

# T.I.P.S.

## SMALL BUSINESS WEBINAR SERIES

TRAINING & INSIGHTS FOR  
PROCUREMENT SUCCESS



2 WEBINARS MONTHLY



9AM-12PM



CLASSES LED BY SUBJECT MATTER  
EXPERTS



# Welcome!

Today's Topic:

## Navigating eMaryland Marketplace Advantage (eMMA)

TO REGISTER VISIT:  
[GOMDSMALLBIZ.MARYLAND.GOV](http://GOMDSMALLBIZ.MARYLAND.GOV)

 **Maryland**

GOVERNOR'S OFFICE OF  
SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS  
[goMDsmallbiz.maryland.gov](http://goMDsmallbiz.maryland.gov)

Thursday March 28, 2024

# Governor's Office of Small, Minority & Women Business Affairs

- Oversight, monitoring, compliance, data collection, and reporting of Maryland's three socioeconomic procurement programs across 70 state agencies/departments
  - Small Business Reserve (SBR) Program
  - Minority Business Enterprise (MBE) Program
  - Veteran-Owned Small Business Enterprise (VSBE) Program
- Conduct statewide training programs and host business development workshops
- Curate state, federal, and local resources for small business growth and development
- Home to the MBE Ombudsman



[www.goMDsmallbiz.maryland.gov](http://www.goMDsmallbiz.maryland.gov)

# MBE Ombudsman



Governor Wes Moore named Nichelle Johnson as the state's first MBE Ombudsman on January 17, 2024

- Work with prime contractors and MBEs to resolve issues that arise during contract performance
- Develop policies and guidance to assist agencies in implementing the MBE Program
- Oversee data collection of documented nonperformance by prime contractors
- Conduct training for non-minority prime contractors as well as MBEs performing in the prime and/or subcontracting role
- Operate as the subject matter expert to executives, legislators, state personnel and stakeholder organizations



[goMDsmallbiz.maryland.gov](https://goMDsmallbiz.maryland.gov)

# Socioeconomic Procurement Programs

## Small Business Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal

## Minority Business Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual renewal

## Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- 3-step certification process includes **verification** of veteran status
- Annual renewal

*MBEs and VSBEs are encouraged to perform as a prime contractor.*



# **Navigating eMMA: Increasing Your Visibility & Responding to Solicitations**

---

Training & Insights for Procurement Success



# WELCOME & INTRODUCTION

---

This session provides an overview of expanding your vendor account on the eMaryland Marketplace Advantage (eMMA) platform, including broadening your commodities and qualifications; searching for fellow vendors and public contracts; and demonstrating how to prepare a response to an Invitation for Bid (IFB) solicitation.



# SHAE CRONIN

Office of State Procurement  
Department of General Services



# MDPA

The Maryland Procurement Academy strives to provide training, resources, and performance support to Maryland staff and the vendor community.

# LEARNING OBJECTIVES

---

By the end of this session, participants can look forward to achieving the following learning outcomes and being able to...

- ✓ Identify eMMA and its role in State procurement
- ✓ Locate fellow vendors, public contracts, and bid holders lists
- ✓ Access and customize profile qualifications and commodity codes
- ✓ Browse public solicitations and add them to their vendor profile
- ✓ Acknowledge receipt of a solicitation and prepare a response



# 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

# eMMA LOGIN PAGE



**eMMA.MARYLAND.GOV**



## Your eMMA Homepage:

- Login
- Registration
- FAQs
- QRGs
- eMMA.HelpDesk



## Exploring Available Links:

- Public Contracts
- Vendor Search

The screenshot shows the eMMA login page. At the top, 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 'a' is black, with "eMaryland Marketplace Advantage" written below it. To the right of the logo is a "LOGIN" section with a red arrow pointing to it. This section contains a "Login\*" field with a sub-label "Email / Username", a "Password\*" field with a sub-label "Login", and two buttons: "State SSO Login(SecureAuth)" and "MDot SSO Login(MSAzure)". Below these is a link for "Lost your password?". At the bottom right, there is a red circle highlighting four links: "New Vendor? Register Now", "Public Solicitations", "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\*

Login

State SSO  
Login(SecureAuth)

MDot SSO  
Login(MSAzure)

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)

# VENDOR REGISTRATION

A screenshot of the Vendor Registration form. Three sections are highlighted with red boxes: 1. "Company Information" (top left), which includes fields for Legal Name, Company Name (DBA), Tax ID, DUNS, Ownership Type, Website, and Business Description. 2. "Procurement Programs" (middle left), which includes sections for State Programs (SBR, VSBE) and a section for existing MBE vendors. 3. "Vendor Declarations" (bottom left), which includes fields for Product & Service Categories and State & Counties. Other visible sections include "Main Address" (top right), "Contact Information" (middle right), and "Corporate Contact Information" (bottom right).

Company Information  
(Don't forget your Tax ID!)



Contact Information



State/Federal Programs  
(SBR, VSBE, MBE, DBE, SBE, ACDBE)



Vendor Declarations  
(Product/Service Categories, Area)

Three minutes!

# eMMA HOMEPAGE



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\*

Password\*



Login

State SSO  
Login(SecureAuth)

MDoT SSO  
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search



# SEARCHING FOR VENDORS IN eMMA



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

Vendor Search

Keywords  Commodities  Diversity  Areas Served

Company Name  eMMA Vendor ID  NAICS Code

Country  State  Levels related with the supplier


Federal Programs


DBE  SBE  ACDBE

State Programs

VSBE  SBR  MBE

Filters Commodities: 50201706 - Coffee Country: UNITED STATES MBE:  Levels related with the supplier: Group Entity

 Increased information

 Narrow your search

 Drill down on specifics

# VENDORS IN eMMA – SEARCH RESULTS



eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	VSBE Expiration Date	Website	MBE Certification #	Vendor Email
SUP863741	DATA DOC, MD L.L.C.	Silver Spring	MD	20904	Cherisse Robles	<input checked="" type="checkbox"/>	SB22-022222	5/15/2024	<input type="checkbox"/>			www.datadocmd.com	13-426	crobles@datadocmd.com
SUP378912	Samjose Consulting Inc	Nottingham	MD	21236	Francis Sammanasu	<input type="checkbox"/>			<input type="checkbox"/>			https://samjose.com/	22-115	contract.prep@samjose.com
SUP379483	Your Request Cleaning Company LLC	Hughesville	MD	20637	Lakeia Lemons	<input type="checkbox"/>		2/22/2023	<input type="checkbox"/>				21-027	yourrequestcleaningco@yahoo
SUP017424	.R.C.S. Plumbing llc	baltimore	MD	21239	Rodney Simms	<input type="checkbox"/>			<input type="checkbox"/>			.R.C.S. Plumbing llc	13-104	rcsplumbinginc@gmail.com
SUP020392	016252076	LAUREL	MD	20708	CURTIS JORDAN	<input type="checkbox"/>			<input type="checkbox"/>				19-367	curtisc3business@yahoo.com
SUP152279	03 TECHNOLOGIES, LLC	CAPITAL HEIGHTS	MD	20743	BERNARD YOUNG .	<input type="checkbox"/>			<input type="checkbox"/>				16-346	
SUP019897	048506824	Silver Spring	MD	20902	Workeye Zewudie	<input type="checkbox"/>	19-651		<input type="checkbox"/>	19-651		https://www.almartha.com	19-651	wez@almartha.com
SUP008697	1 PRIME SOURCE, LLC	ATLANTA	GA	30326	Melissa Wills	<input checked="" type="checkbox"/>	SB22-021622	4/11/2024	<input type="checkbox"/>			N/A	18-721	1primesourcecellc@gmail.com
SUP836347	1 Regal Enterprise, LLC	Hyattsville	MD	20784	Shenay Coley	<input type="checkbox"/>		1/31/2023	<input type="checkbox"/>			regalenterprisehome.com	22-220	manager@regalenterprisehome
SUP1023358	1 STOP BUSINESS SOLUTIONS	BALTIMORE	MD	21228	JACQUELINE PATTERSON	<input type="checkbox"/>			<input type="checkbox"/>				17-301	

# ACCESSING PUBLIC SOLICITATIONS




Reminder! All links and their information are open and available



Search public contracts directly from the eMMA homepage

### Welcome to eMaryland Marketplace Advantage (eMMA)



eMaryland Marketplace *Advantage*

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\*




Password\*

[Lost your password?](#)

-  New Vendor? Register Now ✓
-  Public Solicitations
-  Public Contracts ←
-  Vendor Search ✓

# SEARCHING PUBLIC CONTRACTS IN eMMA



**emma** [New Vendor? Register Now](#) [Vendor Search](#) [Public Solicitations](#) [Public Contracts](#)   [Accessibility](#) 

[Public Contracts](#)

Keywords  Commodities  Status  [Q Search](#) [Reset](#)

[> Advanced Search](#)

<a href="#">Contract ID</a>	<a href="#">Contract Title</a>	<a href="#">Vendor</a>	<a href="#">Contract Type</a>	<a href="#">Effective Date UTC-4</a>	<a href="#">Expiration Date UTC-4</a>	<a href="#">Publish Date UTC-4</a>	<a href="#">Public Solicitation ID</a>
CTR006181	<a href="#">Chesapeake Bay Consumer Research</a>	Rockport Analytics	Individual	7/7/2022 8:00:00 PM	11/29/2022 8:00:00 PM	7/8/2022	
CTR006177	<a href="#">CWA-117-22 Operable Wall System Inspections, Preventive Maintenance Repairs, Replacements at various locations</a>	Modern Door & Equipment Sales, Inc.	Individual	6/13/2022 8:00:00 PM	2/20/2023 8:00:00 PM	7/7/2022	
CTR006175	<a href="#">ASI-820-22 Technology Solutions, Products and Services</a>	Navigate360	Individual	6/13/2022 8:00:00 PM	5/30/2025 8:00:00 PM	7/7/2022	
CTR006174	<a href="#">ASI-808-22 Artificial Turf Fields</a>	FieldTurf USA, Inc.	Individual	6/13/2022 8:00:00 PM	4/29/2023 8:00:00 PM	7/7/2022	
CTR006173	<a href="#">KO-000-220-002 Install Water Saving Devices @ Maryland Department of Correction - Eastern Correctional Institution</a>	PBI COMMERCIAL	Individual	7/5/2022 8:00:00 PM	7/5/2023 8:00:00 PM	7/12/2022	BPM028614
CTR006172	<a href="#">ACTUATOR ASSEMBLY TRIM</a>	AgustaWestland Philadelphia Corporation	Individual	7/6/2022 8:00:00 PM	8/6/2022 8:00:00 PM	7/11/2022	
CTR006170	<a href="#">M-000-220-002 (SBR) Clear Vegetation &amp; Fence Repairs @ Military Department - Camp Fretterd Military Reservation</a>	MJ DOUBLE K FARMS LLC	Individual	7/5/2022 8:00:00 PM	7/5/2023 8:00:00 PM	7/11/2022	BPM028413
CTR006165	<a href="#">HVAC Maintenance and Repairs for MDTA Facilities</a>	Denver-Elek, Inc.	Individual	6/7/2022 8:00:00 PM	6/7/2025 8:00:00 PM	7/6/2022	



# ADVANCED SEARCH OF PUBLIC CONTRACTS



**emma** Maryland Marketplace Advantage

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

Public Contracts

Keywords:  Commodities:  Status:  **Q Search** Reset

**Advanced Search**

Vendor:  Authority:

Solicitation:  Agency: Anne Arundel County Government  SBE Goal?  Statewide Contract

Procurement Method:  Sub Agency:   MBE Sub-Goals?  Green Contract

VSBE Goal  DBE Goal?  Federal Funding

Filters Green Contract:  MBE Sub-Goals?:  VSBE Goal:  Agency: Anne Arundel County Government

# ACCESSING PUBLIC CONTRACTS



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

Public Contract: CTR012100 - PA-745-080-301 Tactical Services Garage

Contract Title	Effective Date	Contract ID	Alter
PA-745-080-301 Tactical Services Garage Doors at Maryland State Police - Waterloo	1/24/2023	CTR012100	
Vendor BALTIMORE CONTRACTORS INC ✓	Expiration Date 10/21/2023 ✓		
Contract Type Individual ✓			
Contract Amount 417,888.00 USD			
Procurement Officer / Buyer Michael CAVANAUGH	Email ✓ Michael.Cavanaugh@ma...		
Linked Solicitation			
Organizations ✓ General Services - Facilities Planning, Design & Construction			
Commodities ✓ Building and Facility Construction and Maintenance Services			



Gain access to details of public contracts

- Type
- Amount
- Vendor
- Dates
- Organization
- Commodities

# DECLARATIONS & COMMODITY CODES

---

What's the deal with commodity codes, and why do I need to know about them?



Identifies the goods and/or services provided by your business



Based off the United Nations Standard Products and Services Code (UNSPSC)



Direct link between posted solicitations and notifications of those solicitations



Entirely customizable

# PRODUCT & SERVICE CATEGORIES



## Vendor Declarations

### Products & Services Offered

#### Product & Service Categories ⓘ\*

50201706 - Coffee × 50201700 - Coffee and tea ×

48101604 - Commercial use coffee grinders ×

23181801 - Coffee roasting equipment ×

beverages|

50193000 - Infant foods and beverages

50200000 - Beverages

50202300 - Non alcoholic beverages



What do you do?



Recognized as:

- Products & Services
- Commodities
- Vendor Declarations
- Qualifications



Provided by UNSPSC



Make it yours!

# CHANGE PRODUCT & SERVICE CATEGORIES



A screenshot of the Emma system interface. The top navigation bar includes "General Info.", "Sourcing", "Contracts", "Orders", and "Invoicing". The "General Info." tab is selected and highlighted with a red circle. Below this, the "Company Info" page is displayed. On the left sidebar, the "Qualifications" item is highlighted with a red circle. The main content area shows a "Vendor Declarations" section with a dropdown menu for "Commodities" open, displaying a list of items including "50201700 - Coffee and tea", "23181801 - Coffee roasting equipment", "48101604 - Commercial use coffee grinders", "48101909 - Food service coffee or tea pots", and "50201706 - Coffee". The "See All" button at the bottom of the dropdown is also highlighted with a red circle. A "Save" button is visible in the top right corner of the main content area.

To change commodities:

- >>> General Info
- >>> Company Profile (drop)
- >>> Qualifications (sidebar)
- >>> See All (if desired)

# SEE ALL FUNCTION – COMMODITY CODES



**Commodity selector**

Keywords  
beverages

Q Search Reset

1 value(s) selected  
3 result(s) found

Uncheck 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

**Commodity selector**

- 50192700 - Packaged combination meals
- 50192900 - Plain pasta and noodles
- 50193000 - Infant foods and beverages
- 50193100 - Instant mixes and supplies
- 50193200 - Prepared salads
- 50193300 - Flour tortillas
- 50193400 - Food baskets
- 50200000 - Beverages
  - 50201700 - Coffee and tea
    - 50201706 - Coffee
    - 50201710 - Leaf tea
    - 50201711 - Instant tea
    - 50201714 - Non dairy creamers
  - 50202300 - Non alcoholic beverages
  - 50202400 - Fresh citrus juice or concentrate
- 50210000 - Tobacco and smoking products and substitutes
- 50220000 - Cereal and pulse products
- 50300000 - Fresh fruits
- 50340000 - Frozen fruit

# THE ORIGIN OF COMMODITY CODES

---

Commodity codes in eMMA are generated and supported by the United Nations Standard Products and Services Code.



Universal eight-digit coding system that categorizes and codes commonly procured products and services



eMMA hosts its offered products and services based on the UNSPSC coding system



UNSPSC  $\neq$  NAICS

[Check it out!](#)

# CASTING A WIDE NET



Vendor Declarations

Products & Services Offered

Product & Service Categories ⓘ\*

50201706 - Coffee × 50201700 - Coffee and tea ×

48101604 - Commercial use coffee grinders ×

23181801 - Coffee roasting equipment ×

beverages|

50193000 - Infant foods and beverages

50200000 - Beverages ←

50202300 - Non alcoholic beverages ←

Save it!

Search the Code

Version 24.0301

Code Number: (2-8 digits)

Code Name:

*via the UNSPSC homepage*



# ADDING UNSPSC TO OUR TOOLKIT



unspsc®

Subscriber Login   Become a Subscriber

HOME   FAQs   SUBSCRIBE   LIBRARY   CODESET-DOWNLOADS   INITIATIVES   EDUCATION   FIND A PARTNER

Version 24.0301 Code Number: (2-8 digits)

Search the code

Code Name

## Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

unspsc®

HOME   FAQs   SUBSCRIBE   LIBRARY   CODESET-DOWNLOADS   INITIATIVES   EDUCATION   FIND A PARTNER

Version 24.0301

Search Code





Search Title

Code	Title
10215803	Live paperwhite abba narcissus
10215804	Live paperwhite narcissus
10315803	Fresh cut paperwhite abba narcissus
10315804	Fresh cut paperwhite narcissus
10415803	Dried cut paperwhite abba narcissus
10415804	Dried cut paperwhite narcissus
11141604	Paper wastes
11151712	Paper yarn
11162118	Paper yarn fabric
12164600	Paper plastic and fabric modifiers
14000000	Paper Materials and Products
14100000	Paper materials
14101501	Paper pulp
14110000	Paper products
14111500	Printing and writing paper
14111501	Onion skin paper
14111502	Vellum paper
14111503	Parchment paper
14111504	Tractor feed paper
14111505	Mimeograph paper
14111506	Computer printout paper
14111507	Printer or copier paper
14111508	Facsimile paper
14111510	Plotter paper
14111511	Writing paper
14111512	Graph paper
14111513	Ledger paper
14111514	Paper pads or notebooks
14111515	Calculator or cash register paper
14111516	Notebook filler paper
14111519	Cardstock papers

# BID HOLDER'S LIST

---

What's a bid holder's list and how can it help me and my business?

-  Shows vendor information for those who have acknowledged receipt of a solicitation
-  Benefits the searching process of finding primes and/or subcontractors
-  Provides access to all interested parties
-  Promotes an open, fair, and transparent procurement process

# ACCESSING BID HOLDER'S LISTS



Start at the home screen



Access Public Solicitations



Reminder! All links from the home screen are available to everyone

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\*

Password\*



Login

State SSO  
Login(SecureAuth)

MDoT SSO  
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search



# ACCESSING BID HOLDER'S LISTS



**emma** [New Vendor? Register Now](#) [Vendor Search](#) [Public Solicitations](#) [Public Contracts](#) [Accessibility](#) [English](#)

[Public Solicitations](#)

Keywords

Category  Status

> [Advanced Search](#)

Filters [Award Status](#):  [Status](#):

<a href="#">ID</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Due / Close Date</a>	<a href="#">Publish Date</a>	<a href="#">Main Category</a>	<a href="#">Solicitation Type</a>	<a href="#">Issuing Agency</a>	<a href="#">Bid Holders List</a>	<a href="#">eMM ID</a>
BPM022139	<a href="#">Testing Forestry Equipment</a>	Open	7/22/2022	6/24/2022	Agriculture, forestry and garden handtools	Request for Quote	Department of Natural Resources	<input type="button" value="View"/>	

# ACCESSING BID HOLDER'S LISTS



emma Maryland Marketplace Advantage

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

Accessibility   English

Public Solicitations

Vendor Bidding Information

Company Name	Company Address	City	State	Vendor Contact	Corporate Phone	Email	Website	Date Acknowledged
SCB Management Consulting	2200 Broening Highway MD 21224 US	Baltimore	MD		443-598-6928		www.scbmgmt.com	7/9/2020 11:58:27 AM
SCB Management Consulting	2200 Broening Highway MD 21224 US	Baltimore	MD	Stephanie Carter Bagley	443-598-6928	info@scbmgmt.com	www.scbmgmt.com	7/9/2020 11:58:27 AM
Alxcel, Inc.	8403 Colesville Road Suite 1100 MD 20910 US	Silver Spring	MD		1 240 293 4629		https://www.alxcel.com	5/15/2020 5:52:00 PM
Alxcel, Inc.	8403 Colesville Road Suite 1100 MD 20910 US	Silver Spring	MD	Sommer Wahab	1 240 293 4629	sommer@alxcel.com	https://www.alxcel.com	5/15/2020 5:52:00 PM
Medicalincs LLC	9710 traville gateway drive #145 MD 20850 US	Rockville	MD				Www.medicalincs.com	10/7/2020 6:50:15 PM
Medicalincs LLC	9710 traville gateway drive #145 MD 20850 US	Rockville	MD	Nkem Okeke		Nokeke@medicalincs.com	Www.medicalincs.com	10/7/2020 6:50:15 PM
Medicalistics	14850 Montfort Dr. TX 75254 US	Dallas	TX				www.medicalistics.com	5/15/2020 5:31:30 PM
Medicalistics	14850 Montfort Dr. TX 75254 US	Dallas	TX	Chris Russell		rfp@medicalistics.com	www.medicalistics.com	5/15/2020 5:31:30 PM
Cerner State & Local Government Services	2800 Rock Creek Parkway MO 64117 US	Kansas City	MO				www.cerner.com	5/17/2020 11:39:13 AM
Netsmart	11100 Nall Ave. KS 66211 US	Overland Park	KS		9132426032		www.ntst.com	5/20/2020 7:26:08 AM
The Russell Consulting Group,	6422 Liberty Peak Lane UT 84098 US	Park City	UT		4356599105		The Russell Consulting Group,	5/15/2020 5:13:53 PM

INNOVATIVE REUSE AND BENEFICIAL USE OF DREDGED MATERIAL   Open   12/4/2025   1/3/2020   Environmental Services   RFP: Double Envelope Proposal   Maryland Port Administration

# MINING PUBLIC DATA

---

What can we do with all this good information?



Taking readily available data and information and putting it to work for you and your business



Discover how data mining presents the potential for increased efficiency and success







Check out these helpful Mining Public Data videos from [goMDsmallbiz.maryland.gov](https://goMDsmallbiz.maryland.gov):

- [eMaryland Marketplace Advantage](#)
- [Procurement Forecast](#)
- [Board of Public Works](#)
- [Communicating w/ Confidence](#)

# RESPONDING TO SOLICITATIONS

---

Searching, finding, and piqued interest.

-  Full access to public solicitations, in addition to the solicitation notifications you receive via commodity code match
-  Advanced functionality to narrow your search and increase efficiency
-  Add, acknowledge, and confirm intent
-  Submit and manage your response(s)

# ACCESSING PUBLIC SOLICITATIONS



Reminder! All links and their information are available



Search public solicitations directly from the eMMA homepage

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\*

Password\*

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



The screenshot displays the Emma Vendor Dashboard interface. At the top left is the Emma logo with the tagline "Maryland's Marketplace Advantage". The main navigation bar contains three tabs: "General Info.", "Sourcing", and "Contracts". The "Sourcing" tab is highlighted with a red oval. Below the navigation bar, the page title "Vendor Dashboard" is visible. A dropdown menu is open under "Sourcing", listing "My Solicitations", "Manage Auctions", and "Public Solicitations". A red arrow points to the "Public Solicitations" option. The left sidebar has a section titled "Announcements" with the text "The selected content contains no text". The right sidebar has a section titled "My To-Do List".

# BROWSING PUBLIC SOLICITATIONS



**emma** 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"/>

# ADVANCED SEARCH – SOLICITATIONS



Keywords  
coffee

Category  
50201700 - Coffee and tea ×

Status  
Open ×

**Q Search** Reset

Advanced Search

Type  
IFB: Invitation for Bid ×

Award Status  
In progress ×

Authority  
SBR Designation  SBE Goal

Agency  
MBE Goal  MBE Sub-Goal

Sub Agency  
VSBE Goal  DBE Goal

Site

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

<a href="#">ID</a>	<a href="#">Title</a>	<a href="#">Status</a>	<a href="#">Due / Close Date</a>	<a href="#">Publish Date</a>	<a href="#">Main Category</a>	<a href="#">Solicitation Type</a>
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](#)

<

<<

**i** 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



emma

General Info. Sourcing Contracts

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

Search ⓘ

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

**Issuing Agency**  
Chesapeake Bay Trust

# 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
BPM022204	<a href="#">Weekly Coffee Supply</a> ⓘ	1	1	• 1569 - Coffee • 204 - Beverages	●○○ <a href="#">Acknowledgment received</a>
BPM022203	<a href="#">Weekly Coffee Supply</a> ⓘ	1	1	• 204 - Beverages • 813 - Coffee and tea • 814 - Non alcoholic beverages	●○○ <a href="#">Not responding</a>
BPM019783					



# CONFIRM: WE WILL RESPOND




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>	○●○ <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>	●○○ <a href="#">Not responding</a>	Open

# PREPARE RESPONSE



The screenshot displays the "Prepare Response" interface. At the top right, there are four buttons: "Save" (black with a white lock icon), "Validate & Submit" (green), "Cancel Response" (red), and "Download Solicitation Contents" (yellow). The "Save" button is circled in red. On the left side, a navigation menu includes "Solicitation Info", "Q & A Forum", "Prepare Response" (highlighted with a red arrow), "Response History", "Pricing", and "Manage Response Team". Below the navigation menu, a light blue banner displays "Expected date format: M/d/yyyy". A white box indicates "Remaining time : 38d 05h 40min 09s - ⚠ No response has been submitted". The main content area is divided into two panels. The left panel, titled "Acknowledgement", shows "Acknowledged on 7/22/2022 at 3:58 PM". The right panel, titled "Vendor Bid / Proposal Documents", shows a "300,000 kb limit" and a "Click or Drag to add files" button, which is also circled in red with a red arrow pointing to it. Below the "Acknowledgement" panel is the "Response Information" section, which is circled in red. It contains a "Label" field with the value "Response # 1" and a "Description" 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. A red circle highlights the **Save** button at the top. A red arrow points to the **Pricing** menu item in the left sidebar. Another red arrow points to the **Download in XLSX format** and **Download in XLS format** options. A red circle highlights the **Click or Drag to add a file** button in the import area. A red box highlights the **Unit Price** column header and its corresponding input field in the pricing table.

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

**Export/Import**

Import pricing response form here  
300,000 kb limit

**Download in XLSX format**  
**Download in XLS format**

**Click or Drag to add a file**

**Currency\*** **Total**

USD

Not answered items **Keywords**  **Search** **Reset**

**Pricing**

<input type="checkbox"/>	<a href="#">Item Code</a>	<a href="#">Item Type</a>	<a href="#">Item</a>	<a href="#">Detailed Description</a>	<a href="#">Order</a>	<a href="#">Qty</a>	<a href="#">UoM</a>	<input type="text"/>	<a href="#">Unit Price</a>	<a href="#">Total</a>
<input type="checkbox"/>	<a href="#">I1_1</a>	Required Item	Ground Coffee	16oz. Bag of Ground Coffee	5	Bag		<input type="text"/>		

1 Result(s)

# 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

Cancel Yes, Submit

Export/Import

- Download in XLSX
- Download in XLS

Currency\*  
USD Total per currency  
USD 42.50

Keywords  
 Not answered items  Search Reset

# RESPONSE SUCCESSFULLY SUBMITTED



«

**Save** | **Create a new response** | **Other Actions** ▾

**Solicitation Info**

**Q & A Forum**

**Prepare Response**

**Response History**

**Pricing**

**Manage Response Team**

**Information**

- 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

<u>Label</u>	<u>Status</u>	<u>Submitted</u>	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 AN AMENDED SOLICITATION

---

What does it mean if a solicitation has been amended? Is that bad?



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:

- ① Submit a NEW response, or
- ② Resubmit your previous (or bring forward to most current round) in order to stay responsive



QRG: [Submit Response to Amended Solicitation](#)



# YOU MADE IT!

---

Wrapping up with your new  
(or perhaps refreshed)  
ability to confidently...

- ✓ Identify eMMA and its role in State procurement
- ✓ Locate fellow vendors, public contracts, and bid holders lists
- ✓ Access and customize profile qualifications and commodity codes
- ✓ Browse public solicitations and add them to their vendor profile
- ✓ Acknowledge receipt of a solicitation and prepare a response

# RESOURCES & LINKS

---



[MBE Program](#)



[SBR Program](#)



[VSBE Program](#)



[Maryland Procurement Academy](#)



[UNSPSC Code Lookup](#)



[Procurement Forecast](#)



[Code of Maryland Regulations](#)



[Office of State Procurement](#)







[eMMA Vendor Web Channel](#)

# RESOURCES & LINKS

---

Reach out to [eMMA.HelpDesk@maryland.gov](mailto:eMMA.HelpDesk@maryland.gov)  
for any and all technical support.

## 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



# THANK YOU



Visit Us: [Vendor Training & Support](#) |



Contact Us: [dgs.osp-mdpa@maryland.gov](mailto:dgs.osp-mdpa@maryland.gov)

State of Maryland

# DISPARITY STUDY

[stateofmddisparitystudy.com](http://stateofmddisparitystudy.com)

## Program Seals:

Please visit our  
website to download

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



# Mining Public Data Techniques



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

## Videos & Slide Decks

[eMaryland Marketplace  
Advantage \(eMMA\)](#)

[Procurement Forecast](#)

[Board of Public Works](#)

[Communicating with  
Confidence](#)

# T.I.P.S.

## SMALL BUSINESS WEBINAR SERIES

TRAINING & INSIGHTS FOR  
PROCUREMENT SUCCESS



2 WEBINARS MONTHLY



9AM-12PM



CLASSES LED BY SUBJECT MATTER  
EXPERTS



# Keep Learning

- 2 free webinars every month
- No cost to attend
- Register in advance to receive the participation link
- Download the presenter's slide deck
- Access video recordings of all classes on our YouTube playlist

TO REGISTER VISIT:  
[GOMDSMALLBIZ.MARYLAND.GOV](http://GOMDSMALLBIZ.MARYLAND.GOV)


 **Maryland**


GOVERNOR'S OFFICE OF  
SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS  
[goMDsmallbiz.maryland.gov](http://goMDsmallbiz.maryland.gov)

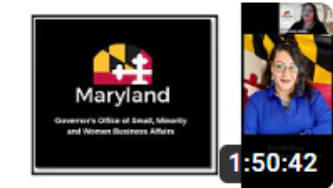
[goMDsmallbiz.maryland.gov](http://goMDsmallbiz.maryland.gov)




# T.I.P.S. Webinar Series Playlist

- 

1 **Leveraging Your Certifications - December 14, 2023**  
StateMaryland • 40 views • 1 month ago  
1:52:26
- 

2 **Writing A Business Plan to Access Capital - December 12, 2023**  
StateMaryland • 15 views • 1 month ago  
2:04:48
- 

3 **VSBE Subcontracting Protocols - November 16, 2023**  
StateMaryland • 9 views • 1 month ago  
1:50:42
- 

4 **Strategic Planning for Business - November 14, 2023**  
StateMaryland • 6 views • 1 month ago  
1:43:00

<https://www.youtube.com/playlist?list=PLlgoHh4Po1J0W63akD6aGAU8JmT0qzOrX>

# Upcoming Webinars & Workshops



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

**Friday**  
**April 5, 2024**

10 a.m.

**Small Biz Resource Connections:**  
**Small Business Resources**

---

**Tuesday**  
**April 23, 2024**

10 a.m.

**The 7 Cs of Good**  
**Proposal Writing**

**Thursday**  
**April 25, 2024**

9:30 a.m. – 1:00 pm

**Maryland's MBE**  
**Rights & Responsibilities**

# Partners

Maryland APEX Accelerators  
(formerly PTAC)

<https://www.mdptac.org/>

Greater Baltimore SCORE

<https://greaterbaltimore.score.org/>

Maryland Women's Business Center  
(MWBC)

<https://marylandwbc.org/>

Baltimore-Metro Women's Business Center  
(Balt-Metro WBC)

<https://www.baltmetrowbc.org/>

Maryland Small Business Development  
Center (SBDC)

<https://www.marylandsbdc.org/>

---

# Resources

Governor's Office of Small, Minority & Women Business  
Affairs

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

Maryland's Office of Minority Business Enterprise (OMBE)

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PagelD=90>

Maryland Department of Commerce  
Maryland Financial Incentives for Business

<https://commerce.knack.com/maryland-funding-incentives>

Maryland Entrepreneur HUB

<https://marylandentrepreneurhub.com/>

---

## Follow Us!

Governor's Office of  
Small, Minority & Women  
Business Affairs



[@goMDsmallbiz](#)



[@GOSBA Maryland](#)



[@goMDsmallbiz](#)





<https://gomdsmallbiz.maryland.gov>

**Thank You!**