



Quick Reference Guide

Bid Tabulation

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Tabulation feature which displays the results of all bids received for a solicitation in eMMA.

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

<Place Holder for **Instructional Video**>

Accessing Public Solicitations

1. Log in to eMMA using your username and password.

Note: If you do not have an eMMA login, access public solicitations by clicking the **Public Solicitations** button on the right side of the screen. Proceed to **step 3**.

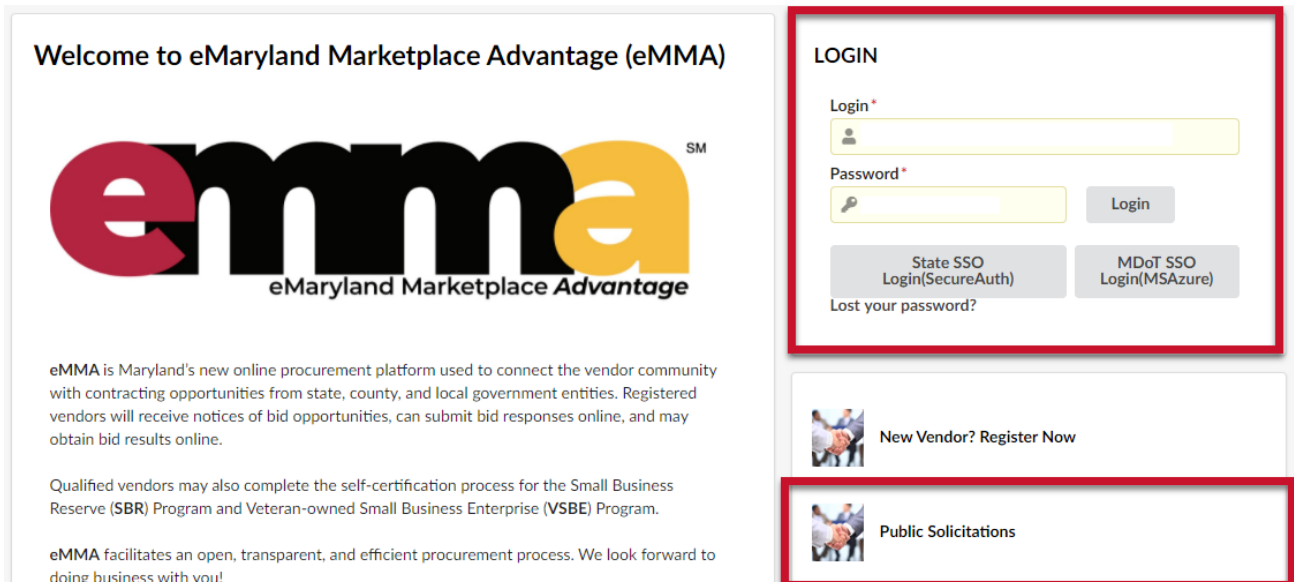


Figure 1: Login Field and Public Solicitations Button

2. Click the **Sourcing** tab at the top of the page then click on **Public Solicitations**.

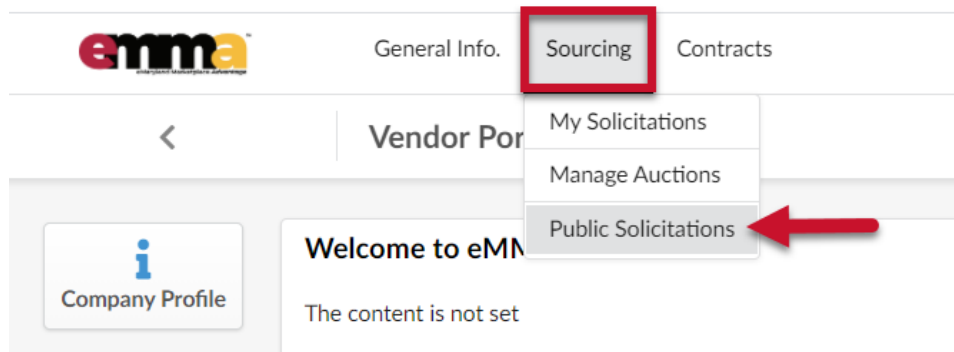


Figure 2: Sourcing Tab Drop Down Menu and Public Solicitations button.

Viewing Public Solicitations

3. Locate your solicitation by **BPM ID** or **Title**, then click on the **Solicitation name** to open it.

Note: The solicitation status must show as **Response Open** to view Bid Tabulation.

Keywords Category Status Responses Opened

> Advanced Search

Filters Status: Responses Opened

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM020772	KF-000200-001 - Replace J-Valves in the housing unit	Responses Opened	10/21/2020	Plumbing fixtures	IFB: Invitation for Bid	Department of General Services	<input type="button" value="View"/>	

Figure 3: Response Opened and Name of Solicitation under title column.

Bid Tabulation Table

4. Scroll to the bottom of the page to view **Bid Tabulation Table**.

Solicitation Info

Pricing (Ext)

Questionnaire (Ext)

Bid Tabulation

Vendor Name	Total Bid Amount
	\$56.00

1 Result(s)

Figure 4: Bid Tabulation Section.