



# Quick Reference Guide

## Viewing Open Solicitations

This Quick Reference Guide (QRG) is designed to help you understand how to view open solicitations in eMMA.

If you need help at any point, please email the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

### Instructional Video

<Place Holder for **Instructional Video**>

### Step-by-Step Instructions

1. Navigate to eMMA at <https://emma.maryland.gov>.
2. In the upper right-hand corner, enter your **email address** and **password**, the address you used when you created the account, in the **Login** field.

Welcome to eMaryland Marketplace Advantage (eMMA)



LOGIN

Login\*

Password\*

Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?

Figure 1: Login Space for Vendors in eMMA

### Viewing Open Public Solicitations

1. From your homepage, click **Sourcing** on the top ribbon; then click **Public Solicitations**.

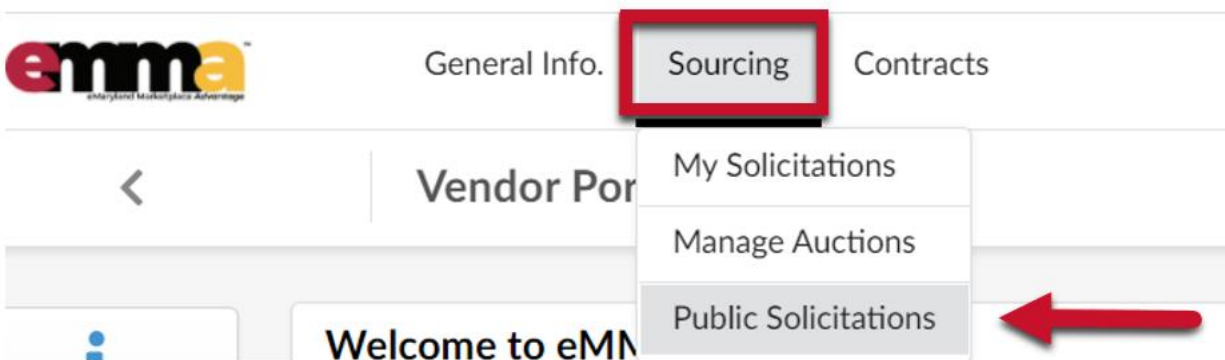


Figure 2: Button for Public Solicitations under Sourcing tab.

This will display the list of Public Solicitations.

General Info. Sourcing Contracts

Public Solicitations

Keywords Category Status

Q Search Reset

Advanced Search

Filters Status :

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type
BPM021286	<a href="#">IFB QRG2a Test</a>	Open	12/3/2020	Structures and Building and Construction and Manufacturing Components and Supplies	IFB: Invitation for Bid
BPM021237	<a href="#">STAGE: MMIS II IV&amp;V Masters</a>	Open		Business and corporate management consultation services	RFP: Double Envelope Proposal (TORFP)
BPM021226	<a href="#">[TEMPLATE] IFB: Invitation for Bid</a>	Open	11/30/2020	Environmental Services	IFB: Invitation for Bid
BPM021199	<a href="#">Wind Shear Device Retrofit and Miscellaneous Repairs at the Millard</a>	Open	12/2/2020	Heavy construction services	Public Notice
BPM021197	<a href="#">Landfill Truck Scales</a>	Open	11/5/2020	Truck or rail scales	Public Notice
BPM021193	<a href="#">RFP No. P-270 Consulting Services, Bicycle and Pedestrian Master Plan</a>	Open	10/30/2020	Community relations consultation and engagement	Public Notice

Figure 3: List displaying public solicitations.

1. Click the drop-down menu under round **Status** to show all solicitation status options.
2. Click **Open** to show only open solicitations.

Keywords Category Status

Q Search Reset

Advanced Search

Filters

Open  
Closed  
Responses Opened

Figure 4: The Open button under Status

3. Results will display onscreen.

Public Solicitations

Keywords Category Status

Q Search Reset

Advanced Search

Filters Status Open x

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type
BPM021286	<a href="#">IFB QRG2a Test</a>	Open	12/3/2020	Structures and Building and Construction and Manufacturing Components and Supplies	IFB: Invitation for Bid
BPM021237	<a href="#">STAGE: MMIS II IV&amp;V Masters</a>	Open		Business and corporate management consultation services	RFP: Double Envelope Proposal (TORFP)
BPM021226	<a href="#">[TEMPLATE] IFB: Invitation for Bid</a>	Open	11/30/2020	Environmental Services	IFB: Invitation for Bid
BPM021199	<a href="#">Wind Shear Device Retrofit and Miscellaneous Repairs at the Millard</a>	Open	12/2/2020	Heavy construction services	Public Notice
BPM021197	<a href="#">Landfill Truck Scales</a>	Open	11/5/2020	Truck or rail scales	Public Notice
BPM021193	<a href="#">RFP No. P-270 Consulting Services, Bicycle and Pedestrian Master Plan</a>	Open	10/30/2020	Community relations consultation and engagement	Public Notice

Figure 5: Results of Open Public Solicitations.

4. To open a solicitation and view it, click the name of the solicitation you want to add.

ID	Title
BPM021618	<a href="#">IFB Test</a>
BPM021569	<a href="#">Career Center Roof Replacement Phase 1</a>
BPM021568	<a href="#">Bel Air Elementary School Roof Replacement</a>
BPM021566	<a href="#">CMGC State's Attorney's Office - Cecil County</a>
BPM021562	<a href="#">Hagerstown MVA Branch Water Line Installation</a>

Figure 6: Name of the Solicitation located next to its code.

5. This will open the page containing all the solicitations information. On this page click the **Add to My Solicitation** button to add the solicitation to **My Solicitation** section.

The image shows a button labeled "Add to My Solicitations" highlighted with a red box. Below it is a detailed view of a solicitation for "Bel Air Elementary School Roof Replacement".

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
Bel Air Elementary School Roof Replacement	BPM021568	1	1	Open	Dec 1 2020 1:00PM	Dec 1 2020 1:00PM

**Solicitation Type**  
Public Notice

**Main Category**  
Building and Facility Construction and Mainten...

**Issuing Agency**  
Board of Education of Allegany County

**Procurement Officer / Buyer**    **Email**  
Jay MARLEY    william.marleyiii@acpsm...

**Solicitation Summary**

**Pre-Bid Conference Date**  
11/4/2020 10:30:00 AM

**Pre-Bid Conference Details**  
There shall be a MANDATORY Pre-Bid Conference scheduled for November 4, 2020 at 10:30 AM at the site.  
The Architect will also be available

Figure 7: Add to My Solicitations button.

6. Click **Sourcing** on the top ribbon, then select **My Solicitations** from the drop-down menu.

The image shows a ribbon with three tabs: "General Info.", "Sourcing", and "Contracts". The "Sourcing" tab is selected and highlighted. A dropdown menu is open below it, showing three options: "My Solicitations", "Manage Auctions", and "Public Solicitations". A red arrow points to the "My Solicitations" option.

Figure 8: Sourcing tab and Button for My Solicitations

7. You will see the solicitation you added to your list in **My Solicitation** like the example below.

<a href="#">ID</a> <small>▲</small>	<a href="#">Solicitation Title</a>	<a href="#">Lot #</a>	<a href="#">Round #</a>	Commodity
BPM021568	<a href="#">Bel Air Elementary School Roof Replacement</a>	1	1	40 - Building and Facility Construction and Maintenance Services
BPM021569	<a href="#">Career Center Roof Replacement Phase 1</a>	1	1	<ul style="list-style-type: none"><li>• 1000 - Roofing and siding and sheet metal services</li><li>• 40 - Building and Facility Construction and Maintenance Servi</li></ul>

Figure 9: Solicitation appearing under My Solicitation.