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](#)
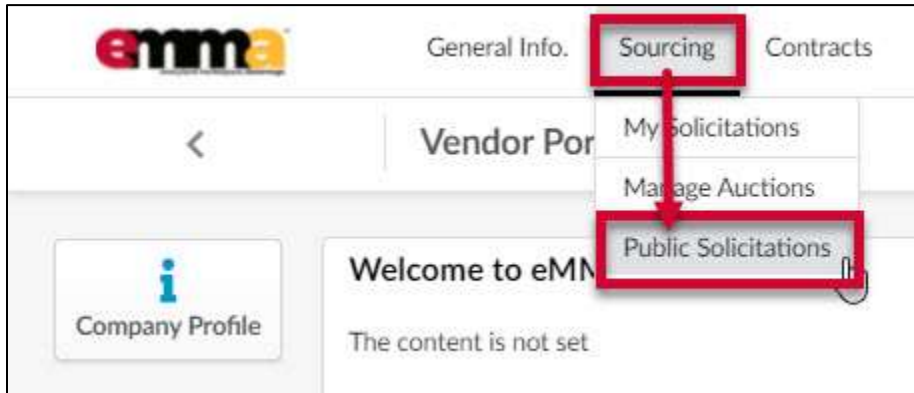- [How to View Previous Bid Submissions](#)

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.

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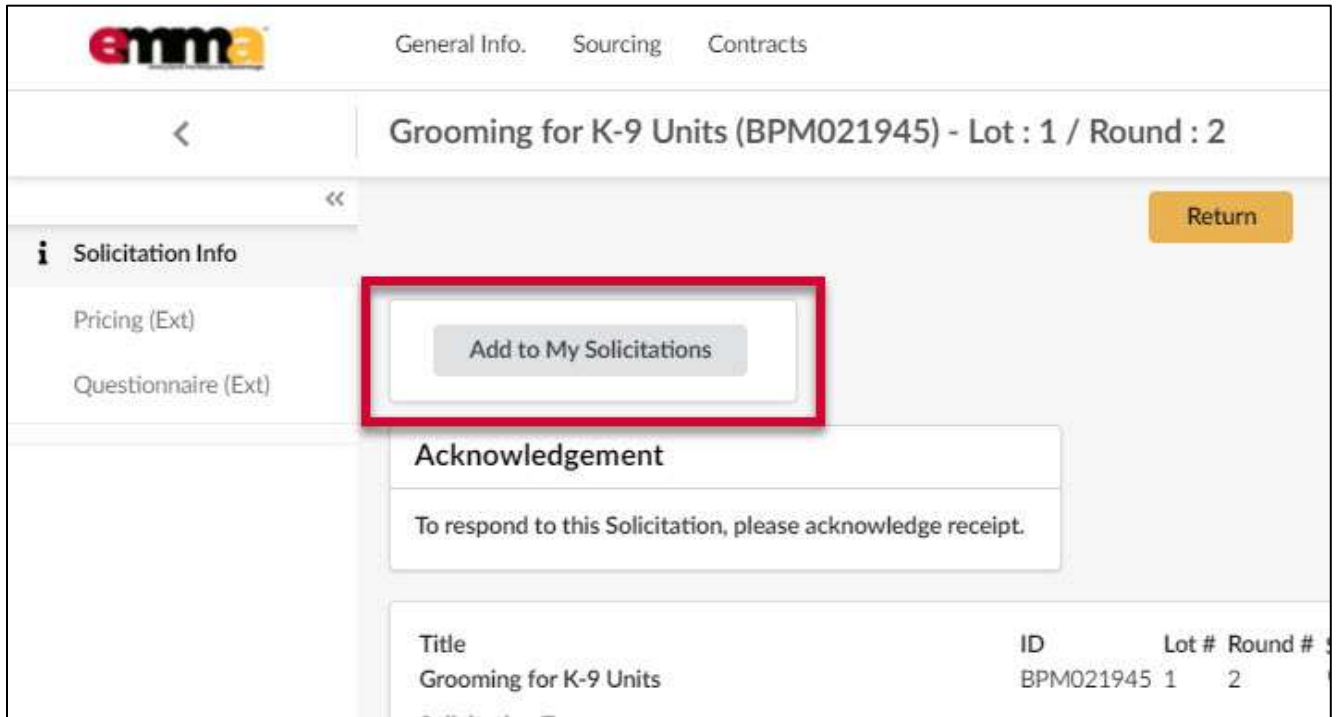
   **NOTE:** The Status for the latest Round should be **Open**.

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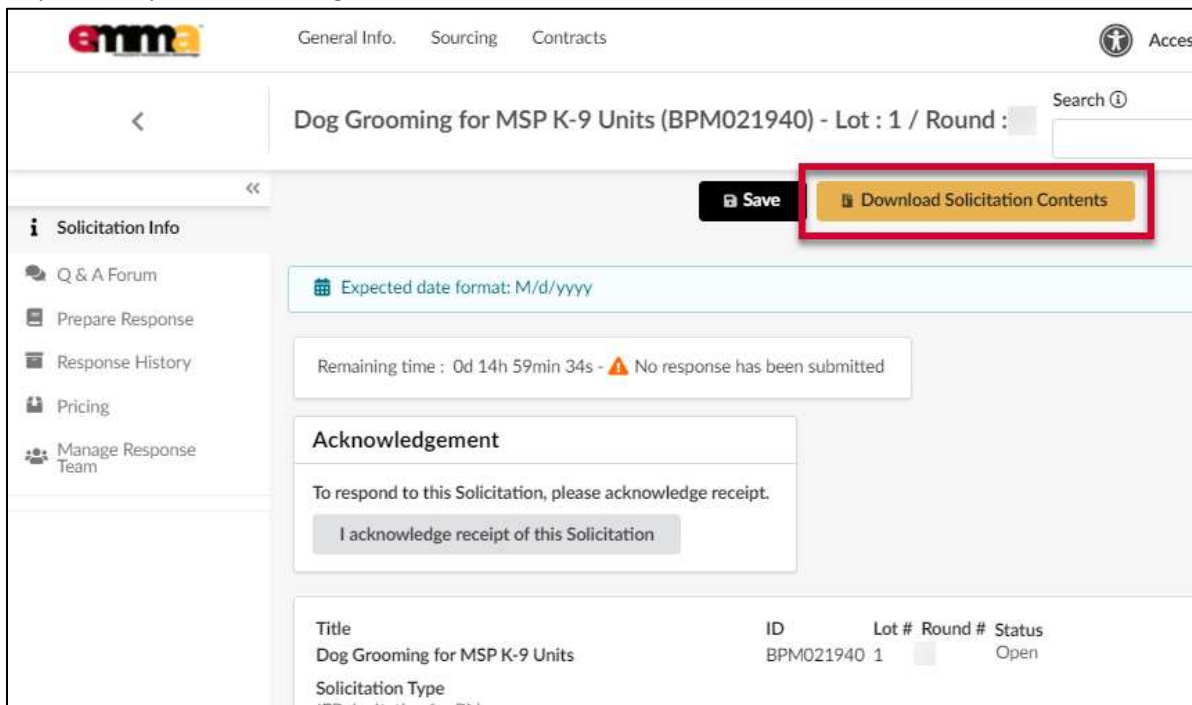
6. Click the **Add to My Solicitations** button on the Solicitation Info page.

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.
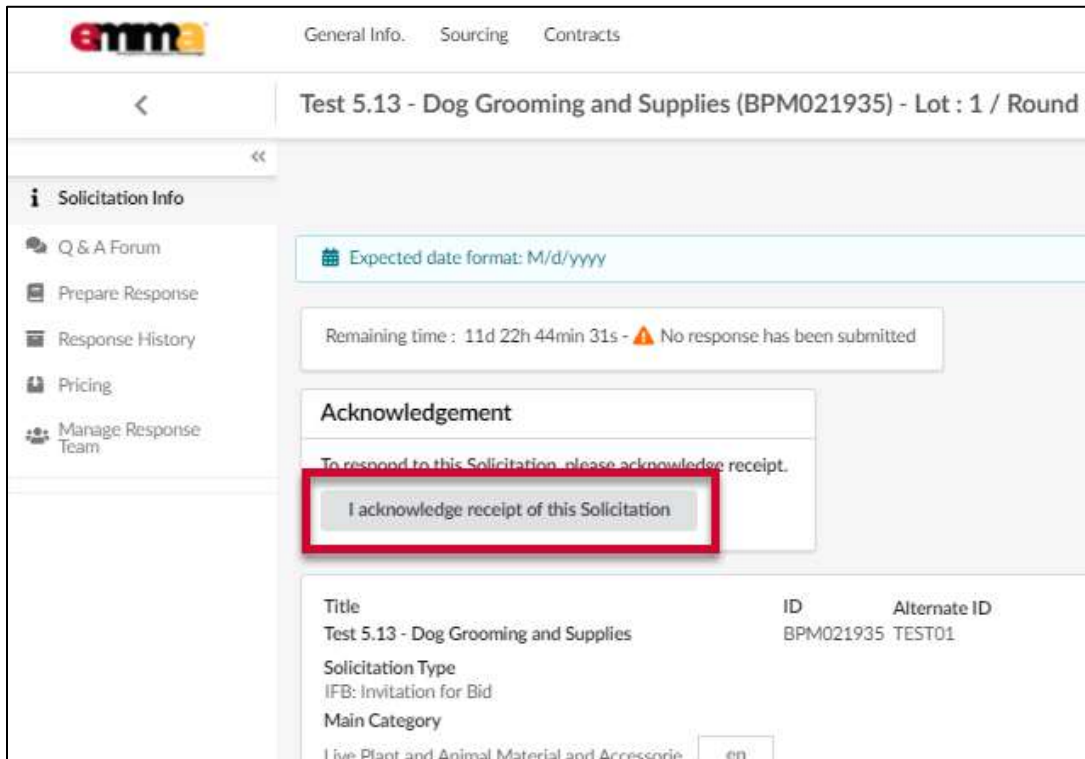
8. Select one of the following radio buttons:
    a. **Will Respond:** This option tells the Procurement Officer that you will respond to this amended solicitation.

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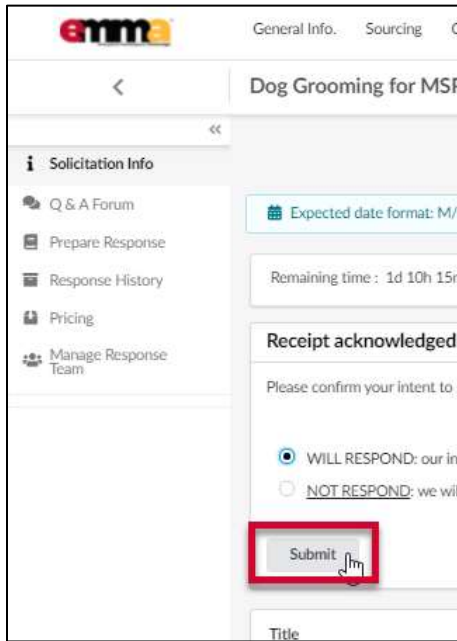
You are now ready to submit a new bid to the amended solicitation. The next steps depend on the type of project on which you're bidding.

- **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.
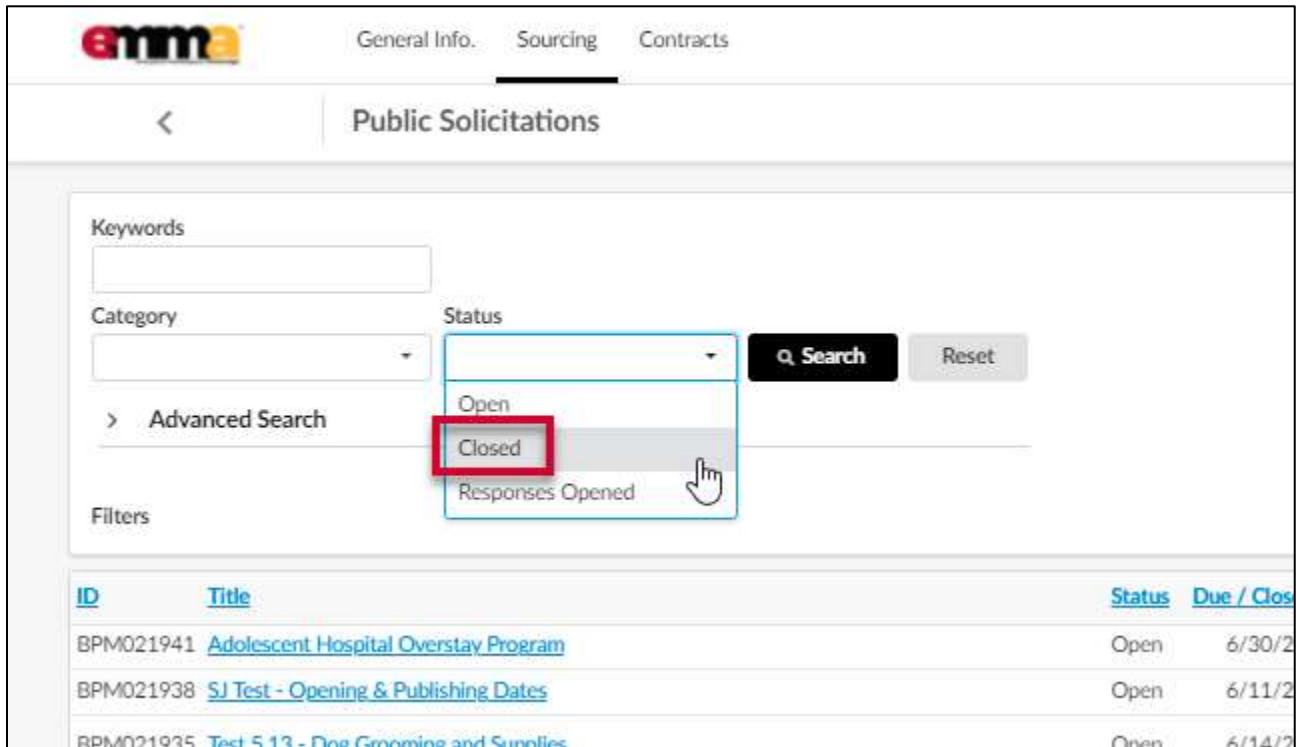
How to View a Previous Submission

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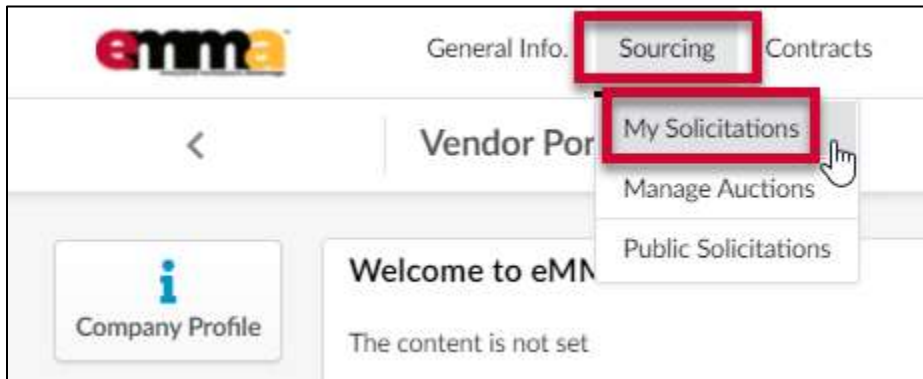
2. Click the **Status** field above the solicitation list and select the **Closed** option from the drop-down menu that opens.

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.

Updated: 6/24/2021   Vendor QRG #4a Submit a Response to an Amended Solicitation
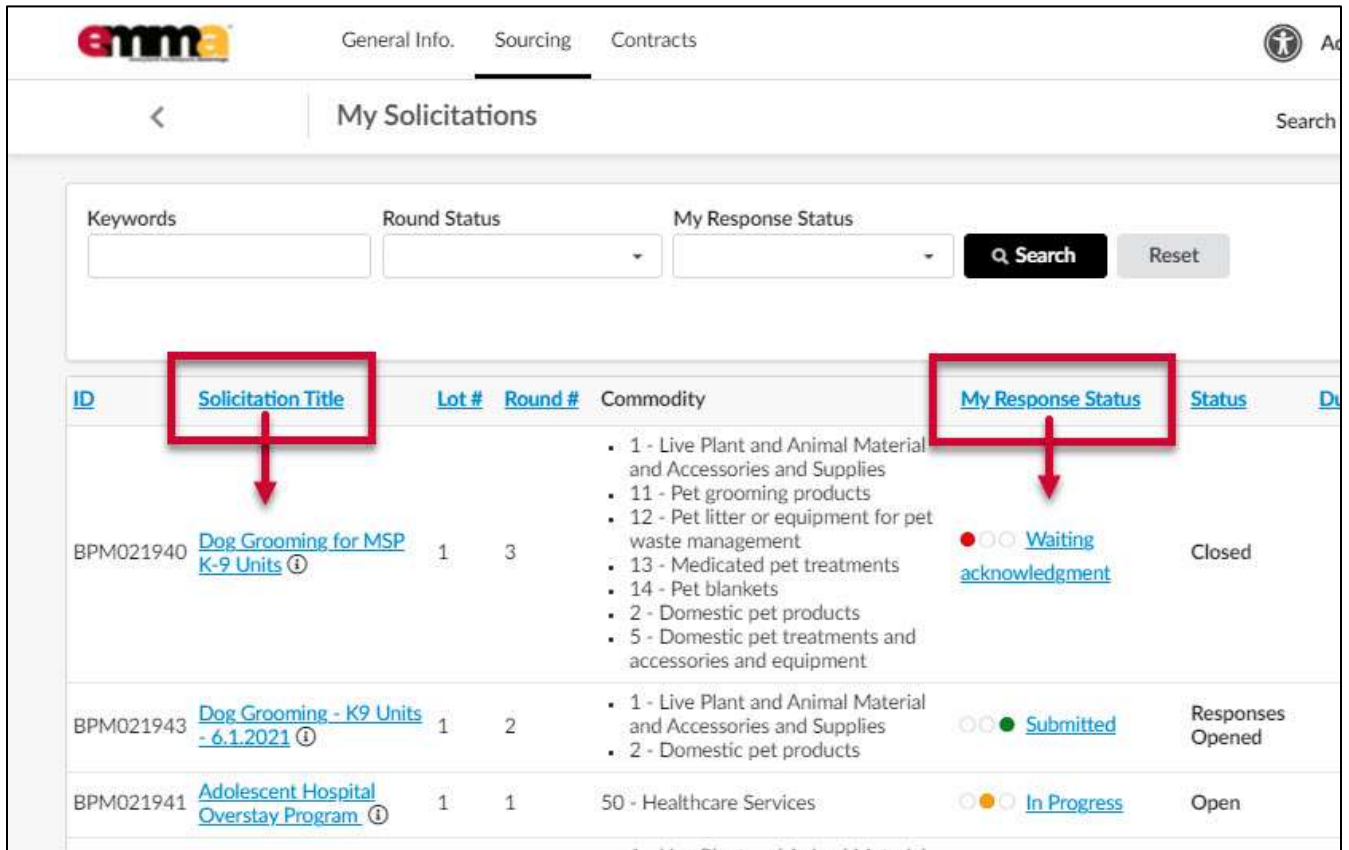
5. Click the **Response History** tab on the left-hand side-panel to see previous submissions.

Next Steps