eMMA Outreach Network Newsletter

October 4, 2021 | Volume 1, Number 3

"Maryland is Open for Business!"

What is Happening with eMMA Today?

What's New with Release 1.2?

What will Happen in Release 2.0?

How Can You Engage with Us?

RELEASE 1.2 KEY DATES

October eON Meeting:
Monday, October 18 from 10:00 – 11:00

Do you have any questions or concerns? Contact the eMMA Project Team at:
DGS.eMMAProjectTeam@maryland.gov

Click below to access existing training documentation:
On Demand State User Training:
https://gotostage.com/channel/emma
On Demand Vendor Training:
https://gotostage.com/channel/emmavendortraining
Quick Reference Guides (QRGs):
https://procurement.maryland.gov/emma-qrgs/
Video Training:
https://www.youtube.com/c/MDGeneralServices/playlists

What's Happening with eMMA Today (Release 1.1)?

Release 1.1

eMMA's Contracts Module, which went live in November 2020, is a centralized contract management tool that enables collaboration and enhances contract visibility and compliance. Solicitation awards issued in eMMA, regardless of Project Type, can be "flipped" into the contract module with key header information and documents being pulled into a contract workspace. When a solicitation award was not issued in the eMMA Sourcing Module, a contract workspace can be created manually, fully using the contracting process/workflow within eMMA. The Contracts Module also allows Procurement Officers the ability to:

- Create various contract types such as "Individual", "Master with Secondary Competition", "Master without Secondary Competition" and "Secondary Level Agreement"
- Attach Contract Documents
- Receive expiration or renewal date notifications
- Execute contracts electronically through DocuSign, an electronic signature tool

What's New with Release 1.2?
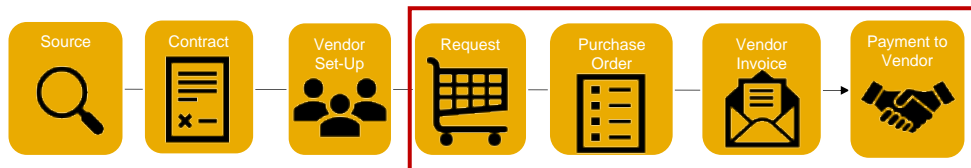
Release 1.2

In addition to internal State of Maryland employees, Vendors doing business with the State will also realize advantages in Release 1.2:

- Vendors will have the ability to self-register and will need to proactively manage their contacts to ensure accurate company information in eMMA
- The Vendor Administrator role will take on greater security responsibility, serving as the ONLY authorized representative capable of entering or changing vendor record information, including managing any certification renewals or legal documents
- A new Trusted Advisor contact/role will be REQUIRED to setup or change any banking or payment information to ensure consistency. The Trusted Advisor is a Vendor's employee or other representative
- New automated processes will include steps for the Vendor to complete, including, but not limited to: the submission of legal documents, i.e, W-9 forms, or banking information, or a copy of blank check to ensure proper routing for direct payments

What will Happen in Release 2.0?

Release 2.0

Release 2.0, which will focus on the requisitioning through payment processes, will kick off in Winter 2021. More information will be shared in future communications and newsletters.

How Can You Engage with Us?

- Complete this Form to schedule an Agency Familiarization Session: https://forms.gle/SAPiptsorC8Yhg6N6