitation must be in "Open" status in order to send the notification'. On the right, there is a 'Sealed Responses' section with a 'Send' button. The 'Open Sealed Responses' button is highlighted with a red box.

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

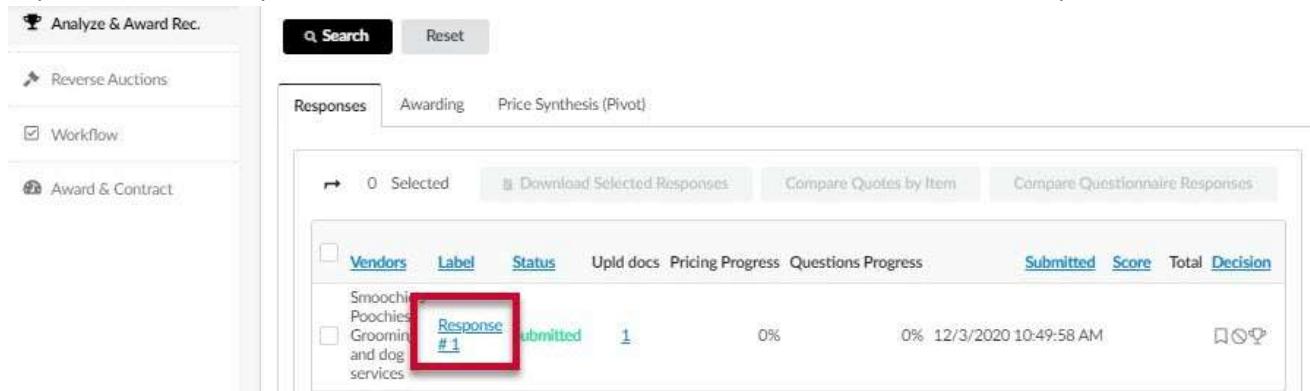
6. Click the **Analyze & Award** tab on the left-hand side-panel to display responses in the **Responses** sub-tab. You may need to scroll down to view the sub-tab section.



The screenshot shows the 'Analyze & Award Rec.' tab selected in the left sidebar. The main content area is the 'Responses' sub-tab, which is highlighted with a red box. The sub-tab displays a table of vendor responses. The table has columns for Vendors, Label, Status, Upd docs, Pricing Progress, Questions Progress, Submitted, Score, Total, and Decision. One row is visible for 'Smoochie's Pooches Grooming and dog services', with the 'Label' column showing 'Response #1' and the 'Submitted' column showing '1'. A red arrow points from the 'Analyze & Award Rec.' tab in the sidebar to the 'Responses' sub-tab in the main content area.

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.



The screenshot shows the 'Responses' sub-tab selected. In the table, the 'Label' column for the first row contains a link 'Response #1', which is highlighted with a red box. The rest of the table columns show 'Submitted' and '1' respectively. The rest of the interface is identical to Figure 4.

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

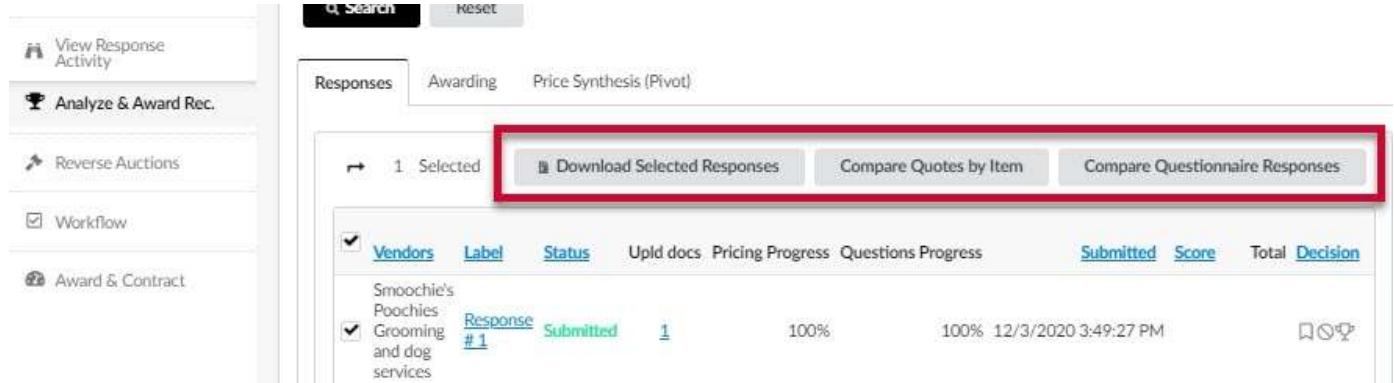
8. Click the checkbox to the left of the column titles to select all responding Vendors, or click the individual checkboxes to the left of the Vendor name to select one or several specific Vendors.



The screenshot shows the 'Responses' sub-tab. A large red arrow points to the first checkbox in the 'Vendors' column header, labeled 'Select all Vendors'. Another large red arrow points to the individual checkboxes next to the vendor names in the 'Vendors' column, labeled 'Select individual Vendors'. The table data is identical to Figure 4.

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

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



The screenshot shows a software interface for managing vendor responses. On the left, there's a sidebar with icons for 'View Response Activity', 'Analyze & Award Rec.', 'Reverse Auctions', 'Workflow', and 'Award & Contract'. The main area is titled 'Responses' and includes tabs for 'Responses', 'Awarding', and 'Price Synthesis (Pivot)'. Below these tabs, there's a button bar with '1 Selected' and three buttons: 'Download Selected Responses' (highlighted with a red box), 'Compare Quotes by Item', and 'Compare Questionnaire Responses'. The main content area displays a table of vendor responses. The columns include 'Vendors' (with a checked checkbox), 'Label' (with 'Response #1'), 'Status' (with 'Submitted'), 'Upld docs' (with '1'), 'Pricing Progress' (with '100%'), 'Questions Progress' (with '100%'), 'Submitted' (with '12/3/2020 3:49:27 PM'), and 'Score' and 'Decision' (both with question marks). There are also icons for a magnifying glass, a person, and a document.

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.

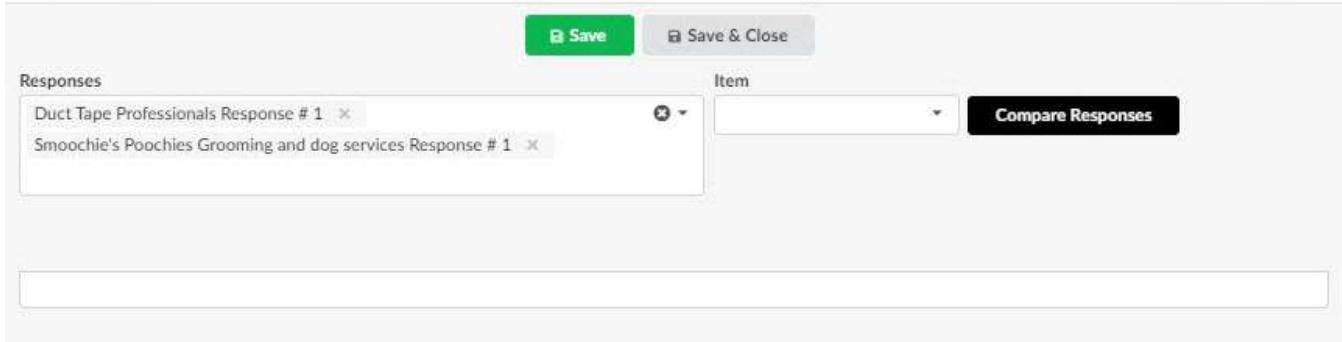
9. Click the Download Selected Responses button. A zip drive of the selected vendor responses downloads to your device.

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.

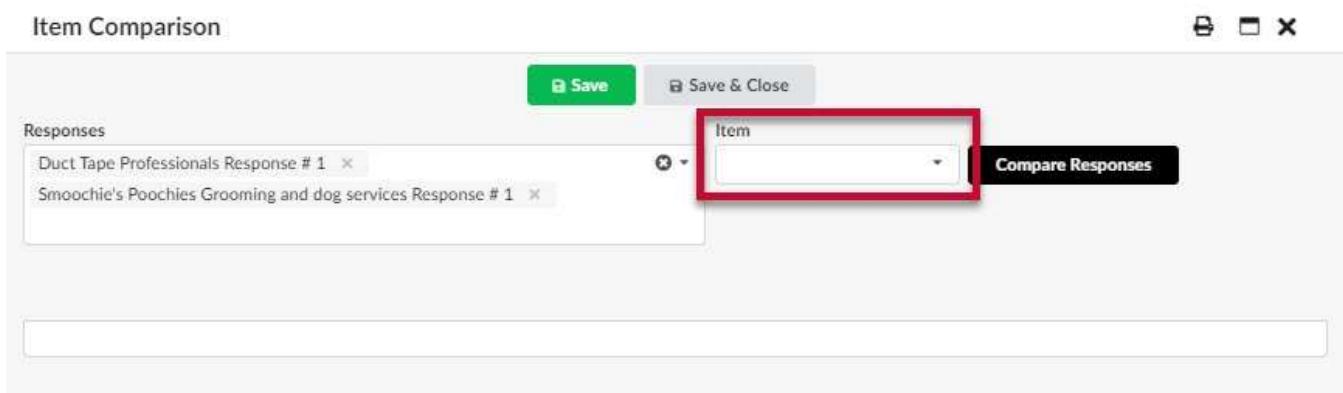
Item Comparison



The screenshot shows the 'Item Comparison' window. At the top, there are 'Save' and 'Save & Close' buttons. Below that is a 'Responses' section containing two entries: 'Duct Tape Professionals Response # 1' and 'Smoochie's Poochies Grooming and dog services Response # 1'. To the right of these entries is a dropdown menu with a close button. At the bottom right of the window is a large 'Compare Responses' button. The window has a standard OS X style with a close button in the top right corner.

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

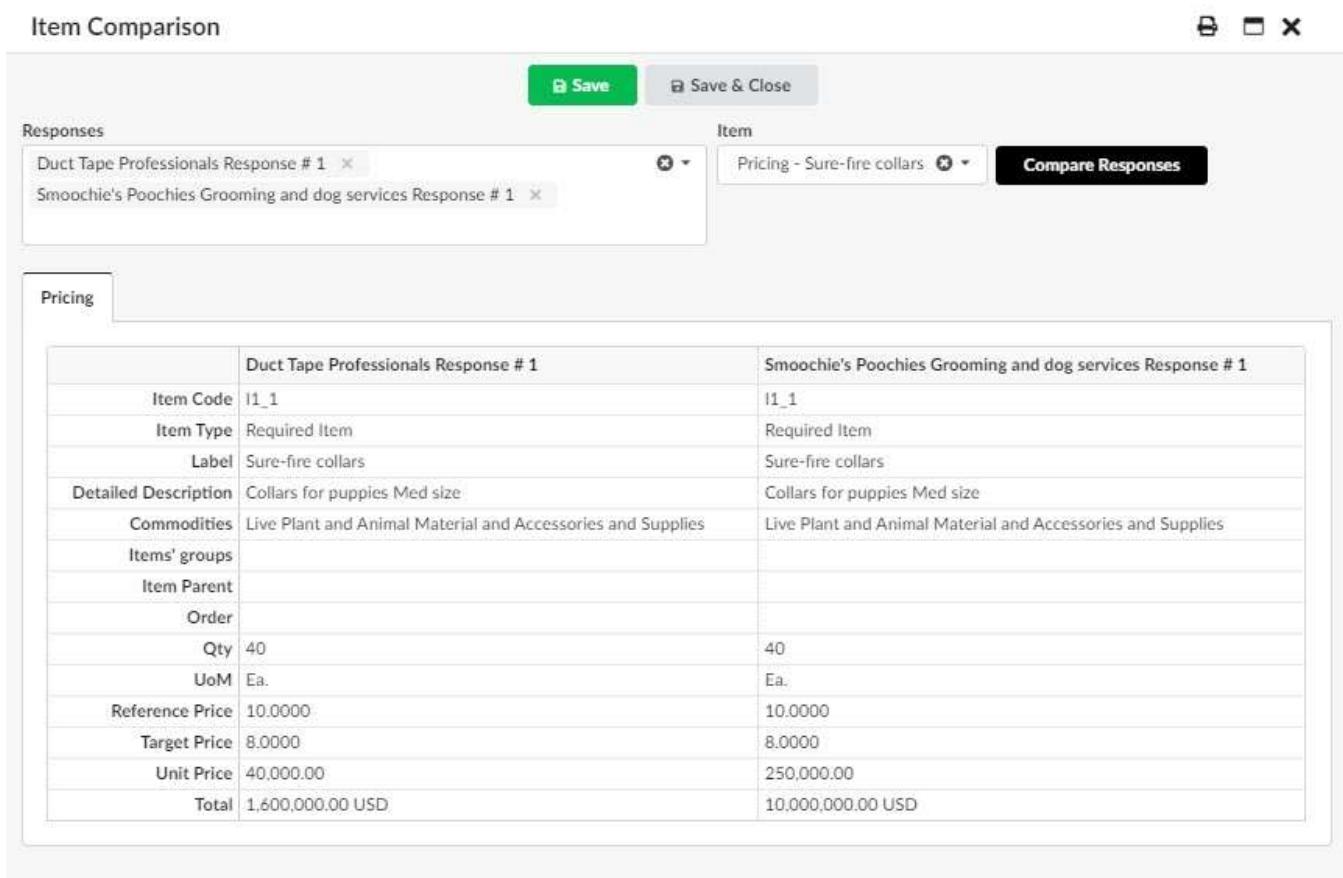
10. Click the **Item** field to select an item for comparison from the drop-down field.



The screenshot shows the 'Item Comparison' window. At the top, there are 'Save' and 'Save & Close' buttons. Below them is a 'Responses' section containing two entries: 'Duct Tape Professionals Response # 1' and 'Smoochie's Poochies Grooming and dog services Response # 1'. To the right of these is a dropdown menu labeled 'Item' with a red box around it. Below the dropdown is a 'Compare Responses' button.

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.



The screenshot shows the 'Item Comparison' window with the 'Responses' section and a 'Pricing' table. The 'Responses' section shows the same two vendor responses. The 'Pricing' table compares the following details for each vendor:

	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	40.0000.00	250,000.00
Total	1,600,000.00 USD	10,000,000.00 USD

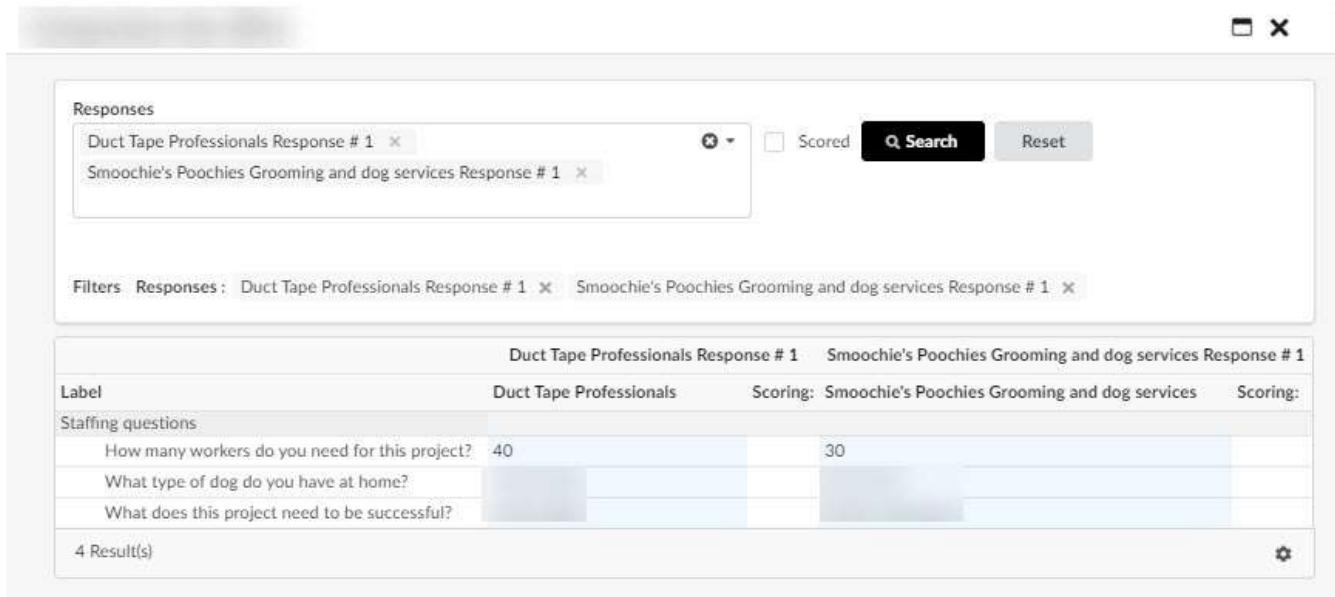
Figure 10: The comparison for two Vendor responses in the Item Comparison window.

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.

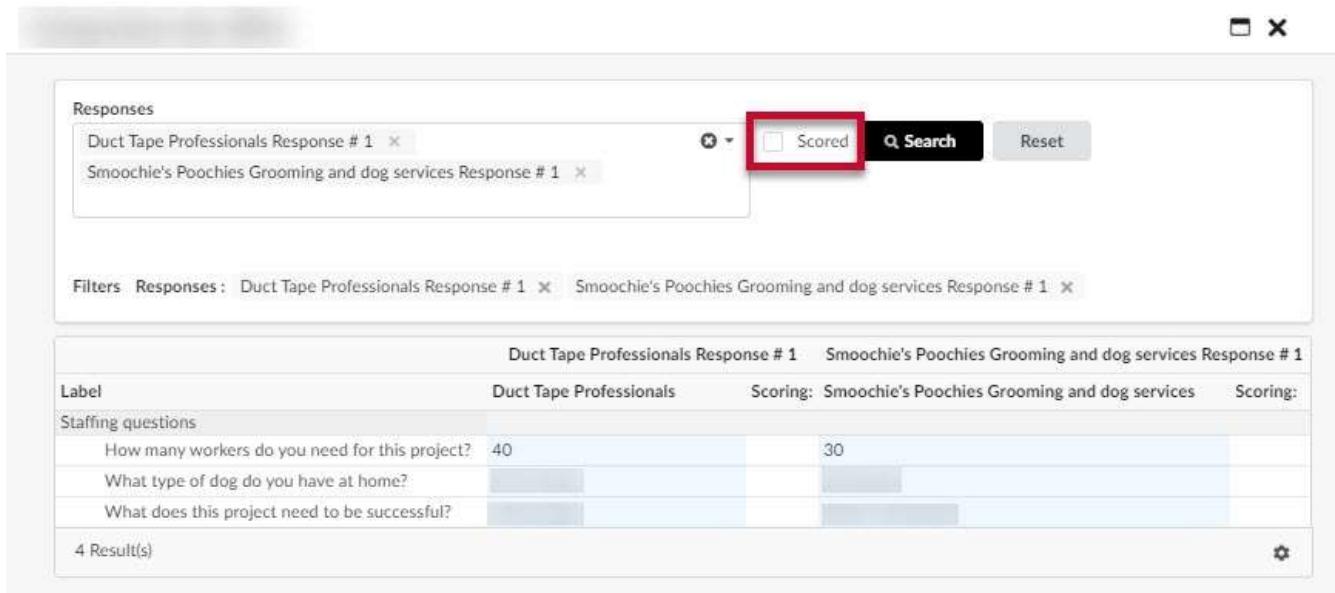
9. Click the **Compare Questionnaire Responses** button. A new window opens. The Responses field shows the Vendor name associated with the response selections you made in Step 8. A list of questionnaire responses displays below the Responses field.



The screenshot shows a window titled 'Responses' with two entries: 'Duct Tape Professionals Response # 1' and 'Smoochie's Poochies Grooming and dog services Response # 1'. Below this is a 'Filters' section with a 'Responses' dropdown set to 'Duct Tape Professionals Response # 1' and 'Smoochie's Poochies Grooming and dog services Response # 1'. The main content area displays a table with four columns: 'Label', 'Duct Tape Professionals', 'Scoring: Smoochie's Poochies Grooming and dog services', and 'Scoring'. The table has three rows under 'Staffing questions' with columns for 'Label', 'Value', and 'Scoring'. The 'Value' column for the first row is '40' and for the second is '30'. The 'Scoring' column for the first row is 'Smoochie's Poochies Grooming and dog services' and for the second is 'Scoring'. At the bottom, it says '4 Result(s)'.

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.



The screenshot is identical to Figure 11, but the 'Scored' checkbox in the 'Responses' section is highlighted with a red box. The rest of the interface and data are the same.

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