



# 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](mailto: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.

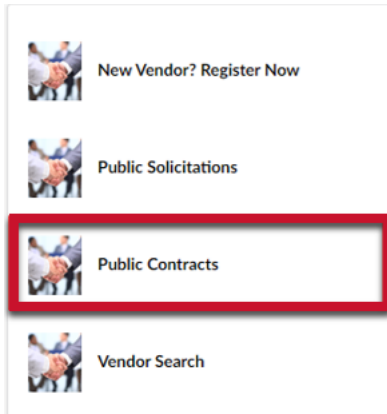


Figure 1: Public Contracts button in the eMMA homepage.

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

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

Figure 2: List of Contracts

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

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

Figure 3: Contract ID

5. View the **Award Contract**.

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

Figure 4: Award Contract Information.