

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](mailto:emma.helpdesk@maryland.gov).

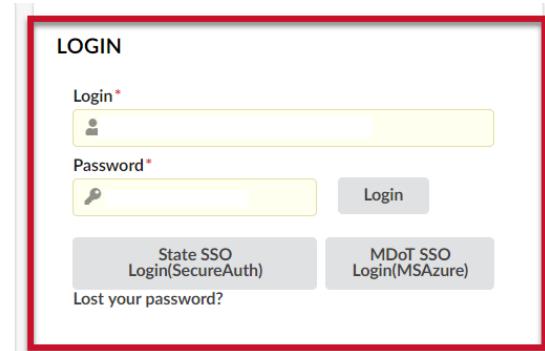
### Instructional Video

<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)



The image shows the eMMA login page. It features a 'LOGIN' section with 'Login\*' and 'Password\*' fields, each accompanied by a user icon. To the right of the fields is a 'Login' button. Below the fields are two links: 'State SSO Login(SecureAuth)' and 'MDOT SSO Login(MSAzure)'. At the bottom right is a link 'Lost your password?'. The entire login form is enclosed in a red border.

Figure 1: eMMA Login page and Login field.

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

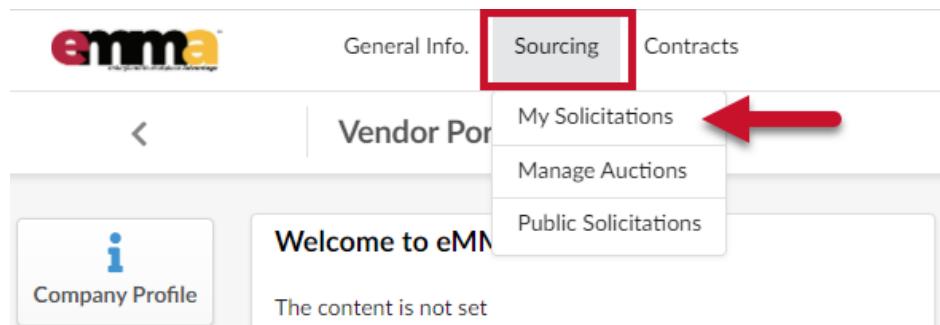


Figure 2: Sourcing tab and My Solicitations button.

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"> <li>16 - Manufacturing Components and Supplies</li> <li>793 - Adhesive transfer tape</li> </ul>

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.

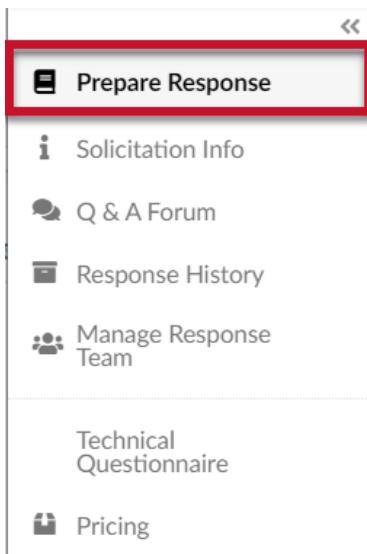


Figure 6: Prepare Response tab on the left navigational menu.

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

A screenshot of a 'Response Information' form. The 'Label' field is highlighted with a red box and has a red arrow pointing to it. The 'Description' box is also highlighted with a red box.

Figure 7: Label field and Description box.

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

A screenshot of a 'Technical Env. - Vendor Technical Documents' section. It shows a note about a 300,000 kb limit and a red box around a 'Click or Drag to add files' button.

Figure 8: Technical Envelope, Vendor Technical Documents section

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

300,000 kb limit.

Click or Drag to add files

Figure 9: Financial Envelope, Vendor Financial Documents section

9. Click **Save**.



Figure 10: Save button.

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

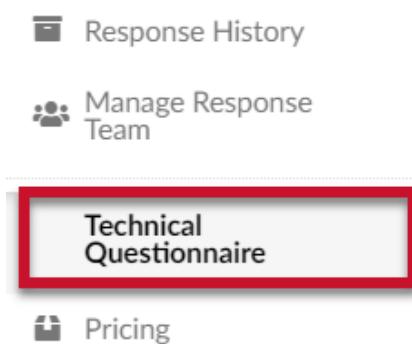


Figure 11: Technical Questionnaire button.

This will display the **Overview** section.

Strength of Tape 0 / 2

Vendor: Duct Tape Professionals Answered by: Dayes Solomon

Organization: Department of General Services

Commodity: 31200000 - Adhesives and sealants

Download in XLSX format  
Download in XLS format

Access Questionnaire OR Click or Drag to add a file

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**.

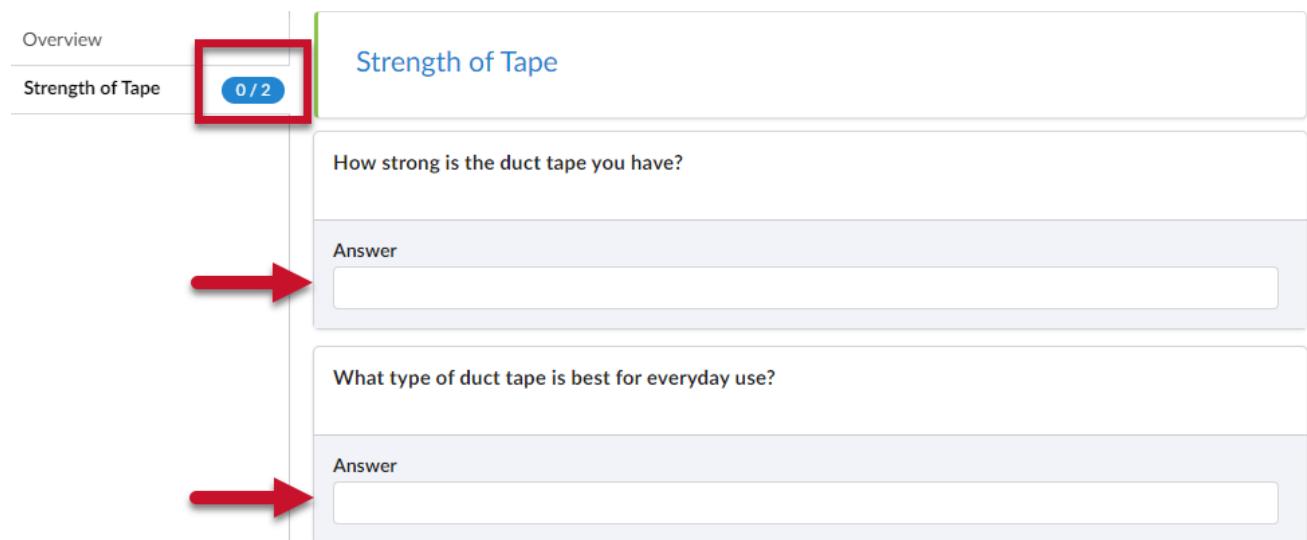


Figure 14: Blue label displaying number of questions and Answer box.

14. Click **Save** when finished.

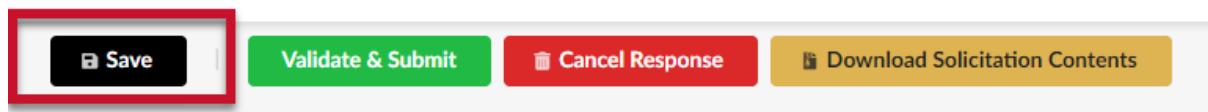


Figure 15: Save button.

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



Figure 16: Pricing tab.

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

The screenshot shows the 'Export/Import' section. On the left, there are two red-bordered boxes: one for 'Download in XLSX format' and another for 'Download in XLS format'. On the right, there is a box for 'Import pricing response form here' with a 'Click or Drag to add a file' button. Below these are currency and total settings, a search bar, and a keywords search field.

Figure 17: Export/Import section.

17. Complete the **Pricing** section

The screenshot shows the 'Pricing' section. A red box highlights the 'Pricing' tab. Below it is a table with one row. The columns are: Item Code (11\_1), Item Type (Required Item), Item (test), Detailed Description (test), Order (1), Qty (1), UoM (Ea.), Unit Price (40.00), and Total (40.00). A red arrow points to the 'Total' column.

Item Code	Item Type	Item	Detailed Description	Order	Qty	UoM	Unit Price	Total
11_1	Required Item	test	test	1	1	Ea.	40.00	40.00

Figure 18: Pricing Form section.

18. Click **Save** when finished.

The screenshot shows the top right corner of the page with four buttons: 'Save' (red box), 'Validate & Submit', 'Cancel Response', and 'Download Solicitation Contents'.

Figure 19: Save button.

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

The screenshot shows a sidebar with several tabs: 'Q & A Forum', 'Response History', 'Manage Response Team' (red arrow points to this tab), and '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.

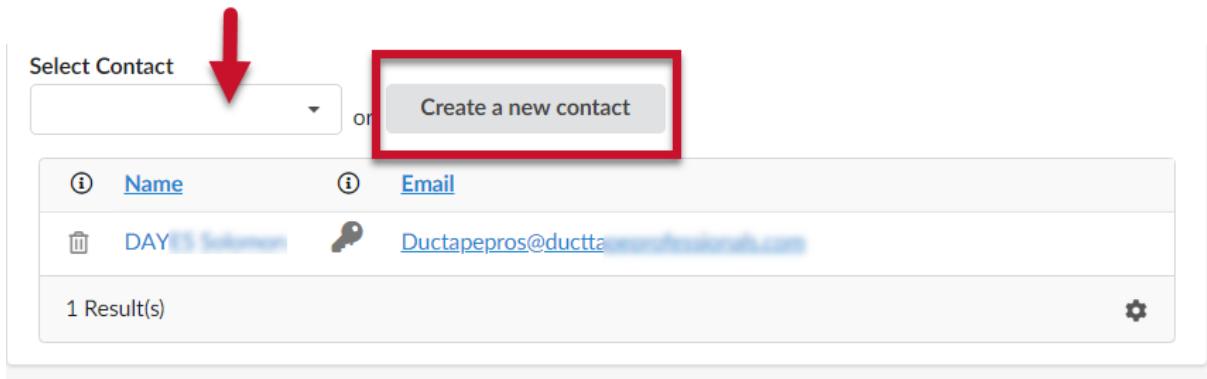


Figure 21: Select Contact drop-down menu and Create a New contact button.

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

<i>(i)</i> <a href="#">Name</a>	<i>(i)</i> <a href="#">Email</a>
<a href="#">DAYES Solomon</a>	<a href="mailto:Ductapepros@ducttaprofessionals.com">Ductapepros@ducttaprofessionals.com</a>
<a href="#">STRAUME Miles</a>	<a href="mailto:mstraume@ducttaprofessionals.com">mstraume@ducttaprofessionals.com</a>
2 Result(s)	

Figure 22: New Contact added under the Name column.

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

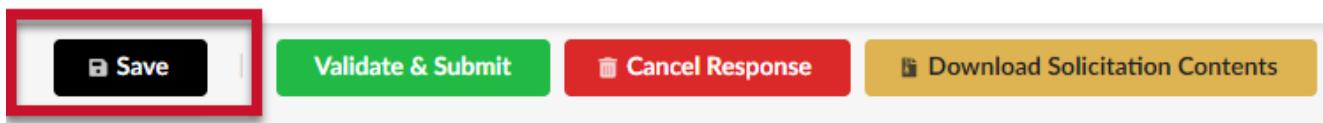


Figure 23: Save button.

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

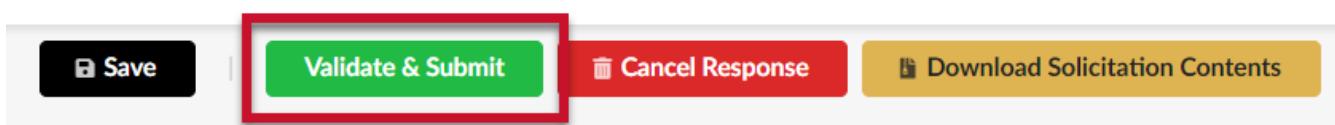


Figure 24: Validate & Submit button.

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

## Do you really want to submit your bid / proposal response?

**Attention:** Once this response is submitted, it cannot be modified.

*You can copy and replace a previous response if you need to modify your response before the Due / Close date.*

- 0 / 1 items have been filled.
- 1 document(s) have been attached to the proposal. (Proposal)
- Total number of attached documents: 1



Cancel

Yes, Submit

Figure 25: Yes, Submit button.

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



Figure 26: Save button.