



Quick Reference Guide Responding to Solicitations (RFP)

This Quick Reference Guide (QRG) is designed to help you understand how to respond to a **Double Envelope RFP** (Request for Proposal) 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: Responding to Solicitations (Double Envelope)

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 page and Login field.

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

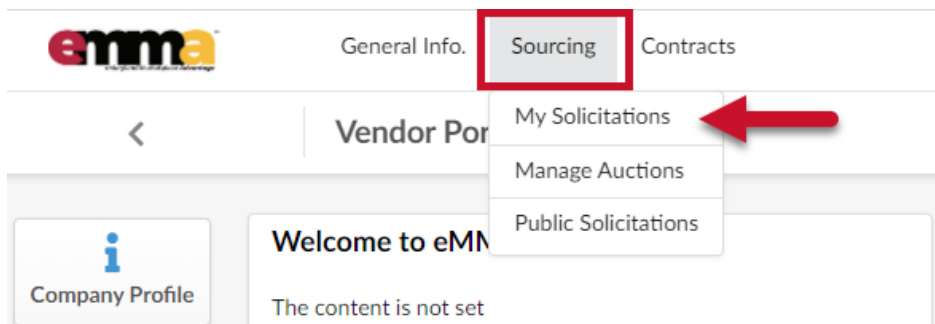


Figure 2: Sourcing tab and My Solicitations button.

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

ID	Solicitation Title	Lot #	Round #	Commodity
BPM02185	Foam Prop Designers for Plays	1	1	<ul style="list-style-type: none"> • 16 - Manufacturing Components and Supplies • 793 - Adhesive transfer tape

Figure 3: Solicitation title button.

2. Click the **I acknowledge receipt of the Solicitation** button.

Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

I acknowledge receipt of this Solicitation

Figure 4: I acknowledge receipt of the Solicitation button.

3. Confirm that you will respond to Solicitations by clicking **WILL RESPOND: our intent is to respond to this Solicitation** radio button.
4. Click **Submit**

Receipt acknowledged on 12/7/2020 11:45:22 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 5: Will RESPOND radio button.

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

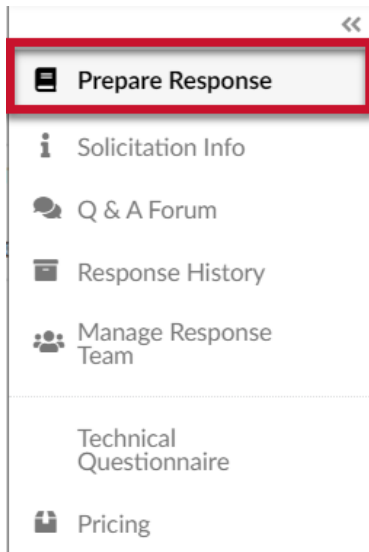


Figure 6: Prepare Response tab on the left navigational menu.

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

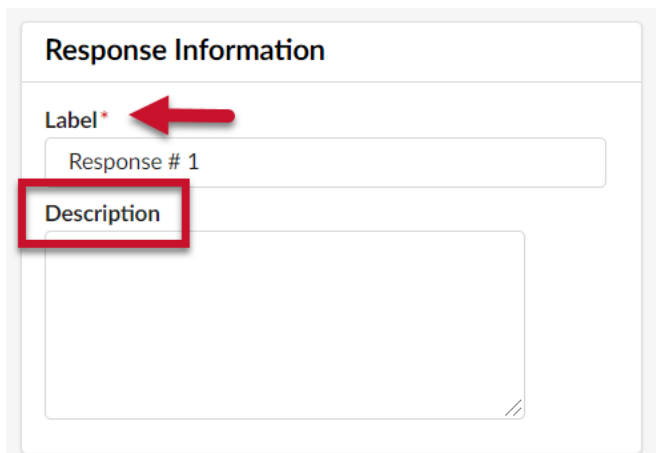


Figure 7: Label field and Description box.

7. Upload any Supporting Technical Documents for the **Technical Envelope**.

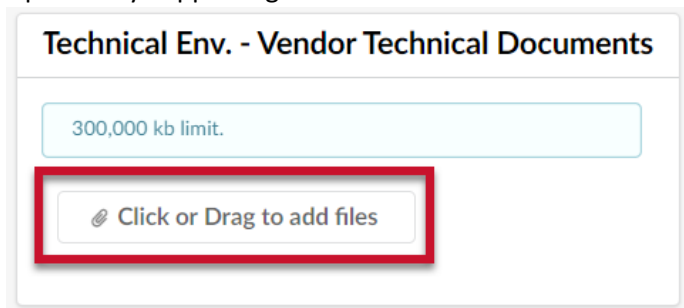


Figure 8: Technical Envelope, Vendor Technical Documents section

8. Upload any Supporting **Financial Documents** to the **Financial Envelope**.

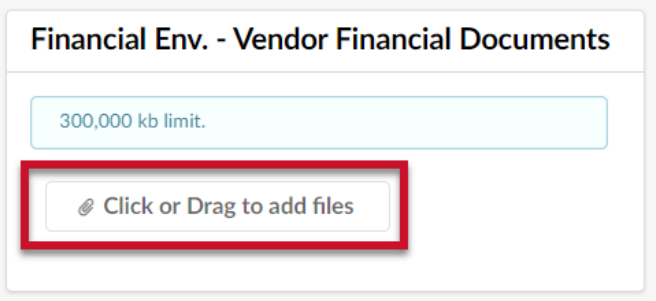


Figure 9: Financial Envelope, Vendor Financial Documents section

9. Click **Save**.

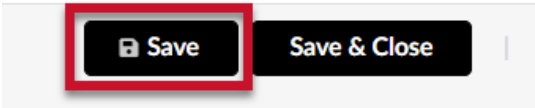


Figure 10: Save button.

10. Click the **Technical Questionnaire** tab.

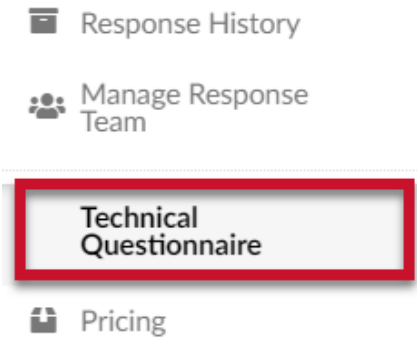


Figure 11: Technical Questionnaire button.

This will display the **Overview** section.

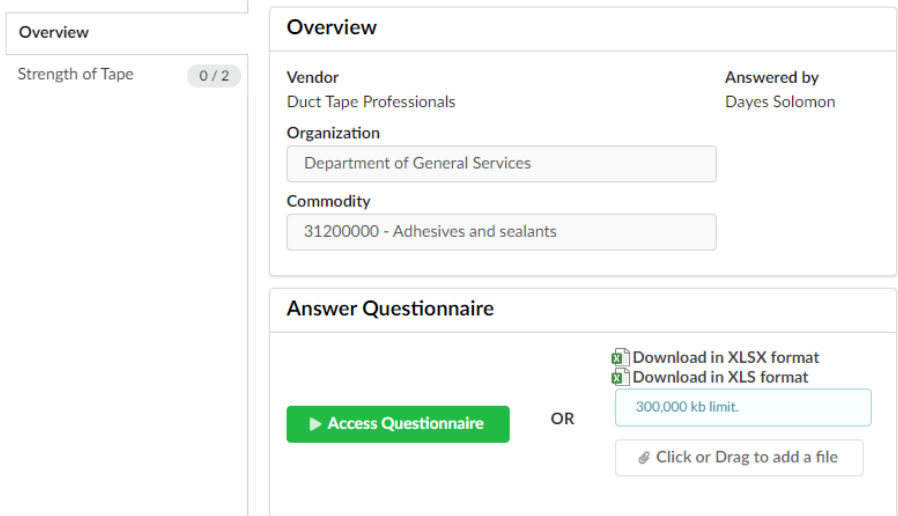


Figure 12: Overview section

11. Under the **Answer Questionnaire** section, select the **Access Questionnaire** button.



Figure 13: Access Questionnaire button.

12. You can view number of questions/answers in **Blue**.

13. Submit your response in the **Answer Box**.

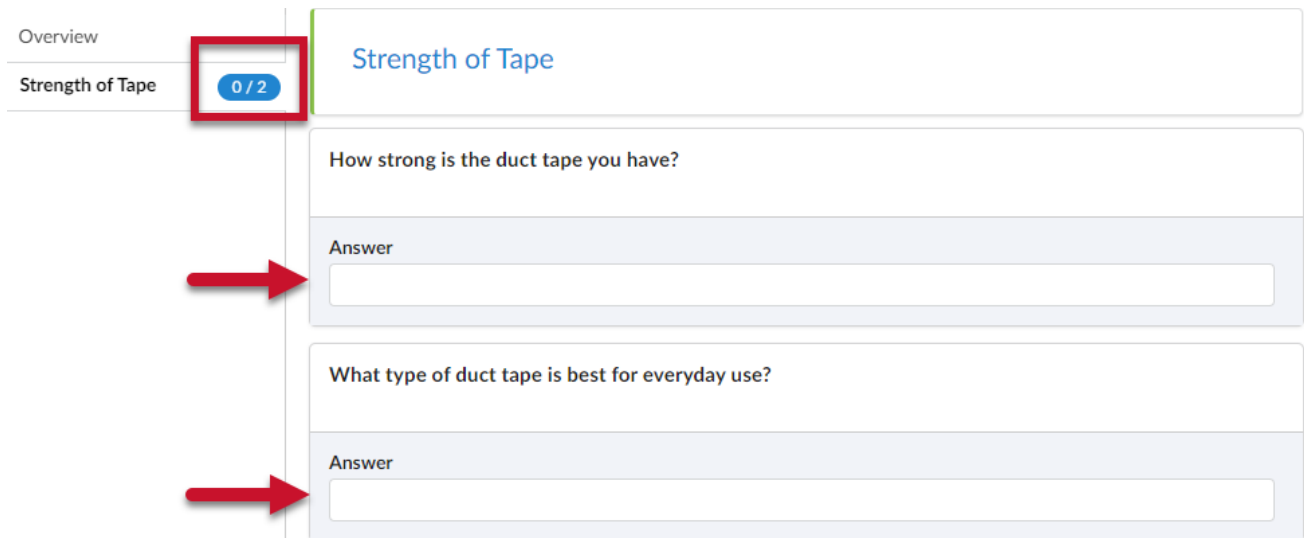


Figure 14: Blue label displaying number of questions and Answer box.

14. Click **Save** when finished.

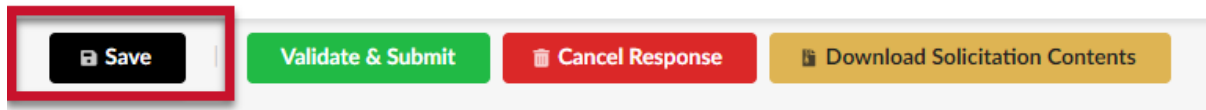


Figure 15: Save button.

15. Click on the **Pricing** tab.

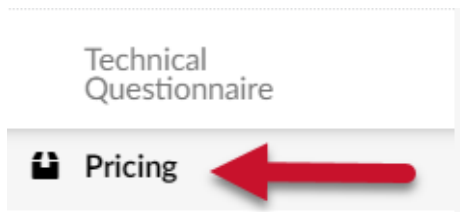


Figure 16: Pricing tab.

16. Export Pricing Form, complete, then upload by clicking or dragging file.

Export/Import

Download in XLSX format
Download in XLS format

Import pricing response form here
Click or Drag to add a file

Currency: USD
Total: Total per currency

Keywords: Search Reset

Figure 17: Export/Import section.

17. Complete the Pricing section

Pricing

+	Item Code	Item Type	Item	Detailed Description	Order	Qty	UoM	Unit Price	Total
	l1_1	Required Item	test	test		1	Ea.	40.00	40.00

1 Result(s)

Figure 18: Pricing Form section.

18. Click **Save** when finished.

Save Validate & Submit Cancel Response Download Solicitation Contents

Figure 19: Save button.

19. Click the **Manage Response Team** tab

Q & A Forum
Response History
Manage Response Team
Technical Questionnaire

Figure 20: Manage Response Team tab.

20. You can add contacts by either clicking the **Select Contact** drop-down box or clicking the **Create a new Contact** button.

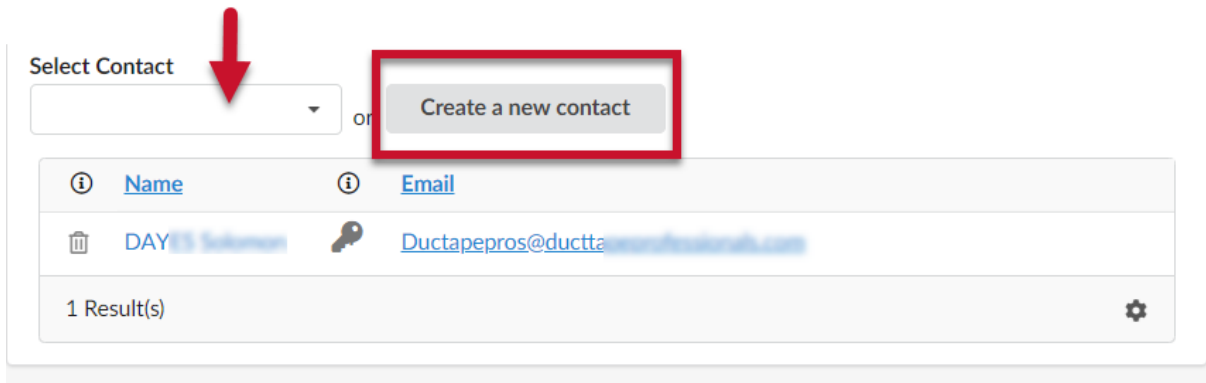


Figure 21: Select Contact drop-down menu and Create a New contact button.

The added contact will appear in the list under the **Name** column.

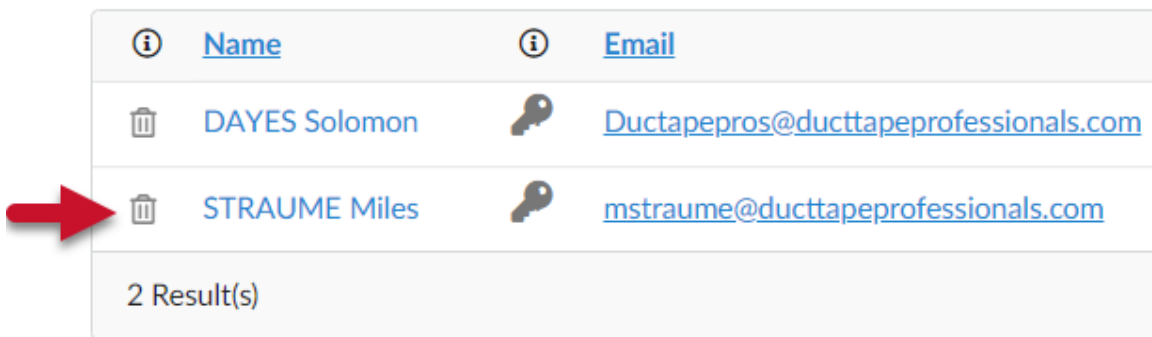


Figure 22: New Contact added under the Name column.

21. Click **Save** once you are finished.

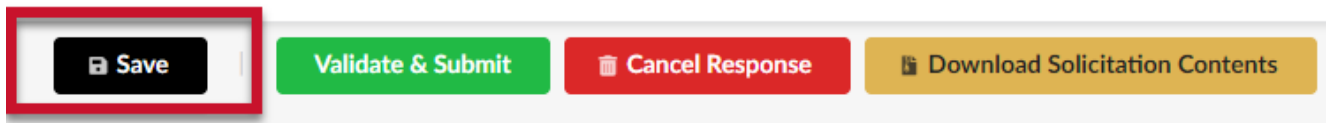


Figure 23: Save button.

22. When completed click **Validate & Submit**.

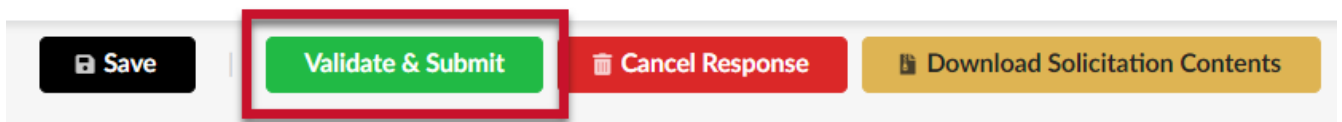


Figure 24: Validate & Submit button.

23. Double check that all information is correct, then click **Yes, Submit**.

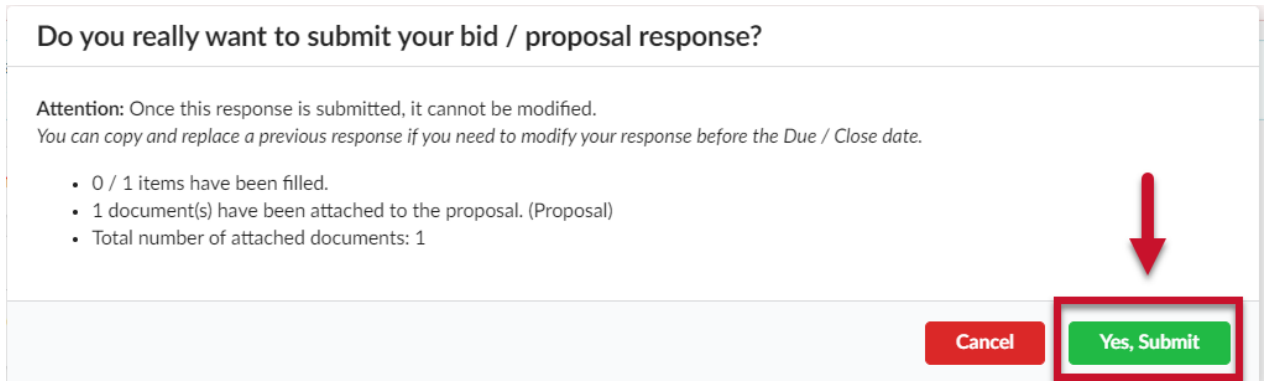


Figure 25: Yes, Submit button.

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

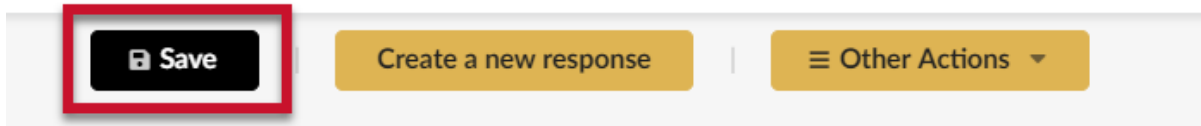


Figure 26: Save button.