



Submit a Response to an Amended Solicitation in eMMA

Quick Resource Guide

Overview

Amendments, or Rounds, are used in the eMaryland Marketplace Advantage (eMMA) to modify existing procurement solicitations or contracts. A Procurement Officer creates a new round when the needs of the project change in pricing or requirements. Vendors respond to that new round by resubmitting previous bids or submitting new ones.

This Quick Reference Guide (QRG) is designed to help Vendors learn about rounds in eMMA and how to submit a response to a newly amended solicitation. These instructions apply to both Invitations for Bid (IFBs) or for Request for Proposals (RFPs) solicitations. However, these instructions follow the process as led through an IFB.

If you've submitted a bid previously, you have two options:

- Submit a new response, or
- Resubmit your previous response (or bring forward to the most current Round) in order to remain responsive to the solicitation.



IMPORTANT: You **MUST** still acknowledge that you received the round and that you **WILL RESPOND**.

Otherwise, your bid may be viewed as non-responsive by the Procurement Officer and may not be considered for the award.



IMPORTANT: If you do want to change your current bid and submit a new one, please keep in mind that **the entire bid MUST be resubmitted**, including pricing and any previously submitted documentation or attachments.

For instructions for viewing prior round submissions from your Vendor profile, see this section of this QRG How to View Previous Bid Submissions.

- [Submit a Bid to a New Round/Amended Solicitation](#)
- [How to View Previous Bid Submissions](#)

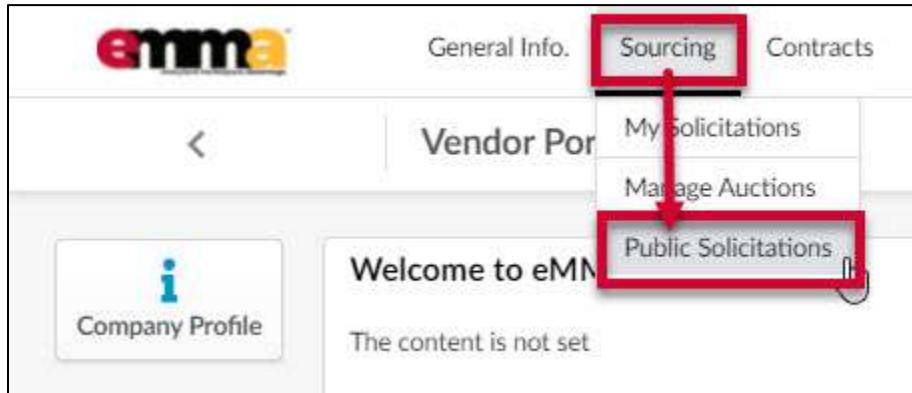
NOTE: For best results, use the Google Chrome browser to access eMMA.

If you need help at any time, please reach out to the eMMA helpdesk at emma.helpdesk@maryland.gov

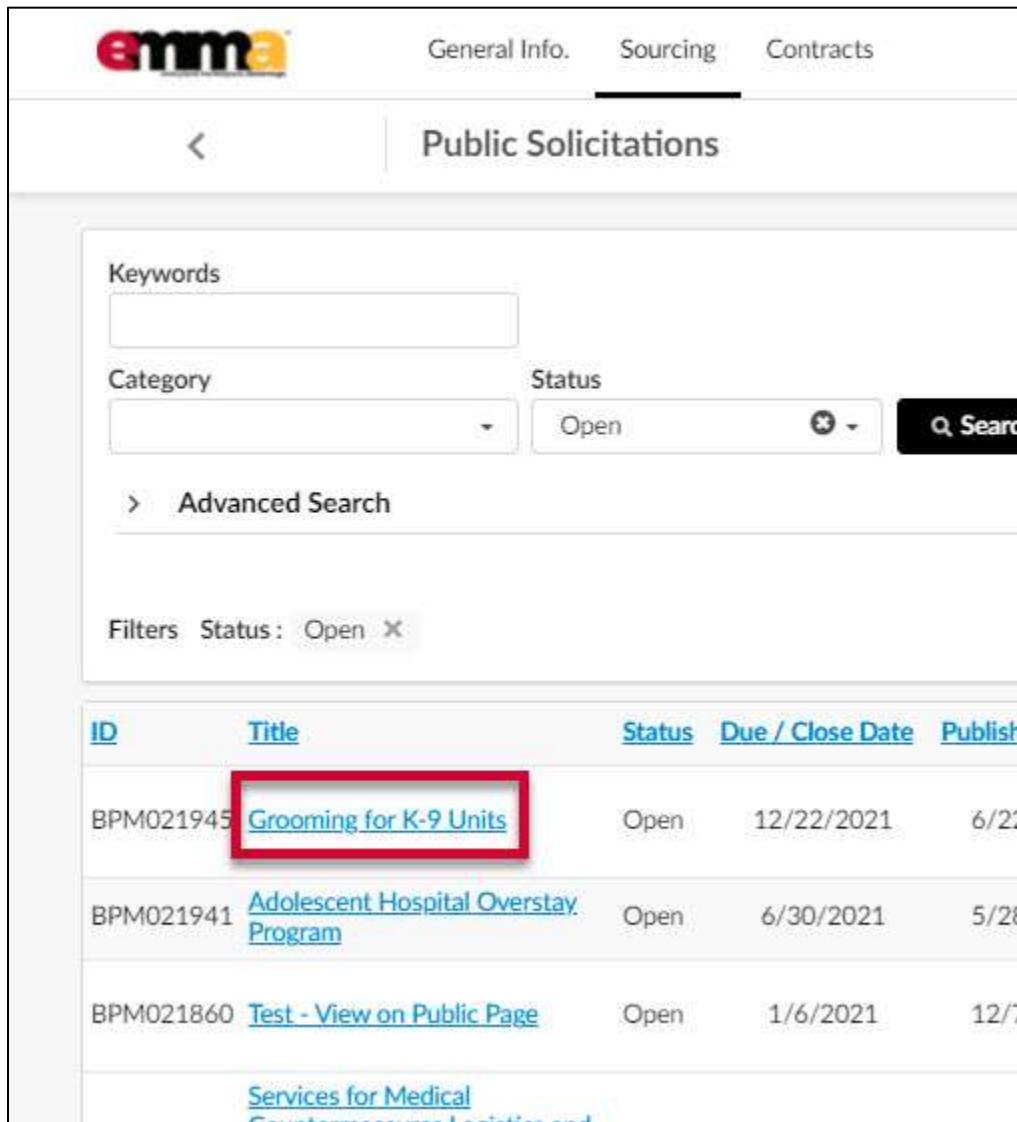
Step-by-Step Instructions

Submit a Bid to a New Round/Amended Solicitation

1. Access eMMA at <https://emma.maryland.gov> and log in with your Vendor credentials (user ID and password).
2. If you received a notification email, click the **CLICK HERE** link in the message. The link directs you to the page for that amended solicitation.
3. (Optional) You can also click the **Sourcing** tab at the top of the page and select the **Public Solicitations** option to search for the solicitation.



a. Click the **blue link** under the **Title** column to view the solicitation.

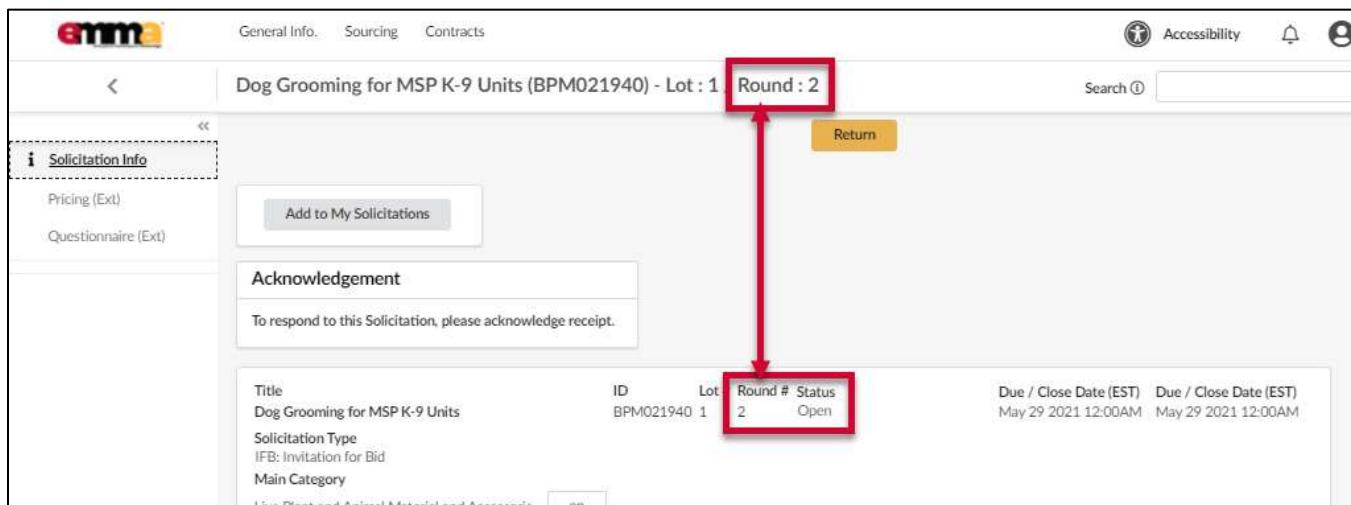


The screenshot shows the emma Public Solicitations interface. At the top, there are tabs for General Info., Sourcing, and Contracts, with Sourcing selected. Below the tabs, a header bar includes a back arrow, the title 'Public Solicitations', and a search bar with a placeholder 'Keywords' and a 'Q. Search' button. Underneath the search bar are filters for 'Category' and 'Status' (set to 'Open'). A link to 'Advanced Search' is also present. The main content area displays a table of solicitations with columns for ID, Title, Status, Due / Close Date, and Publish Date. The first row's 'Title' cell, which contains the link 'Grooming for K-9 Units', is highlighted with a red box. The table data is as follows:

ID	Title	Status	Due / Close Date	Publish Date
BPM021945	Grooming for K-9 Units	Open	12/22/2021	6/22/2021
BPM021941	Adolescent Hospital Overstay Program	Open	6/30/2021	5/28/2021
BPM021860	Test - View on Public Page	Open	1/6/2021	12/7/2020
	Services for Medical Equipment			

4. Click through the tabs on the side-panel to carefully review the amended solicitation. The latest Round number is found at the end of the project title at the top of the page and in the **Solicitation Info** tab.

NOTE: The Status for the latest Round should be **Open**.



Dog Grooming for MSP K-9 Units (BPM021940) - Lot : 1 Round : 2

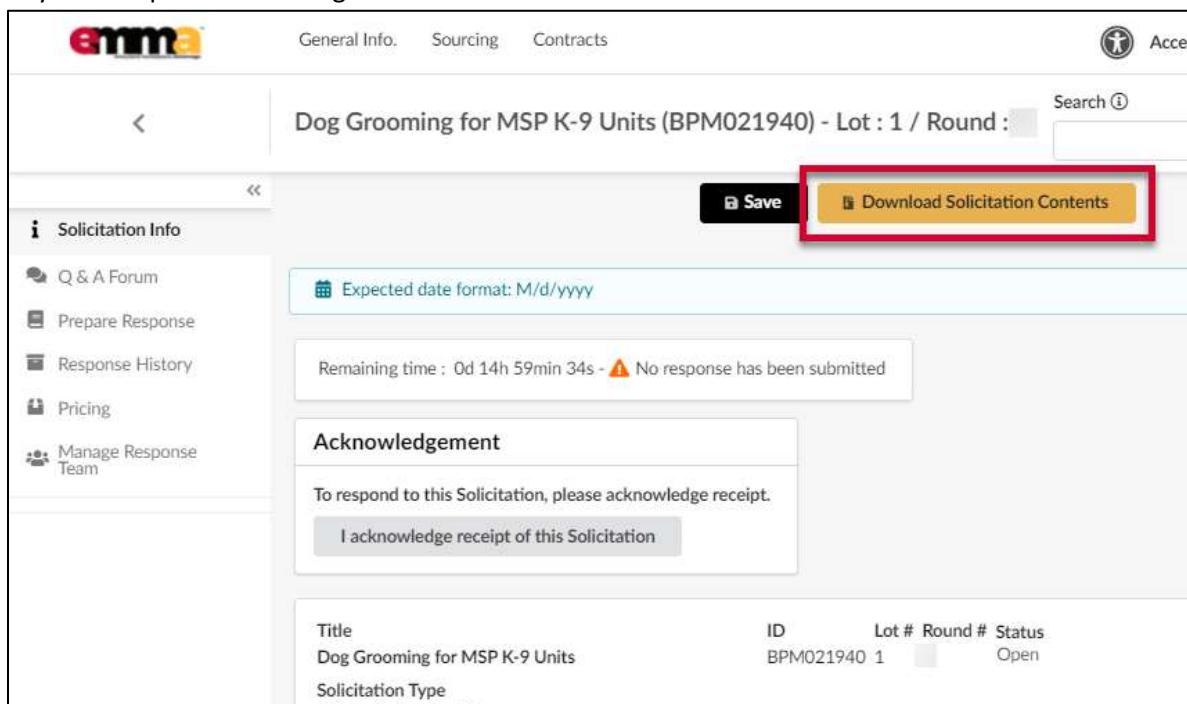
Add to My Solicitations

Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

Title	ID	Lot	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
Dog Grooming for MSP K-9 Units	BPM021940	1	2	Open	May 29 2021 12:00AM	May 29 2021 12:00AM

5. (Optional) Click the **Download Solicitation Contents** button at the top of the screen. This downloads a zip folder to your computer containing attachments from the solicitation.



Save

Download Solicitation Contents

Expected date format: M/d/yyyy

Remaining time : 0d 14h 59min 34s - ⚠ No response has been submitted

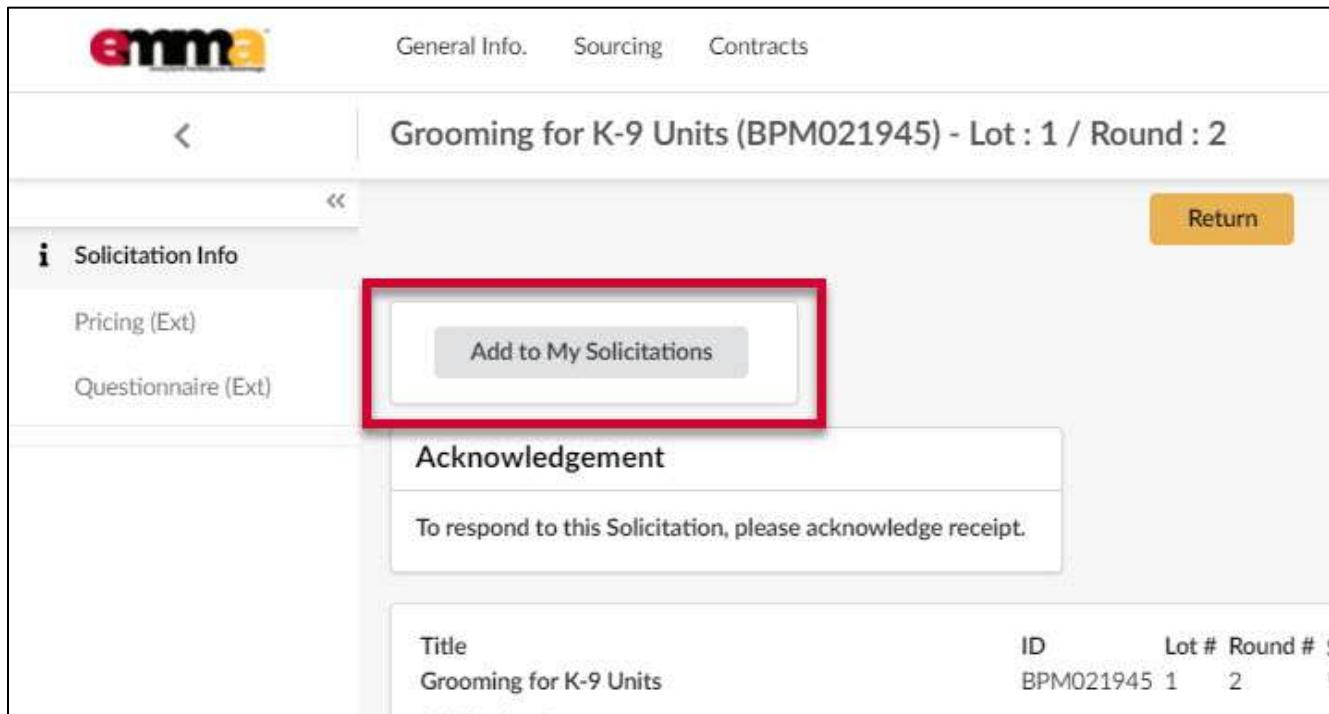
Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

I acknowledge receipt of this Solicitation

Title	ID	Lot #	Round #	Status
Dog Grooming for MSP K-9 Units	BPM021940	1		Open

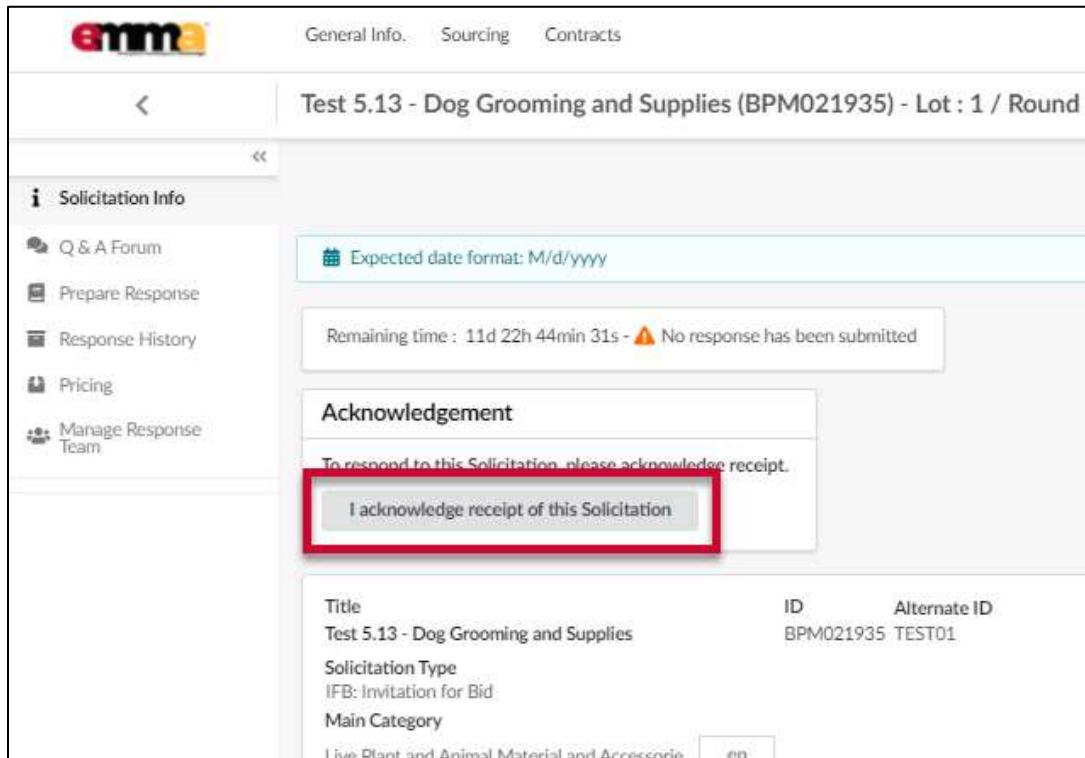
6. Click the **Add to My Solicitations** button on the **Solicitation Info** page.



The screenshot shows the 'Solicitation Info' page for a solicitation titled 'Grooming for K-9 Units (BPM021945)'. The 'Add to My Solicitations' button is highlighted with a red box. The page includes tabs for General Info., Sourcing, and Contracts. A 'Return' button is located in the top right corner. The 'Solicitation Info' sidebar lists Pricing (Ext) and Questionnaire (Ext). The 'Acknowledgement' section contains a message: 'To respond to this Solicitation, please acknowledge receipt.' Below this is a table with columns for Title, ID, Lot #, Round #, and Status. The table shows 'Grooming for K-9 Units' with ID 'BPM021945', Lot # '1', Round # '2', and Status 'S'.

Title	ID	Lot #	Round #	Status
Grooming for K-9 Units	BPM021945	1	2	S

7. Click the **I acknowledge receipt of this solicitation** button on any tab in the side-panel. The screen displays the date and time when you acknowledged receipt of the solicitation.



The screenshot shows the 'Solicitation Info' page for a solicitation titled 'Test 5.13 - Dog Grooming and Supplies (BPM021935)'. The 'I acknowledge receipt of this Solicitation' button is highlighted with a red box. The page includes tabs for General Info., Sourcing, and Contracts. A 'Return' button is located in the top right corner. The 'Solicitation Info' sidebar lists Q & A Forum, Prepare Response, Response History, Pricing, and Manage Response Team. The 'Acknowledgement' section contains a message: 'To respond to this Solicitation, please acknowledge receipt.' Below this is a table with columns for Title, ID, Alternate ID, and Status. The table shows 'Test 5.13 - Dog Grooming and Supplies' with ID 'BPM021935', Alternate ID 'TEST01', and Status 'P'.

Title	ID	Alternate ID	Status
Test 5.13 - Dog Grooming and Supplies	BPM021935	TEST01	P

8. Select one of the following radio buttons:

- a. **Will Respond:** This option tells the Procurement Officer that you will respond to this amended solicitation.

b. **Not Respond:** This option tells the Procurement Officer that you will **not** respond to this amended solicitation, even if you have done so in previous rounds of this solicitation.

NOTE: If you opted not to respond to this solicitation, a mandatory field displays. Enter the reason why you will not respond to the solicitation amendment.

9. Click the **Submit** button below the radio buttons.

The screenshot shows the eMMA software interface. At the top, there are tabs for 'General Info.', 'Sourcing', and 'Contracts'. Below the tabs, the page title is 'Dog Grooming for MSP'. On the left, a sidebar lists 'Solicitation Info' with links for 'Q & A Forum', 'Prepare Response', 'Response History', 'Pricing', and 'Manage Response Team'. The main content area shows a 'Receipt acknowledged' section with the message: 'Please confirm your intent to respond to this solicitation'. Two radio buttons are present: one for 'WILL RESPOND: our intent is to respond' (selected) and one for 'NOT RESPOND: we will not respond'. At the bottom, a 'Submit' button is highlighted with a red box and a cursor icon.

You are now ready to submit a new bid to the amended solicitation. The next steps depend on the type of project on which you're bidding.

- **IFB:** For instructions on bidding on an IFB, navigate to Vendor QRG 4, Responding to Solicitations (IFB), and complete Steps 6-18.
- **RFP:** For instructions on bidding on an RFP, navigate to Vendor QRG 5, Responding to Solicitations Double Envelope (RFP), and complete Steps 5-24.

How to View a Previous Submission

When a new Round is created in eMMA, the previous solicitation Round closes. Once it's closed, you can search for the old solicitation number and view your previous bid. This process shows how to view your previous bids for a closed solicitation.

NOTE: You cannot change any information in a closed solicitation.

1. If you previously responded to the solicitation, click the **Sourcing** tab at the top of the page and select the **My Solicitations** option from drop-down menu (or use the **Public Solicitations** option to search for the solicitation).

The screenshot shows the eMMA software interface. At the top, there are tabs for 'General Info.', 'Sourcing' (selected), and 'Contracts'. Below the tabs, the page title is 'Vendor Port'. On the left, there is a 'Company Profile' box with an 'i' icon. The main content area shows a 'Welcome to eMMA' message and a note: 'The content is not set'. A dropdown menu is open under the 'Sourcing' tab, with the 'My Solicitations' option highlighted and a cursor icon pointing to it. Other options in the dropdown are 'Manage Auctions' and 'Public Solicitations'.

2. Click the **Status** field above the solicitation list and select the **Closed** option from the drop-down menu that opens.

ID	Title	Status	Due / Clos
BPM021941	Adolescent Hospital Overstay Program	Open	6/30/2
BPM021938	SJ Test - Opening & Publishing Dates	Open	6/11/2
BPM021935	Test 5.1.2 - Dog Grooming and Supplies	Open	6/14/2

3. Click the **Search** button to the right of the Status field. A list of closed solicitations displays.
 4. Click the blue link for the old solicitation to view your submission.

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status	Status	Due / Clos
BPM021940	Dog Grooming for MSP K-9 Units ①	1	3	<ul style="list-style-type: none"> 1 - Live Plant and Animal Material and Accessories and Supplies 11 - Pet grooming products 12 - Pet litter or equipment for pet waste management 13 - Medicated pet treatments 14 - Pet blankets 2 - Domestic pet products 5 - Domestic pet treatments and accessories and equipment 	Waiting acknowledgement	Closed	
BPM021943	Dog Grooming - K9 Units - 6.1.2021 ①	1	2	<ul style="list-style-type: none"> 1 - Live Plant and Animal Material and Accessories and Supplies 2 - Domestic pet products 	Submitted	Responses Opened	
BPM021941	Adolescent Hospital Overstay Program ①	1	1	50 - Healthcare Services	In Progress	Open	

5. Click the **Response History** tab on the left-hand side-panel to see previous submissions.

Next Steps