



Best Practices for Finding Solicitations and Submitting Responses in eMMA

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TOPICS IN THIS SESSION

1. Optimizing Your Supplier Profile

2. Finding Public Opportunities

3. Understanding Notifications

4. Ensuring Successful Submission

5. Where and When to Seek Help



1. OPTIMIZING YOUR SUPPLIER PROFILE

First things first.....ensure your Supplier profile is complete!

Registration in eMMA is a **2-step process**:

1. Initial form establishes the Supplier record.
2. Once initial Supplier record is established, login to customize the following:

Contacts

Who else at your company needs to be listed as a POC?

Is the initial registrant the authorized Admin for the Supplier record?

Assign role “Primary Contact” to receive direct solicitation notifications.

Commodities and Service Areas

Select at the main (top-level) tiers in addition to niche-specific categories.

Diversity Credentials

Apply & submit your SBR or VSBE applications, **if eligible**.

ASSIGNING & INVITING CONTACTS

Vendor: SUP029243 - Whosits & Whatsits (Registered)

Fields marked by an asterisk * are mandatory

Vendor Contacts

+ Create Contact Select Existing Contact

Contact	Login	Role(s)	Other assigned vendors
Whosit Apple		Admin Primary Contact	
Whosit Banana		Primary Contact Sales	
Whosit Cranberry		Accounting	

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- Admin identified
- Primary Contact identified (if different)

- Assign the PRIMARY CONTACT role to anyone you wish to ensure gets solicitation notifications!

SELECT COMMODITY/SERVICE CODES

General Info. Sourcing Contracts Accessibility Apple W.

Company Info

Warning: This environment is used for Training - This environment is not for production use.

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Additional Information

Areas Servicing ⓘ*

Maryland × Baltimore (MD) × Frederick (MD)

Commodities ⓘ*

0 Result(s)

Commodity selector

- Check all
- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories
- 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
 - 23100000 - Raw materials processing machinery
 - 23120000 - Textile and fabric machinery and accessories
 - 23130000 - Lapidary machinery and equipment
 - 23140000 - Leatherworking repairing machinery and equipment
 - 23150000 - Industrial process machinery and equipment and supplies
 - 23160000 - Foundry machines and equipment and supplies
 - 23180000 - Industrial food and beverage equipment
 - 23190000 - Mixers and their parts and accessories
 - 23200000 - Mass transfer equipment
 - 23210000 - Electronic manufacturing machinery and equipment and accessories

Select at the main (top-level) tiers in addition to niche-specific categories

APPLY FOR SBR/VSBE or MBE CERTIFICATION

The screenshot displays the 'emma2' web interface. The main navigation bar includes 'General Info.', 'Sourcing', and 'Contracts'. The user is logged in as 'Apple W.'. The central window is titled 'Edit document : Certifications'. The form contains the following fields:

- Type***: A dropdown menu with options: 'Certifications / Other (Certifications)', 'Certifications / SBR Application' (highlighted), 'Certifications / VSBE Application', and 'Certifications / Certificate of Insurance'.
- Effective Date***: A date picker set to 10/15/2021.
- Expiration Date**: A date picker set to 10/15/2021.
- Status**: A dropdown menu set to 'Draft'.
- Document's owner**: A text field containing 'WHOSIT Apple'.
- Comments**: A text area with the placeholder 'Add a comment here'.

Buttons for 'Save' and 'Save & Close' are located at the top right of the form. The background shows a sidebar with 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area has sections for 'Legal Documents', 'Certifications', and 'Other Documents', each with an 'Add' button and a result count.

To apply to the MBE certification, go check out the Maryland Department of Transportation website!

2. FINDING PUBLIC OPPORTUNITIES



- Browse eMMA's [Public Solicitations](#) page.
- Check for State Agency procurement websites.
- View the [Procurement Forecast](#) published by the Governor's Office for Small, Minority & Women Business Affairs.

EMMA'S PUBLIC SOLICITATIONS PAGE



New Vendor? Register Now Vendor Search **Public Solicitations** Public Contracts

Accessibility

Public Solicitations

Keywords

Category

Status

Search

Reset

> [Advanced Search](#)

Filters Status: Open ✕

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM026184	ABERDEEN MARC STATION CONNECTIVITY ENHANCEMENT	Open	10/29/2021	10/15/2021	Concrete installation and repair services	Public Notice	City of Aberdeen		
BPM026048	Project No. 2021-05 On-Call Landscape Architect/Civil Engineering Services for Park Development	Open	10/26/2021	10/15/2021	Professional engineering services	IFB: Invitation for Bid	Baltimore County Government		
BPM025971	CMREC Headquarters Design Bid/Build	Open	10/19/2021	10/15/2021	Structures and Building and Construction and Manufacturing Components and Supplies	Public Notice	University of Maryland - College Park		
BPM026301	RFB No. B-1660 On-Call Bridge Services	Open	11/17/2021	10/15/2021	BRIDGE CONSTRUCTION AND REPAIR SERVICE	Public Notice	Baltimore County Government		
BPM026290	FY22 Winter Crab Dredge Survey	Open	11/5/2021	10/15/2021	Dredging service	Request for Information & Pricing	Department of Natural Resources		
BPM026303	Annual Maintenance for the Motor Vessel Port Endeavor	Open	11/3/2021	10/15/2021	Water transport vessel maintenance and repair services	Public Notice	Maryland Port Administration	View	
BPM026302	Harriet Tubman Underground Railroad Visitor Center Janitorial Services IFB	Open	11/5/2021	10/15/2021	Cleaning and janitorial supplies	Request for Information & Pricing	Department of Natural Resources		
BPM025548	BA-108-222-003 Replace Air Compressor @ Annapolis Data Center	Open	10/25/2021	10/15/2021	Heating and cooling and air conditioning HVAC construction and maintenance services	IFB: Invitation for Bid	Department of General Services		
BPM026110	Intelligent Transportation Systems (ITS) Field Hardware Maintenance	Open	11/1/2021	10/15/2021	Electrical system services	Public Notice	Maryland Transportation Authority		

[Site map](#) | [Legal mentions](#)

eMaryland Marketplace Advantage (eMMA) v2.0 ©

GOSMWBA'S PROCUREMENT FORECAST

GOVERNOR'S OFFICE OF
Maryland **Small, Minority & Women Business Affairs**

Enter search term

HOME MBE PROGRAM SBR PROGRAM VSBE PROGRAM RESOURCES PROCUREMENT FORECAST

Quick Links

- About Us
- FAQs
- Legislation and Policy
- Outreach
- News
- Reports
- Contact Us

Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2022.

This database is populated with *projected* purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

Search - Description Search

Export To Excel
Reset All Filters

Search by Agency

Search by Procurement Categories

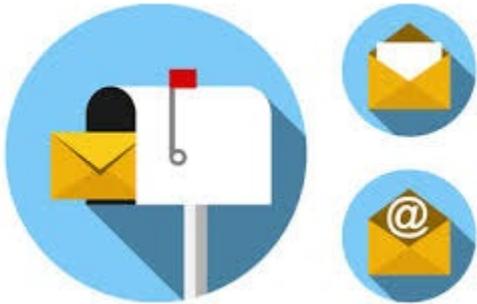
Search by Contract Value

Search by Region

Search by Projected Advertisement Dates

Agency Name: Archives
Procurement Category: Information Technology - Services

3. UNDERSTANDING NOTIFICATIONS



You'll receive system-sent notifications at different stages of both account activation and a given solicitation's procurement cycle. Here's a heads-up on what to keep an eye out for in:

- Initial Supplier Registration & Setup
- New Solicitation Posting
- Selection or Non-Selection of Award*
- Contract Award Signature or Acknowledgment*

** Please note that many system-sent notifications are at the discretion of the Procurement Officer to send via the system or directly through their Agency email provider.*

INITIAL SUPPLIER REGISTRATION & SETUP

Upon Registration, you receive

Subject

Your eMMA Vendor Self-Registration has been Approved

Message

Dear Sini Jacob,

Your Vendor self-registration to eMaryland Marketplace Advantage (eMMA) has been approved.

Please sign in using your email address as your username and the password you set on the registration page. If needed, use the link '[Lost your password?](#)'

If you have questions or concerns, contact the Help Desk at eMMA.helpdesk@maryland.gov

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply

When your contacts get added:

Subject

Invite to eMaryland Marketplace Advantage (eMMA)

Message

Dear Apple Whosit,

You have just been assigned access to the eMaryland Marketplace Advantage (eMMA) application for the supplier Whosits & Whatsits with the following login ID:
apple@whosit.com

You now have to set a password on the following page [set password](#).
You will then be allowed to connect to eMMA at [login](#).

This is an automatically generated email, please do not reply. Reach out to eMMA.helpdesk@maryland.gov if you need assistance.

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply

NEW SOLICITATION POSTING

Subject

New / Updated Solicitation: Grooming for K-9 Units

Message

You are invited to respond to the solicitation listed below. Please [CLICK HERE](#) to access the solicitation in eMaryland Marketplace Advantage (eMMA).

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you MUST advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

- RFX name: Grooming for K-9 Units
- RFX id: BPM021956
- Main commodity: Live Plant and Animal Material and Accessories and Supplies
- Lot # : 1
- Round # : 3
- End date : 12/22/2021
- Issuing Agency: UNDEFINED

We look forward to hearing from you,

Regards,

UNDEFINED UNDEFINED

eMMA_logo_SM__1_.jpg

Subject

New Solicitation Invitation for Grooming for K-9 Units

Message

You are invited to respond to the solicitation listed below. Please [CLICK HERE](#) to access the solicitation in eMMA.

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you MUST advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

- RFX name : Grooming for K-9 Units
- RFX id : 29680
- Main commodity : Live Plant and Animal Material and Accessories and Supplies
- Lot # : 1
- Round # : 3
- End date : 12/22/2021 12:00:00 AM
- Requester : Sade Clarke
- Supplier name : Charm City HR Solutions

We look forward to hearing from you,

Regards,

Sade Clarke

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SELECTION/NON-SELECTION OF AWARD

Subject

Update regarding {rfp_label}

Message

Dear Maria Smooch,

We are pleased to inform you that {rfp_sup_name} has been selected as an apparent awardee for the following solicitation:

- Solicitation: {rfp_label}
- ID: {rfp_num}
- Lot #: {rfp_lot}
- Round #: {rfp_round}
- Requester: {rfp_requester}
- Vendor : {rfp_sup_name}

For further details, please sign in to your vendor account in [eMMA](#).

Regards,

{author}

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This is an automatically generated e-mail, please do not reply

CONTRACT AWARD SIGNATURE/ACKNOWLEDGMENT

Subject

SOM - Contracts Base WFL / Your action is expected for : Vendor Signature (Manual)

Message

Dear Maria Smooch,

Please note that you have a new approval request as identified by the information below:

Workflow : SOM - Contracts Base WFL

Step : Vendor Signature (Manual)

Reference : CTR002689 (CTR002689 - Emergency Test - Smoochie's Poochies Grooming and dog services)

Access link : https://env-pre.ivalua.us/buyer/maryland/prep/ty3uu/page.aspx/en/ctr/contract_manage/2689

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply

NOTE: *You may also see email messages from DocuSign requesting signature on contract documents.*

4. ENSURING SUCCESSFUL SUBMISSION

What should you look for in eMMA to ensure your bid or proposal was correctly and completely submitted?

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



4. ENSURING SUCCESSFUL SUBMISSION

Let's do a sample submission in the training environment.



5a. WHERE TO SEEK HELP



[Quick Reference Guides](#)



[Video Tutorials](#)



emma.helpdesk@maryland.gov

5b. WHEN TO SEEK HELP



emma.helpdesk@maryland.gov

Contact the eMMA Helpdesk if you:

- Receive a notification that 'Registration has been refused or unsuccessful'.
- Receive an error at login that 'Access has been Denied'.
- Receive an error when attempting to reset your password.
- Wish to request a UNSPSC code be added to the system.

NOTE: *Any solicitation-specific questions should be directed to the identified Procurement Officer, including any verification that a bid/proposal response was received.*

ADDITIONAL RESOURCES

- [MBE Program Information](#)
- [SBR Program Information](#)
- [VSBE Program Information](#)
- [Office of State Procurement](#)
- [UNSPSC Code Lookup](#)
- [Procurement Forecast](#)
- [Code of Maryland Regulations \(COMAR\)](#)