

# Responding to Solicitations

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Maryland Business Summit  
November 2024



# Welcome & Introduction

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## Welcome to **Responding to Solicitations**

This training session provides an overview of responding to an invitation for bid (IFB) using the eMaryland Marketplace Advantage (eMMA), including acknowledging receipt of the solicitation and preparing a response.

*Latest Session: Intro to eMMA for  
Vendors*

# Your Presenters Today

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## **Marvin Anderson**

*Customer Support Program Manager  
Office of State Procurement  
Department of General Services*

## **Tyrone Carter**

*IT Functional Analyst II  
Office of State Procurement  
Department of General Services*

## **Bryan Mills**

*IT Functional Analyst II  
Office of State Procurement  
Department of General Services*

# Learning Objectives

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*Upon completion of this course, the participant will be able to:*

- ✓ Identify eMMA and its role in State procurement
- ✓ Search for and locate public solicitations
- ✓ Add solicitations to their vendor profile
- ✓ Acknowledge receipt of a solicitation and confirm intent
- ✓ Prepare a solicitation response and add pricing items

# eMaryland Marketplace Advantage



*What is eMMA and why is it important?*



Connects the vendor community with contracting opportunities from state, county, and local government



Registered vendors receive notices of bid opportunities, can submit bid responses online, and may obtain bid results



A procurement platform that's comprehensive, versatile, and collaborative – the connection between State and business



Open, transparent, and efficient procurement process



# Where's eMMA?



*Quick route to the eMMA homepage*



[emma.maryland.gov](http://emma.maryland.gov)



[procurement.maryland.gov](http://procurement.maryland.gov)

*Scroll down to Vendors section and keep an eye out for the large yellow box with eMMA logo*

A screenshot of the eMMA website interface. The main content area is dark with a list of links for vendors and businesses. A large yellow box on the right side of the page is circled in red, containing the eMMA logo and descriptive text about the system. The list of links includes: "Respond to a Requisition" (with sub-link "How to do Business with the State of Maryland &gt;"), "Partners &amp; Programs" (with sub-link "Explore Programs &gt;"), "Learn How to Use eMMA" (with sub-link "Vendor Training and Support &gt;"), and "Emergency Contracts and Supplier List" (with sub-link "Emergency Contracts and Supplier List &gt;"). The yellow box contains the eMMA logo, the text "eMaryland Marketplace Advantage (eMMA)", a description of the system, and contact information: "Need Help in eMMA? Email eMMA.HelpDesk@maryland.gov!". At the bottom of the yellow box, it says "Questions? CLICK HERE to contact the eMMA Knowledge Portal".

# eMMA Login Page



*Let's jump in!*



Your eMMA homepage:

Login

Registration

FAQs

QRGs

eMMA.HelpDesk



Homepage links are available to everyone

A screenshot of the eMMA login page. The page has a white background with a black border. At the top left, it says "Welcome to eMaryland Marketplace Advantage (eMMA)". Below this is the eMMA logo, which consists of the word "emma" in a stylized font where the 'e' is red, 'm' is black, 'm' is black, 'a' is yellow, and there is a small "SM" trademark symbol. Below the logo is the text "eMaryland Marketplace Advantage". To the right of the logo is a red arrow pointing to the "Login" button in the login form. Below the logo is a paragraph of text: "eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online." Below this is another paragraph: "Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program." Below that is a third paragraph: "eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!" At the bottom is a fourth paragraph: "Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov)." On the right side of the page is a "LOGIN" section. It has a "Login\*" label above a text input field for "Email / Username". Below that is a "Password\*" label above a password input field. To the right of the password field is a "Login" button. Below these are two buttons: "State SSO Login(SecureAuth)" and "MDot SSO Login(MSAzure)". Below these is a link "Lost your password?". At the bottom right of the page is a list of links, each with a small icon of two people shaking hands. The links are: "New Vendor? Register Now", "Public Solicitations" (circled in red), "Public Contracts", and "Vendor Search".

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).

LOGIN

Login\*

Email / Username

Password\*

Key icon

Login

State SSO Login(SecureAuth)

MDot SSO Login(MSAzure)

Lost your password?



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

# Accessing Public Solicitations



*From your Vendor Dashboard*

A screenshot of the Emma Vendor Dashboard. At the top left is the Emma logo. A navigation bar contains three tabs: "General Info.", "Sourcing", and "Contracts", all enclosed in a red rectangular box. Below the navigation bar is a dropdown menu with three options: "My Solicitations", "Manage Auctions", and "Public Solicitations". A red arrow points to the "Public Solicitations" option. The main content area is divided into two columns. The left column has a header "Announcements" and a message "The selected content contains no text". The right column has a header "My To-Do List".

# Browsing Public Solicitations



emmm General Info. Sourcing Contracts Accessibility Coffe

Public Solicitations Search

Keywords

Category  Status

> Advanced Search

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List
BPM021965	<a href="#">Halloween Decorations for 2021 Business Summit</a>	Closed	11/12/2021	10/21/2021	Specialty decoratives for the classroom and decorative accessories	RFP: Double Envelope Proposal	Department of General Services	
BPM021965	<a href="#">Halloween Decorations for 2021 Business Summit</a>	Closed	11/11/2021	10/21/2021	Specialty decoratives for the classroom and decorative accessories	RFP: Double Envelope Proposal	Department of General Services	
BPM021964	<a href="#">Freezer for Facility</a>	Closed	10/28/2021	10/14/2021	Domestic kitchen appliances	Request for Quote	Military Department	
BPM021956	<a href="#">Grooming for K-9 Units</a>	Closed	12/22/2021	7/20/2021	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Department of General Services	<input type="button" value="View"/>
BPM021958	<a href="#">Test 5.13 - Dog Grooming and Supplies</a>	Closed	7/21/2021	7/20/2021	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Department of General Services	<input type="button" value="View"/>
BPM021957	<a href="#">Dog Grooming for MSP K-9 Units</a>	Closed	12/19/2021	7/20/2021	Live Plant and Animal Material and Accessories and Supplies	IFB: Invitation for Bid	Department of General Services	<input type="button" value="View"/>

*Increasing Your Visibility on eMMA*

# Advanced Search – Solicitations



Keywords  
coffee

Category  
50201700 - Coffee and tea

Status  
Open

**Q Search** Reset

**Advanced Search**

Type  
IFB: Invitation for Bid

Authority

Award Status  
In progress

Agency

Sub Agency

Site

SBR Designation  SBE Goal

MBE Goal  MBE Sub-Goal

VSBE Goal  DBE Goal

Filters Status: Open Keywords: coffee Type: IFB: Invitation for Bid Award Status: In progress Category: 50201700 - Coffee and tea

# Selecting a Solicitation



Keywords

Category: 50201706 - Coffee x Status: Open x **Q Search** Reset

> Advanced Search

Filters Category: 50201706 - Coffee x Status: Open x

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type
BPM022204	<a href="#">Weekly Coffee Supply</a>	Open	8/30/2022	7/22/2022	Coffee	IFB: Invitation for Bid

1 Result(s)



Blue text is clickable to select or sort



Clicking the solicitation title provides details and info

# Add to My Solicitations



< Weekly Coffee Supply (BPM022204) - Lot : 1 / Round : 1 Search ⓘ

Return

**Solicitation Info**

- Pricing (Ext)
- Questionnaire (Ext)

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)
Weekly Coffee Supply	BPM022204	1	1	Open	Aug 30 2022 12:00AM	Aug 30 2022 12:00AM

**Solicitation Type**  
IFB: Invitation for Bid

**Main Category**  
Beverages

**Issuing Agency**  
Chesapeake Bay Trust

**Procurement Officer / Buyer**    **Email**  
Shae PO                                    shae.cronin.PO@maryla...

**Solicitation Summary**  
Office of approximately 200 employees is in desperate need of a weekly coffee delivery in order to keep people awake. Coffee shall be bold, heavily caffeinated, and delicious.

**Procurement Program Participation Goals**

# Acknowledge Receipt of Solicitation



The screenshot displays the Emma procurement system interface for a solicitation titled "Weekly Coffee Supply (BPM022204) - Lot : 1 / Round : 1". The interface includes a navigation menu on the left with options like "Solicitation Info", "Q & A Forum", "Prepare Response", "Response History", and "Manage Response Team". The main content area shows a "Remaining time" of 38d 09h 21min 57s with a warning that no response has been submitted. Below this is an "Acknowledgement" section with the instruction "To respond to this Solicitation, please acknowledge receipt." and a button labeled "I acknowledge receipt of this Solicitation". A table below provides details about the solicitation, including its title, ID, lot and round numbers, status, and due dates. The table also lists the solicitation type, main category, issuing agency, and procurement officer/buyer information. A solicitation summary is provided at the bottom.

emma

General Info. Sourcing Contracts

Weekly Coffee Supply (BPM022204) - Lot : 1 / Round : 1

Save Download Solicitation Contents

Remaining time : 38d 09h 21min 57s - ⚠️ 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	Due / Close Date (EST)	Due / Close Date (EST)
Weekly Coffee Supply	BPM022204	1	1	Open	Aug 30 2022 12:00AM	Aug 30 2022 12:00AM

**Solicitation Type**  
IFB: Invitation for Bid

**Main Category**  
Beverages en

**Issuing Agency**  
Chesapeake Bay Trust en

**Procurement Officer / Buyer**    **Email**  
Shae PO    shae.cronin.PO@maryla...

**Solicitation Summary**  
Office of approximately 200 employees is in desperate need of a weekly coffee delivery in order to keep people awake. Coffee shall be bold, heavily caffeinated, and delicious.

**Procurement Program Participation Goals**

# Confirm Intent to Submit Response



**emma** General Info. Sourcing Contracts

Weekly Coffee Supply (BPM022204) - Lot : 1 / Round : 1

Save Download Solicitation Contents

Remaining time : 38d 09h 06min 51s - ⚠ No response has been submitted

**Receipt acknowledged on 7/22/2022 2:52:08 PM (your local time)**

Please confirm your intent to submit a response to this solicitation.

WILL RESPOND: our intent is to respond to this Solicitation

NOT RESPOND: we will not be able to respond to this Solicitation.

Submit

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)
Weekly Coffee Supply	BPM022204	1	1	Open	Aug 30 2022 12:00AM

Solicitation Type  
IFB: Invitation for Bid

Main Category  
Beverages en

Issuing Agency  
Chesapeake Bay Trust en

# Confirm: We Will Not Respond



Receipt acknowledged on 7/22/2022 3:58:10 PM (your local time)

Please confirm your intent to submit a response to this solicitation.

WILL RESPOND: our intent is to respond to this Solicitation

NOT RESPOND: we will not be able to respond to this Solicitation.

Reason\*

Unable to accommodate.

**Submit**



Confirm intent as: NOT RESPOND and proceed with 'Submit' button



Track within 'My Solicitations'

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status
				<ul style="list-style-type: none"><li>1569 - Coffee</li><li>813 - Coffee and tea</li></ul>	
BPM022203	<a href="#">Weekly Coffee Supply</a> ⓘ	1	1	<ul style="list-style-type: none"><li>204 - Beverages</li><li>813 - Coffee and tea</li><li>814 - Non alcoholic beverages</li></ul>	<span style="color: red;">●</span> <span style="color: gray;">○</span> <span style="color: gray;">○</span> <a href="#">Not responding</a>

# Confirm: We Will Respond



- Solicitation Info
- Q & A Forum
- Prepare Response
- Response History
- Manage Response Team

Save | Validate & Submit | Cancel Response | Download Solicitation Contents

Remaining time : 38d 07h 28min 02s - ▲ No response has been submitted

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
Weekly Coffee Supply	BPM022204	1	1	Open	Aug 30 2022 12:00AM	Aug 30 2022 12:00AM

**Solicitation Type**  
IFB: Invitation for Bid

**Main Category**  
Beverages en

**Issuing Agency**  
Chesapeake Bay Trust en

**Procurement Officer / Buyer**    **Email**  
Shae PO                                    shae.cronin.PO@maryla...

**Solicitation Summary**  
Office of approximately 200 employees is in desperate need of a weekly coffee delivery in order to keep people awake. Coffee shall be bold, heavily caffeinated, and delicious.

**Procurement Program Participation Goals**



Confirm intent as:  
**WILL RESPOND**



Tracking remains

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status	Status
BPM022204	<a href="#">Weekly Coffee Supply</a> ⓘ	1	1	<ul style="list-style-type: none"> <li>1569 - Coffee</li> <li>204 - Beverages</li> <li>813 - Coffee and tea</li> </ul>	<span style="color: orange;">●</span> <span style="color: gray;">○</span> <span style="color: gray;">○</span> <a href="#">In Progress</a>	Open
BPM022203	<a href="#">Weekly Coffee Supply</a> ⓘ	1	1	<ul style="list-style-type: none"> <li>204 - Beverages</li> <li>813 - Coffee and tea</li> <li>814 - Non alcoholic beverages</li> </ul>	<span style="color: red;">●</span> <span style="color: gray;">○</span> <span style="color: gray;">○</span> <a href="#">Not responding</a>	Open

# Prepare Response



Navigation menu (indicated by a red arrow):

- Solicitation Info
- Q & A Forum
- Prepare Response**
- Response History
- Pricing
- Manage Response Team

Top Action Bar:

- Save** (circled in red)
- Validate & Submit
- Cancel Response
- Download Solicitation Contents

Expected date format: M/d/yyyy

Remaining time : 38d 05h 40min 09s - ⚠ No response has been submitted

**Acknowledgement**

Acknowledged on 7/22/2022 at 3:58 PM

**Vendor Bid / Proposal Documents**

300,000 kb limit.

Click or Drag to add files (indicated by a red arrow)

**Response Information** (boxed in red)

Label: Response # 1

Description: [Empty text area]

# Manage Response Team



**Manage Response Team**

Unable to answer some questions of this Solicitation?  
Get help from your colleagues!

Invite your colleagues and give them access to this Solicitation.  
You can choose from the contacts already identified on this portal, or easily create a new contact to invite a colleague.

Note:

- All selected contacts can modify and submit your answer.
- They will only have access to this Solicitation.
- New contact creation may require your buyer approval for account creation

Select Contact

or **Create a new contact**

Name	Email
DRINKER Coffee	coffeedrinker@coolcoffee.com

1 Result(s)



Invite colleagues and teammates to access the solicitation



Select a contact from your established team, or quickly create a new contact

# Complete Pricing Section



The screenshot shows the pricing section of a procurement system. The left sidebar contains navigation options: Solicitation Info, Q & A Forum, Prepare Response, Response History, Pricing (highlighted with a red arrow), and Manage Response Team. The main content area has a top navigation bar with buttons: Save (circled in red), Validate & Submit, Cancel Response, and Download Solicitation Contents. Below this is an "Export/Import" section with a text input field for "Import pricing response form here" (300,000 kb limit) and a "Click or Drag to add a file" button (pointed to by a red arrow). There are also links for "Download in XLSX format" and "Download in XLS format" (both pointed to by red arrows). The "Currency" section shows "USD" and a "Total per currency" button. The "Keywords" section has a search box and a "Search" button. The "Pricing" section contains a table with columns: Item Code, Item Type, Item, Detailed Description, Order, Qty, UoM, Unit Price (highlighted with a red box), and Total. The table has one row for "11\_1 Required Item Ground Coffee" with a quantity of 5 and unit of "Bag". Below the table, it says "1 Result(s)".

**Save** **Validate & Submit** **Cancel Response** **Download Solicitation Contents**

**Export/Import**

Import pricing response form here  
300,000 kb limit.

Click or Drag to add a file

Download in XLSX format  
Download in XLS format

Currency\* USD Total per currency

Keywords  
 Not answered items  **Search** Reset

**Pricing**

Item Code	Item Type	Item	Detailed Description	Order	Qty	UoM	Unit Price	Total
11_1	Required Item	Ground Coffee	16oz. Bag of Ground Coffee		5	Bag		

1 Result(s)

# Ensuring Successful Submission



-  Are you looking at the most current Round/Amendment of the solicitation?
-  Have you acknowledged all Rounds (if required)?
-  Did you upload your attachment(s)?
-  If changing or carrying forward a bid/proposal in a new round, did you re-upload your attachment(s) and delete old docs?
-  Is there a pricing tab/line item(s) to be completed?
-  Did you read the indicators in the confirmation popup?
-  Do you know how to access previous or current responses?
-  Have you added correct contacts to your bid/proposal so team members can access the response?



# Validate & Submit Response



Save Validate & Submit Cancel Response Download Solicitation Contents

Expected date format: M/d/yyyy

Remaining time : 38d 05h 23min 02s - ⚠ No response has been submitted

**Do you really want to submit your bid / proposal response?**

**Attention:** Once this response is submitted, it cannot be modified.  
You can copy and replace a previous response if you need to modify your response before the Due / Close date.

- 1 / 1 items have been filled.
- Total number of attached documents: 0

Export/Import

Download in XLSX  
Download in XLS

Currency\*  
USD Total per currency  
USD 42.50

Keywords  
 Not answered items  Search Reset

Cancel Yes, Submit

# Response Successfully Submitted



Navigation menu: Solicitation Info, Q & A Forum, Prepare Response, Response History, Pricing, Manage Response Team

Buttons: Save, Create a new response, Other Actions

Message: Your response has been successfully submitted. Buyers have been notified. You can follow your response status in next step "Response History". Response Submitted on 7/22/2022 6:38:59 PM

Expected date format: M/d/yyyy

Remaining time : 38d 05h 20min 40s

Acknowledgement: Acknowledged on 7/22/2022 at 3:58 PM

Vendor Bid / Proposal Documents

Response Information: Label: Response # 1

# Response History



**Solicitation Info**

**Q & A Forum**

**Prepare Response**

**Response History**

**Pricing**

**Manage Response Team**

Remaining time : 38d 05h 17min 56s

Status

In progress × Submitted × × ▾

**Search** Reset

Weekly Coffee Supply 1

<a href="#">Label</a>	<a href="#">Status</a>	<a href="#">Submitted</a>	Pricing Progress	Total
<a href="#">Response # 1</a>	Submitted	7/22/2022 6:38:59 PM	100%	42.50 USD

1 Result(s)

# Responding to Amended Solicitations



Amendments, also known as rounds, are used in eMMA to modify an existing solicitation



New rounds are created when needs of the project change in pricing or requirements



If you've submitted a bid previously, two options:  
Submit a NEW response, or  
Resubmit your previous (or bring forward to most current round) in order to stay responsive



QRG: [Submit Response to Amended 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.

# You made it!

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*Now you're confident in being able to:*

- ✓ Identify eMMA and its role in State procurement
- ✓ Search for and locate public solicitations
- ✓ Add solicitations to their vendor profile
- ✓ Acknowledge receipt of a solicitation and confirm intent
- ✓ Prepare a solicitation response and add pricing items

# Technical Support & Help

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## Contact the eMMA Help Desk if you...

- ⊘ Receive a notification that 'registration has been refused/unsuccessful'
- ✕ Receive an error at login that 'access is denied'
- 🚒 Receive an error when attempting to reset your password
- ⊕ Wish to request a UNSPSC code be added to the system

**emma**  
eMMA.HelpDesk@maryland.gov

*Questions specific to the solicitation should be directed to the identified Procurement Officer, including verified bid response.*

# Resources and Links

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*In case you're interested*



[MBE Program](#)



[UNSPSC Code Lookup](#)



[SBR Program](#)



[eMMA Vendor Web Channel](#)



[VSBE Program](#)



[Maryland Procurement  
Academy](#)

# Thank you!

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 We appreciate you hanging out with us today!



Any questions regarding:

- ✓ Locating/adding solicitations
- ✓ Acknowledging receipt
- ✓ Adding price/line items
- ✓ Uploading attachments

