



# Quick Reference Guide

## Responding to Solicitations (IFB)

This Quick Reference Guide (QRG) is designed to help you understand how to respond to an IFB (Information for Bid) in eMMA. An Invitation for Bid or sealed bid, is a call to Vendors to prepare and submit a response for a specific solicitation project.

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** in the grey **Login** and **Password** button in the Login field.

Welcome to eMaryland Marketplace Advantage (eMMA)

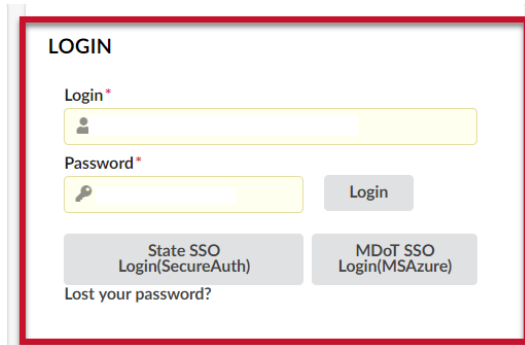


Figure 1: eMMA login field.

### Responding to Solicitations IFB (Invitation for Bid): Prepare and Submit Response

1. Click **Sourcing** on the top ribbon; then click **Public Solicitations**.

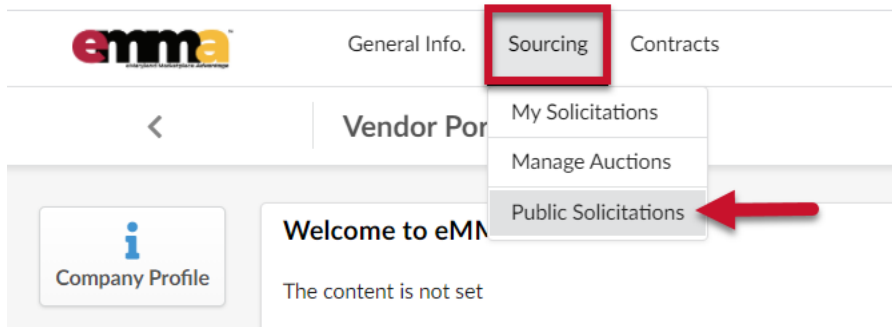


Figure 2: Sourcing drop-down menu and Public Solicitations button.

This will display the page showing a list of **Public Solicitations** results.

- From the list of **Public Solicitations** results, choose the one you want to respond to by clicking the title of the solicitation.

ID	Title	Status	Due / Close Date	Main Category
BPM021696	<a href="#">On-Call Cable Installation</a>	Open	12/18/2020	FIBER OPTIC CABLE
BPM021813	<a href="#">IFB Invite for Bid Test 1</a>	Open	12/1/2020	Dogs
BPM021643	<a href="#">Emergency Identity Verification Service</a>	Open	12/3/2020	Software
BPM021803	<a href="#">Request for Proposals No. 08-2021 Landscape Maintenance</a>	Open	12/23/2020	Landscaping services

Figure 3: Public Solicitations results.

This will display the page showing the details of the solicitation.

IFB Invite for Bid Test 1 (BPM021813) : Lot 1 / Round 1

**Solicitation Info**

- Pricing (Ext)
- Questionnaire (Ext)

**Add to My Solicitations**

**Acknowledgement**

To respond to this Solicitation, please acknowledge receipt.

Title	ID	Lot #	Round #	Status
IFB Invite for Bid Test 1	BPM021813	1	1	Open

**Solicitation Type**  
IFB: Invitation for Bid

**Main Category**  
Dogs

**Issuing Agency**  
Department of General Services

**Procurement Officer / Buyer**    **Email**  
Seyyed Hadi ROGHANI    Seyyed.Roghani@maryl...

**Solicitation Summary**  
Small Business Reserve Designation  
Yes

Figure 4: Details of the Solicitation.

- Click the **Add to My Solicitations** button.

**Solicitation Info**

- Pricing (Ext)
- Questionnaire (Ext)

**Add to My Solicitations**

Figure 5: Add to My Solicitation button.

4. Click the **I acknowledge receipt of this Solicitation** button.

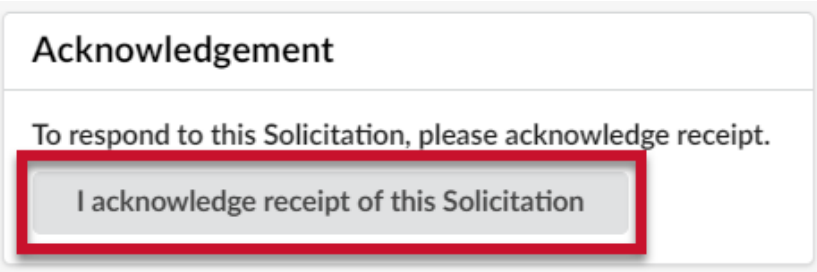


Figure 6: I acknowledge receipt of this Solicitation button.

5. Click the radio button **WILL RESPOND: our intent is to respond to this** then click **Submit**.

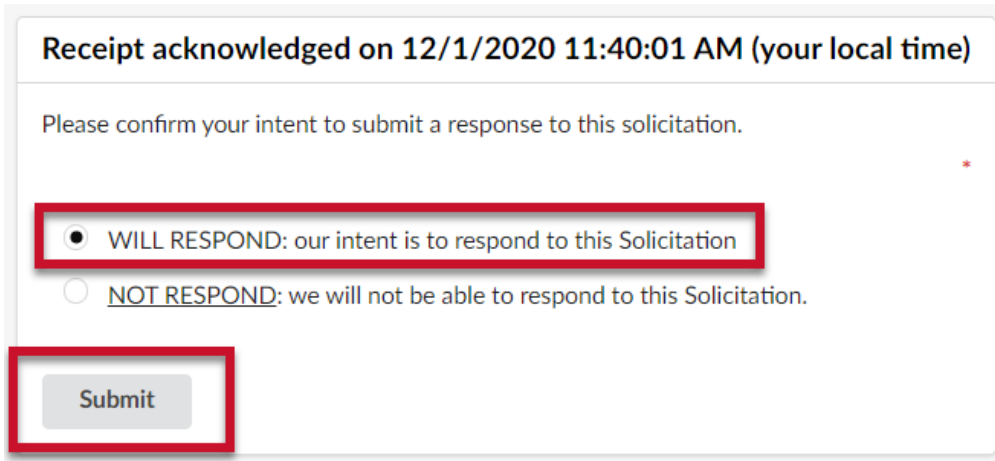


Figure 7: WILL RESPOND radio button and Submit button.

6. Click **Sourcing** on the top ribbon; then click **My Solicitations**.

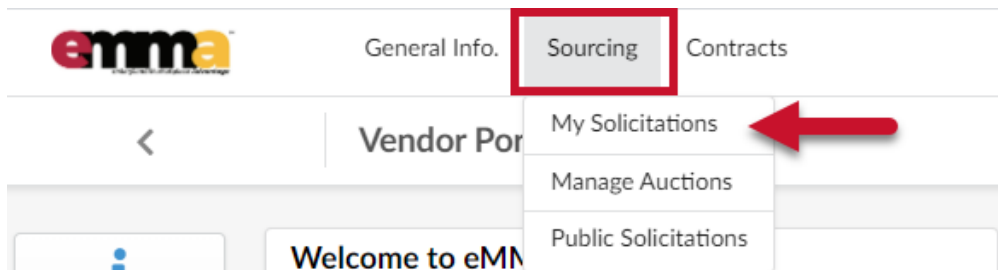


Figure 8: Sourcing tab and My Solicitations button.

7. From your list of **Open Solicitations**, choose the one you want to respond to by clicking the title like the example below.

<a href="#">ID</a>	<a href="#">Title</a>
BPM021696	<a href="#">On-Call Cable Installation</a>
BPM021813	<a href="#">IFB Invite for Bid Test 1</a>
BPM021643	<a href="#">Emergency Identity Verification Service</a>

Figure 9: Solicitation title button.

8. Start preparing your response by clicking **Prepare Response** button on the left-hand side of the screen.

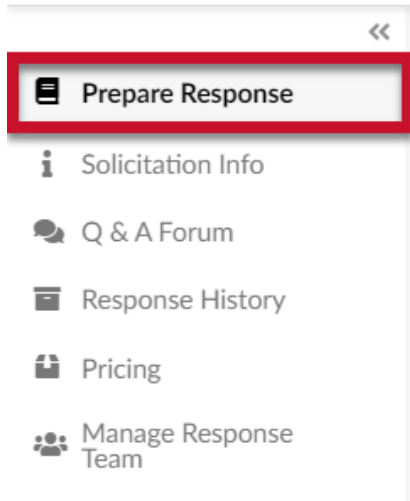


Figure 10: Prepare Response button.

9. Under **Response Information** section, label your Solicitation in the **Label** field then add a description in the **Description** box located below the label.

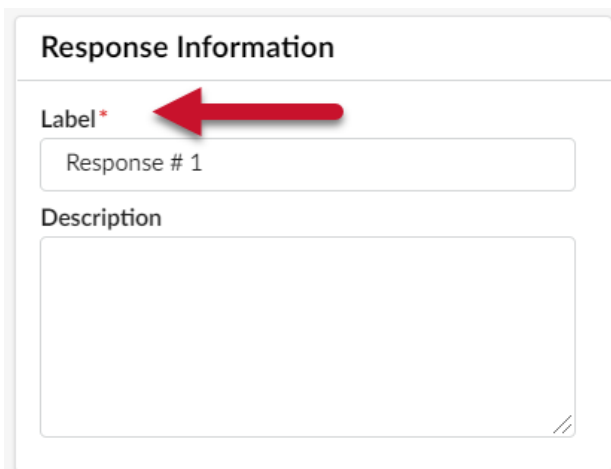


Figure 11: Response Information section, Label field and Description box.

10. Upload any **Vendor Bid / Proposal Documents** if necessary.

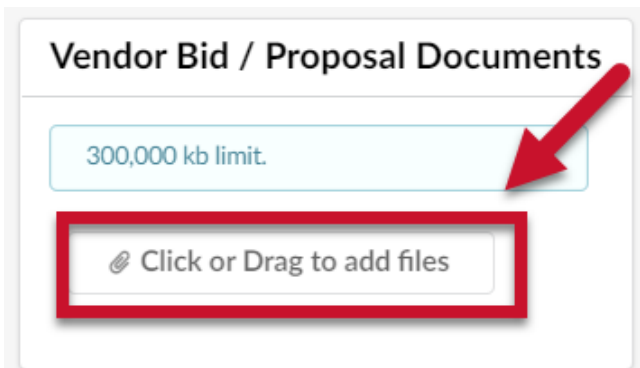


Figure 12: Vendor Bid/ Proposal Documents attachment field.

11. Click **Save** at the top of the page.

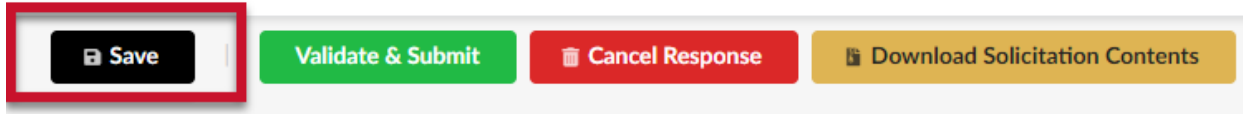


Figure 13: Save button.

12. Click on the **Pricing** tab.

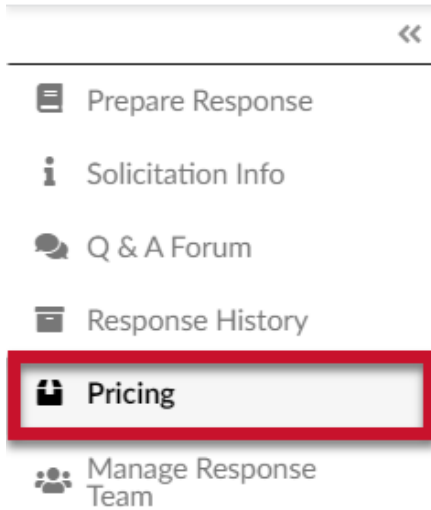


Figure 14: Pricing Tab

13. Complete the **Pricing** section.

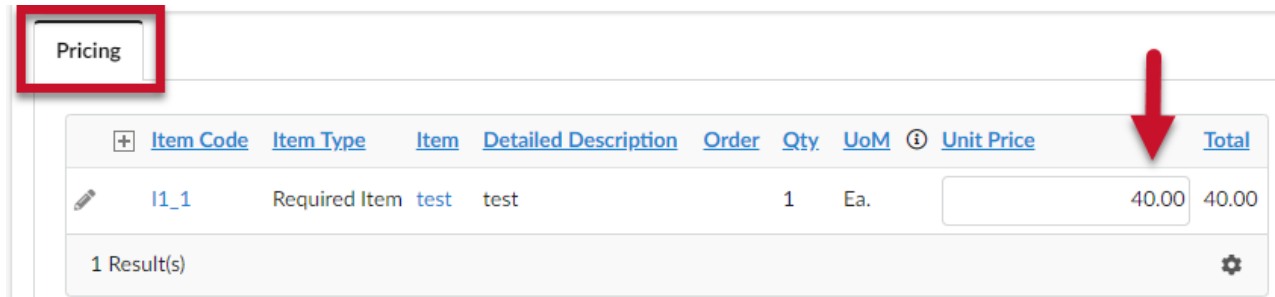


Figure 15: Pricing form section.

14. Click **Save** when finished.

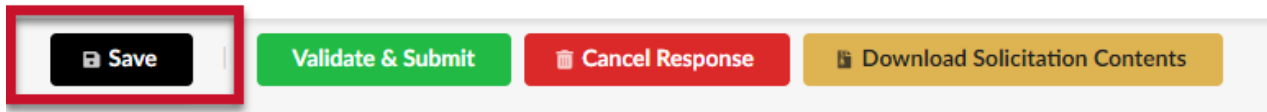


Figure 16: Save button.

15. Click the **Validate & Submit** button to submit your response when you are done.

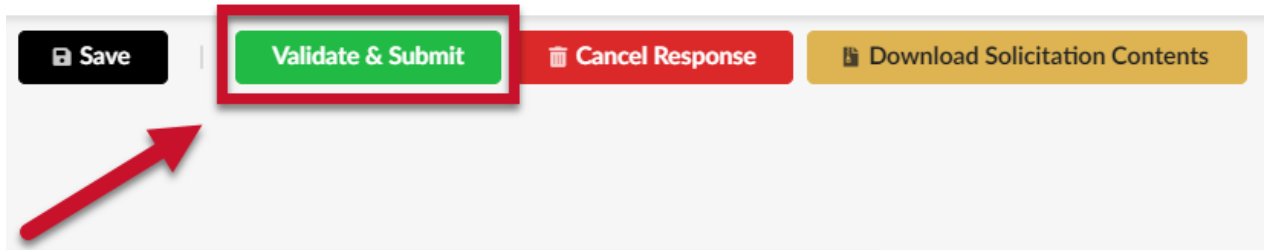


Figure 15: Validate & Submit button.

16. When you receive the pop-up below, confirm that you want to submit your response by clicking **Yes, Submit**.

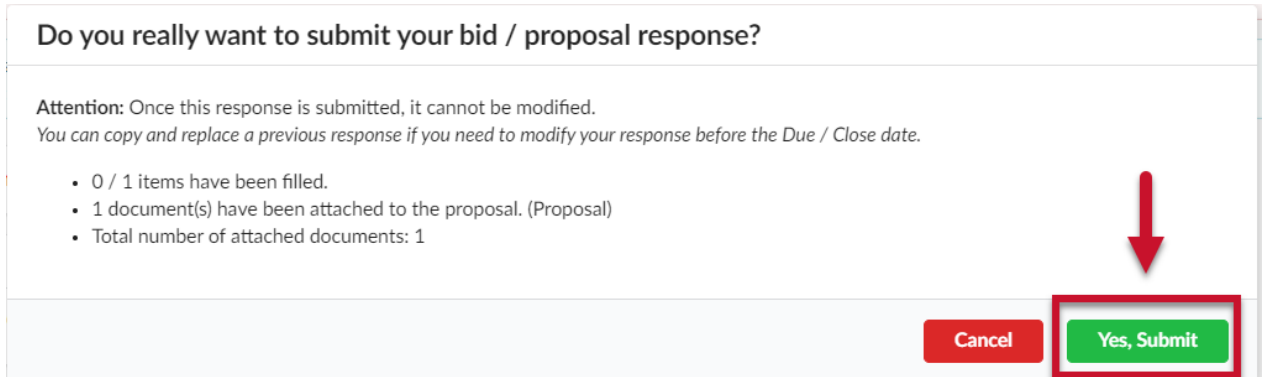


Figure 16: Yes, Submit button.

17. When finished, click the **Save** button at the top of the page.

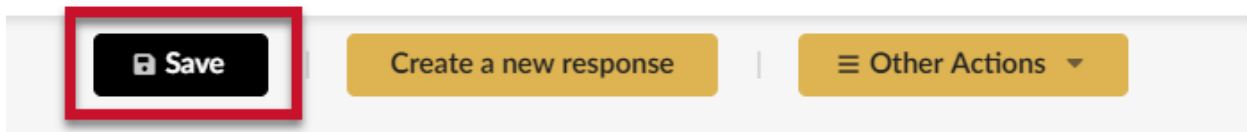


Figure 17: Save button.

## Next Steps

Responding to Solicitations Double Envelope

Refer to <https://procurement.maryland.gov/emma-qrgs/>