



# Quick Reference Guide

## Vendor Bid Holders List

This Quick Reference Guide (QRG) is designed to help you understand and locate the Bid Holders List feature in eMMA. The Bid Holders List shows available contact information for any vendor who has acknowledged receipt of a solicitation. If you need help at any point, please email the eMMA helpdesk at [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov).

### Instructional Video

<Place Holder for **Instructional Video**>

### Step-by-Step Instructions

1. Log in to eMMA using your username and password.

**Note:** If you do not have an eMMA login, access public solicitations by clicking the Public Solicitations button on the right side of the screen. Proceed to **Step 5** of these instructions.

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!

Figure 1: Login space for Vendors in eMMA and Public Solicitations button.

### Access Public Solicitations to View Bid Holders List

2. Click the **Sourcing** tab at the top of the page and click on **Public Solicitations**.

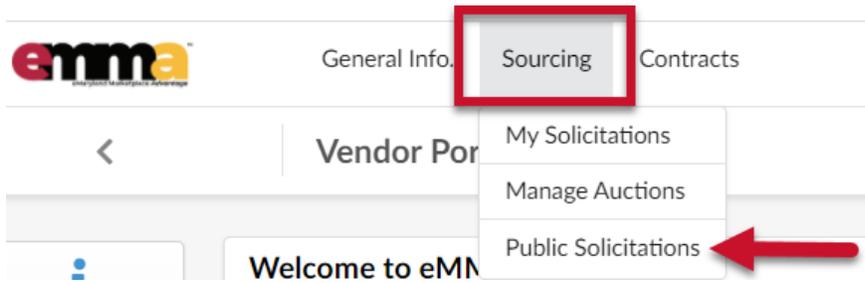


Figure 2: Sourcing Tab and the My Solicitations button.

- This will display the page showing a list of **Public Solicitations** results. You can search through these results by scrolling down the page and look for the solicitations that you are interested in.

ID	Title	Status	Due / Close Date	Main Category
BPM021696	<a href="#">On-Call Cable Installation</a>	Open	12/18/2020	FIBER OPTIC CABLE
BPM021643	<a href="#">Emergency Identity Verification Service</a>	Open	12/3/2020	Software
BPM021803	<a href="#">Request for Proposals No. 08-2021 Landscape Maintenance</a>	Open	12/23/2020	Landscaping services
BPM021494	<a href="#">AMENDMENT #1 - LOCATE SERVICES - Montgomery County Local Child Support Office</a>	Open	12/14/2020	Online database information retrieval service
BPM021451	<a href="#">AMENDMENT #1 - LOCATE Services - Baltimore County Child Support Office</a>	Open	12/14/2020	Online database information retrieval service
BPM021802	<a href="#">Critical Allied Health Simulation Equipment Project</a>	Open	12/4/2020	Medical Equipment and Accessories and Supplies
BPM021792	<a href="#">Registered Nurse Case Manager/ Delegating Nurse to Complete the Health Risk Tool</a>	Open	12/10/2020	Healthcare Services
BPM021800	<a href="#">D7070062 Construction Trailer Rentals</a>	Open	12/2/2020	Construction machinery and equipment rental or leasing services
BPM021801	<a href="#">Park Plant Flow Meter Replacement</a>	Open	12/22/2020	Water and wastewater treatment supply and disposal

Figure 3: The list of Public Solicitations page in eMMA

- At the top of the page, you will see the search filter where you can expand your search.

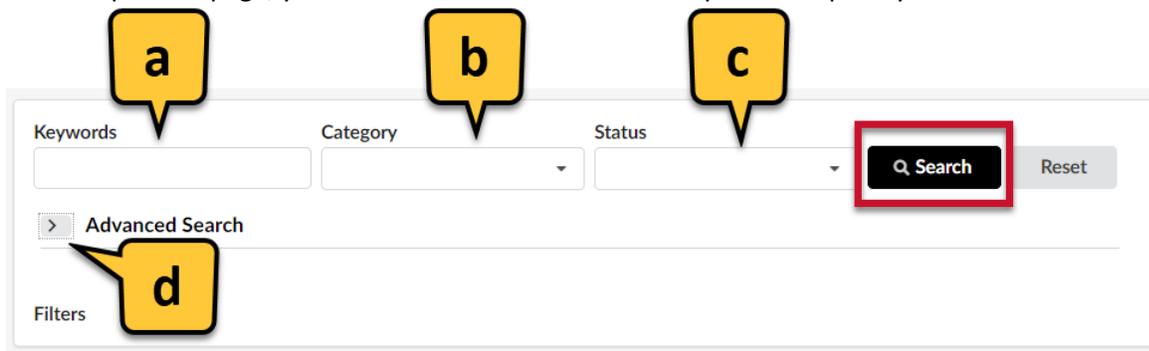


Figure 4: Search filters and search button.

- Keywords:** You can type in the keywords associated to solicitation you are interested in.

- b. **Category:** Here you can select the commodities you are interested in. **NOTE:** Click See All in the menu to view all the options and categories.
- c. **Status:** Options include, Open, Closed, and Response Open.
- d. **Advanced Search:** Click the down-arrow > to view the extra filters.



Figure 5: Advanced Search options and filters.

- a. **Type:** Select from different types of solicitations.
- b. **Award Status:** Approval in Progress, In Progress, Awarded, Resolicited, Canceled, and Apparent Awardee Approved.
- c. **Authority:** Select between, State and Community Colleges, Local Government and Municipalities, State of Maryland, and University System of Maryland.
- d. **Agency:** Select the Agency you are interested in.
- e. **Sub Agency:** Select the Sub Agency you are interested in.
- f. **Site:** Choose the site you are interested in.
- g. **Filter Check Boxes:** Options include SBR Designation, SBE Goal, MBE Goal, MBE Sub-Goal, VSBE Goal, and DBE Goal.

- 5. Locate your solicitation by finding the **BPM ID** and clicking the **Title** of the solicitation.

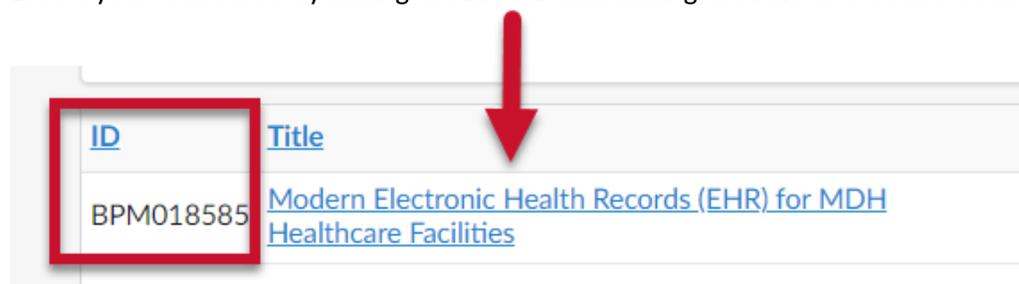


Figure 6: BPM ID and Title of the solicitation.

- 6. Click **View** under **Bid Holders List** column.

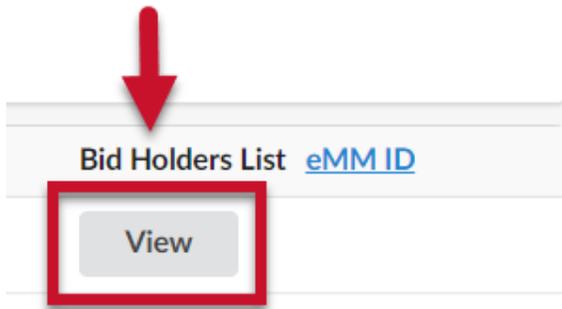


Figure 7: View button.

7. A pop-up box will open showing all vendors who are on the **Bid Holders List** like the example below. Results may vary and cannot be saved, exported, or downloaded. **NOTE:** Vendors who acknowledge receipt of a solicitation appear on the Bid Holders List.

Vendor Bidding Information								
Company Name	Company Address	City	State	Vendor Contact	Company Phone #	Email	Web Site	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

Figure 8: Vendor Bidding Information pop up window.