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.

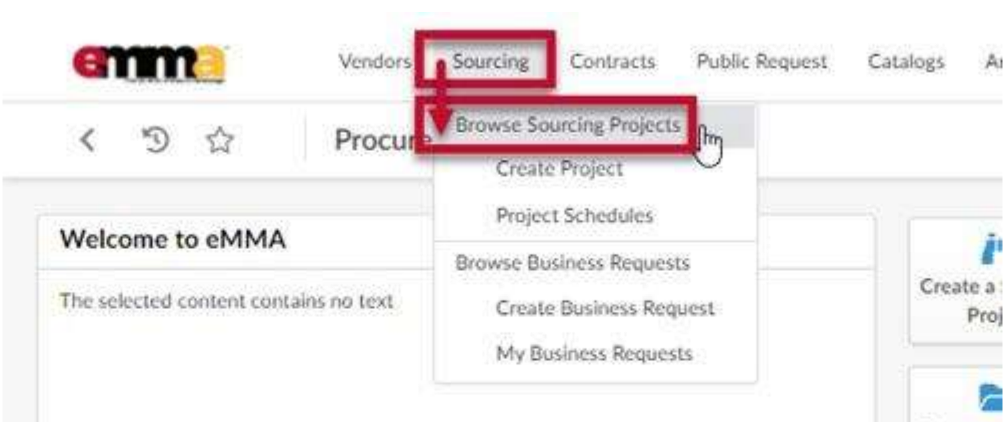

Figure 1: The Sourcing drop-down menu and the Browse Sourcing Projects option in eMMA.

3. 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 to view 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.

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

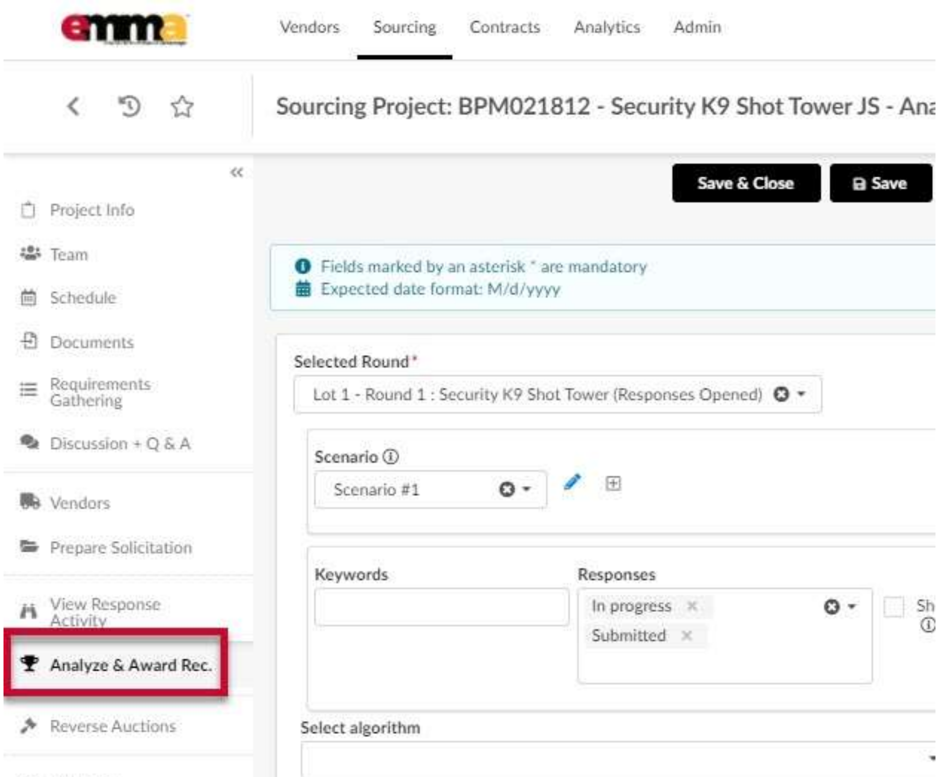

Figure 3: The Analyze & Award Rec. tab in the left-hand side-panel.

5. 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.

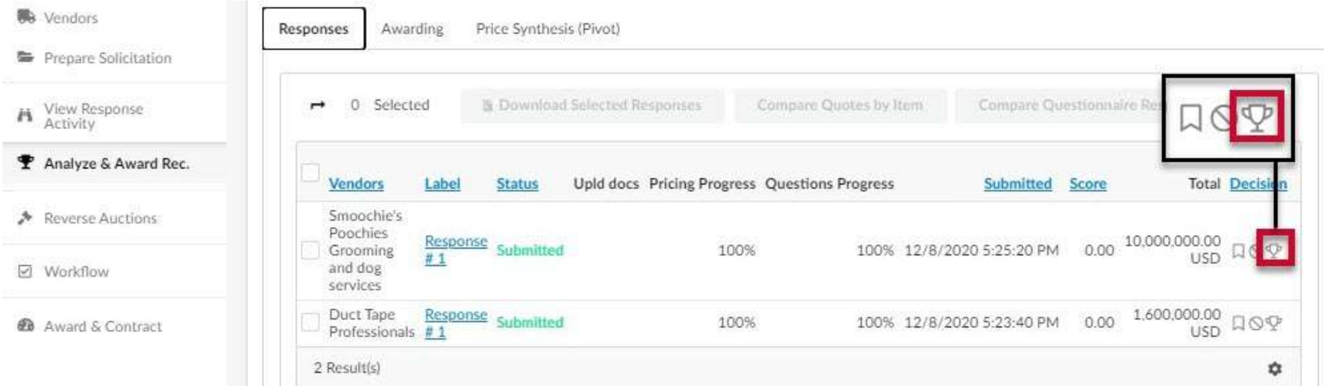

Figure 4: The Award (trophy) icon to the right of a Vendor, with a magnified view of the icon.

6. 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.
7. (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.

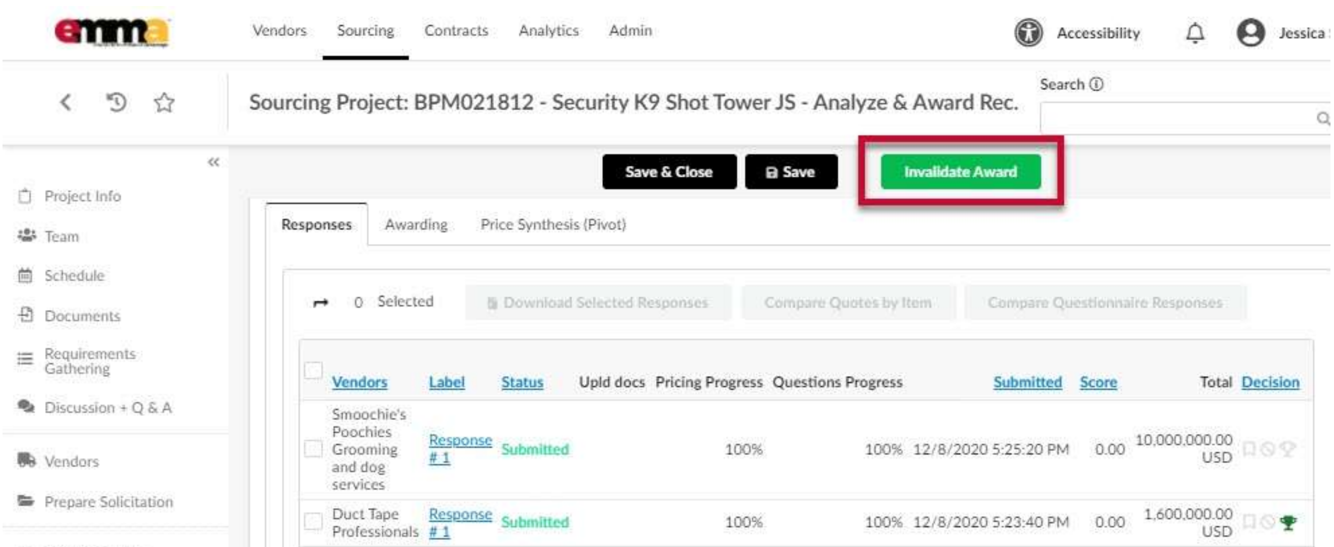

Figure 5: The Invalidate Award button.

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.

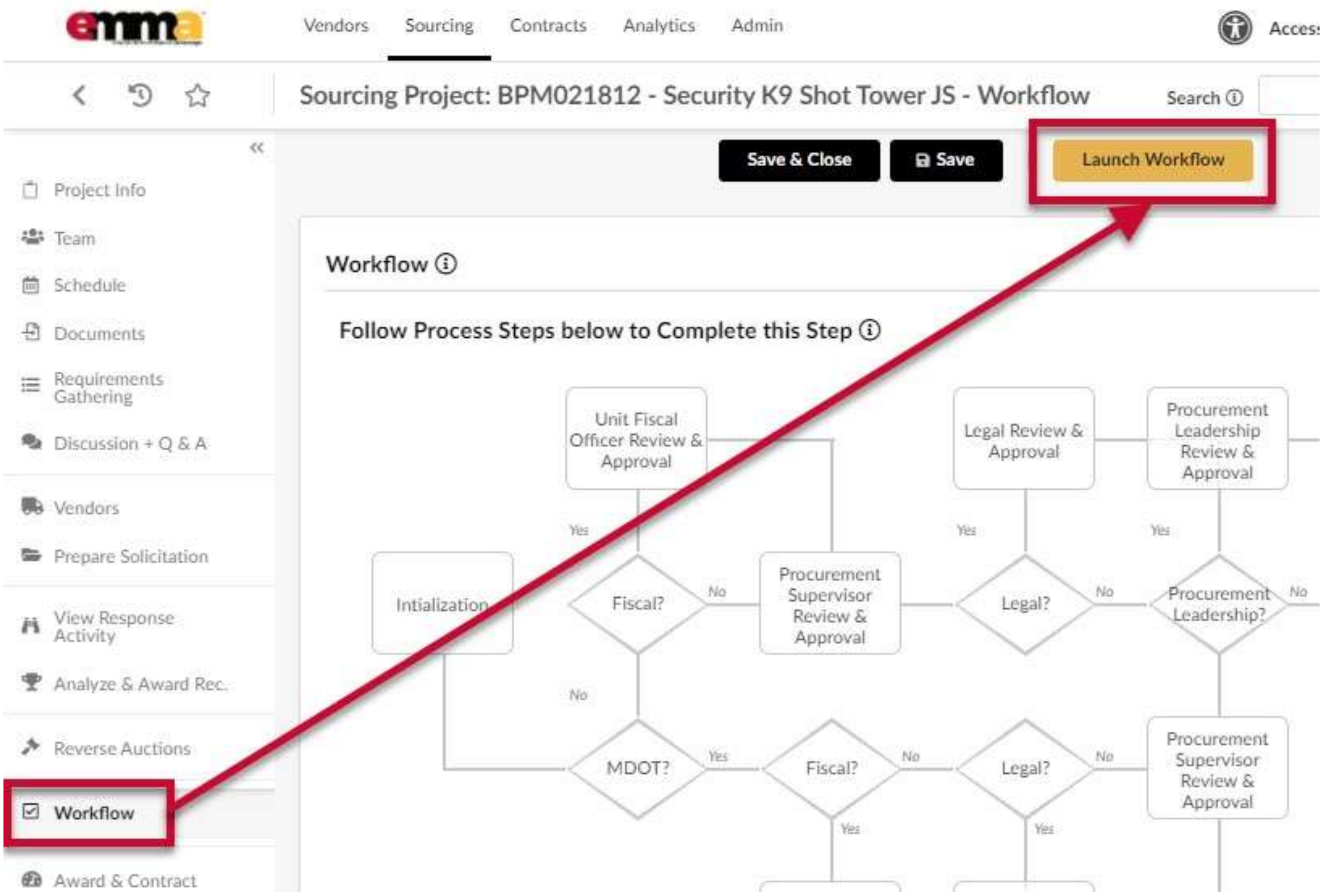

Figure 6: The Workflow tab and the Launch Workflow button.

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.

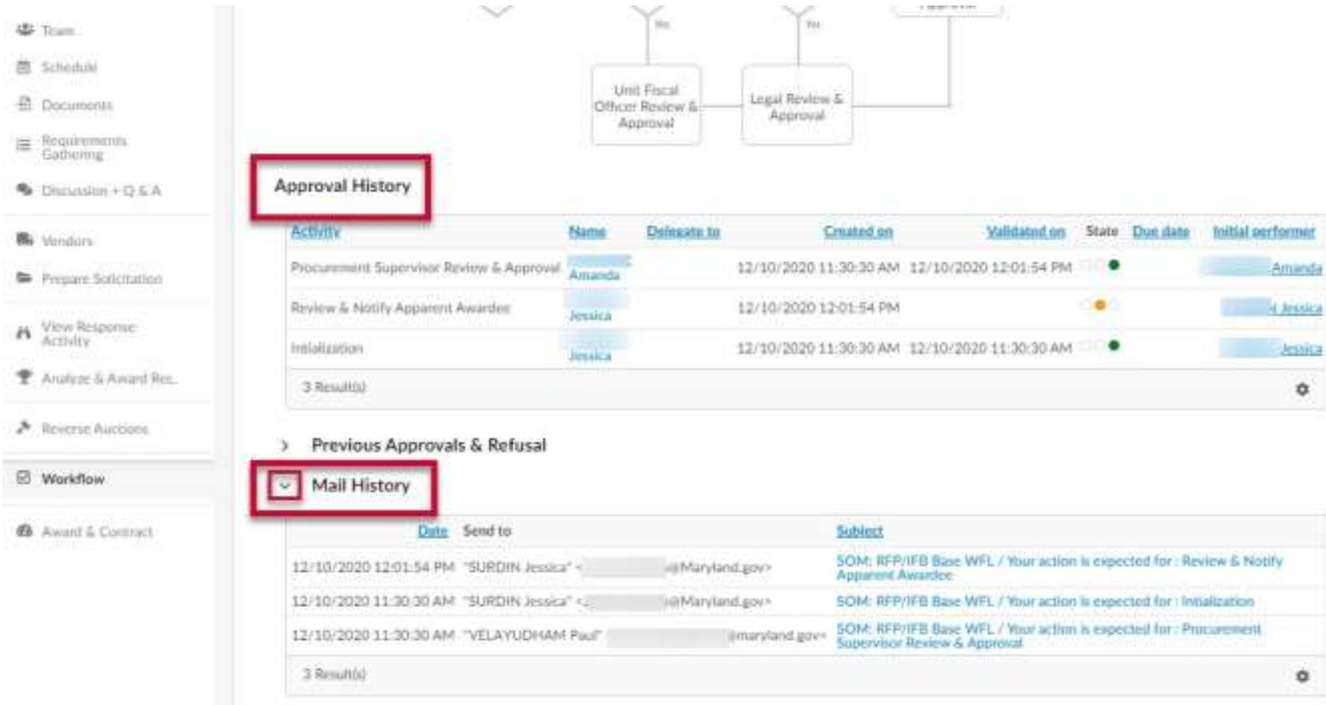

Figure 7: The Approval History and the Mail History sections on the Workflow page, displaying the arrow to open the Mail History section.

9. 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.

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.

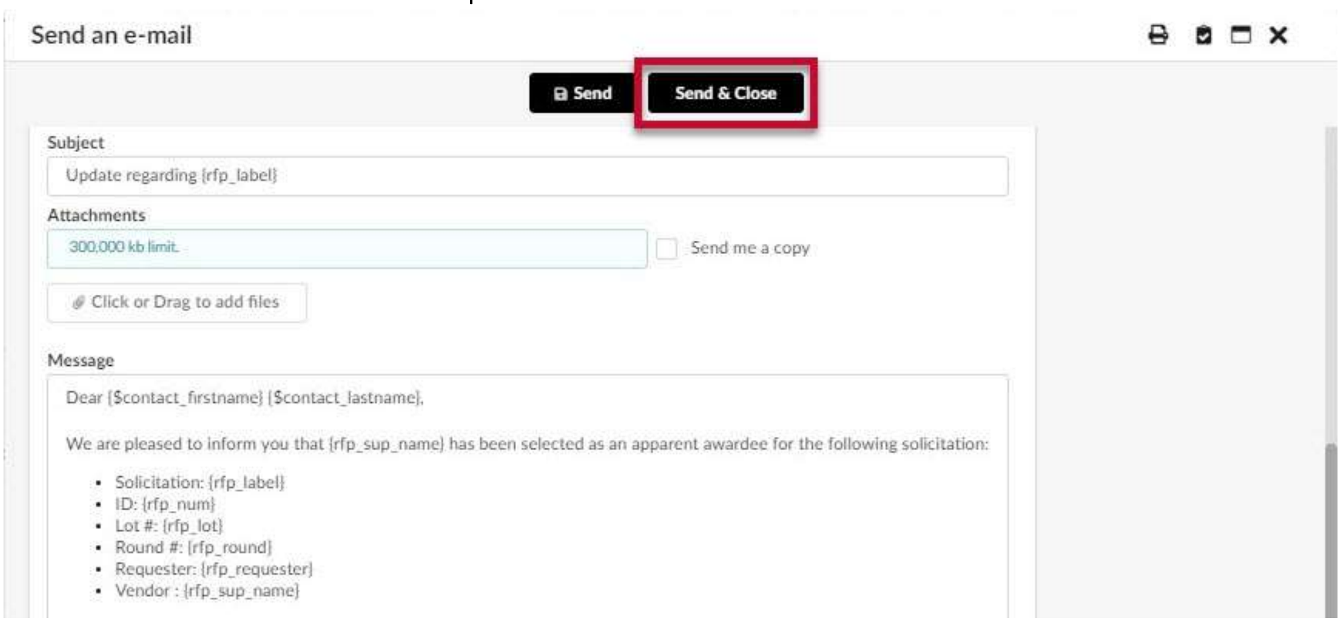

Figure 10: The Send & Close button at the top of the Send an e-mail window.

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

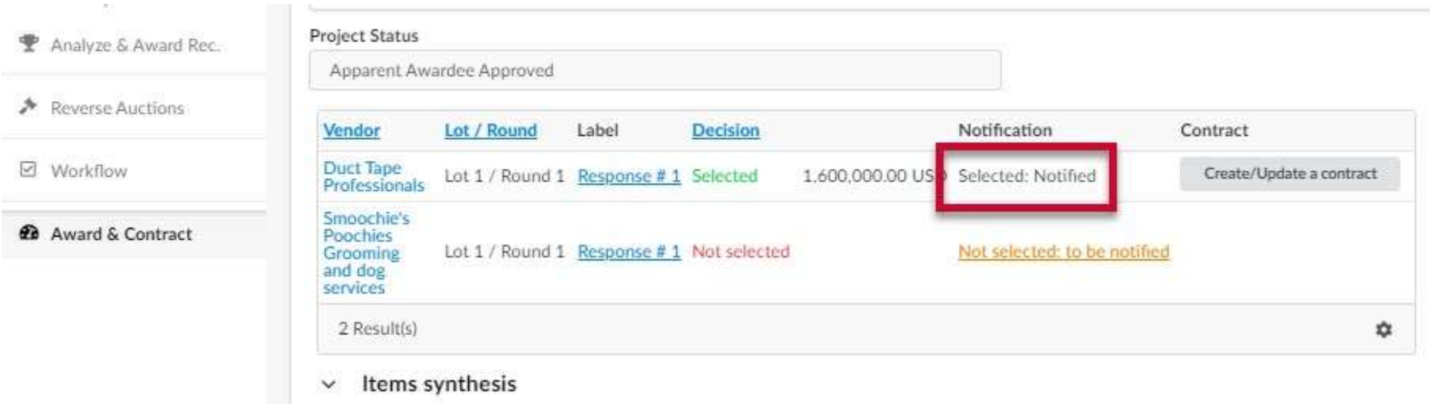

Figure 11: A Vendor on the Award & Contract page that was awarded and notified.

Next Steps

Buyer QRG – Create a Contract from an Awarded Solicitation