

# WELCOME!

Today's Topic:

## What is eMaryland Marketplace Advantage (eMMA)?

Part 1 of our 3-Part Procurement Series

March 24, 2026

# T.I.P.S.

**SMALL BUSINESS**

**WEBINAR SERIES**

**TRAINING & INSIGHTS for  
PROCUREMENT SUCCESS**

 2 free webinars monthly

 10 a.m. – 12 p.m.

 Subject Matter Experts

To Learn More Visit us by  
scanning the QR Code





**WHAT is New?  
WHO is your  
HOST?**

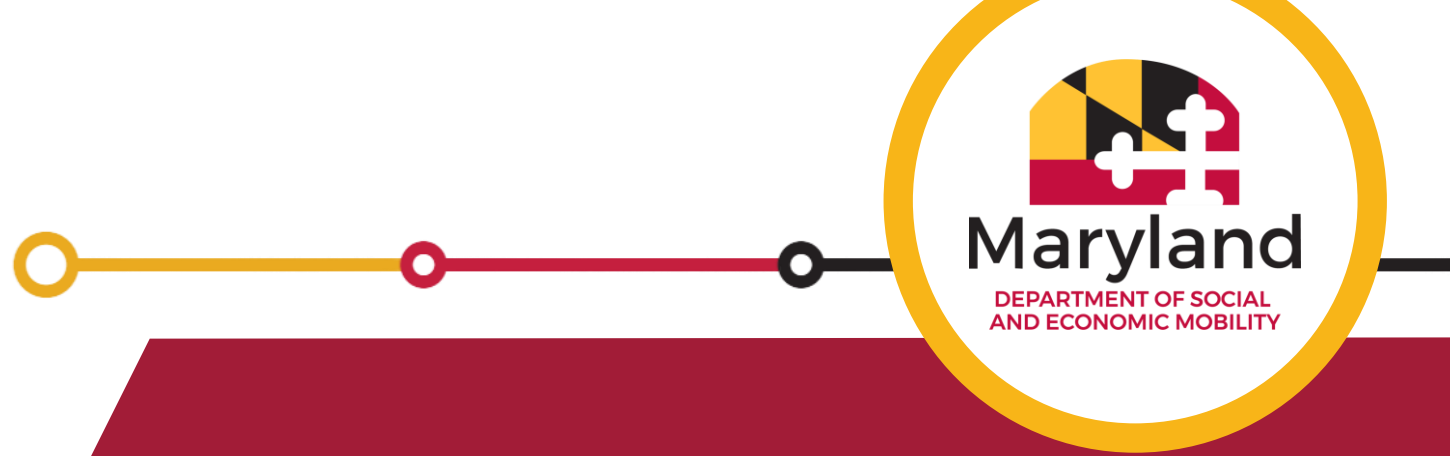


## Mission

To advance social and economic mobility for all Marylanders by removing barriers, investing in inclusive opportunities, and aligning state resources to support historically underserved communities and businesses.

## Vision

A Maryland where every resident—regardless of race, geography, or background—can access the tools, networks, and systems needed to thrive and contribute to a more equitable and prosperous state.



# Maryland Department of Social and Economic Mobility

*Working to ensure all Marylanders  
have access to  
Work, Wages, and Wealth!*

<https://economicmobility.maryland.gov>



Learn  
**ABOUT**

# THE MARYLAND DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY



Effective October 1, 2025, The Maryland Department of Social and Economic Mobility was established under House Bill 1253 (2025) to lead, integrate, and elevate efforts across agencies to deliver inclusive economic growth, data-driven accountability, and community-driven solutions.

# Integrated Program and Resources

The Department of Social and Economic Mobility integrates three existing offices:

Your HOST!

## Office of Minority Business Enterprises

Search Certified Businesses

MBE Events Calendar

Get your MBE / DBE/ ACDBE Certifications

<https://www.mdot.maryland.gov/tso>

## Office of Small, Minority & Women Business Affairs

Minority Business Enterprise (MBE) Program

Small Business Reserve (SBR) Program

Veteran-Owned Small Business Enterprise (VSBE) Program

MBE Ombudsman Unit

Procurement Forecasts

<https://gomdsmallbiz.maryland.gov>

## Office of Social Equity

Programs and Resources

Events

Press Releases

<https://ose.maryland.gov>

- **WHO:**  
Business / Residents / Communities
- **WHAT:**  
Increase Economic Self-Sufficiency
- **HOW:**  
Socioeconomic Programs / Integrated Partnerships / Economic Mobility Ecosystem
- **WHY:**  
Ensure all Marylanders have access to Work, Wages, and Wealth

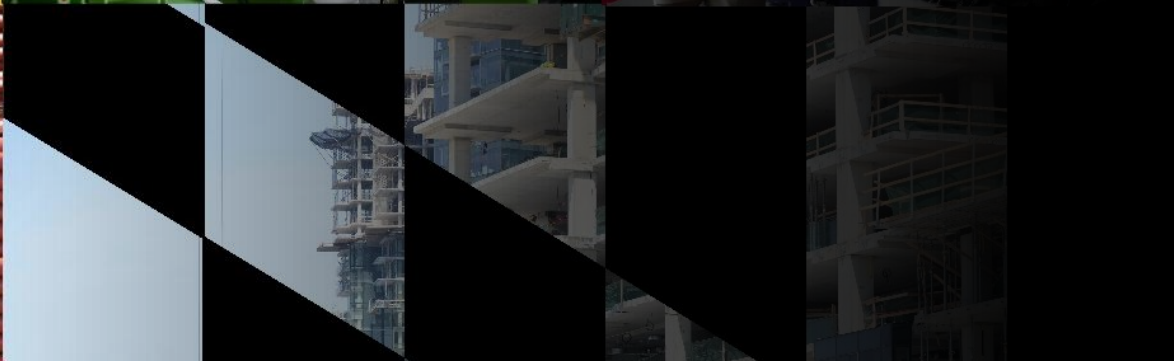
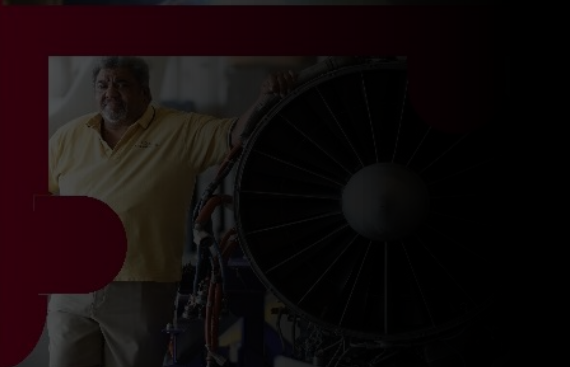


<https://economicmobility.maryland.gov>



# Maryland Department of Social and Economic Mobility

*Working to ensure all Marylanders  
have access to  
Work, Wages, and Wealth!*



WHO

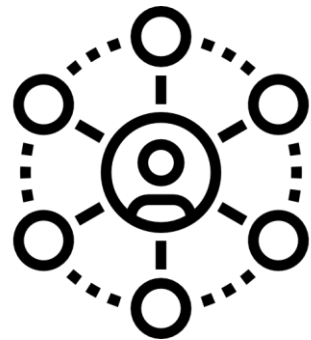


# Office of Small, Minority & Women Business Affairs (OSBA)

We will continue to serve our small, minority, women & veteran-owned business community.



Implement Maryland's 3 socioeconomic procurement programs across 70+ agencies and departments



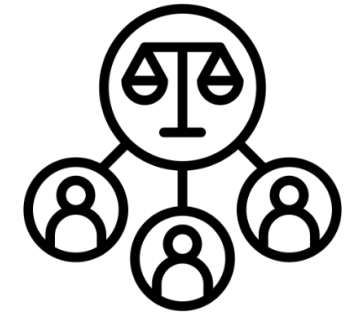
Connect small, minority, women, & veteran business owners to opportunities in the state contracting arena



Conduct free small business webinars, hosts stakeholder engagement events, and participates in outreach programs statewide

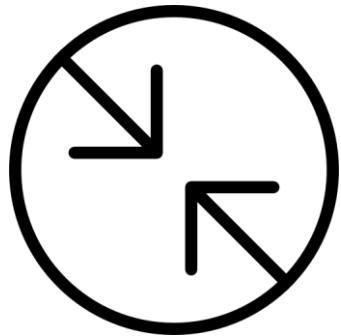


Curate online resources at the federal, state, and local levels for small business growth and development

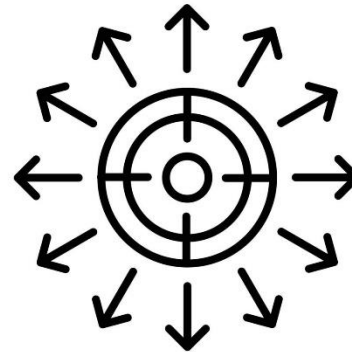


Work with MBEs to address issues that may arise during contract performance through the **MBE Ombudsman Unit**

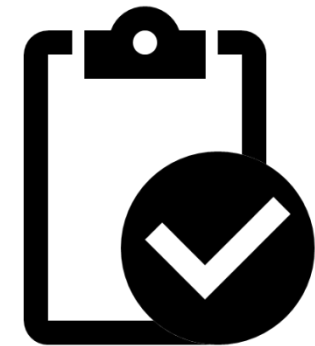
# MBE Ombudsman Unit



Serves as an internal resource across the 70+ agencies and departments engaged in the MBE Program



Serves as an external resource to certified MBEs, prime contractors, legislators, and stakeholder organizations



Enforces compliance during contract performance to maximize implementation of the MBE Program



# Socioeconomic Programs

# Maryland's Socioeconomic Procurement Programs



- Prime & subcontracting opportunities
- 70+ participating state agencies & departments
- Race & gender specific
- Application-based certification process with DoSEM's - Office of Minority Business Enterprise (OMBE)



- Prime & subcontracting opportunities
- 50+ participating state agencies & departments
- Veteran specific
- Online certification process in eMaryland Marketplace Advantage (eMMA)



- Prime contracting opportunities
- 60+ participating state agencies & departments
- Race and gender neutral
- Online certification process in eMaryland Marketplace Advantage (eMMA)

***No cost to obtain or maintain certification. As of August 2025, 3-year renewal requirements apply.***

# Maryland's Socioeconomic Procurement Programs



- 10,000+ certified MBE firms
- \$2.2 Billion in awards in FY24
- \$1.6 Billion made in payments
- 1,724 Firms to Receive payment as an MBE in FY24



- 1,015+ certified VSBE firms
- \$124 Million in Awards in FY24
- 727 Prime contracts made to VSBE's
- 104 VSBE firms received payments in FY24



- 5,700+ certified small businesses (CSBs)
- \$483 Million in payments
- Over 2,000 Firms received payments
- 29% increase in Certified Small Business database



# Certifications Overview

# Certifications Overview



- 51% ownership
- Control
- Size of the business
- Personal Net Worth
- Application for state MBE through the OMBE/DoSEM, and a separate process for MDOT Fed DBE/ACDBE/SBE

# Certifications Overview

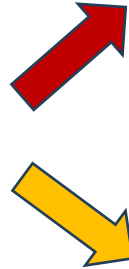


- 51% ownership must be a Veteran(s)
- Size of the business
- 3-step certification
  - a) eMMA Registration
  - b) Veteran Verification (State or Federal)
  - c) Application

# Certifications Overview



- For-Profit business
- Not a broker
- Not a subsidiary
- Not “dominant” in your industry nationally (too big)
- Meet “either” employee or 3-year fiscal thresholds



## Small Business Reserve (SBR) Program

The SBR Program provides Certified Small Businesses (CSBs) with the opportunity to participate as prime contractors by establishing a unique marketplace where small businesses only compete against other small businesses instead of larger, more established, companies. Once a solicitation has been Designated as “SBR,” an award can only be made to a CSB.

An average of 20% of all open state-funded solicitations advertised on Maryland's online procurement platform, eMaryland Marketplace Advantage (eMMA) are Designated as SBR.

## Small Business Preference (SBP) Program

The SBP Program provides Certified Small Businesses (CSBs) with a designated price preference that may not exceed a base percentage preference of 5 % of the total contract value. A 2 % preference may be added to the base percentage preference for veteran-owned small businesses and a 3 % preference may be added to the base percentage preference for disabled-veteran-owned small businesses.

The procurement agency will accept the most favorable responsive bid from a responsible certified small business if the bid of the small business does not exceed the most favorable responsive bid received from a responsible bidder who is not a small business by:

- (1) more than 5 percent;
- (2) more than 7% for a veteran-owned small business;
- (3) more than 8% for a disabled-veteran-owned small business; or
- (4) the percentage otherwise identified in the solicitation as the small business preference.



# 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.



## **Bryan Mills**

Department of General Services  
IT Functional Analyst II



## **MDPA**

The Maryland Procurement Academy provides 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



# VENDOR REGISTRATION



The screenshot shows a multi-step registration form. The first section, 'Company Information', includes fields for Legal Name, Company Name (DBA), Tax ID, DUNS, Ownership Type, Website, and Business Description. The second section, 'Procurement Programs', contains checkboxes for SBR, VSBE, and MBE programs, along with application questions. The third section, 'Vendor Declarations', includes 'Products & Services Offered' and 'Service Area' dropdowns. Other visible sections include 'Main Address' and 'Contact Information'.



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)



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 small business vendors may also complete two self-certification processes to become eligible for the following certifications/programs:

- 1) The Certified Small Business - CSB Certification (includes the Small Business Reserve (SBR) and Small Business Preference (SBP) Programs) and/or
- 2) The Veteran-Owned Small Business Enterprise (VSBE) Program Certification.

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).

For additional training and resources, please go to the Maryland Procurement Academy homepage at [State of Maryland eMMA Training](#)

## LOGIN

Login\*

Password\*



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search



# Public Solicitations



eMM

[New Supplier? Register Now](#)
[Vendor Search](#)
[Public Solicitations](#)
[Public Contracts](#)

Public Solicitations

Keywords

Status: Open Category:  Q Search Reset

Advanced Search

Type:  Authority:   SBR Designation  SBE Goal

Award Status:  Agency:   MBE Goal  MBE Sub-Goal

Sub Agency:   VSBE Goal  DBE Goal

Site:

Filters: Status: Open X




| ID        | Title  | Status | Due / Close Date | Publish Date UTC-4   | Main Category  | Solicitation Type             | Issuing Agency   | Bid Holders List | eMM ID |
|-----------|--|--------|------------------|----------------------|--|-------------------------------|--|------------------|--------|
| BPM056019 | <a href="#">OPC S26058</a>   | Open   | 4/1/2026         | 3/23/2026 9:16:04 AM | Engineering and Research and Technology Based Services | Public Notice                 | Office of the People's Counsel                         |                  |        |
| BPM056020 | <a href="#">FC0002045-DELL Labor- SOW- (27) Pro Max 16 - Upgrade 2TB storage</a> | Open   | 4/2/2026         | 3/23/2026 9:14:48 AM | Computers  | PORFP                         | DoIT - Dept Of Information Technology - Administration |                  |        |
| BPM053541 | <a href="#">OAH-CMSRFP-10-2025</a>   | Open   | 4/17/2026        | 3/23/2026 9:10:06 AM | Industry specific software                             | RFP: Double Envelope Proposal | Maryland Office of Administrative Hearings             |                  |        |
| BPM055468 | <a href="#">Mattawoman Middle School Roof Replacement</a>                        | Open   | 3/25/2026        | 3/23/2026 9:02:18 AM | Roof systems   | IFB: Invitation for Bid       | Charles County Public Schools                          |                  |        |
| BPM055880 | <a href="#">725 Dell Wyse Mgt Suite License</a>                                  | Open   | 3/25/2026        | 3/23/2026 8:45:23 AM | Software   | Public Notice                 | Maryland Transit Administration                        |                  |        |






Advanced Search


# SEARCHING PUBLIC CONTRACTS IN eMMA



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

  **Public Contracts**

Keywords  Commodities  Status   Search

 **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  MBE Sub-Goals?  Green Contract  SBE Goal?  Statewide Contract

Procurement Method:  Sub Agency:   VSBE Goal  DBE Goal?  Federal Funding

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

# ACCESSING PUBLIC CONTRACTS



**emma** empowering municipalities advantage    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 the navigation bar, the 'Company Info' page is displayed. On the left sidebar, 'Qualifications' is highlighted with a red circle. The main content area shows a 'Vendor Declarations' section with a dropdown menu for 'Commodities' open, listing various coffee-related items. 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.

emma

General Info. Sourcing Contracts Orders Invoicing

< Company Info

Save

Company Info

Contacts

Documents

Qualifications

Address & Payment Info

Fields marked by an asterisk \* are mandatory

Vendor Declarations

Areas Servicing ⓘ\*

Maryland x

Commodities ⓘ\*

50201700 - Coffee and tea x

coffe

23181801 - Coffee roasting equipment

48101604 - Commercial use coffee grinders

48101909 - Food service coffee or tea pots

50201706 - Coffee

See All

0 Result(s)

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 ≠ 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  Search

Code Name  Search

## 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





Search

| 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** Maryland Procurement Academy

New Vendor? Register Now   Vendor Search   Public Solicitations   Public Contracts

Accessibility   English

## Public Solicitations

Keywords

Category  Status

> Advanced Search

Filters   Award Status:    Status:

| ID        | Title                                      | Status | Due / Close Date | Publish Date | Main Category                              | Solicitation Type | Issuing Agency                  | Bid Holders List                    | eMM ID |
|-----------|--|--------|------------------|--------------|--|-------------------|---------------------------------|-------------------------------------|--------|
| 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\*


[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 "enabling Municipal Advantage". The main navigation bar contains three tabs: "General Info.", "Sourcing", and "Contracts". The "Sourcing" tab is highlighted with a grey background and is circled in red. A dropdown menu is open under "Sourcing", listing three options: "My Solicitations", "Manage Auctions", and "Public Solicitations". A red arrow points to the "Public Solicitations" option. Below the navigation bar, the dashboard is split into two columns. The left column has a header "Announcements" and a sub-header "Vendor Dashboard". Below this, it states "The selected content contains no text". The right column has a header "My To-Do List" and is currently empty.

# 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

**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       | <ul style="list-style-type: none"><li>1569 - Coffee</li><li>204 - Beverages</li></ul>  | <a href="#">Acknowledgment received</a> |
| 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>          |
| 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. On the left, a navigation menu includes "Solicitation Info", "Q & A Forum", "Prepare Response" (highlighted with a red arrow), "Response History", "Pricing", and "Manage Response Team". At the top right, there are four buttons: "Save" (circled in red), "Validate & Submit" (green), "Cancel Response" (red), and "Download Solicitation Contents" (yellow). Below the navigation, a light blue banner indicates "Expected date format: M/d/yyyy". A status box shows "Remaining time : 38d 05h 40min 09s - ⚠ No response has been submitted". The main content area is divided into two columns. The left column contains "Acknowledgement" (noted as "Acknowledged on 7/22/2022 at 3:58 PM") and "Response Information" (circled in red), which includes a "Label" field with "Response # 1" and a "Description" text area. The right column is titled "Vendor Bid / Proposal Documents" and features a "300,000 kb limit" indicator and a "Click or Drag to add files" button (pointed to by a red arrow).

# 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 arrow points to the 'Pricing' menu item in the left sidebar. At the top, a 'Save' button is circled in red. Below it, the 'Export/Import' section contains a file upload area with a '300,000 kb limit' and a 'Click or Drag to add a file' button, both circled in red. A red arrow points to the 'Download in XLSX format' and 'Download in XLS format' options. Below the upload area, there are fields for 'Currency\*' (set to USD) and 'Total' (Total per currency). A search section includes a 'Keywords' input, a 'Not answered items' checkbox, and 'Search' and 'Reset' buttons. At the bottom, a 'Pricing' table is shown with a red box around the 'Unit Price' column header and its corresponding input field for the first item.

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

# 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** ▾

**Prepare Response**

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

**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

**Calendar:** Expected date format: M/d/yyyy

Remaining time : 38d 05h 20min 40s

|                                      |  |
|--------------------------------------|--|
| <b>Acknowledgement</b>               | <b>Vendor Bid / Proposal Documents</b> |
| Acknowledged on 7/22/2022 at 3:58 PM |  |

**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

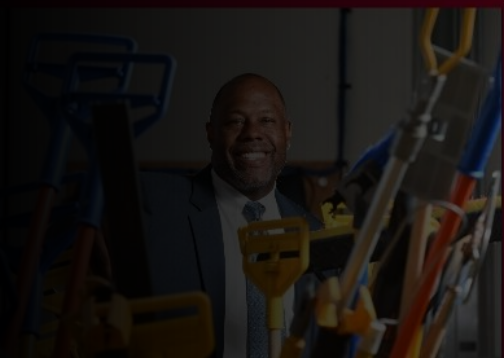


Visit Us: [Vendor Training & Support](#)   
[mdpa@maryland.gov](mailto:mdpa@maryland.gov)

Contact Us: [dgs.osp-](https://dgs.osp-)



# RESOURCES



# Mining Public Data Techniques

[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 free webinars monthly

 10 a.m. – 12 p.m.

 Subject Matter Experts

**To Learn More Visit us by  
scanning the QR Code**



Visit our website

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

- 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



## Keep Learning



# T.I.P.S.

TRAINING & INSIGHTS for PROCUREMENT SUCCESS

**SMALL BUSINESS WEBINAR**

**A NEW "PROCUREMENT SERIES" PROGRAM**

**MARCH 24, 2026 @ 10:00 AM**

NAVIGATING EMARYLAND MARKETPLACE ADVANTAGE  
(eMMA)

**APRIL 28, 2026 @ 10:00 AM**

ANATOMY OF A SOLICITATION

**JUNE 23, 2026 @ 10:00 AM**

RESPONDING TO A SOLICITATION with your BID or  
PROPOSAL


All classes are on Zoom, and they require advance registration!


Registration opens approximately 3 weeks in advance of each webinar!


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




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

- 

1 **Doing Business with the State of Maryland - July 25, 2024**  
StateMaryland • 2 views • 1 day ago  
2:03:45
- 

2 **Crafting A Compelling Capability Statement - July 23, 2024**  
StateMaryland • No views • 1 day ago  
2:04:30
- 

3 **Anatomy of a Bid - June 27, 2024**  
StateMaryland • No views • 1 day ago  
1:48:57
- 

4 **Strategies for Digital Marketing - June 25, 2024**  
StateMaryland • No views • 1 day ago  
1:38:22
- 

5 **Maryland's Veteran-Owned Small Business Enterprise (VSBE) Program**  
StateMaryland • 76 views • 2 months ago  
2:00:24

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

# Partners

Maryland APEX Accelerators  
(formerly PTAC)

<https://www.marylandapex.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

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!

## Office of Small, Minority & Women Business Affairs



@goMDsmallbiz



@GOSBA Maryland



@goMDsmallbiz





<https://gomdsmallbiz.maryland.gov>

**Thank You!**