



# Navigating eMaryland Marketplace Advantage (eMMA)

January 26, 2021

## Cristen Ervin

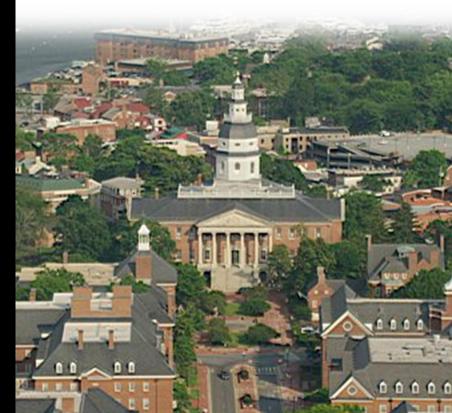
Marketing & Outreach Manager Office of State Procurement



# Navigating eMaryland Marketplace Advantage









## Agenda

**eMMA Instructional Resources** 

eMMA Login Page

**Assigning User Roles** 

**Adding Users** 

**Updating UNSPS Codes** 

**Searching for Solicitations** 

**Reviewing a Solicitation** 

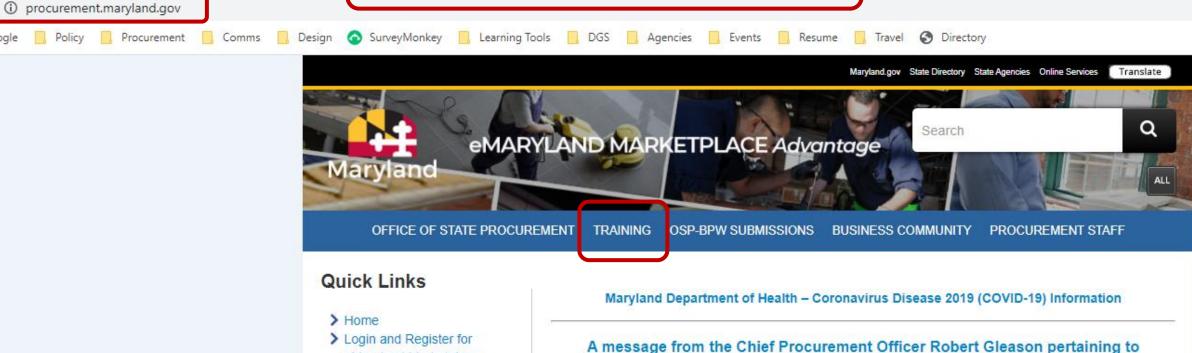


## **eMMA Instructional Resources**

Online Training
Quick Reference Guides
Instructional Videos
eMMA Help Desk



# procurement.maryland.gov



- Login and Register for eMaryland Marketplace Advantage (eMMA)
- State of Maryland Procurement Mission
- Small Business Reserve Program
- Minority Business

A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement in reference to COVID-19

Please refer to the contact list to reach specific units and employees within DGS OSP. Emailed inquiries will receive a more prompt response than phone calls.

Also, refer to the Emergency Contracts and Supplier List for specific contract needs to service customers as quickly as possible.



## **Training**



To meet the State of Maryland's Procurement Mission, the Office of State Procurement, through its Maryland Procurement Academy, provides training and support resources for public procurement professionals as well as vendors in the State of Maryland.

This is accomplished through two distinct focuses;

- 1. Public Procurement Professionals and,
- 2. Vendor Training and Resources



# **eMMA Training Videos**

Online eMMA Training for Vendors provides vendors with quick, online instructional programs and print versions which guide vendors from initial registration through submitting electronic bids in eMMA:

- Registration
  - Printable version
- · Submitting Electronic Bids
  - · Printable version

# eMMA Video Help Desk

eMMA Video Help Desk (eMMA VHD) is an online video library providing short instructional videos that answer the following questions:

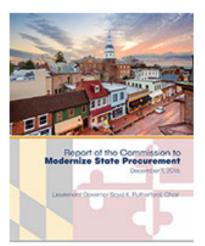
- eMMA VHD Episode 1: Maryland Procurement Navigation
- eMMA VHD Episode 2: Not Receiving Email Notifications
- eMMA VHD Episode 3: (Coming Soon)



Questions or comments about this website? Contact the DolT Web Team at service.desk@maryland.gov



The Fastest way to get HELP! with eMMA - Send an email to the HELP DESK at emma.helpdesk@maryland.gov



View the Procurement Reform Report

## Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace Advantage, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- · Obtain bid results online

State of Maryland has been made aware of a new phishing scam that targets the community of vendors doing business with the State of Maryland. Please do not engage or reply to the messages.

WELCOMES YOU WE'RE OPEN FOR BUSINESS Larry Hogan Governor

Please go to

http://dgs.maryland.gov/Pages/Procurement/message.aspx for more information about this fraudulent email.

For more information about eMaryland Marketplace Advantage (eMMA), review the Frequently Asked Questions. (Refer to the website frequently for updated versions.)

← To register or login to eMaryland Marketplace Advantage (eMMA), use the links to the left.

eMMA USER ASSISTANCE

eMMA Quick Reference Guides (QRGs) (Refer to the website frequently for updated versions.)



## eMMA Frequently Asked Questions



Refer back to this web page frequently for updated versions.

FREQUENTLY ASKED QUESTIONS

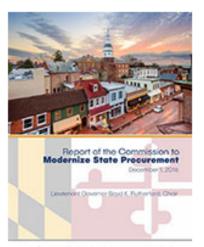
Vendors Click Here for FAQs



Questions or comments about this website? Contact the DoIT Web Team at service.desk@maryland.gov



The Fastest way to get HELP! with eMMA – Send an email to the HELP DESK at emma.helpdesk@maryland.gov



View the Procurement Reform Report

How to Submit

## Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace Advantage, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- · Complete the Small Business Reserve (SBR) self-certification
- · Receive notice of bid opportunities
- · Search for contracting opportunities
- · Submit bids electronically
- Obtain bid results online

State of Maryland has been made aware of a new phishing scam that targets the community of vendors doing business with the State of Maryland. Please do not engage or reply to the messages.

MARYLAND
WELCOMES YOU
WE'RE OPEN FOR BUSINESS

Larry Hogan
Governor

Please go to

http://dgs.maryland.gov/Pages/Procurement/message.aspx for more information about this fraudulent email.

For more information about eMaryland Marketplace Advantage (eMMA), review the **Frequently Asked**Questions. (Refer to the website frequently for updated versions.)

← To register or login to eMaryland Marketplace Advantage (eMMA), use the links to the left.

#### **eMMA USER ASSISTANCE**

eMMA Quick Reference Guides (QRGs) (Refer to the website frequently for updated versions.)



#### eMMA Quick Reference Guides



Refer back to this web page frequently for updated versions.

#### **Quick Reference Guides**

NOTE: QRGs may not display properly unless opened in Adobe Reader. Please download the QRG from the links below and open it using Adobe Reader.

## **Vendor QRGs**

Follow this link to

training for Vendors on registering and for submitting electronic bids.

1 - eMMA QRG Registering as a Vendor

2a - eMMA QRG Adding Additional Contacts

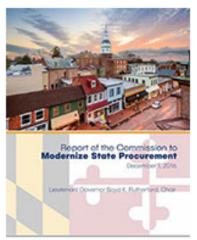
2b - eMMA QRG Assigning Vendor Contract as a User



Questions or comments about this website? Contact the DolT Web Team at service.desk@maryland.gov



The Fastest way to get HELP! with eMMA - Send an email to the HELP DESK at emma.helpdesk@maryland.gov



View the Procurement Reform Report

How to Submit

## Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace Advantage, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

that targets the community of vendors doing business with the

State of Maryland has been made aware of a new phishing scam State of Maryland. Please do not engage or reply to the messages.

Please go to

http://dgs.maryland.gov/Pages/Procurement/message.aspx for more information about this fraudulent email.

For more information about eMaryland Marketplace Advantage (eMMA), review the Frequently Asked Questions. (Refer to the website frequently for updated versions.)

← To register or login to eMaryland Marketplace Advantage (eMMA), use the links to the left.

eMMA USER ASSISTANCE

eMMA Quick Reference Guides (QRGs) (Refer to the website frequently for updated versions.)





# eMMA Login Page

Login
Vendor Registration
Public Contract Search
Public Solicitation Search
Vendor Search



#### **Quick Links**

> Home

- Login and Register for eMaryland Marketplace Advantage (eMMA)
- State of Maryland Procurement Mission
- Small Business Reserve Program
- Minority Business Enterprise (MBE) Program
- Governor's Office of Small, Minority & Women Business Affairs
- Procurement Forecasting
- Board of Public Works
- Maryland Ethics and Procurement Laws
- Maryland Procurement Technical Assistance Center
- How to do Business with the State of Maryland
- ➤ BISM Master Price List
- MCE Approved Catalog
- Green Purchasing
- Green Purchasing Checklist

Maryland Department of Health - Coronavirus Disease 2019 (COVID-19) Information

A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement in reference to COVID-19

Please refer to the contact list to reach specific units and employees within DGS OSP. Emailed inquiries will receive a more prompt response than phone calls.

Also, refer to the Emergency Contracts and Supplier List for specific contract needs to service customers as quickly as possible.

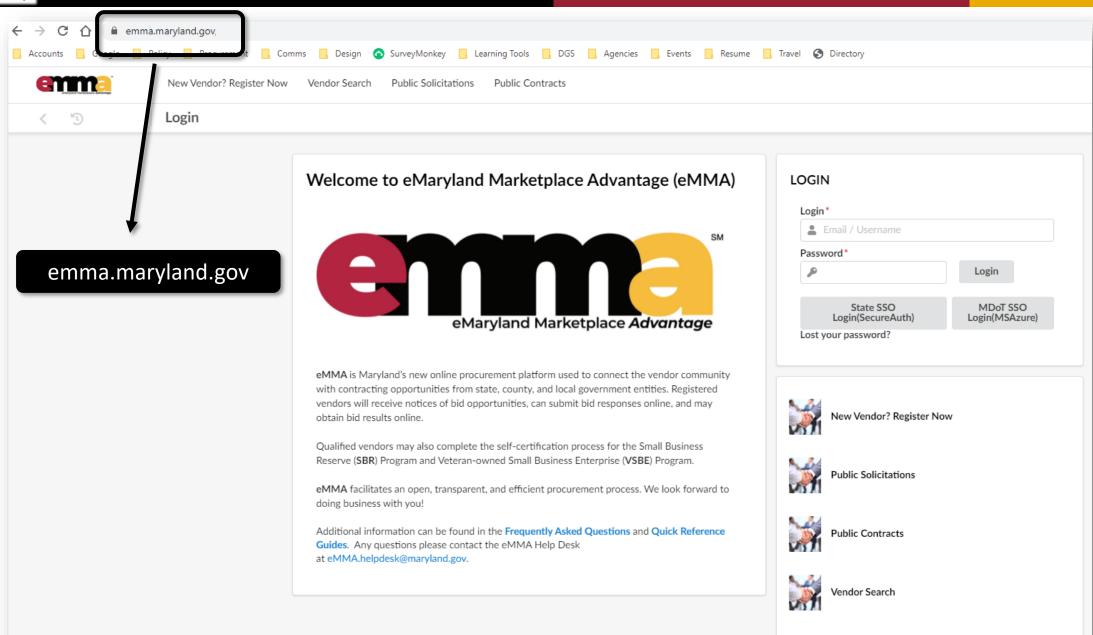
Vendors – if you have supplies related to the COVID-19 response that are not already listed in our eMaryland Marketplace Advantage (eMMA) online procurement system, please open this Quick Reference Guide linked here to submit your information through a Request for Information form.

In the wake of COVID-19, Maryland Procurement is Open for Business! eMMA is available and capable to make teleworking for procurement officers and vendors a breeze!!

Tired of paper purchase orders and invoices? Does your company have the ability to transact business electronically? Well, eMMA does! Help us understand how you transact business with the State and assess your technical capabilities to perform business transactions electronically through eMMA by completing a 10-minute assessment. Your response is needed by March 20th. Thank you! Vendor Enablement Assessment

New! Click Here for the eMMA Overview Video!







### Welcome to eMaryland Marketplace Advantage (eMMA)



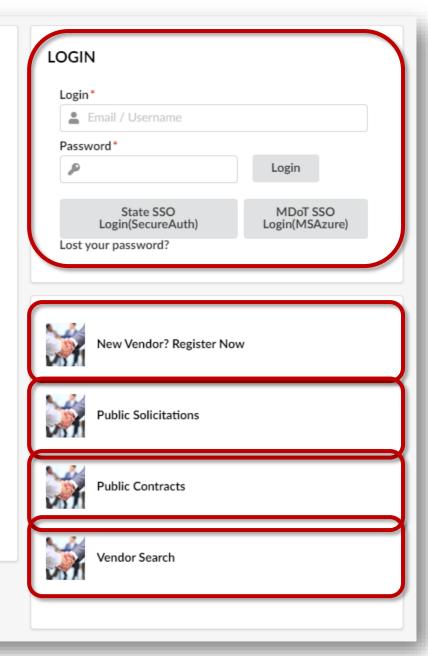
eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

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!

al information can be found in the Frequently Asked Questions and Quick Reference Guides. Any questions please contact the helpdesk@maryland.gov.



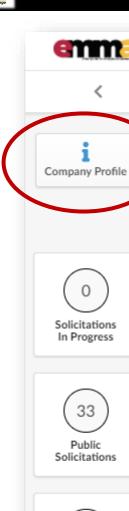




# **Assigning User Roles**

Specific User Roles dictate which features a user has access to.







General Info.

Sourcing

Contracts

Vendor Portal

### Welcome to eMMA

The content is not set

Solicitations In Progress

Solicitations

Vendor Search

#### In the wake of COVID-19, Maryland Procurement is Open for Business!

A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement

With eMaryland Marketplace Advantage (eMMA), Maryland procurement officers have the ability to post solicitations, answer vendor questions, make amendments, accept electronic bids and proposals, evaluate bids and proposals, conduct cures and BAFOs, and make contract award recommendations all online!!

eMMA is available and capable to make teleworking for procurement officers a breeze!!

Vendors have the ability to communicate with buyers and procurement officers through eMMA and email to keep procurements running smoothly. There are several training tools for vendors to learn how to submit their bids or proposals through eMMA. If you need a quick refresher, the Quick Reference Guides (QRGs) on the Maryland Procurement website are available for

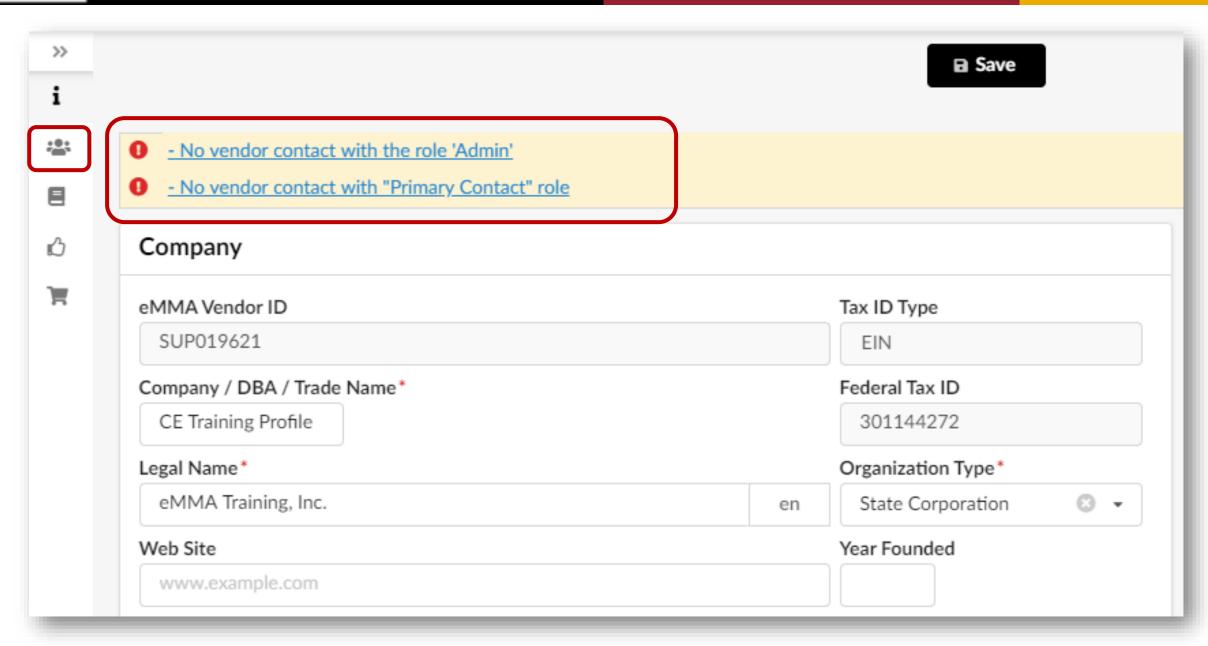
#### Validations

#### Announcement

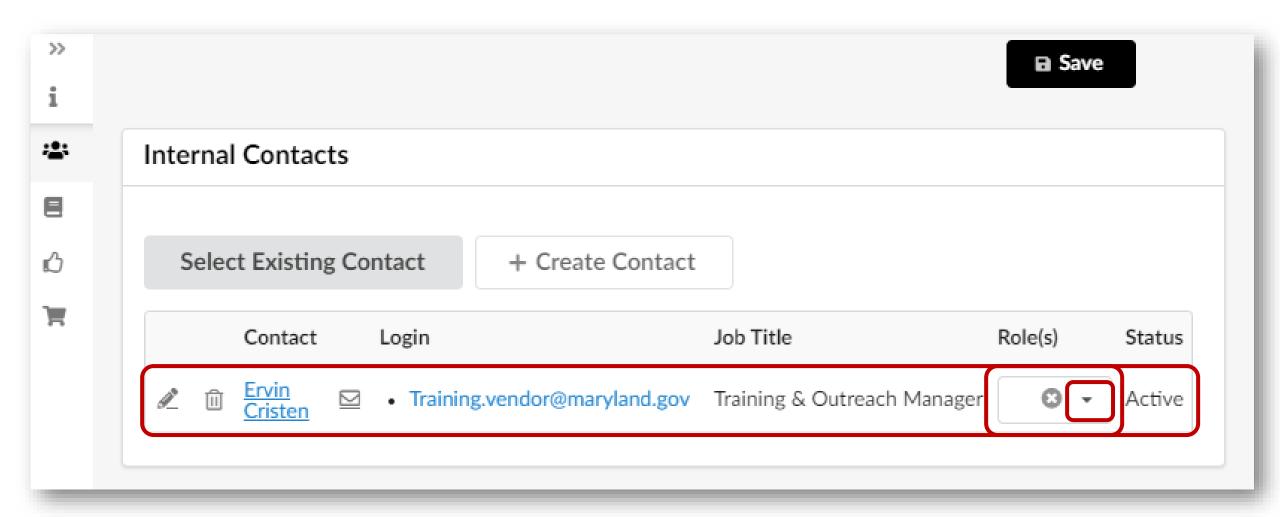
#### Product & Services Categories

Your product and service offerings impact the types of solicitation notices you receive from this system. Please update your profile by identifying your product and service categories. Follow the instructions in the "Managing Vendor Profile" Quick

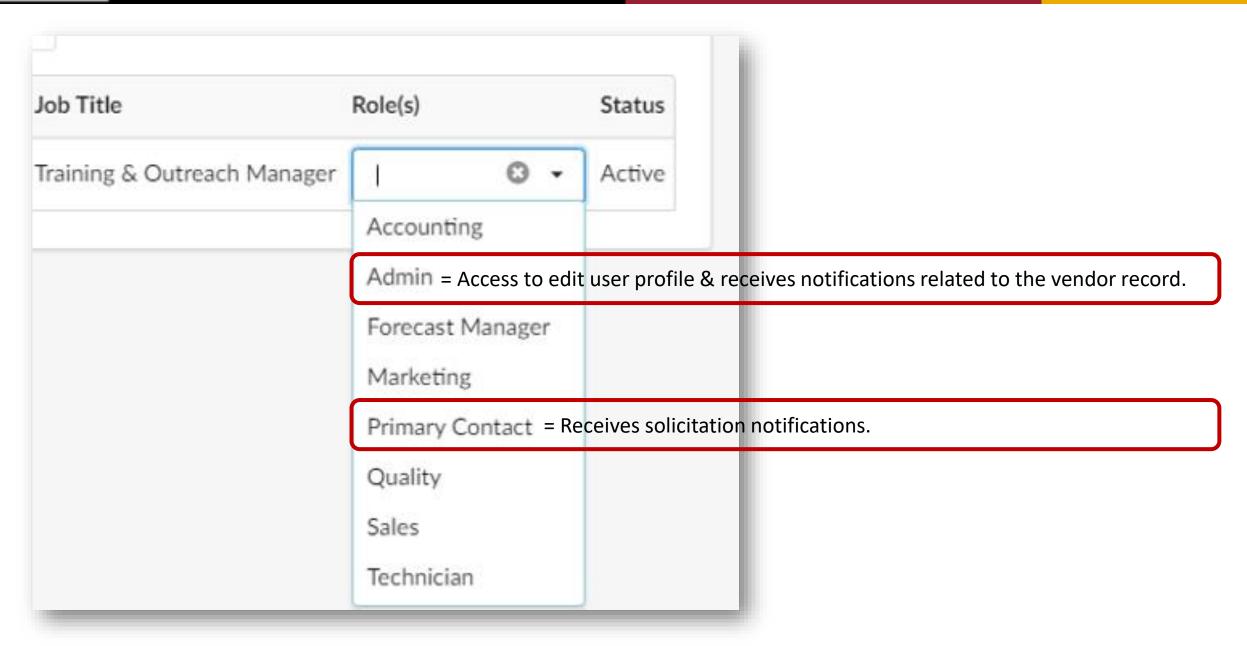




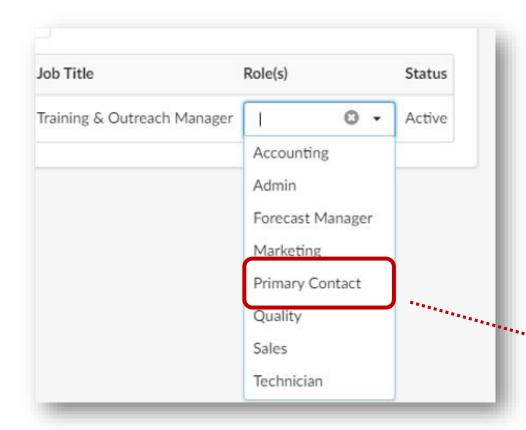


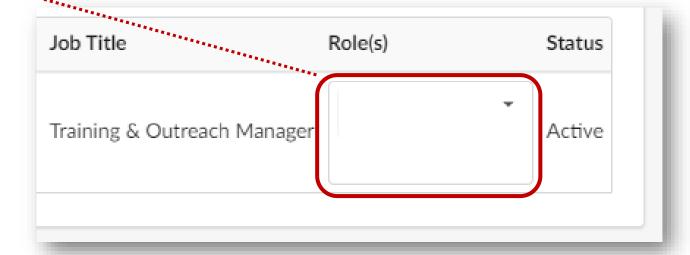




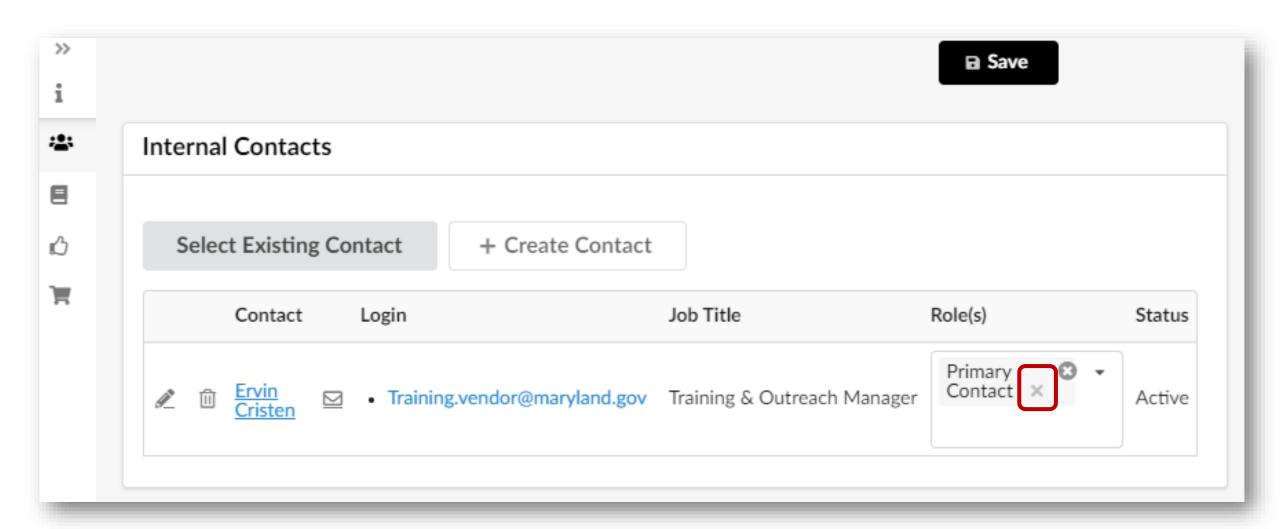




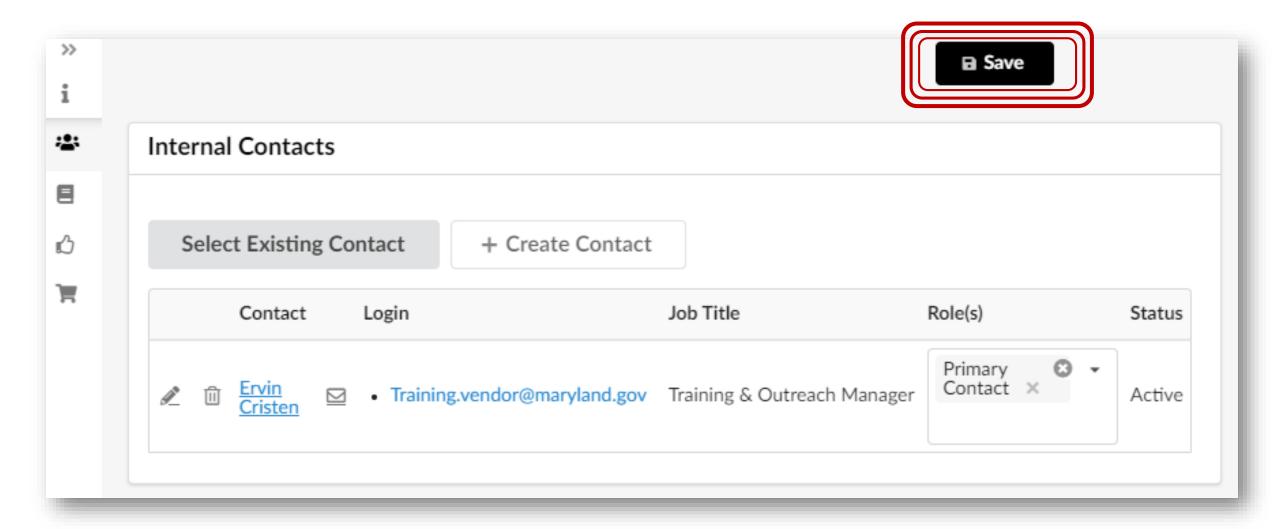










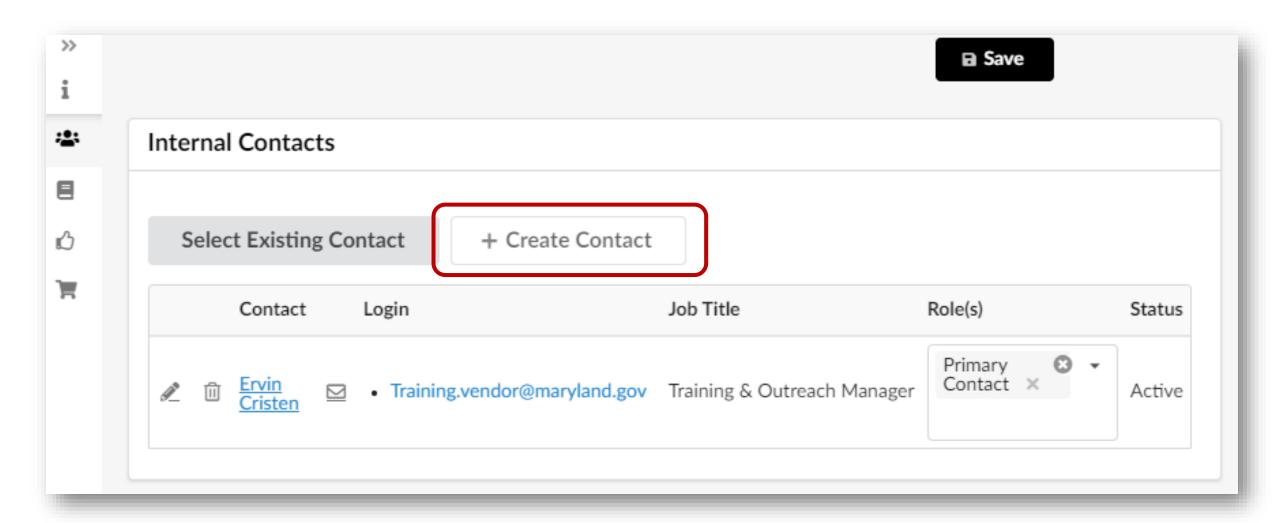




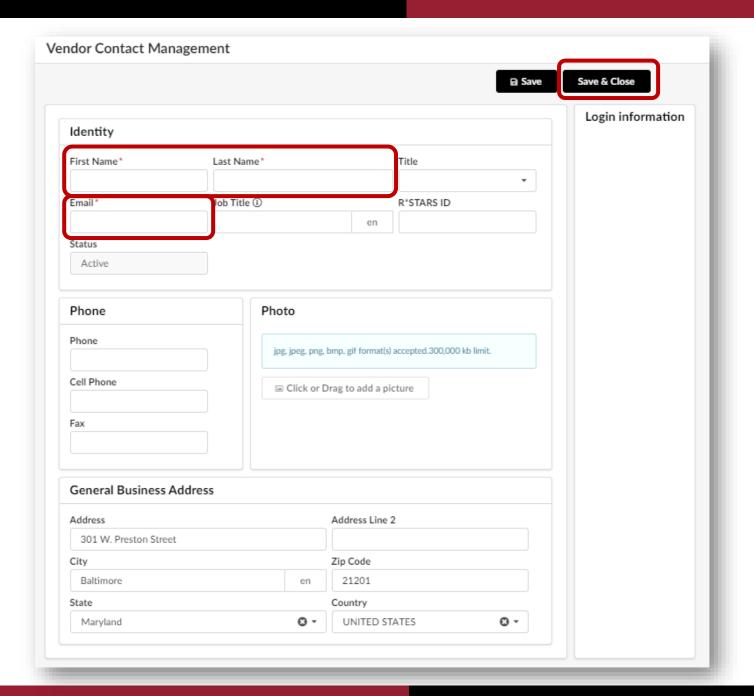
## **Adding New Users**

Increases profile security so user login information does not have to be shared and easier to remove access for individuals who no longer need it.

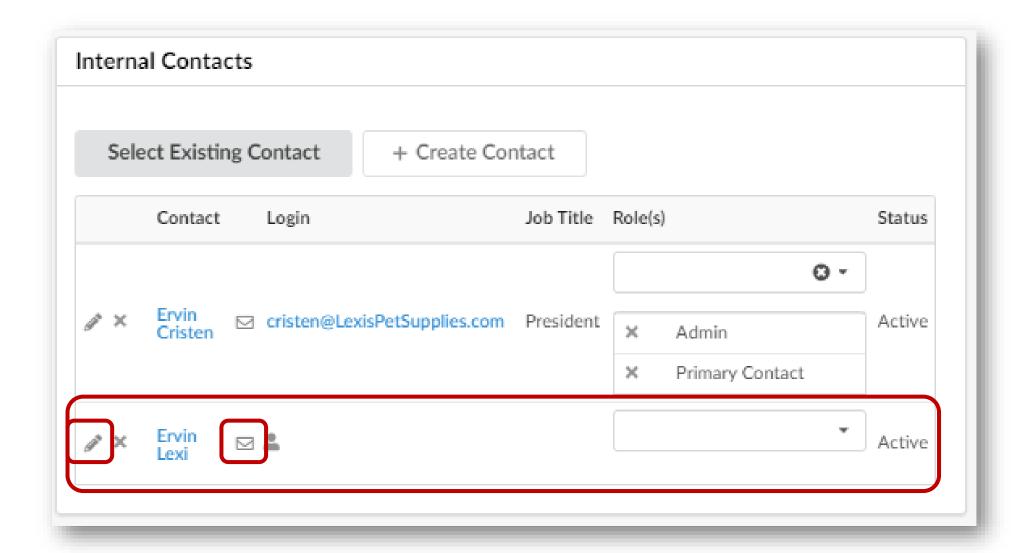




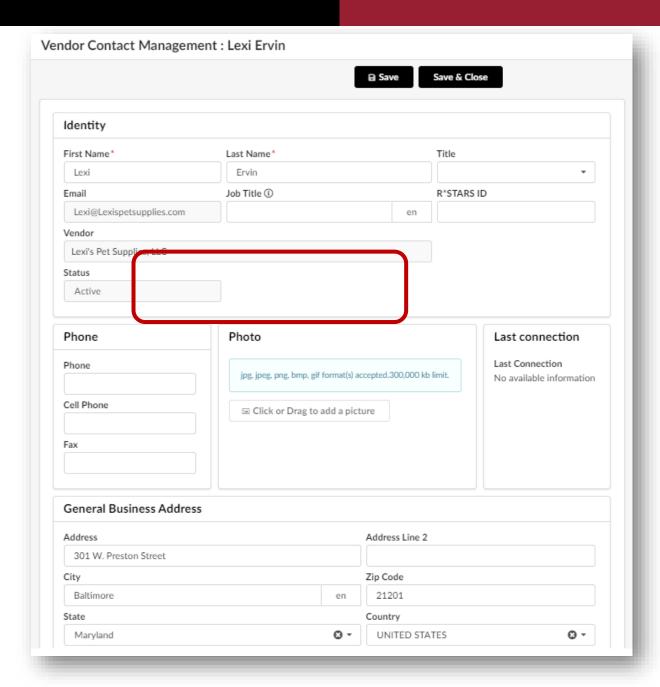














nvite a vendor contact to login	⊕ □ ×
Send invitation	
Invite a contact	
First Name	
Lexi Ervin	
Email	
Lexi@Lexispetsupplies.com	
Supplier (R1.0)  ✓ Vendor  Subject	
Invite to eMaryland Marketplace Advantage (eMMA)	
Notification body  You now have access to eMaryland Marketplace Advantage (eMMA) for Lexi's Pet Supplies, LLC. CLICK HERE to connect:  Your user ID: {login} Your password: {password}  eMMA_logo_SM1_jpg	

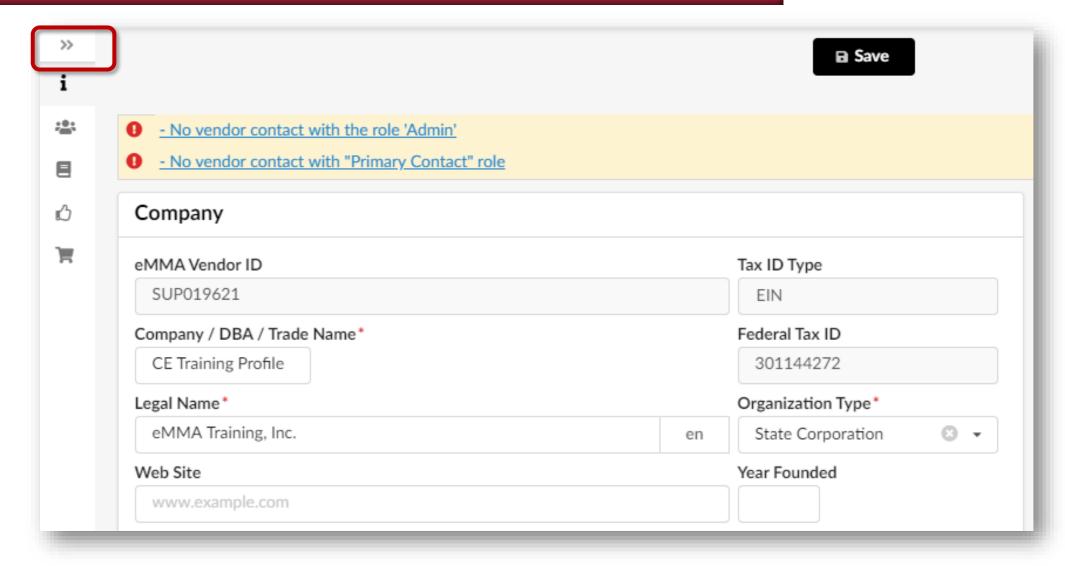


## **Updating UNSPS Codes**

Coding system used to classify products and services commonly procured by government organizations.

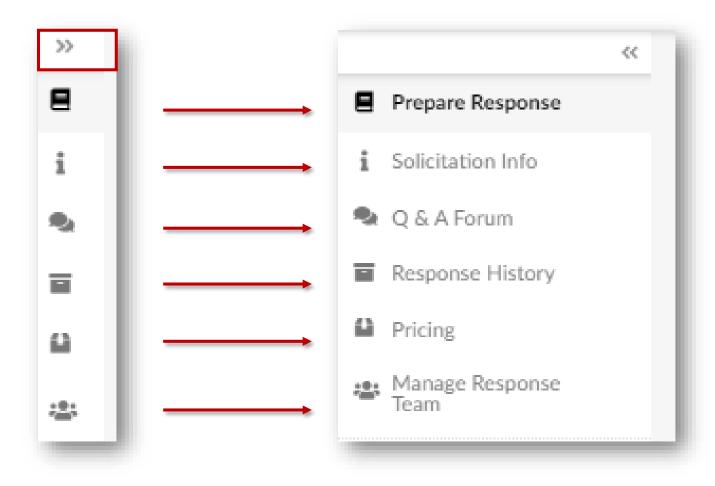


## **Navigation Tip**

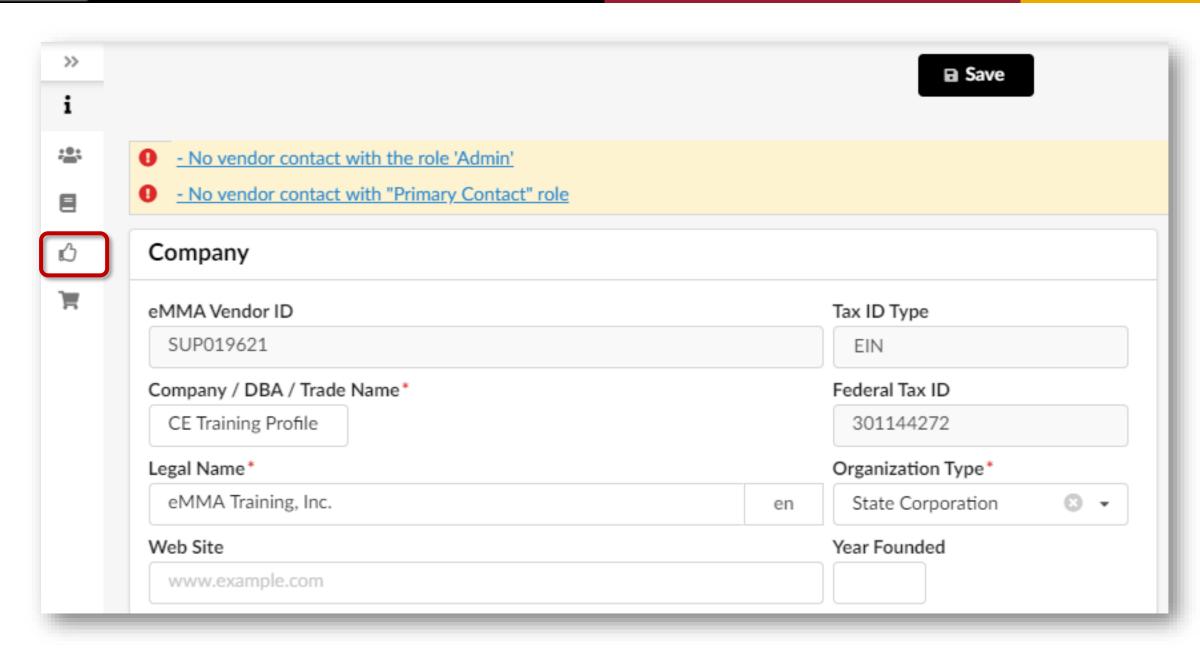




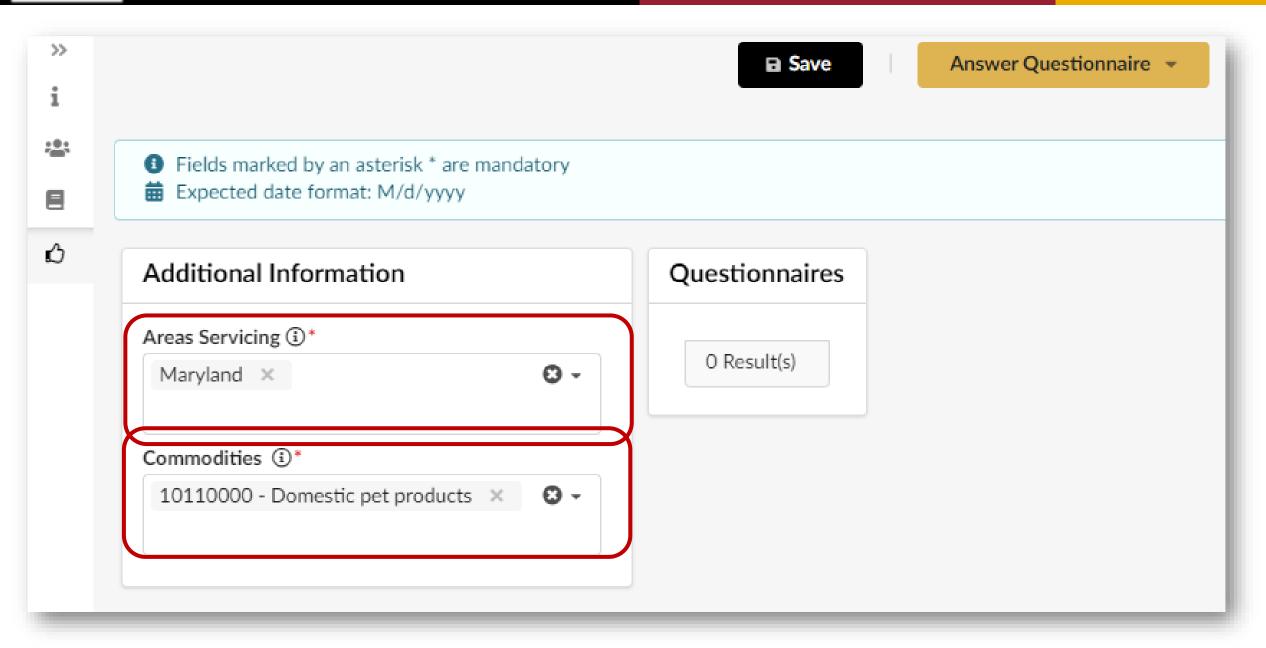
## **Navigation Tip**



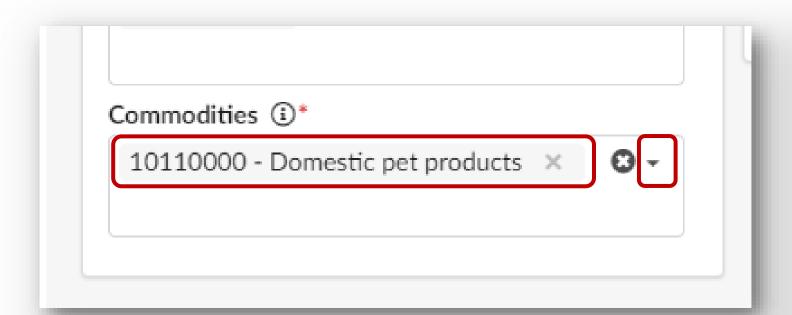




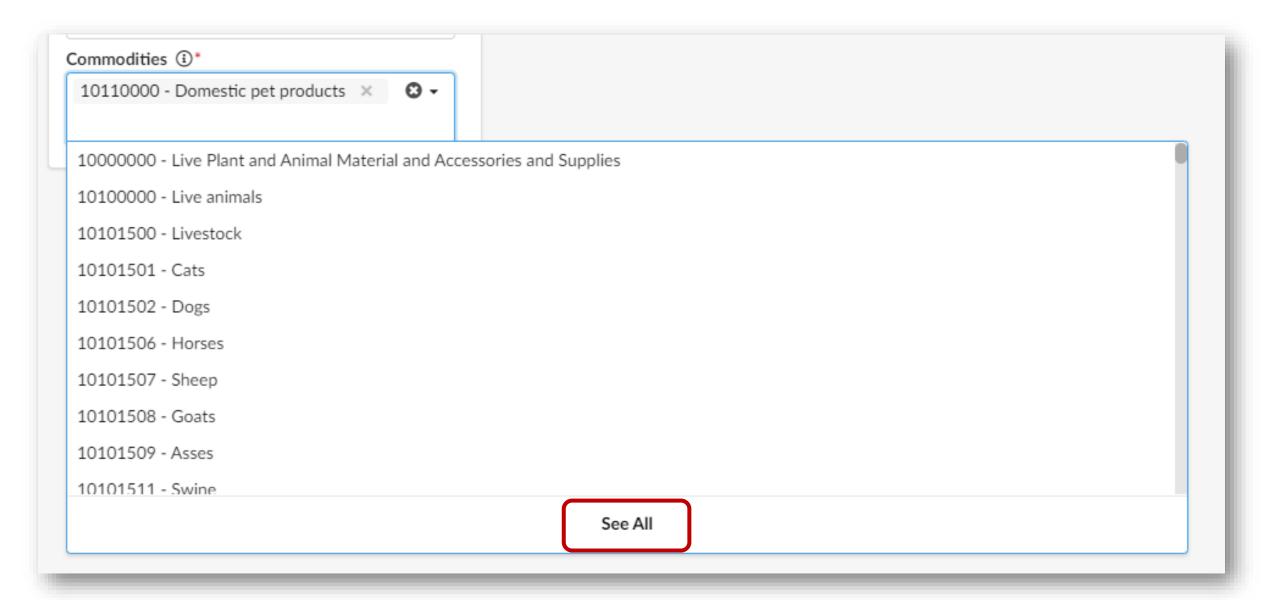








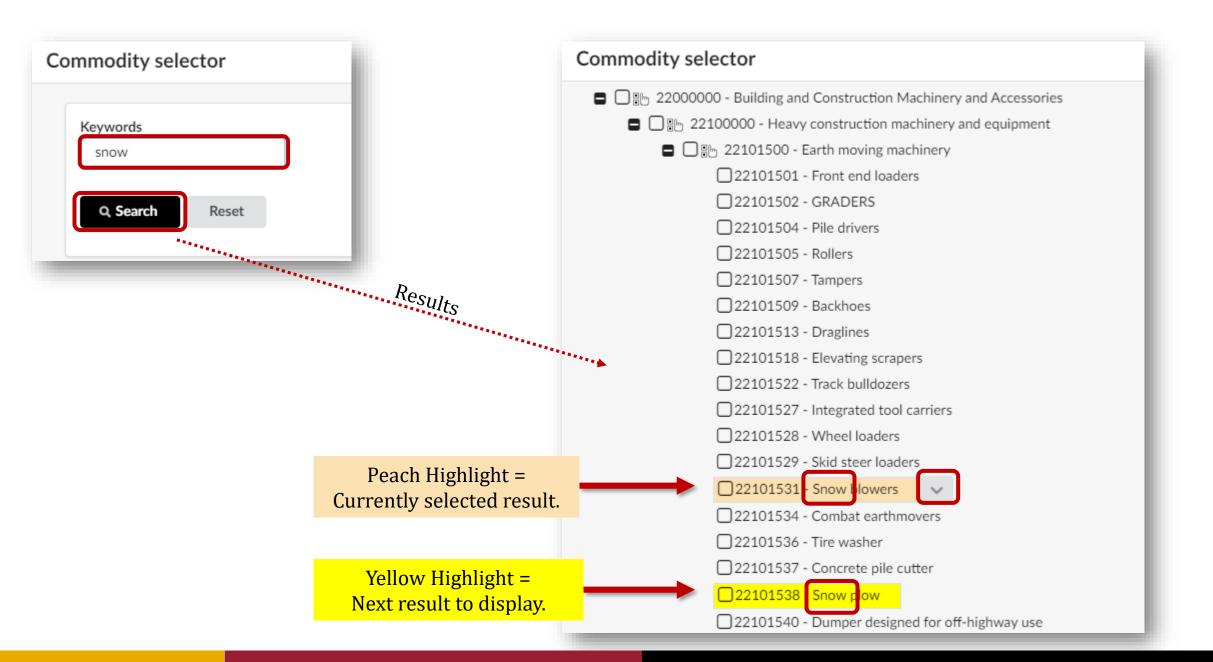






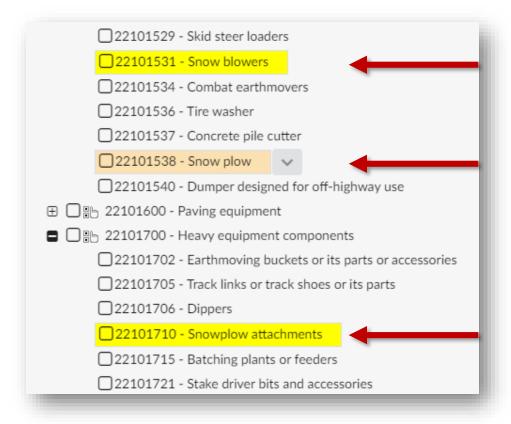
Commodity selector	□ ×
Keywords  Q. Search  Reset	
1 value(s) selected	
# Uncheck all  □ □ 10000000 - Live Plant and Animal Material and Accessories and Supplies  □ □ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials  □ □ 12000000 - Chemicals including Bio Chemicals and Gas Materials  □ □ 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  □ □ 15000000 - Mining and Well Drilling Machinery and Accessories  □ □ 10000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories  □ □ 10000000 - Building and Construction Machinery and Accessories	
<ul> <li>⊕ 23000000 - Industrial Manufacturing and Processing Machinery and Accessories</li> <li>⊕ 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies</li> <li>⊕ 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components</li> <li>⊕ 26000000 - Power Generation and Distribution Machinery and Accessories</li> <li>⊕ 27000000 - Tools and General Machinery</li> <li>⊕ 30000000 - Structures and Building and Construction and Manufacturing Components and Supplies</li> </ul>	



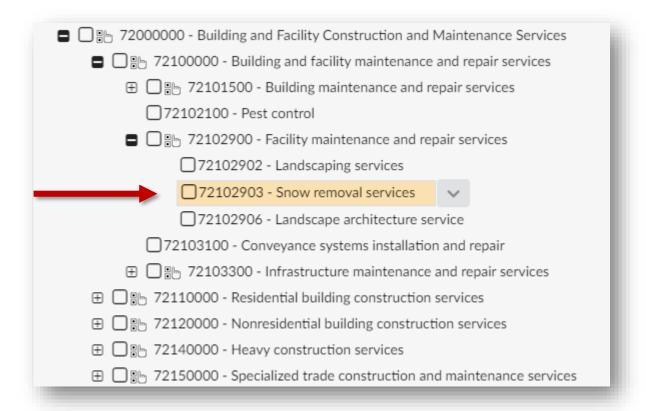




#### **Commodities**



#### Services



Tip: Select commodity codes when you sell a product ... select service codes when you perform a service.



#### Select Codes to Add to Your Vendor Profile

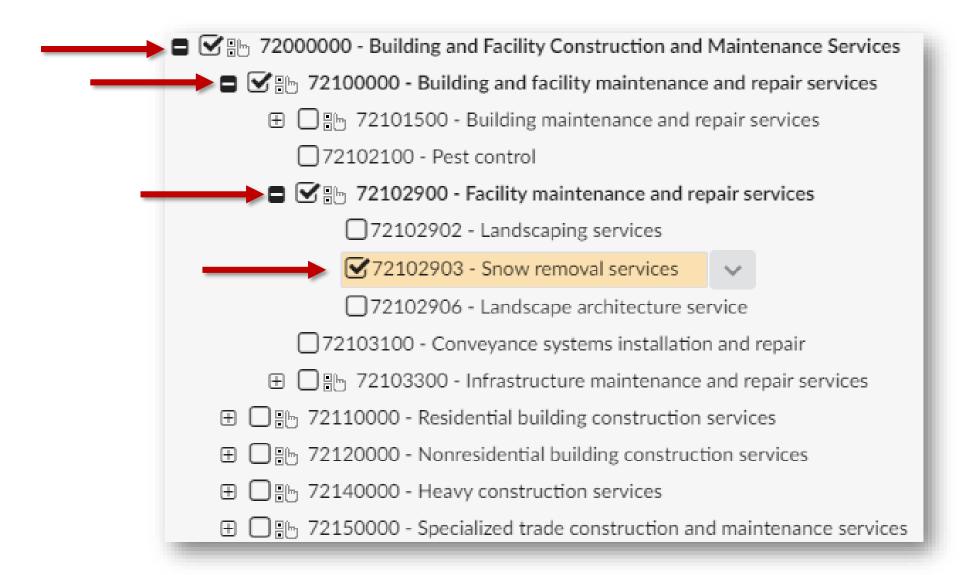
■ □ □ 72000000 - Building and Facility Construction and Maintenance Services
■ 🔲 🕾 72100000 - Building and facility maintenance and repair services
⊕ 72101500 - Building maintenance and repair services
72102100 - Pest control
■ □ ⊕ 72102900 - Facility maintenance and repair services
72102902 - Landscaping services
72102903 - Snow removal services
72102906 - Landscape architecture service
72103100 - Conveyance systems installation and repair
□
□
□
□
⊞ 72150000 - Specialized trade construction and maintenance services



#### Select Codes to Add to Your Vendor Profile

■ ☐ 🕒 72000000 - Building and Facility Construction and Maintenance Services
■ 🗀 🕾 72100000 - Building and facility maintenance and repair services
⊕ 72101500 - Building maintenance and repair services
72102100 - Pest control
■ 72102900 - Facility maintenance and repair services
72102902 - Landscaping services
<b>₹</b> 72102903 - Snow removal services
72102906 - Landscape architecture service
72103100 - Conveyance systems installation and repair
⊕ 72103300 - Infrastructure maintenance and repair services
□
□
⊞ 72140000 - Heavy construction services
□





Tip: Select the codes at each level of the hierarchy.



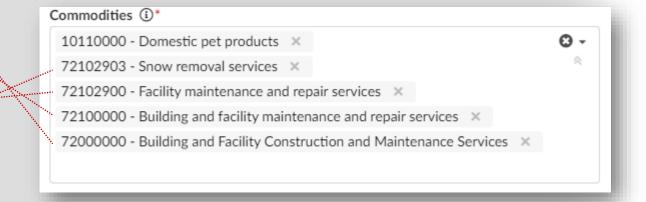
#### Commodity selector



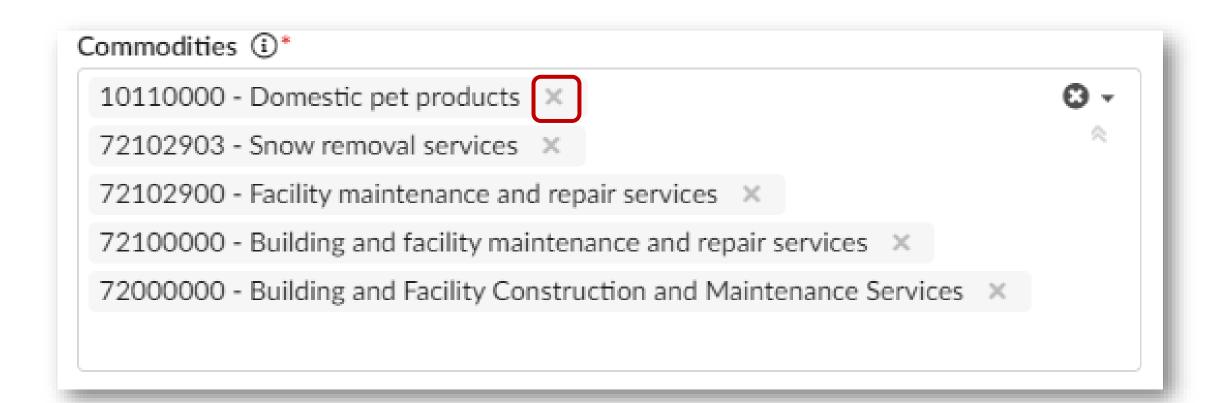
- ⊞ 70000000 Farming and Fishing and Forestry and Wildlife Contracting Services
- ⊞ 71000000 Mining and oil and gas services
- 72000000 Building and Facility Construction and Maintenance Services
  - ✓ 🕒 72100000 Building and facility maintenance and repair services
    - ⊕ 72101500 Building maintenance and repair services
      - 72102100 Pest control
    - **1** 72102900 Facility maintenance and repair services
      - 72102902 Landscaping services
      - ▼72102903 Snow removal services
      - 72102906 Landscape architecture service
      - 72103100 Conveyance systems installation and repair
    - ⊕ 72103300 Infrastructure maintenance and repair services
  - ⊞ 72110000 Residential building construction services



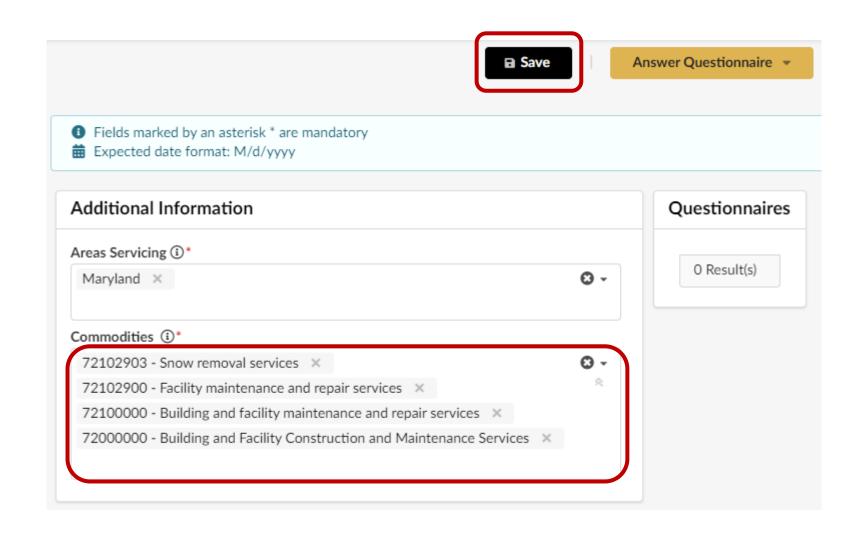
<b>□</b> ✓ 🕒 72000000 - Building and Facility Construction and Maintenance Services
□ 72100000 - Building and facility maintenance and repair services
⊕ 72101500 - Building maintenance and repair services
72102100 - Pest control
■ 🗹 는 72102900 - Facility maintenance and repair services
☐ 72102902 - Landscaping services  ☑ 72102903 - Snow removal services  ✓
▼72102903 - Snow removal services  ▼













## **Searching for Solicitations**

Any other method or instrument used to communicate to potential bidders or offerors a procurement agency's procurement need such as an Invitation for Bid (IFB) or Request for Proposal (RFP).





General Info.

Sourcing

Contracts



Accessibility

<

#### Vendor Portal

Search ①



#### Welcome to eMMA

The content is not set



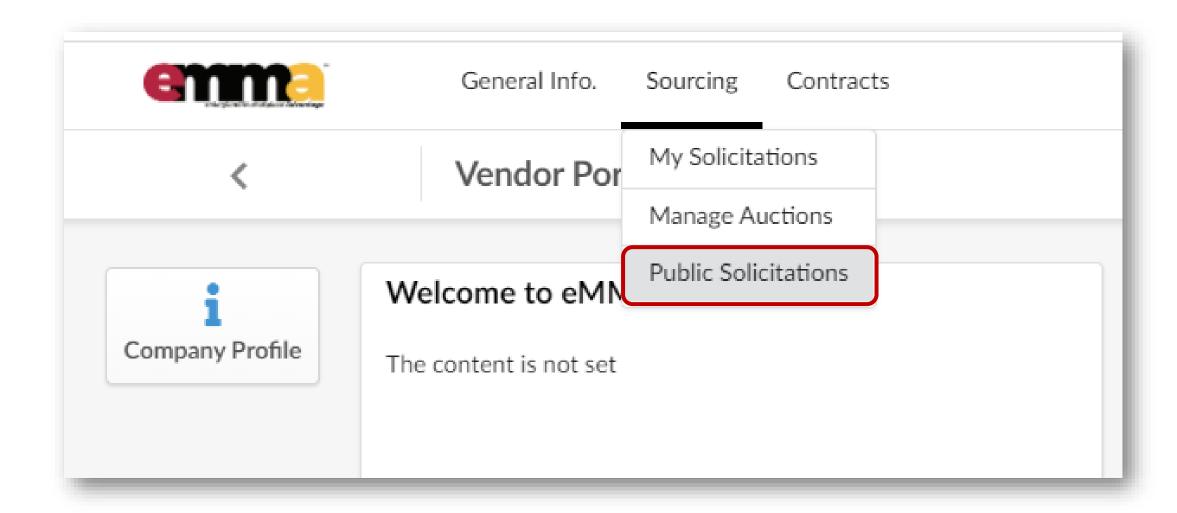
Solicitations In Progress In the wake of COVID-19, Maryland Procurement is Open for Business!

A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement

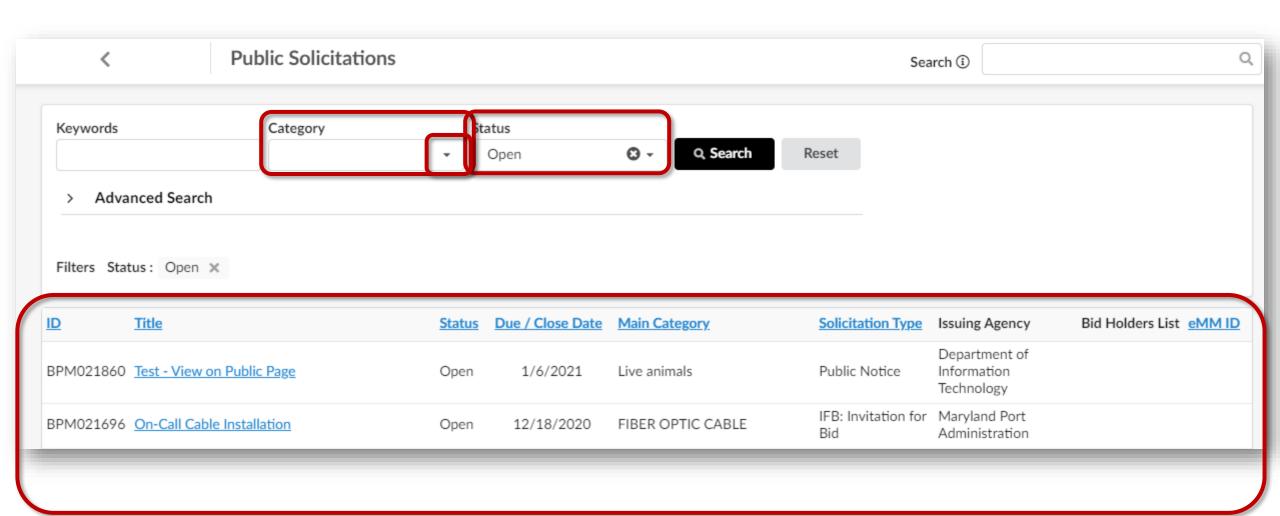
With eMaryland Marketplace Advantage (eMMA), Maryland procurement officers have the ability to post solicitations, answer vendor questions, make amendments, accept electronic bids and proposals, evaluate bids and proposals, conduct cures and BAFOs, and make contract award recommendations all online!!

eMMA is available and capable to make teleworking for procurement officers a breeze!!

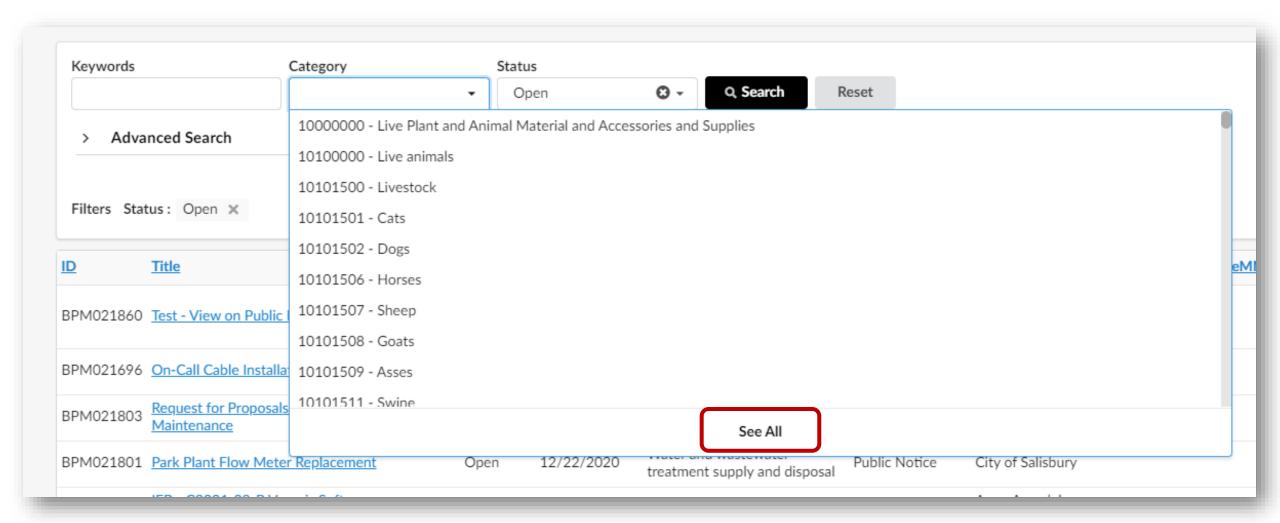




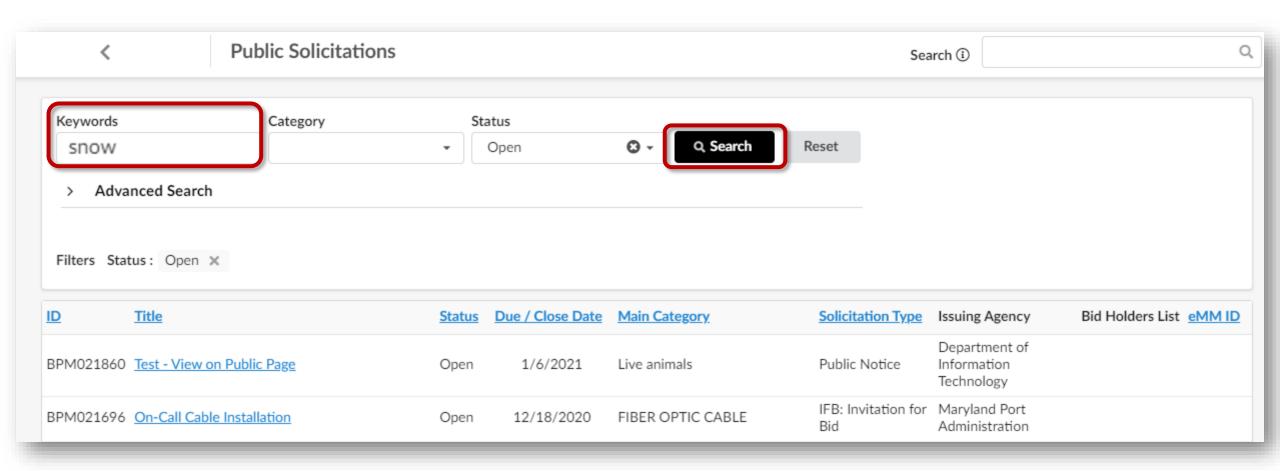




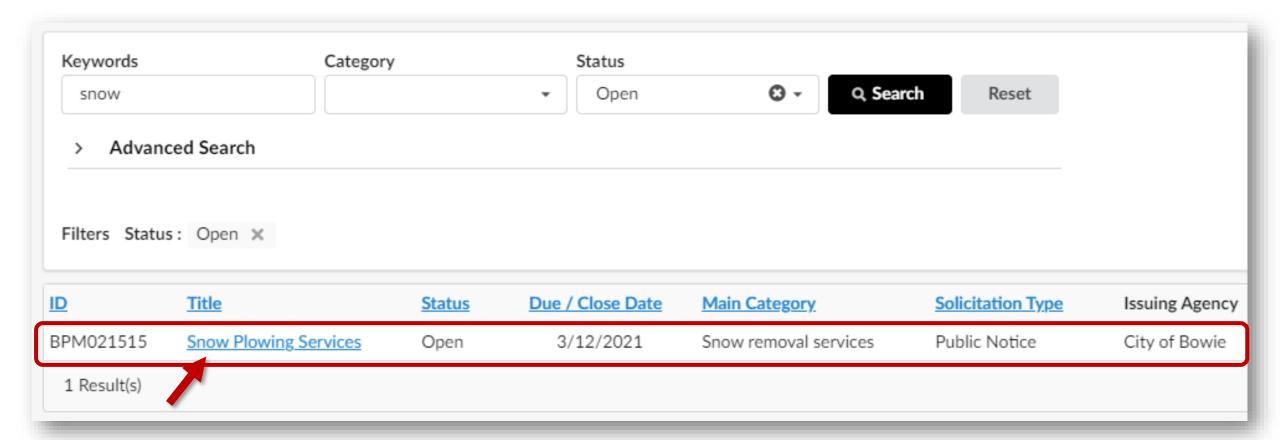




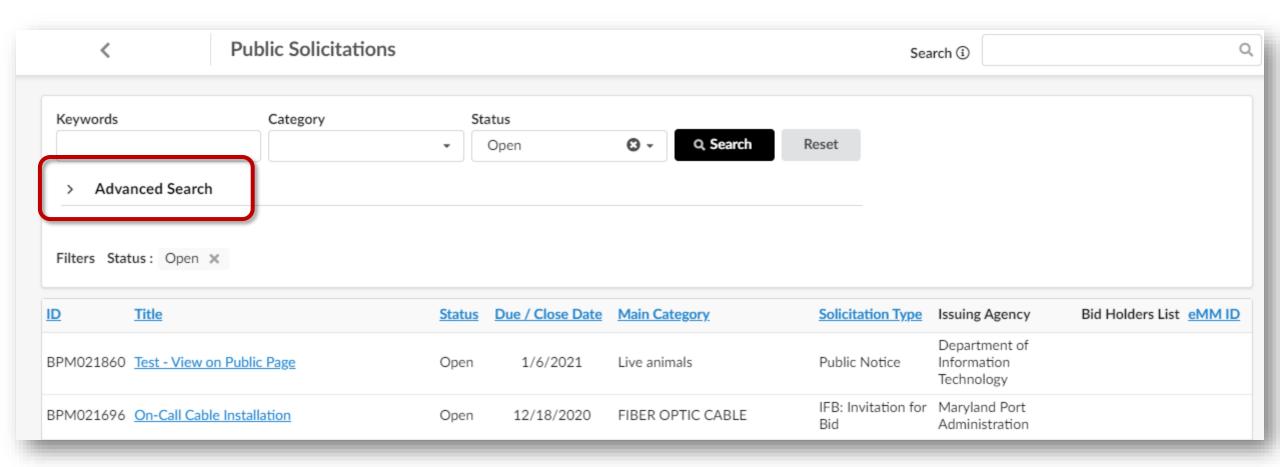




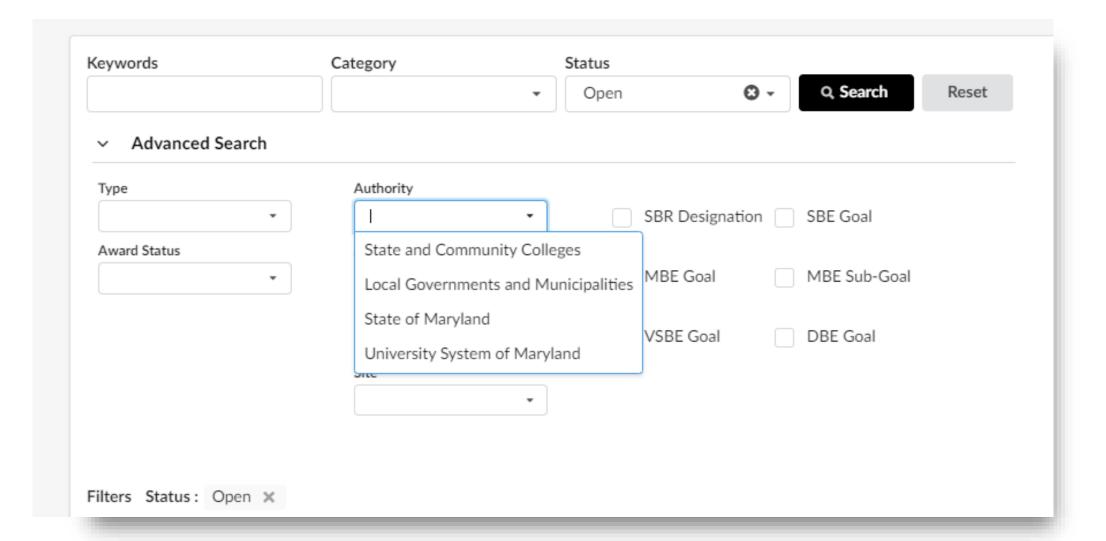




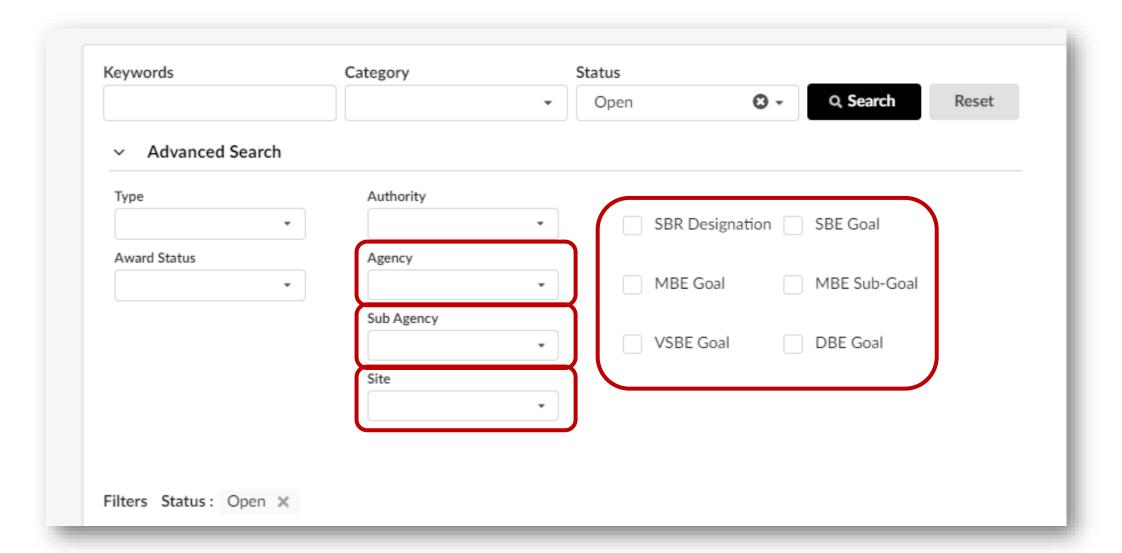








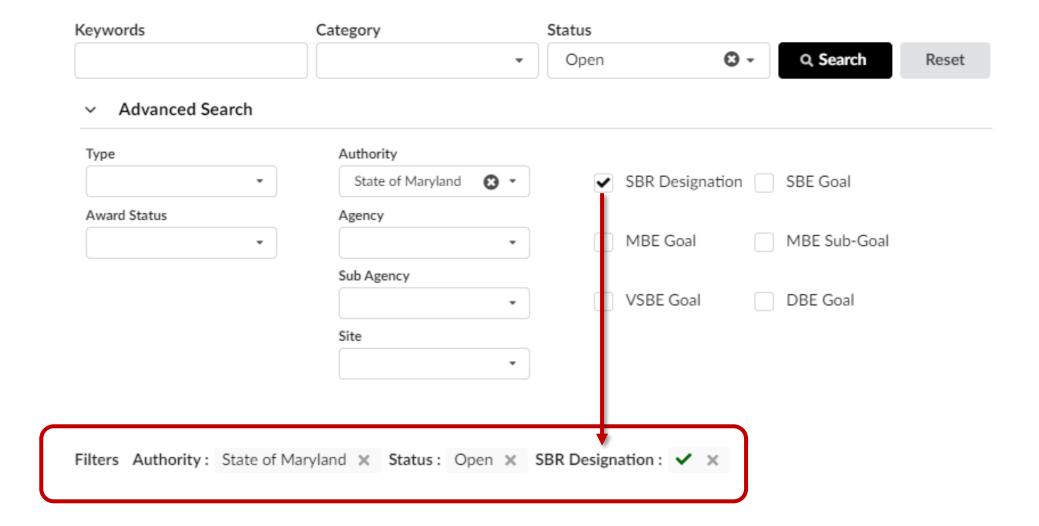






Keywords	Category		Status			
		•	Open	<b>©</b> -	Q. Search	Reset
<ul> <li>Advanced Search</li> </ul>						
Туре	Authority					
•		•	SBR Desig	gnatior	SBE Goal	
Award Status	Agency					
•		•	MBE Goa	I	MBE Sub-Goal	
	Sub Agency			Ω		
		•	VSBE Goa	al	DBE Goal	
	Site					
		*				
Filters Status: Open X						







Keywords	Category	Status	
	-	Open 8	• Q Search Reset
<ul> <li>Advanced Search</li> </ul>			
Туре	Authority		
•	State of Maryland 🔞 🔻	SBR Designation	SBE Goal
Award Status	Agency		
•	•	MBE Goal	MBE Sub-Goal
	Sub Agency		
	•	VSBE Goal	DBE Goal
	Site		
	•		
Filters Authority: State of Ma	ryland X Status: Open X	SBR Designation : 🗸 🗶	



<u>ID</u>	<u>Title</u>	<u>Status</u>	Due / Close Date	Main Category	Solicitation Type	Issuing Agency
BPM021696	On-Call Cable Installation	Open	12/18/2020	FIBER OPTIC CABLE	IFB: Invitation for Bid	Maryland Port Administration
BPM021784	P-032-204-010 Resurface Lee Property @ Gunpowder Falls State Park	Open	12/28/2020	Highway and road paving service	IFB: Invitation for Bid	Department of General Services
BPM021776	BC-205-210-003 Replacement of Storefront Entrance System @ Towson District Courthouse	Open	1/19/2021	Doors	IFB: Invitation for Bid	Department of General Services
BPM021761	Office Cleaning, Matapeake Marine Terminal, Queen Anne's County, MD	Open	12/17/2020	Cleaning and janitorial services	Quick Quote	Department of Natural Resources
BPM021759	Office Cleaning, Cambridge Marine Terminal, Dorchester County	Open	12/18/2020	Cleaning and janitorial services	Quick Quote	Department of Natural Resources
5 Result(s)						



BPM021660	Restroom Improvements - Phase 1	Open	1/14/2021	Building and Facility Construction and Maintenance Services	Public Notice	Maryland Aviation Administration
BPM021071	PENN North Metro Station Escalator Rehabilitation / Replacement	Open	1/7/2021	Escalator or walkways	RFP: Double Envelope Proposal	Maryland Department of Transportation
BPM021645	XY7225177 - Mill, Grind, Patch and Resurface Roadway Pavements at Various Locations in Wicomico County	Open	1/7/2021	Highway and road construction services	Public Notice	Maryland Department of Transportation
BPM021495	LOCATE SERVICES - Prince George's Child Support Office	Open	11/13/2020	Online database information retrieval service	Request for Information & Pricing	Department of Human Resources (DHS)
1 2	> 38 Result(s)					



## **Add to My Solicitations**

My Solicitations is a shortcut that will allow you to find solicitations you are interested in the next time you visit eMMA.

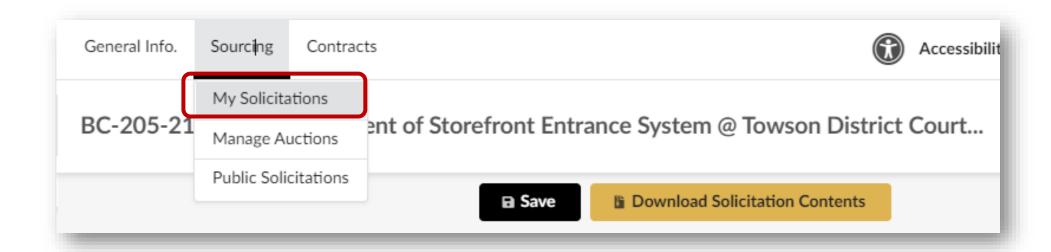


<u>ID</u>	<u>Title</u>	<u>Status</u>	Due / Close Date	Main Category	Solicitation Type	Issuing Agency
BPM021696	On-Call Cable Installation	Open	12/18/2020	FIBER OPTIC CABLE	IFB: Invitation for Bid	Maryland Port Administration
BPM021784	P-032-204-010 Resurface Lee Property @ Gunpowder Falls State Park	Open	12/28/2020	Highway and road paving service	IFB: Invitation for Bid	Department of General Services
BPM021776	BC-205-210-003 Replacement of Storefront Entrance System @ Towson District Courthouse	Open	1/19/2021	Doors	IFB: Invitation for Bid	Department of General Services
BPM021761	Office Cleaning, Matapeake Marine Terminal, Queen Anne's County, MD	Open	12/17/2020	Cleaning and janitorial services	Quick Quote	Department of Natural Resources
BPM021759	Office Cleaning, Cambridge Marine Terminal, Dorchester County	Open	12/18/2020	Cleaning and janitorial services	Quick Quote	Department of Natural Resources
5 Result(s)						

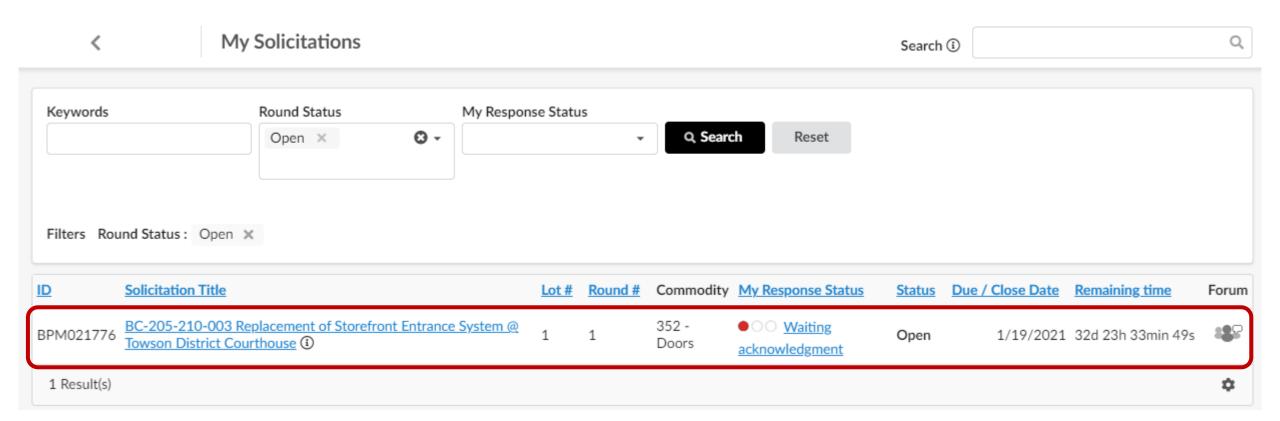


	<	BC-205-210-003 Replacement of Storefron	t Entrance	e System @ Towson	Distr	ict Co		Search ①
i	Solicitation Info			Return				
	Pricing (Ext)  Questionnaire (Ext)	Add to My Solicitations						
		Acknowledgement						
		To respond to this Solicitation, please acknowledge receip	i.					
		Title BC-205-210-003 Replacement of Storefront Entrance System @ Towson District Courthouse	ID BPM021776	Alternate ID BC-205-210-003		Round #	Status Open	
		Solicitation Type IFB: Invitation for Bid						
		Main Category						
		Doors en						











## **Acknowledge Solicitation**

Indicates you are interested in the opportunity and tags your profile so you receive notification when changes are made to the solicitation.





#### This environment is used for Training - This is not Production

✓ Contact ERVIN Cristen for vendor Lexi's Pet Supplies, LLC has been added to Solicitation.

Remaining time: 32d 23h 36min 41s - 🛕 No response has been submitted

#### Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

I acknowledge receipt of this Solicitation

×



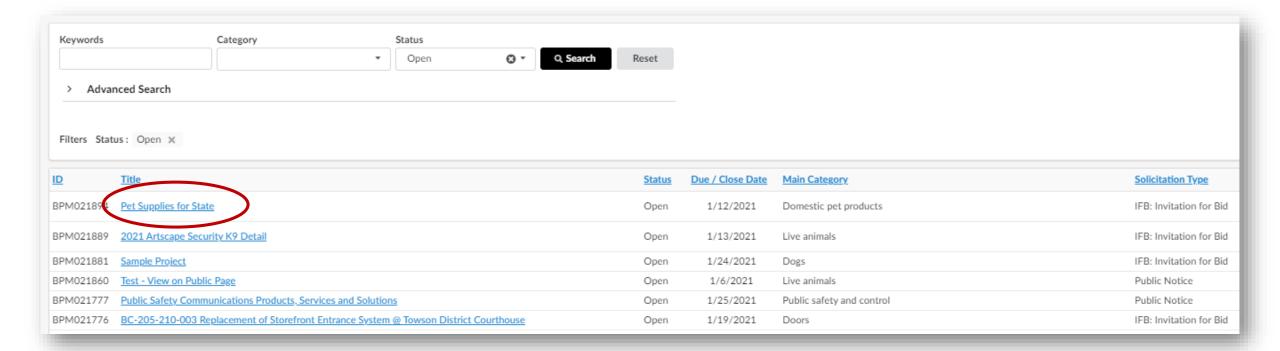
## Pet Supplies for State (BPM021894): Lot 1 / Round 1 Remaining time: 0d 02h 11min 50s - A No response has been submitted Receipt acknowledged on 1/12/2021 10:47:45 AM (your local time) Please confirm your intent to submit a response to this solicitation. WILL RESPOND: our intent is to respond to this Solicitation NOT RESPOND: we will not be able to respond to this Solicitation. Submit



## **Reviewing a Solicitation**









Title Pet Supplies for State Solicitation Type IFB: Invitation for Bid Main Category	ID Alternate ID BPM021894 Video QRG	Lot # Round # 1 1	Status Open	Due / Close Date (EST) Jan 12 2021 1:00PM
Domestic pet products en				
Issuing Agency Department of General Services en				
Procurement Officer / Buyer Email Cristen ERVIN Cristen.ervin@maryland.g	7			
Solicitation Summary This is an IFB to be used for training purposes.				
Pre-Bid Conference Date 1/12/2021 11:10:00 AM			Pre-Bid Conference Details Location: 301 W. Preston S MD 21201	treet, Mezzanine Level Conference Room, Baltimore,
Procurement Program Participation Goals  VSBE Participation (%) 5.0  MBE Participation (%) 20.0				



## Questions

Reach out to the eMMA Help Desk at emma.helpdesk@maryland.gov

## Upcoming Technical Training Classroom Webinars

### Tuesday, February 23, 2021

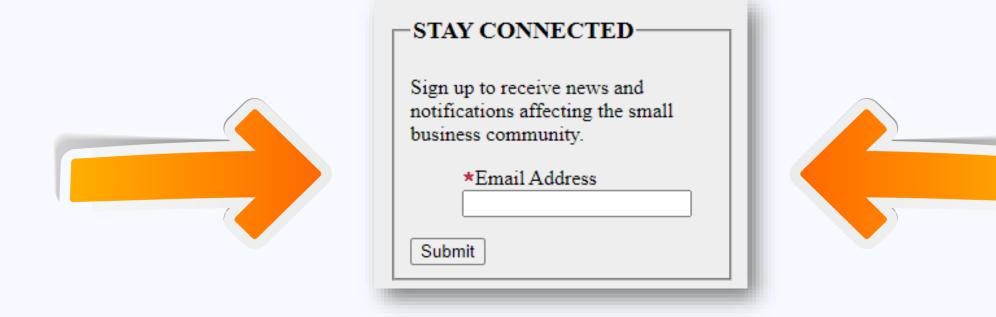
Morning Session
Subcontracting in the Minority Business Enterprise
(MBE) Program

Afternoon Session

Prime Contracting in the Small Business Reserve
(SBR) Program

# To register to receive our and notices of all upcoming classes & workshops and monthly bulletin go to <a href="https://www.goMDsmallbiz.maryland.gov">www.goMDsmallbiz.maryland.gov</a>.

410-697-9600



# Thank you!



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