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

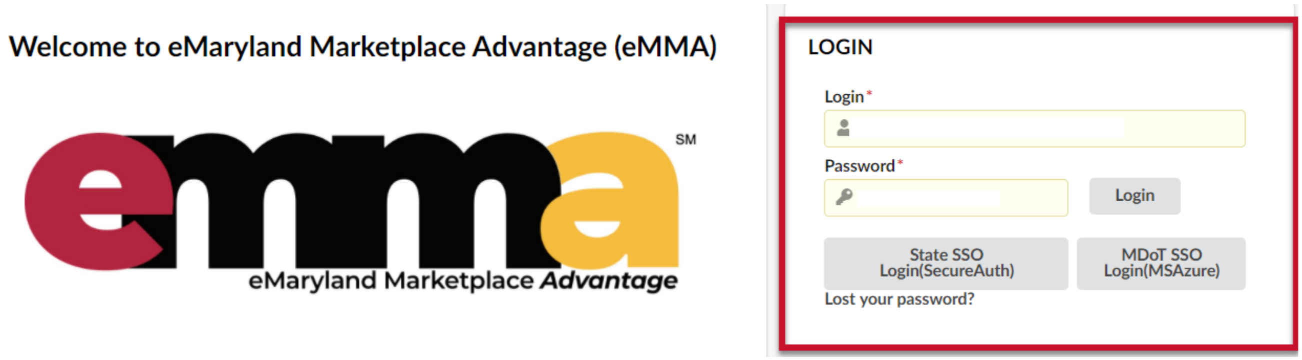

Figure 1: eMMA Login page and Login field.

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

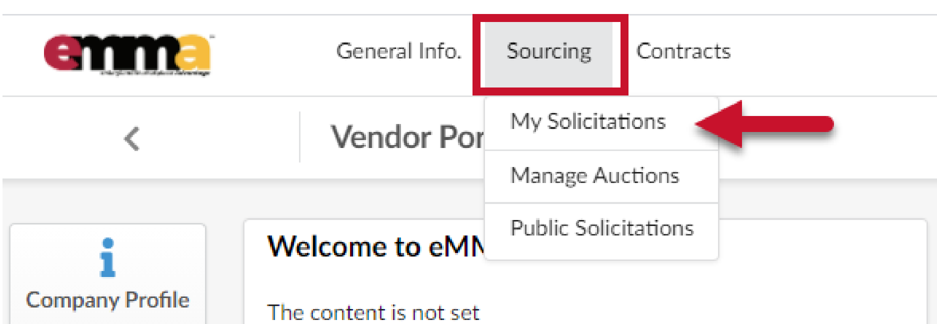

Figure 2: Sourcing tab and My Solicitations button.

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

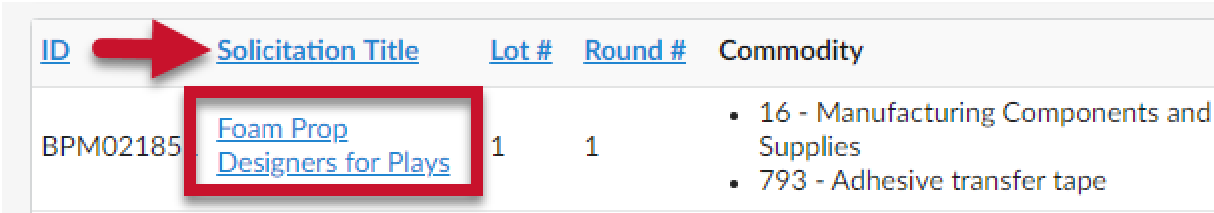

Figure 3: Solicitation title button.

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

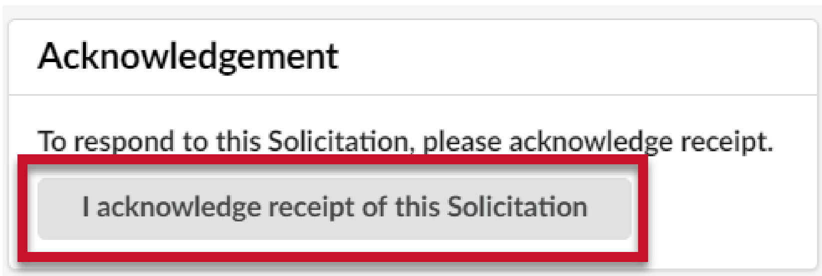

Figure 4: I acknowledge receipt of the Solicitation button.

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**

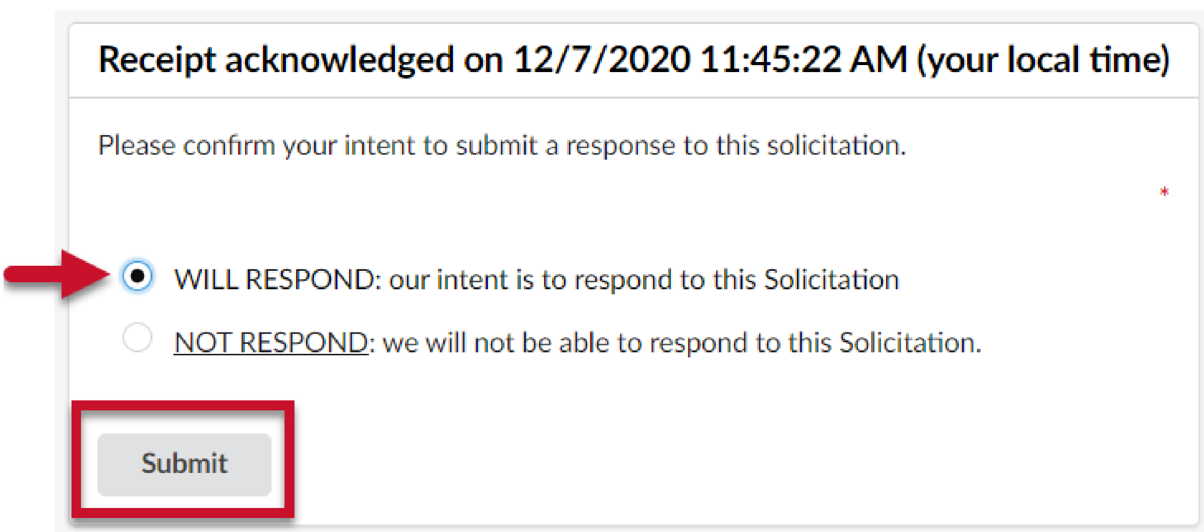

Figure 5: Will RESPOND radio button.

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

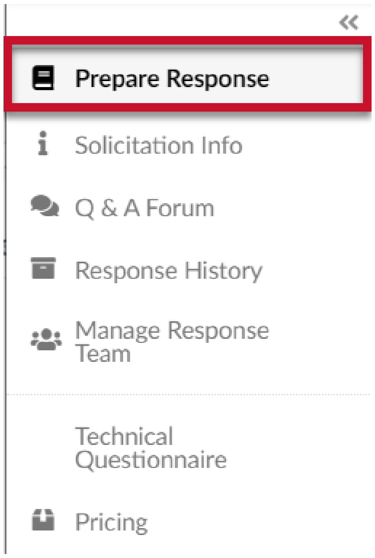

Figure 6: Prepare Response tab on the left navigational menu.

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

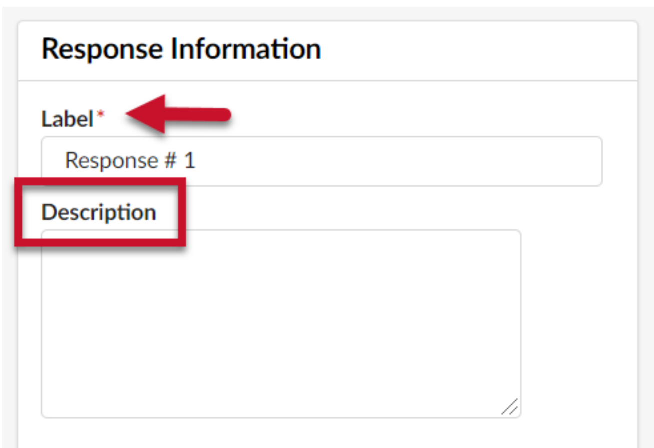

Figure 7: Label field and Description box.

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

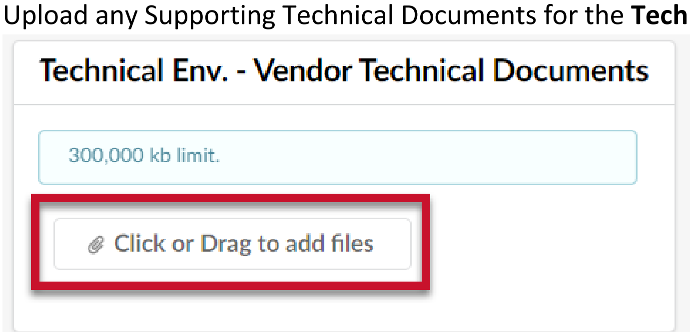

Figure 8: Technical Envelope, Vendor Technical Documents section

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

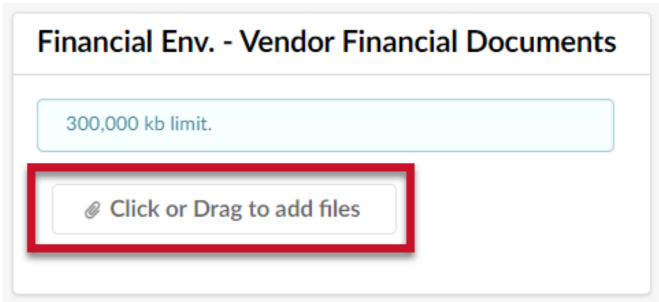

Figure 9: Financial Envelope, Vendor Financial Documents section

9. Click **Save**.

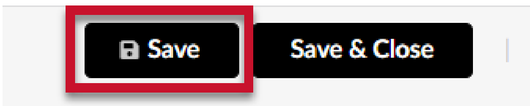

Figure 10: Save button.

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

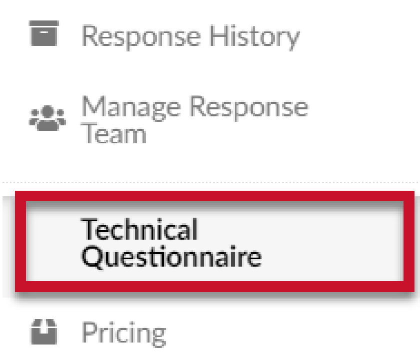

Figure 11: Technical Questionnaire button.

This will display the **Overview** section.

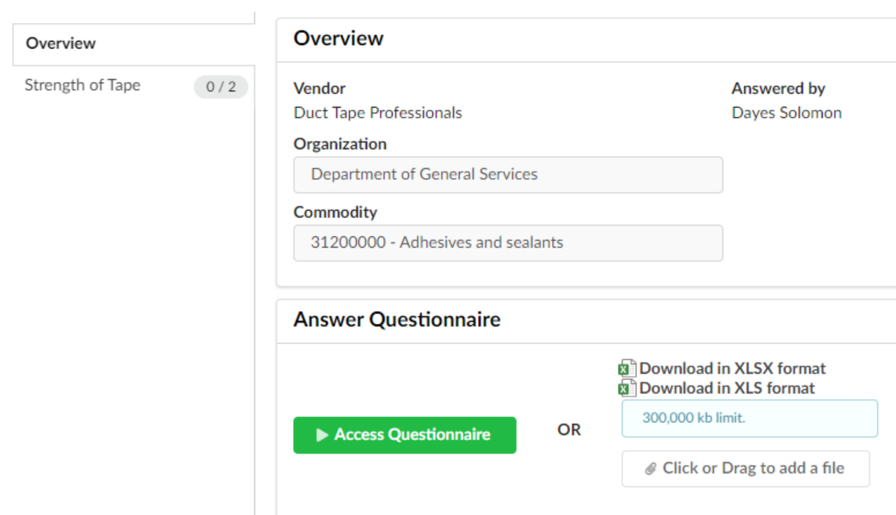

Figure 12: Overview section

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

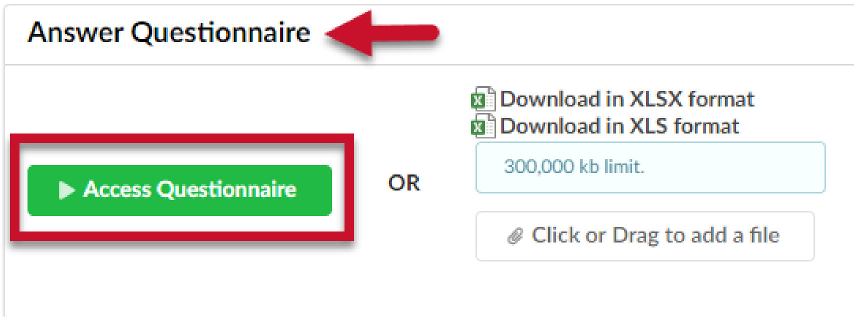

Figure 13: Access Questionnaire button.

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.

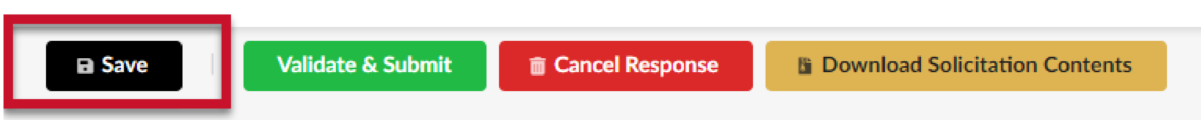

Figure 15: Save button.

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

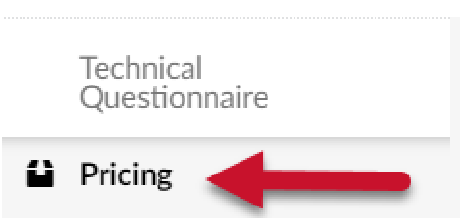

Figure 16: Pricing tab.

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

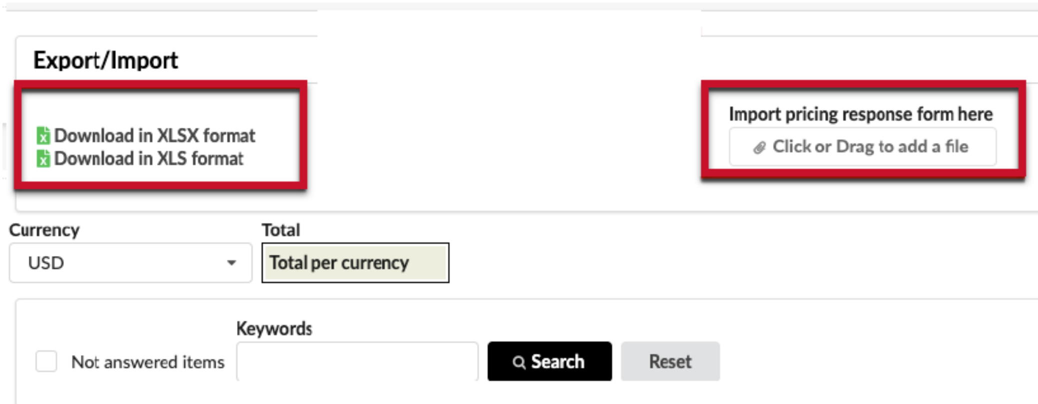

Figure 17: Export/Import section.

17. Complete the **Pricing** section

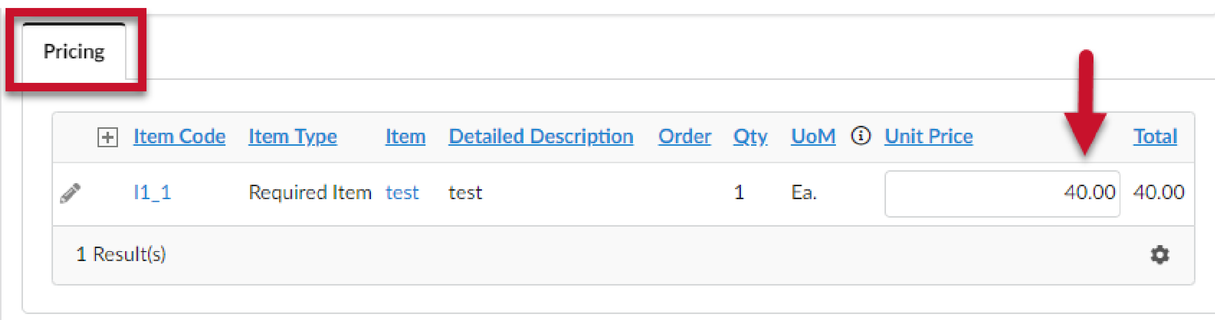

Figure 18: Pricing Form section.

18. Click **Save** when finished.

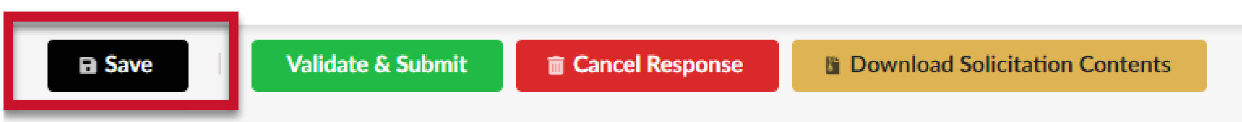

Figure 19: Save button.

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

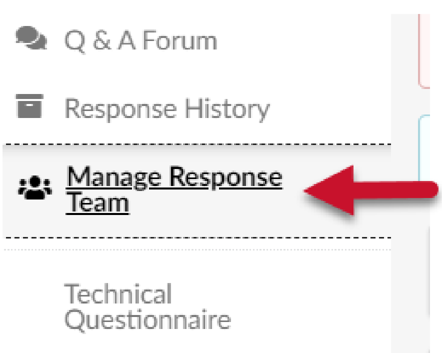

Figure 20: Manage Response Team tab.

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

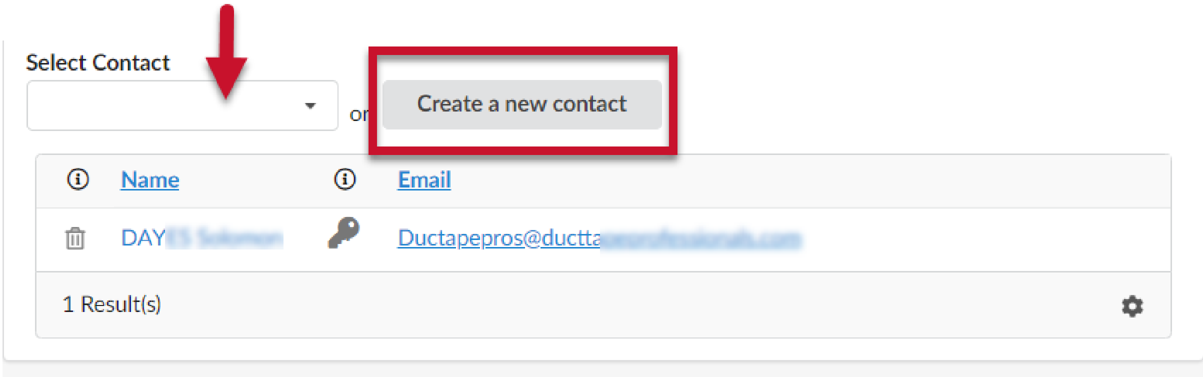

Figure 21: Select Contact drop-down menu and Create a New contact button.

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

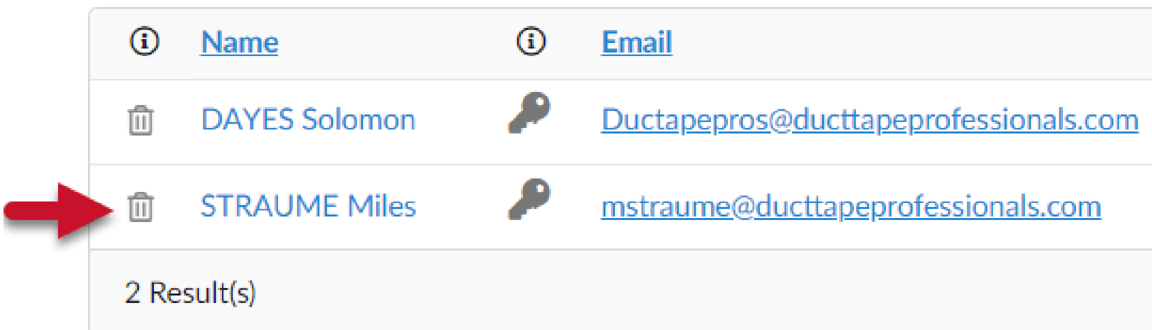

Figure 22: New Contact added under the Name column.

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

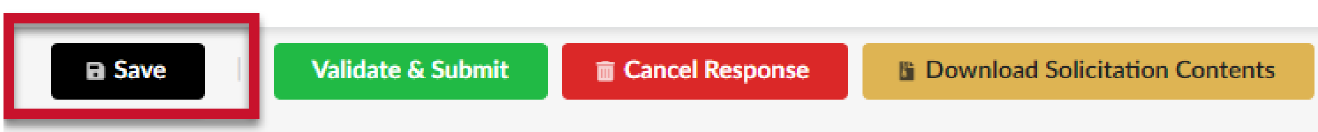

Figure 23: Save button.

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

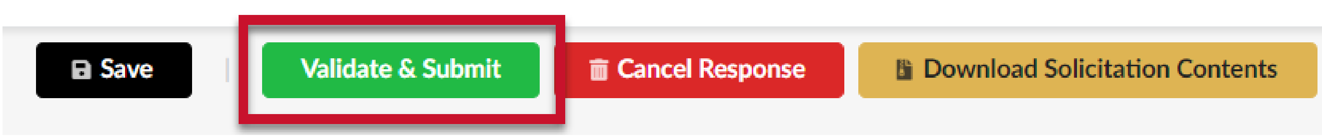

Figure 24: Validate & Submit button.

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

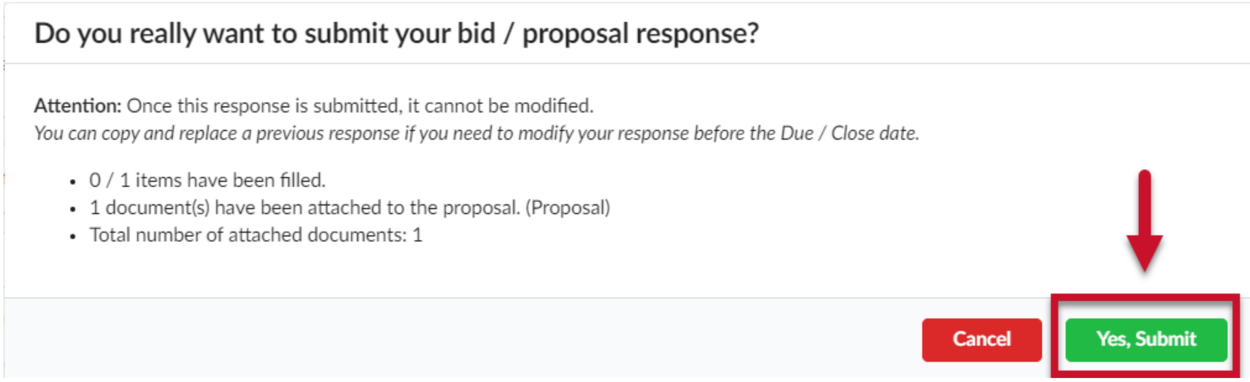

Figure 25: Yes, Submit button.

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

Figure 26: Save button.