



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.

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.



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**.

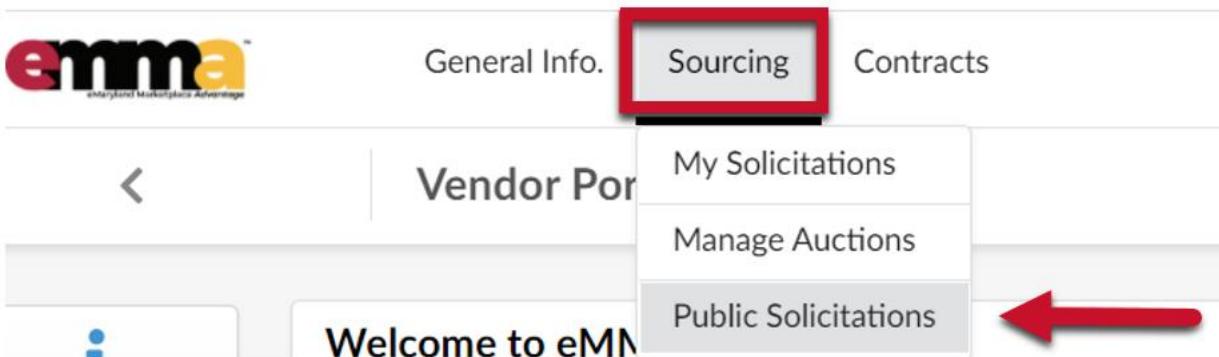
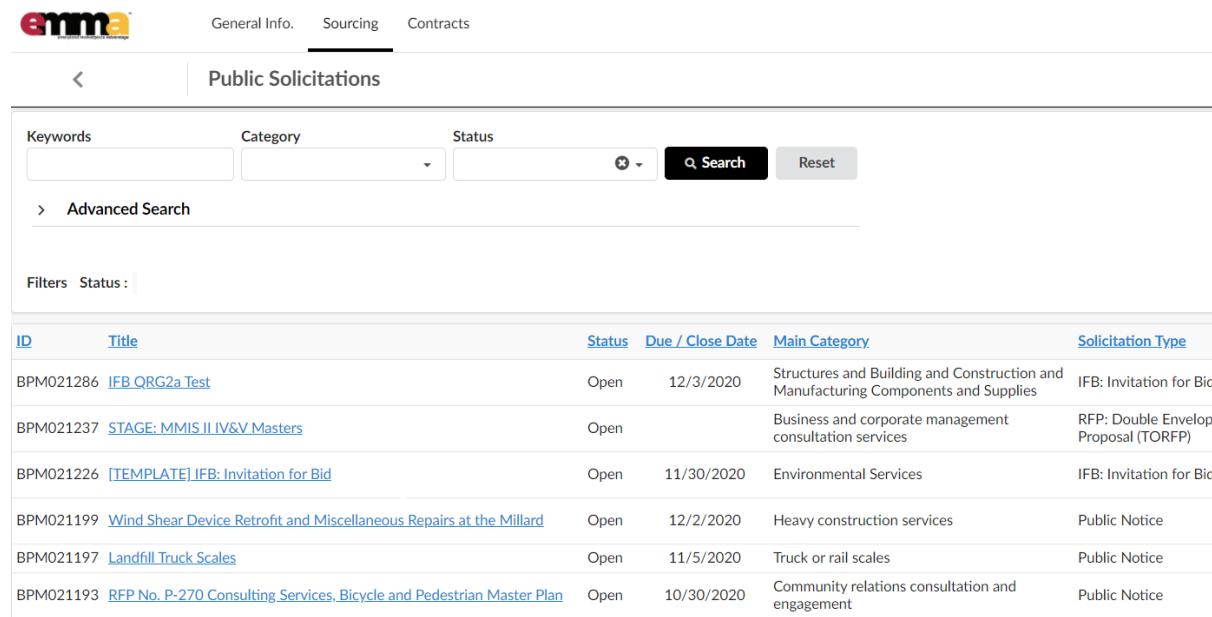


Figure 2: Button for Public Solicitations under Sourcing tab.

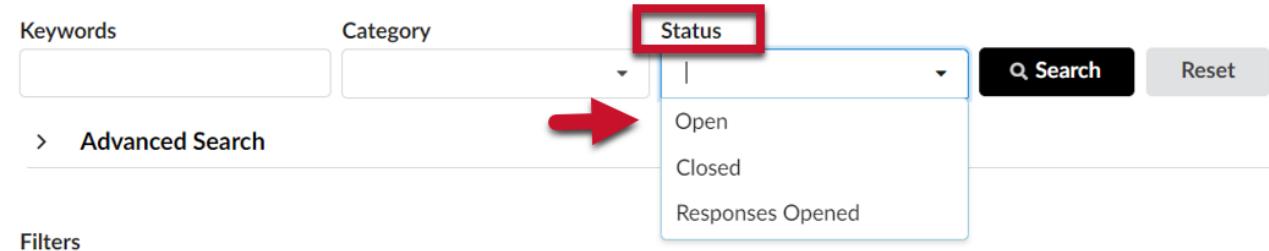
This will display the list of Public Solicitations.



ID	Title	Status	Due / Close Date	Main Category	Solicitation Type
BPM021286	IFB_QRG2a Test	Open	12/3/2020	Structures and Building and Construction and Manufacturing Components and Supplies	IFB: Invitation for Bid
BPM021237	STAGE: MMIS II IV&V Masters	Open		Business and corporate management consultation services	RFP: Double Envelope Proposal (TORFP)
BPM021226	[TEMPLATE] IFB: Invitation for Bid	Open	11/30/2020	Environmental Services	IFB: Invitation for Bid
BPM021199	Wind Shear Device Retrofit and Miscellaneous Repairs at the Millard	Open	12/2/2020	Heavy construction services	Public Notice
BPM021197	Landfill Truck Scales	Open	11/5/2020	Truck or rail scales	Public Notice
BPM021193	RFP No. P-270 Consulting Services, Bicycle and Pedestrian Master Plan	Open	10/30/2020	Community relations consultation and engagement	Public Notice

Figure 3: List displaying public solicitations.

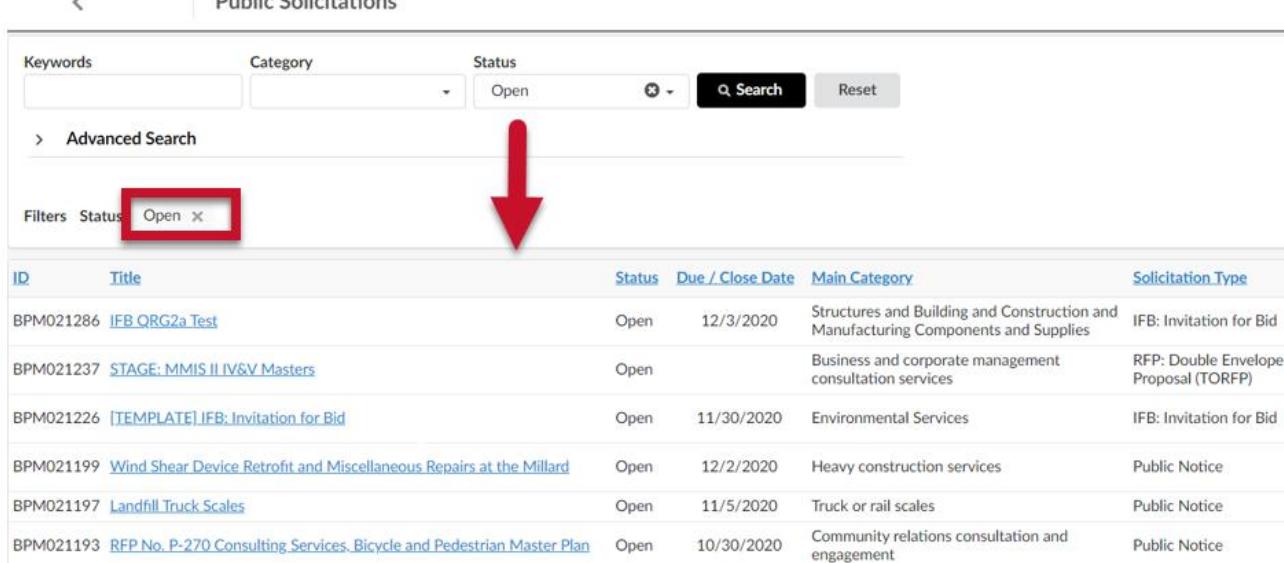
1. Click the drop-down menu under round **Status** to show all solicitation status options.
2. Click **Open** to show only open solicitations.



Keywords	Category	Status	Search	Reset
		Open		
		Closed		
		Responses Opened		

Figure 4: The Open button under Status

3. Results will display onscreen.



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

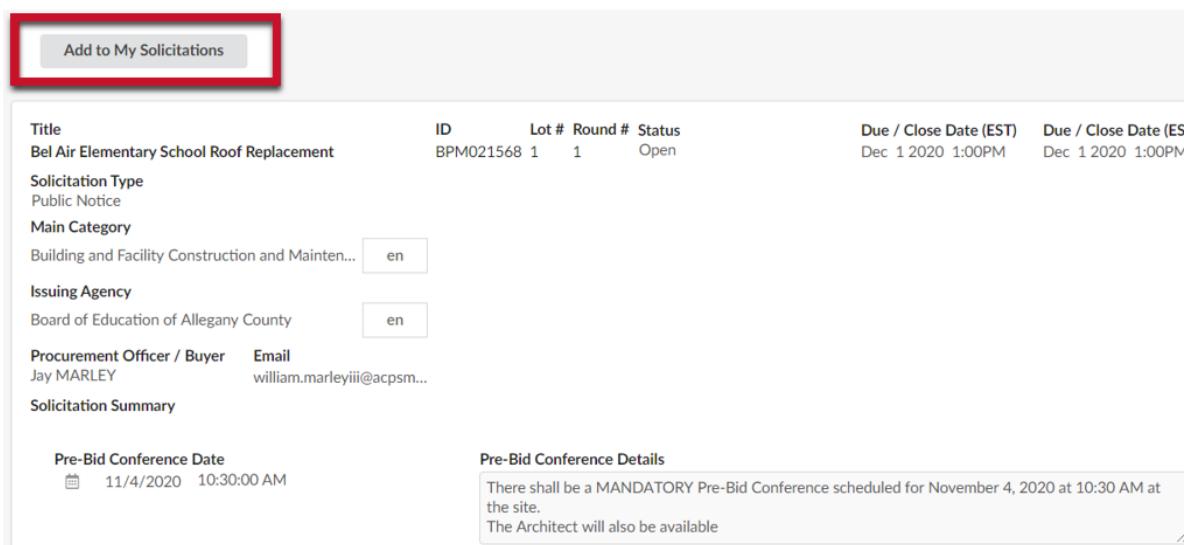
Figure 5: Results of Open Public Solicitations.

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

ID	Title
BPM021618	JFB Test
BPM021569	Career Center Roof Replacement Phase 1
BPM021568	Bel Air Elementary School Roof Replacement
BPM021566	CMGC State's Attorney's Office - Cecil County
BPM021562	Hagerstown MVA Branch Water Line Installation

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 screenshot shows a detailed view of a solicitation. At the top, there is a button labeled "Add to My Solicitations" with a red box around it. Below this, the page displays the following information:

- Title:** Bel Air Elementary School Roof Replacement
- ID:** BPM021568
- Lot #:** 1
- Round #:** 1
- Status:** Open
- Due / Close Date (EST):** Dec 1 2020 1:00PM
- Due / Close Date (EST):** Dec 1 2020 1:00PM
- Solicitation Type:** Public Notice
- Main Category:** Building and Facility Construction and Mainten... (with a dropdown menu showing "en")
- Issuing Agency:** Board of Education of Allegany County (with a dropdown menu showing "en")
- Procurement Officer / Buyer:** Jay MARLEY
- Email:** william.marleyiii@acpsm...
- Solicitation Summary:** (This section is partially visible and contains a "Pre-Bid Conference Date" table and a "Pre-Bid Conference Details" box.)

Figure 7: Add to My Solicitations button.

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

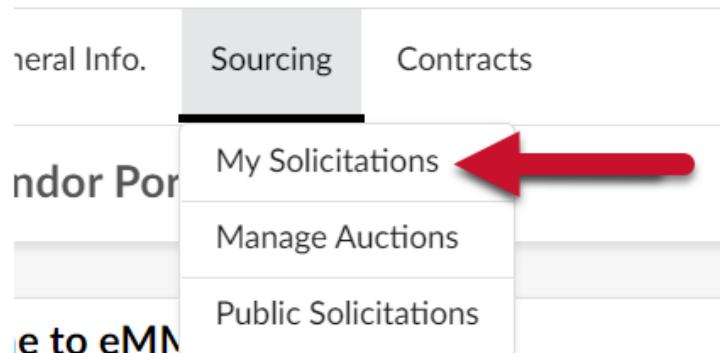


Figure 8: Sourcing tab and Button for My Solicitations

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

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

Figure 9: Solicitation appearing under My Solicitation.