



Quick Reference Guide

Viewing Awarded Contracts

This Quick Reference Guide (QRG) is designed to help you understand how to view an awarded contract 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: Viewing Awarded Contracts

1. Navigate to eMMA at <https://emma.maryland.gov>.
2. Click on the **Public Contracts** button below the login field.

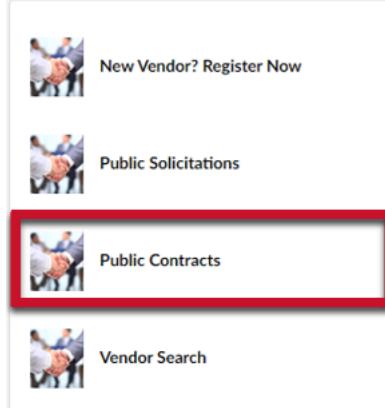


Figure 1: Public Contracts button in the eMMA homepage.

3. You will be directed to the page with the list of **Contracts** like the one below.

Contract Title	Vendor	Type
42812E1423SB- Hand Mowing, Trimming, and Litter Pickup at Various Locations East of Bel Air in Harford County	Native Terrain	Master / Statewide
Purple Line Construction Survey Services	Johnson Bernat Associates, Inc.	Individual
HONEYWELL NORTH RESPIRATORS 8500	TIGER PERFORMANCE PRODUCTS, INC.	Individual
Education Course Registration	Xenegrade	Individual
Emergency Adjudication Staff Augmentation	Alorica Inc	Individual
Light Rail Vehicle Cleaning	Alliance, Inc.	Individual
Lenovo Netbooks	CDW Government LLC	Individual
FIREARM INJURIES, FATALITIES, AND CRIME FIREARM STUDY	JY ADVISORY LLC	Individual
Occupational Therapy for Students	Occupational Therapist	Individual
HELICOPTER STOCK PARTS	AgustaWestland Philadelphia Corporation	Individual

Figure 2: List of Contracts

4. Click the **Contract ID** to open and view the Contract.

Contract Title
42812E1423SB- Hand Mowing, Trimming, and Litter Pickup at Various Locations East of Bel Air in Harford County
Purple Line Construction Survey Services
HONEYWELL NORTH RESPIRATORS 8500
Education Course Registration
Emergency Adjudication Staff Augmentation
Light Rail Vehicle Cleaning
Lenovo Netbooks

Figure 3: Contract ID

5. View the **Award Contract**.

Contract Title	Effective Date	Contract ID	Alternate ID
Education Course Registration	1/1/2021	CTR002605	Educational Course Regi...
Vendor	Expiration Date		
Xenegrade	12/31/2022		
Type			
Individual			
Contract Amount	13,000.00	USD	
Procurement Officer / Buyer			
Daniel GUTHRIE	daniel.guthrie@marylan...		
Linked Solicitation			
Statewide Contract			
No			
Federal Funding			
No			
Green Contract			
No			
SBR Designation			
No			
MBE Goal			
No			
VSBE Goal			
No			

Figure 4: Award Contract Information.