



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.

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**.

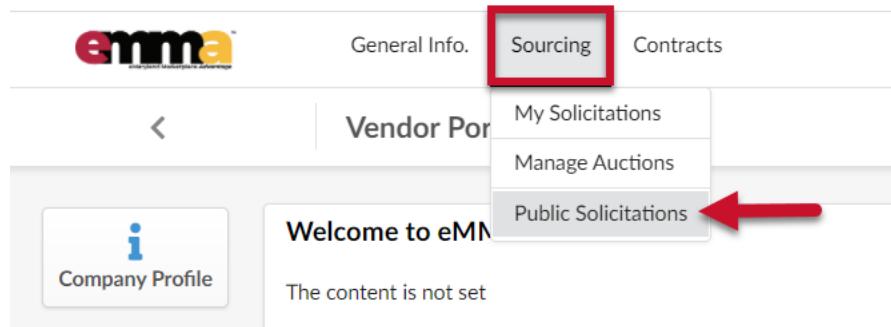


Figure 2: Sourcing drop-down menu and Public Solicitations button.

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	On-Call Cable Installation	Open	12/18/2020	FIBER OPTIC CABLE
BPM021813	IFB Invite for Bid Test 1	Open	12/1/2020	Dogs
BPM021643	Emergency Identity Verification Service	Open	12/3/2020	Software
BPM021803	Request for Proposals No. 08-2021 Landscape Maintenance	Open	12/23/2020	Landscaping services

Figure 3: Public Solicitations results.

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

The screenshot shows a web page for a specific solicitation. On the left, there's a sidebar with 'Solicitation Info' sections for 'Pricing (Ext)' and 'Questionnaire (Ext)'. In the center, there's a large box for 'Acknowledgement' with the instruction 'To respond to this Solicitation, please acknowledge receipt.' Below this is a table of solicitation details. The table has columns for Title, ID, Lot #, Round #, and Status. The 'Title' row shows 'IFB Invite for Bid Test 1' and 'ID' shows 'BPM021813'. The 'Status' row shows 'Open'. To the right of the table, there are language selection boxes for 'en'. At the bottom of the page, there's a 'Procurement Officer / Buyer' section with 'Seyyed Hadi ROGHANI' and an email 'Seyyed.Roghani@maryl...'. There's also a 'Solicitation Summary' section and a 'Small Business Reserve Designation' section with 'Yes'.

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

Figure 4: Details of the Solicitation.

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

The screenshot shows the 'Solicitation Info' page again. The 'Add to My Solicitations' button is highlighted with a red box. The sidebar on the left is identical to Figure 4.

Figure 5: Add to My Solicitation button.

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



Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

I acknowledge receipt of this Solicitation

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**.



Receipt acknowledged on 12/1/2020 11:40:01 AM (your local time)

Please confirm your intent to submit a response to this solicitation.

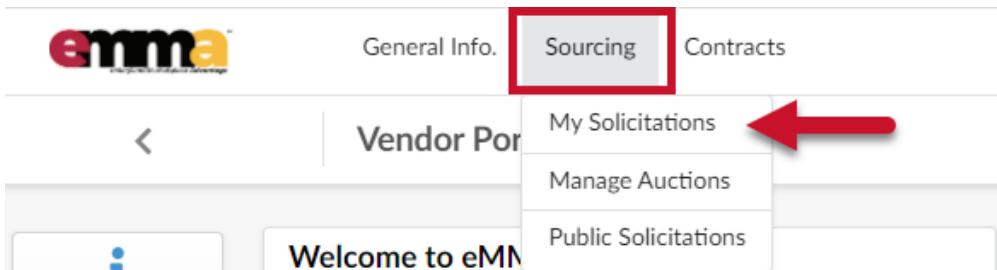
WILL RESPOND: our intent is to respond to this Solicitation

NOT RESPOND: we will not be able to respond to this Solicitation.

Submit

Figure 7: *WILL RESPOND* radio button and *Submit* button.

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



emma

General Info. **Sourcing** Contracts

< Vendor Port

Welcome to eMN

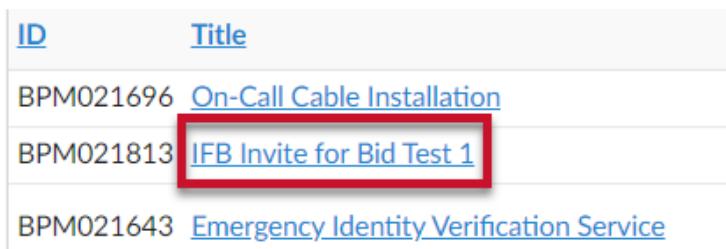
My Solicitations

Manage Auctions

Public 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.



ID	Title
BPM021696	On-Call Cable Installation
BPM021813	IFB Invite for Bid Test 1
BPM021643	Emergency Identity Verification Service

Figure 9: *Solicitation title* button.

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

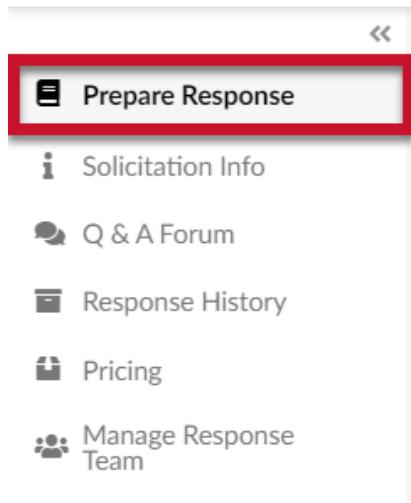


Figure 10: Prepare Response button.

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

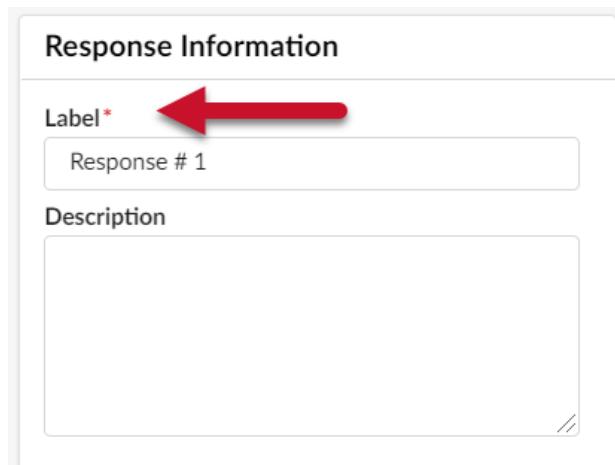


Figure 11: Response Information section, Label field and Description box.

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

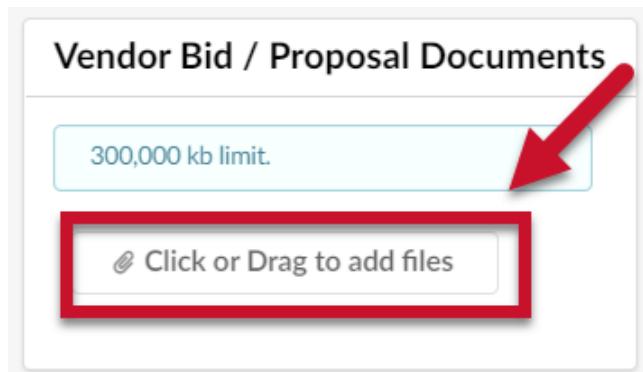


Figure 12: Vendor Bid/ Proposal Documents attachment field.

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

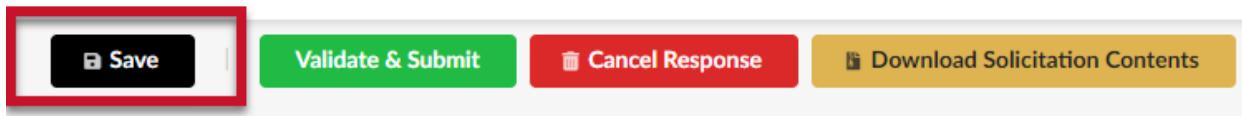


Figure 13: Save button.

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

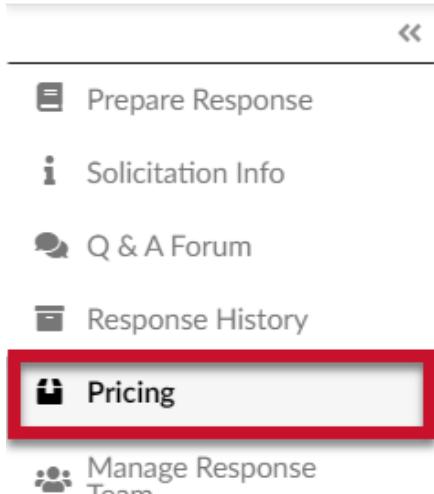


Figure 14: Pricing Tab

13. Complete the **Pricing** section.

Figure 15: Pricing form section.

14. Click **Save** when finished.

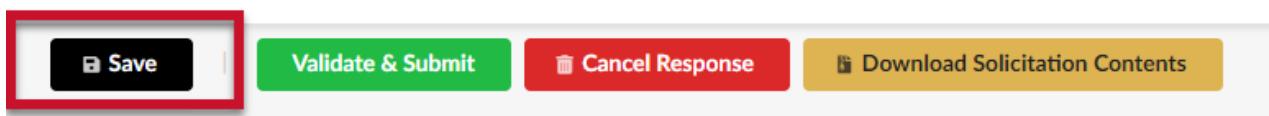


Figure 16: Save button.

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

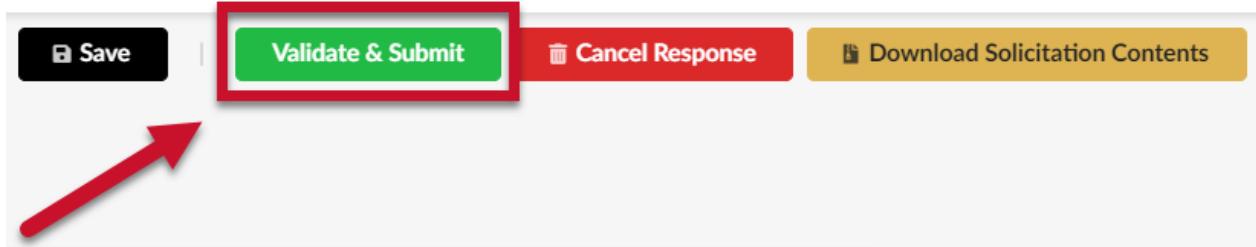


Figure 15: Validate & Submit button.

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

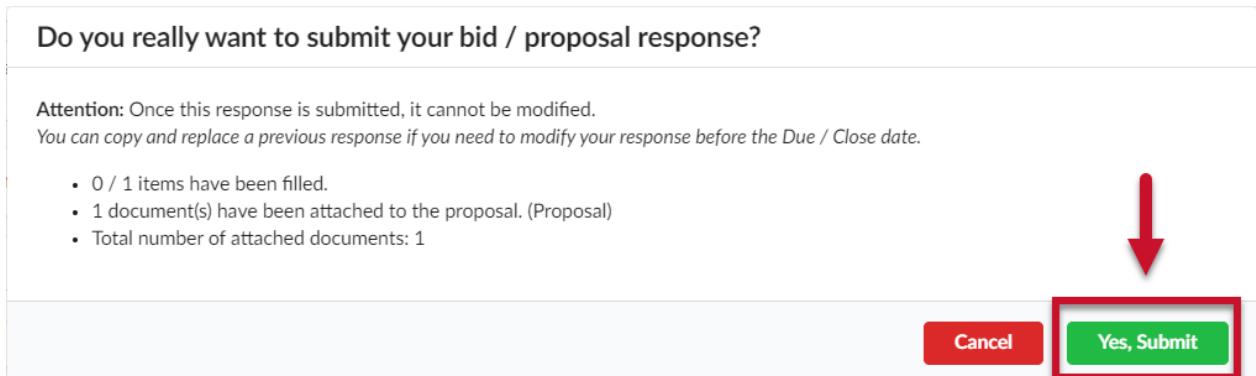


Figure 16: Yes, Submit button.

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

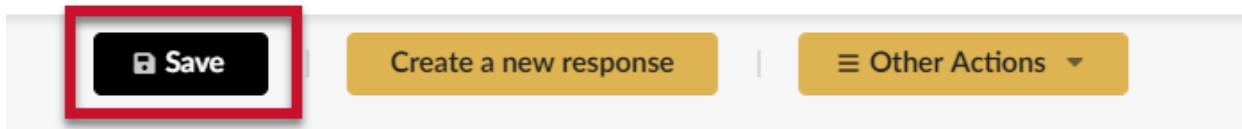


Figure 17: Save button.

Next Steps

Responding to Solicitations Double Envelope

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