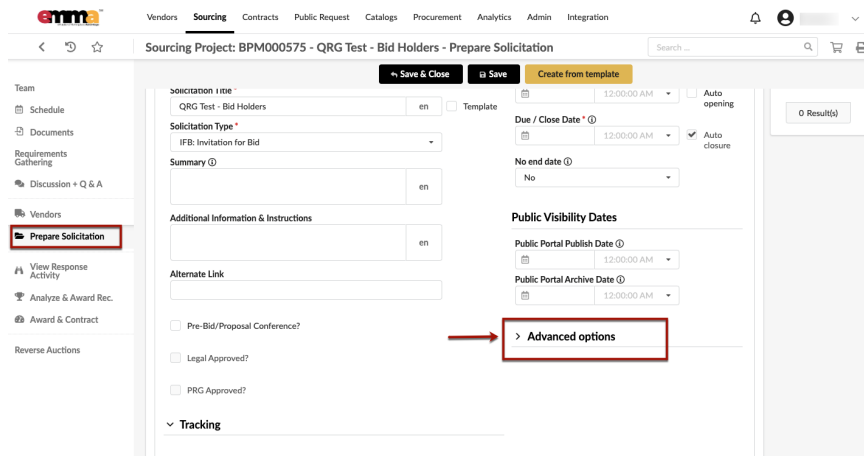


OVERVIEW

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Holders List feature in eMMA. The Bid Holders List shows available contact information for any vendor who has acknowledged receipt of a solicitation.

Prepare Your Solicitation

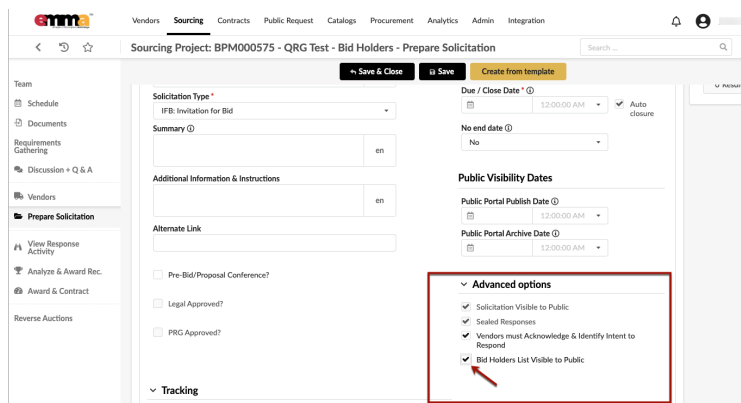
- 1.) When creating your solicitation, navigate to the “Prepare Solicitation” tab on the left side of the screen.
- 2.) Scroll down the page until you see Advanced options.
- 3.) Click the dropdown arrow next to Advanced options to expand the section.



Make Bid Holders List Visible to Public

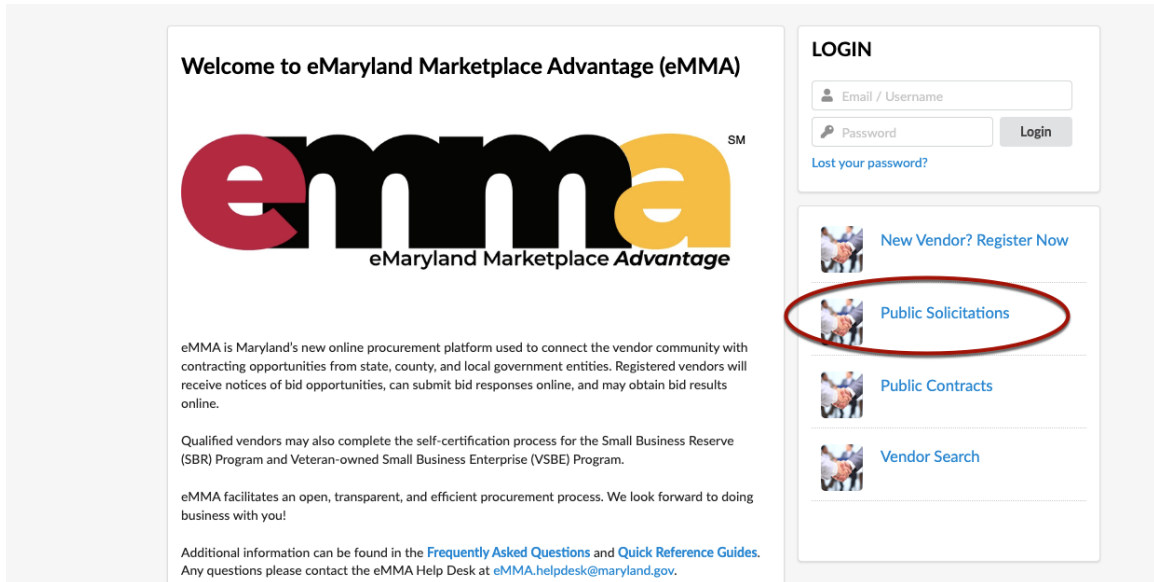
4.) Check the box next to “Bid Holders List Visible to Public.” You must check the box prior to sending the solicitation. Otherwise, you will have to create a new round and check it at that time. **Please note:** This box is unchecked by default. You must check it for the Bid Holders List to be visible under Public Solicitations.

5.) Click Save & Close, then continue to prepare your solicitation as usual.



View Bid Holders List

6.) To View Bid Holders List, navigate to the eMMA home page and click Public Solicitations.



View Bid Holders List

7.) Any solicitations that have a public Bid Holders list will be shown in the Bid Holders List column. Click View to see the list.

Please note: Vendors who acknowledge receipt of a solicitation appear on the Bid Holders List.

View Public Solicitations

Keywords: _____ Category: _____ Status: _____

> Advanced Search

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMMA ID
BPM000566	Bid Tabulation Test - QRG	Responses Opened	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000565	Bid Tabulation QRG Test	Closed	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000564	Bid Tabulation QRG Test	Closed	1/9/2020	Office Equipment and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000563	Bid Tab RFP Double	Responses Opened	1/9/2020	Live Plant and Animal Material and Accessories and Supplies	RFP: Double Envelope Proposal	• Maryland Department of Human Services	View	
BPM000561	NO Electronic responses Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000560	QRG Bid Tab	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000559	NO Electronic responses Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000559	Bid Tabulation Tarang 0107	Closed	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000558	Bid Tabulation Tarang 0107	Responses Opened	1/8/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of Human Services	View	
BPM000557	Testing Bid Holders Jan 2	Responses Opened	1/31/2020	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	• Maryland Department of General Services	View	