



Award a Solicitation to a Vendor in eMMA

Quick Reference Guide

Overview

This Quick Reference Guide (QRG) is intended for Procurement Officers/Buyers who need to Award a Vendor a closed solicitation in the eMaryland Marketplace Advantage (eMMA). It shows how to award one Vendor to an Invitation for Bid (IFB), however, the process is the same for any closed solicitation or project type.

Prerequisite

This QRG assumes you have completed the steps for analyzing and comparing Vendor responses and have chosen a Vendor to whom to award the contract. If not, see the QRG Analyze Vendor Responses.

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

Instructional Video

<https://youtu.be/zJiLUfQUuEA>

Step-by-Step Instructions

Award a Solicitation to a Vendor

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 drop-down menu and the Browse Sourcing Projects option in eMMA.

- Use the search fields and filters to find the sourcing project to which you need to award Vendors in the list displayed and click the **Edit** (pencil) icon to the left of the project. You can also click the hyperlinks for the project or ID as well.



Figure 2: The Edit (pencil) icon to the left of a sourcing project.

- Click the **Analyze & Award Rec.** tab on the left-hand side-panel.

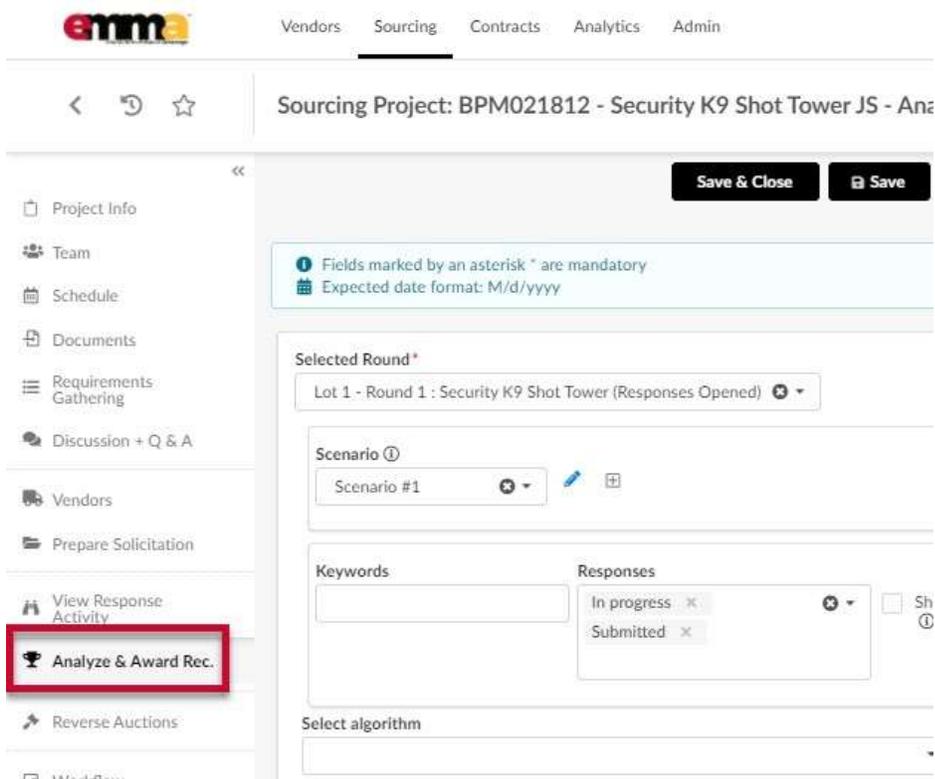


Figure 3: The Analyze & Award Rec. tab in the left-hand side-panel.

- Click the Award (trophy) icon to the right of the Vendor to which you want to award your solicitation. You may need to scroll down to see the section with the Vendor responses.

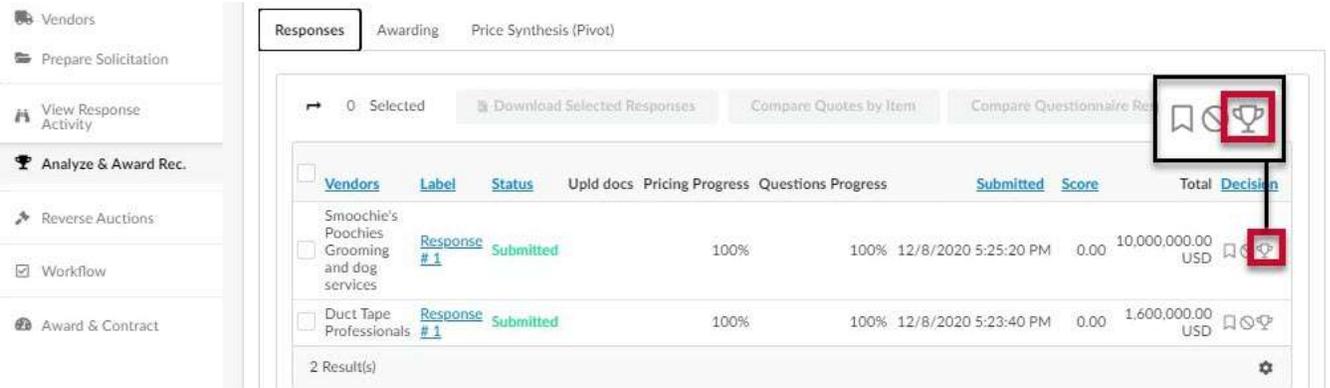


Figure 4: The Award (trophy) icon to the right of a Vendor, with a magnified view of the icon.

- A prompt displays asking you to confirm your choice. Click the **OK** button. The trophy icon turns a solid green to indicate the awarded Vendor.
- (Optional) To change the award, click the **Invalidate Award** button at the top of the page. A prompt displays asking you to confirm your choice. Click the **OK** button.

NOTE: You can only invalidate an award before you launch the workflow (Step 8). After that your award is solidified.

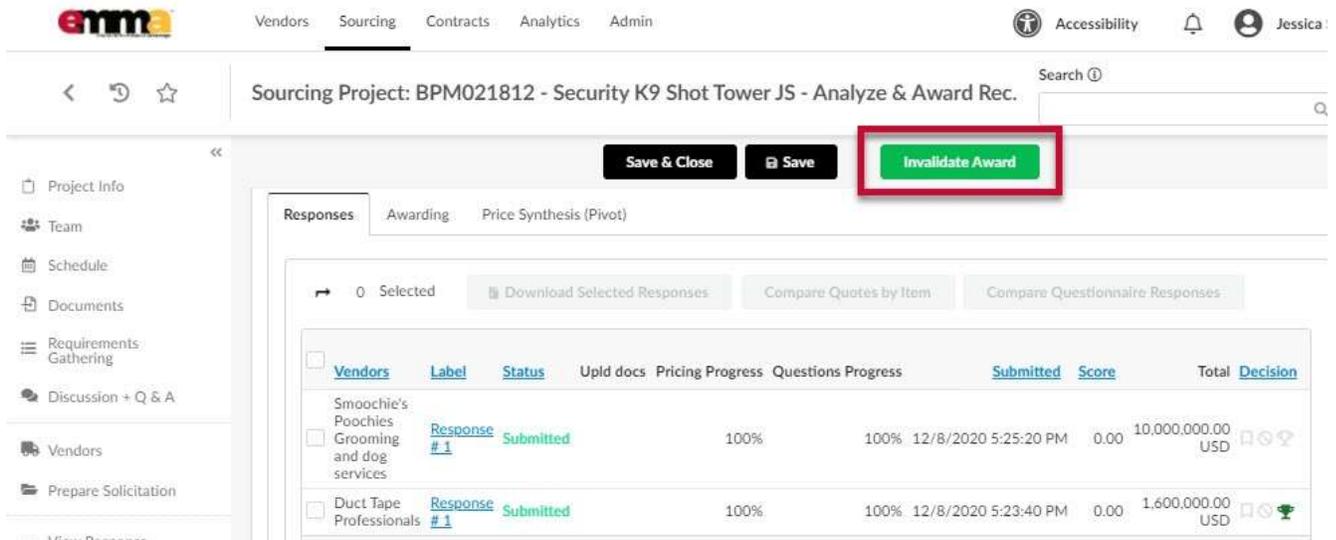


Figure 5: The Invalidate Award button.

8. Click the **Workflow** tab on the left-hand side-panel and click the **Launch Workflow** button at the top of the page. The workflow then follows the approval path as designed.

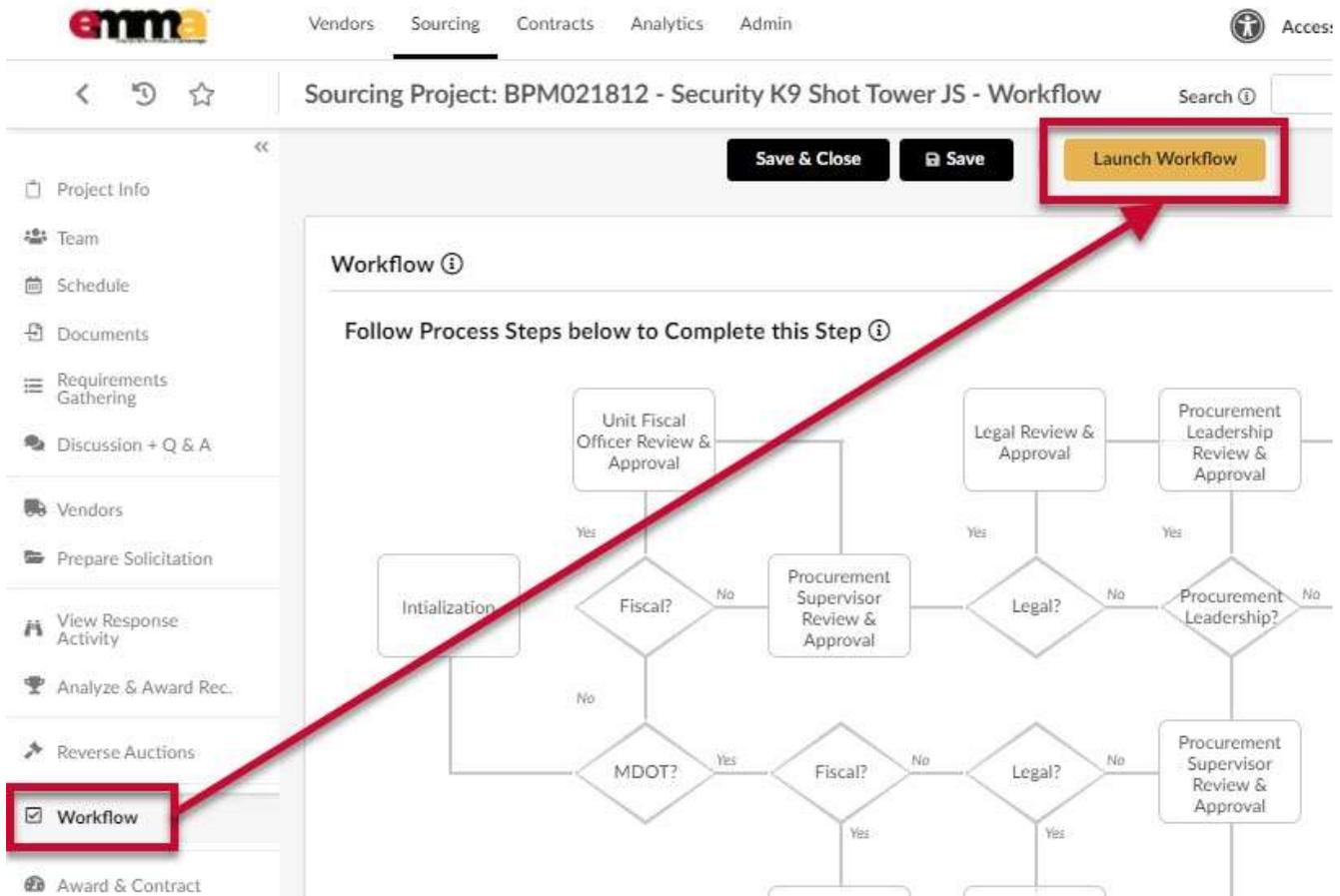


Figure 6: The Workflow tab and the Launch Workflow button.

NOTE: The **Approval History** and **Mail History** sections are below the workflow and can be very useful for viewing approval steps (approved, rejected, pending), and what messages were sent and when. Click the arrow

to the left of the Mail History to open that section.

The screenshot shows the Workflow page interface. On the left is a navigation sidebar with various tabs. The main content area is divided into two sections:

- Approval History:** A table with columns: Activity, Name, Delegate to, Created on, Validated on, State, Due date, and Initial performer. It lists activities like 'Procurement Supervisor Review & Approval' and 'Review & Notify Apparent Awardee'.
- Mail History:** A table with columns: Date, Send to, and Subject. It shows email notifications sent to users like 'SURDIN Jessica' and 'VELAYUDHAM Paul'.

Red boxes highlight the 'Approval History' and 'Mail History' section headers. A red arrow points to a small downward arrow icon next to the 'Mail History' header.

Figure 7: The Approval History and the Mail History sections on the Workflow page, displaying the arrow to open the Mail History section.

- Once the approved Workflow comes back to you, click the Workflow tab in the left-hand side-panel and click the Review & Notify button at the top of the page.

The screenshot shows the Workflow page for a Sourcing Project. The 'Workflow' tab is selected in the left sidebar. At the top of the workflow area, there are buttons for 'Save & Close', 'Save', 'Reject', and 'Review & Notify'. The 'Review & Notify' button is highlighted with a red box and a red arrow. Below the buttons is a flowchart titled 'Follow Process Steps below to Complete this Step' showing various approval steps like 'Unit Fiscal Officer Review & Approval', 'Legal Review & Approval', and 'Procurement Leadership Review & Approval'. The 'Workflow' tab in the sidebar and the 'Review & Notify' button are both highlighted with red boxes.

Figure 8: The Workflow tab and the Review & Notify button.

10. Click the **Award & Contract** tab in the left-hand side-panel and click the **Selected: to be notified** link to the right of the awarded Vendor response.

NOTE: The awarded Vendor has “Selected” under the Decision column.



Figure 9: The Award & Contract tab and the Selected: to be notified link for an awarded Vendor.

11. The Send an e-mail window opens, showing the message to the awarded Vendor.
12. Click the **Send & Close** button at the top of the Send an e-mail window.

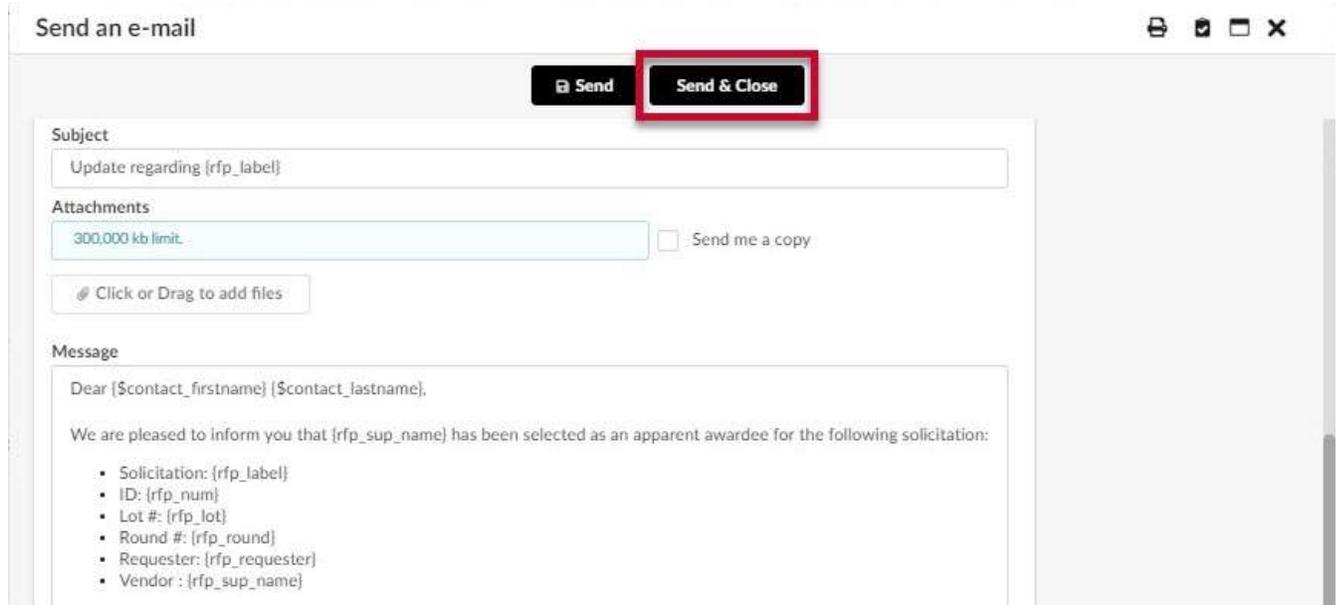


Figure 10: The Send & Close button at the top of the Send an e-mail window.

The Award & Contract page shows the awarded Vendor was **Selected: Notified** in the Notification column. The award process for your solicitation is complete.

The screenshot shows the 'Award & Contract' page. On the left is a navigation menu with options: 'Analyze & Award Rec.', 'Reverse Auctions', 'Workflow', and 'Award & Contract'. The main content area shows 'Project Status' as 'Apparent Awardee Approved'. Below this is a table with columns: Vendor, Lot / Round, Label, Decision, Notification, and Contract. The first row is for 'Duct Tape Professionals' with 'Lot 1 / Round 1', 'Response # 1', 'Selected', '1,600,000.00 US', and 'Selected: Notified' (highlighted with a red box). The second row is for 'Smoochie's Poochies Grooming and dog services' with 'Lot 1 / Round 1', 'Response # 1', 'Not selected', and 'Not selected: to be notified'. A 'Create/Update a contract' button is next to the first row. At the bottom, it says '2 Result(s)' and 'Items synthesis'.

Vendor	Lot / Round	Label	Decision	Notification	Contract
Duct Tape Professionals	Lot 1 / Round 1	Response # 1	Selected	Selected: Notified	Create/Update a contract
Smoochie's Poochies Grooming and dog services	Lot 1 / Round 1	Response # 1	Not selected	Not selected: to be notified	

Figure 11: A Vendor on the Award & Contract page that was awarded and notified.

Next Steps

Buyer QRG – Create a Contract from an Awarded Solicitation