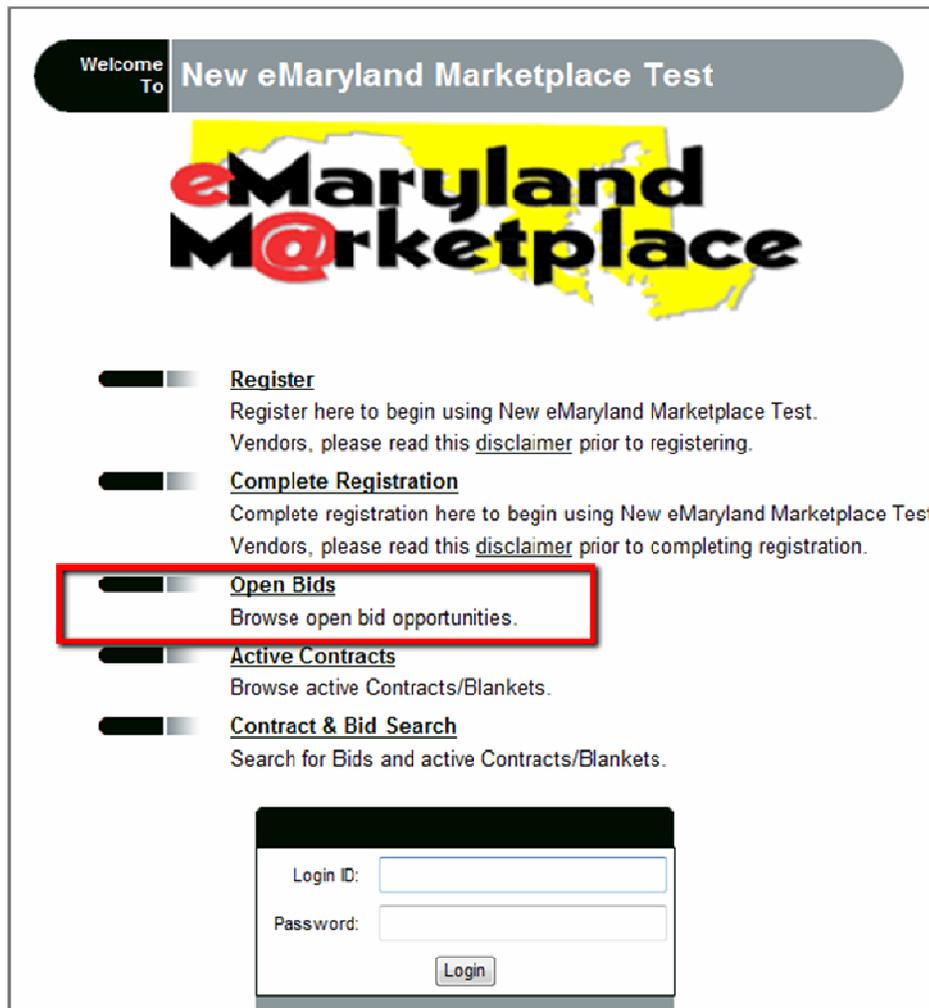


Responding to Bids Online

This Quick Reference Guide is intended to instruct vendors on how to view and respond to bid opportunities online in the new eMaryland Marketplace system.

Viewing Bid Opportunities

- Click Open Bids on the Login screen.



- Open Bid opportunities will be listed.
- You can filter the list by category, if desired.

Open Bids

Show Bids for Category: All

Select a category and click "Go" to narrow the list of Bids shown.

Bid(6)

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
AGENCY12-000053		Test User 24	Projection Screen	Open Market	12/16/2011 02:00:00 PM	
AGENCY12-000043		Test User 17	clone for cathy	Open Market	11/30/2011 10:03:00 AM	
AGENCY12-000035		Administrator System	test	Open Market	11/30/2011 10:02:00 PM	
AGENCY12-000030		Test User 12	food services	Open Market	11/13/2012 02:35:00 PM	
AGENCY12-000008		Test User 2	Winterized Boots	Open Market	11/30/2011 10:45:00 AM	
AGENCY12-000001		Administrator System	test	Open Market	11/30/2011 12:00:00 PM	

- Upon clicking a Bid, a screen appears alerting you that you must log in to acknowledge the Bid and receive future correspondence about it.
- Click **Proceed**.

Acknowledge Receipt and View Solicitation

Bid # AGENCY12-000053
 Bid Description Projection Screen

To acknowledge a Bid and receive future correspondence about it, you must be registered and logged in. To simply view the Bid, click "Proceed" below.

- The details about the Bid opportunity will appear.

Bid Solicitation: AGENCY12-000053

Header Information

Bid Number: AGENCY12-000053	Description: Projection Screen	Bid Opening Date: 12/16/2011 02:00:00 PM
Purchaser: Test User 24	Organization: Test Organization	
Department: TEST - Test Department	Location: TEST - Test Location	
Fiscal Year: 12	Type Code: IB - Invitation to Bid (TB)	Allow Electronic Quote: Yes
Alternate Id:	Required Date: 12/19/2011	Available Date : 11/17/2010 02:00:00 PM
Info Contact: Walter Johnson	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Open Market		

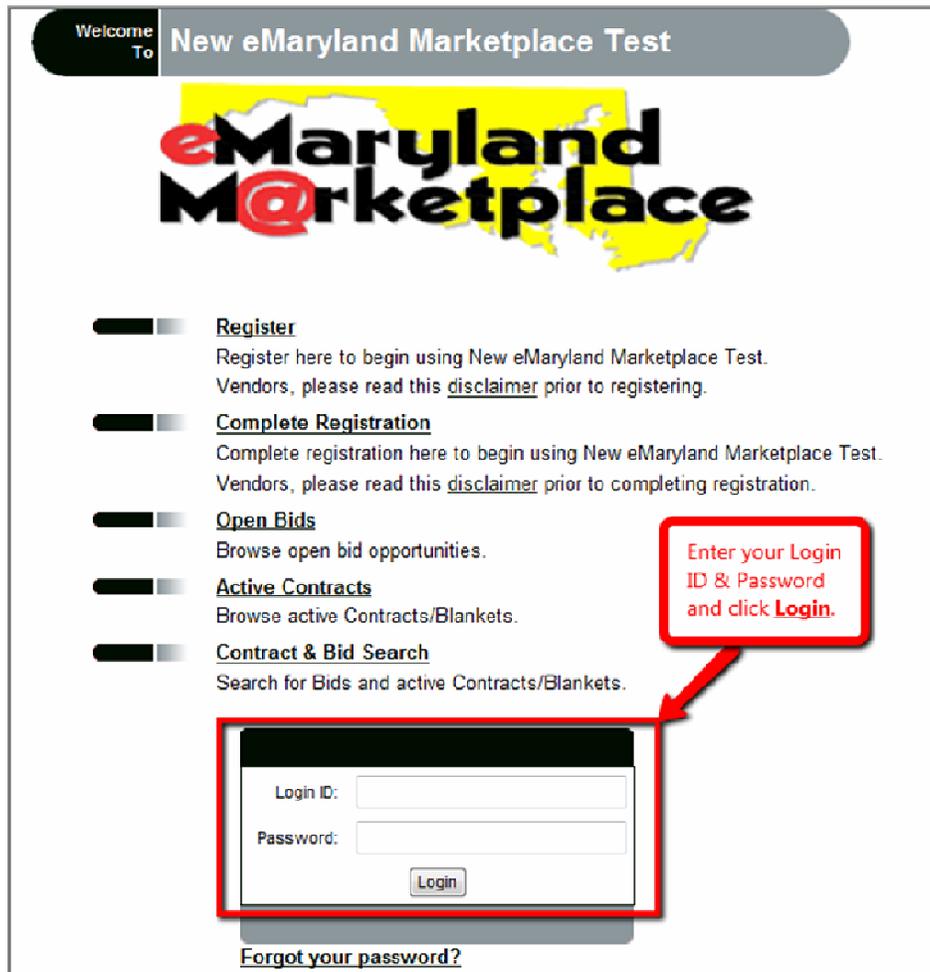
Pre Bid Conference: November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation.

Bulletin Desc: Purchase, delivery and installation of projection screen

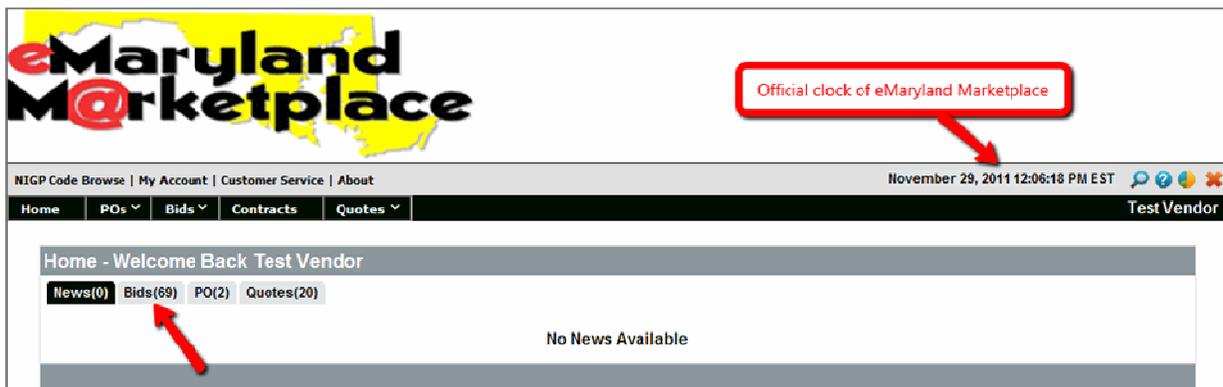
- Click the **Exit** buttons on the bottom of the screen until you get back to the Login screen.

Responding to a Bid Opportunity Online

- Log in to eMaryland Marketplace with your Login ID and Password.



- The vendor Home page will appear.
- Click the **Bids** tab below the “Home – Welcome Back (Your Name)” section.



- Scroll down to the “Open Bids” section. This lists the same Bid opportunities as were visible from the Login Screen.
- Click the link in the **Bid#** column for the Bid you would like to respond to.
- If your Bid doesn’t appear listed, click the **View More** link at the bottom of this section.

Home - Welcome Back Test Vendor

News(0) **Bids(68)** [Notes\(18\)](#)

Request for Revision

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00000083-R1	Maryland Department of General Services	MDH0012-000073	11/22/2011 12:23:00 PM	11/22/2011 12:05:41 PM
00000086-R1	Maryland Department of General Services	MDH0012-000070	11/22/2011 12:23:00 PM	11/22/2011 12:04:29 PM

Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
AGENCY12-000002	Test Organization		Test User	Inmate Payphone Services	11/09/2011 05:08:00 AM	
AGENCY12-000011	Test Organization		Chris Kennedy	Consulting Services	11/08/2011 10:00:00 AM	
AGENCY12-000013	Test Organization		Administrator System	Parachutes	11/10/2011 04:44:00 AM	
AGENCY12-000015	Test Organization		Test User 7	Legal Services	11/15/2011 03:30:00 PM	
AGENCY12-000044	Test Organization		Chris Kennedy	Consulting Services	11/15/2011 11:29:00 AM	

[View More...](#)

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction	Bid Holder
AGENCY12-000053	Test Organization		Test User 24	Projection Screen	12/16/2011 02:00:00 PM	View	Create Quote	
AGENCY12-000043	Test Organization		Test User 17	clone for cathy	11/30/2011 10:03:00 AM	View	Create Quote	
AGENCY12-000035	Test Organization		Administrator System	test	11/30/2011 10:02:00 PM	View	Create Quote	
AGENCY12-000030	Test Organization		Test User 12	food services	11/13/2012 02:35:00 PM	View	Create Quote	
AGENCY12-000008	Test Organization		Test User 2	Winterized Boots	11/30/2011 10:45:00 AM	View	00000002 Create Quote	

[View More...](#)

- The **Acknowledge Receipt and View Solicitation** screen will appear.
- This screen enables you to get on the list to receive future notifications about it.
- Click **Yes** to do so.

Acknowledge Receipt and View Solicitation

Bid # AGENCY12-000053

Bid Description Projection Screen

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

- The details about the Bid opportunity will appear.

- Note the highlighted fields below.
- Download all attachments listed and review them thoroughly.

Bid Solicitation: AGENCY12-000053

Header Information			
Bid Number: AGENCY12-000053	Description: Projection Screen	Bid Opening Date: 12/16/2011 02:00:00 PM	Due Date
Purchaser: Test User 24	Organization: Test Organization	Allow Electronic Quote: Yes	Online responses
Department: TEST - Test Department	Location: TEST - Test Location	Available Date : 11/17/2010 02:00:00 PM	
Fiscal Year: 12	Type Code: IB - Invitation to Bid (ITB)	Informal Bid Flag: No	
Alternate Id:	Required Date: 12/19/2011		
Info Contact: Walter Johnson	Bid Type: OPEN		
Purchase Method: Open Market			
Pre Bid Conference: November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation.			
Bulletin Desc: Purchase, delivery and installation of projection screen			

Pre Bid Conference info **Scroll down**

- Scroll down to the bottom of the screen.
- Click the **Create Quote** button to create an online response.

NOTE: This button will not appear if you online responses were not allowed by the buyer.

Item Information

Item # 1: (840 - 67) Digital Video Recorder

NGP Code: 840-67
Video Camera Recorders, Digital Type

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
10.0		EA - Each				

Manufacturer: _____ Brand: _____ Model: _____
Make: _____ Packaging: _____

Create an online response

Print Page **Create Quote** Bid Q & A Exit

- The **General** tab of the New Quote document will appear.
- Click **Save & Continue** on the bottom of the screen.

New Quote

General | ~~Subcontractors~~ | ~~Notes~~ | ~~Terms & Conditions~~ | ~~Attachments~~ | ~~Summary~~ | ~~Back to Bid~~

Quote #: Bid #: AGENCY12-000035

Organization: Test Organization

Status: In progress Description*: test

Delivery Days: 0 Discount Percent: 0.0 %

Is "No Bid": Alternate Bid:

Shipping Terms: Cost and Freight Freight Terms: Freight Allowed

Ship Via Terms: Best Way Payment Terms: Net 30

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated: User Last Updated:

Save & Continue

- The screen will refresh.
- A number will be assigned to the Quote document along the top.
- Red “Quote Validation Errors” will appear detailing what information must be completed before the response can be submitted.

Quote 0000093 - Test Vendor

General | ~~Subcontractors~~ | ~~Notes~~ | **Terms & Conditions** | ~~Attachments~~ | ~~Summary~~ | ~~Back to Bid~~

Quote Validation Errors

- Terms & Conditions is not acknowledged. **This error is eliminated from the Terms & Conditions tab.**

Quote Validation Warnings

- Your quote has not been submitted.

Quote #: 0000093 Bid #: AGENCY12-000035

Organization: Test Organization

Status: In progress Description*: test

Delivery Days: 0 Discount Percent: 0.0 %

Is "No Bid": Alternate Bid:

Shipping Terms: Cost and Freight Freight Terms: Freight Allowed

Ship Via Terms: Best Way Payment Terms: Net 30

Promised Date: (MM/DD/YYYY)

Info Contact:

Comments:

Date Last Updated: 11/30/2011 10:58:57 AM User Last Updated: Test Vendor

Save & Continue

- Click the **Items** tab.
- Enter a **Unit Cost** for each item you would like to bid on.
- NOTE: Alternate Descriptions are often not allowed. Providing one may result in your response being deemed non-responsive and not considered for award. Read all attached documentation on the Bid before using this field.
- Click **Save & Continue**.

Quote 0000093 - Test Vendor

General **Items** Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

General Notes

Sort by Column: Print Sequence Sort Descending

Item #	Print Sequence	Questions Exist	Description									
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1	1.0	No	meals	5.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:												
Quote Response Total										\$0.00		

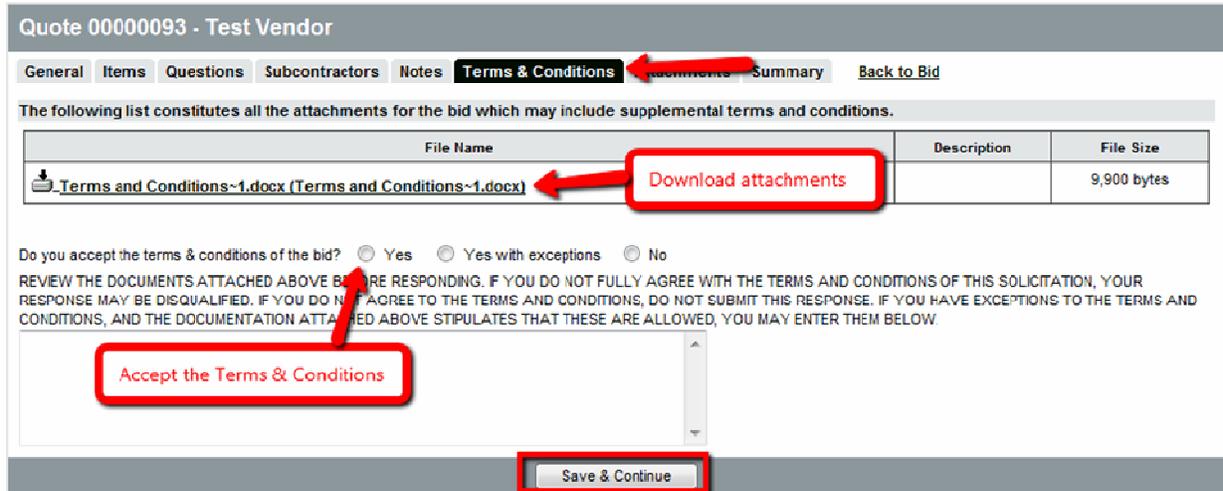
- Click the **Questions** tab.
- Any Questions set up by the buyer will appear.
- Provide a response to each Question.
- Click **Save & Continue**.

Quote 0000095 - Test Vendor

General **Items** **Questions** Notes Terms & Conditions Attachments Summary Back to Bid

Question #	Required	Question	Response
1	Yes	Are you certified?	<input type="radio"/> Yes <input type="radio"/> No
2	Yes	How many years of experience do you have?	

- Generally the Subcontractors tab will NOT be used. Subcontractor requirements will be outlined in the documentation attached to the Bid document. **Please review these documents for subcontractor requirements.**
- Click the **Terms & Conditions** tab.
- Each of the documents attached by the buyer will appear listed.
- Click **Yes** to accept the terms and conditions.
- If you click **Yes with exceptions** or **No**, you will be forced to enter a comment below.
- NOTE: Answering **Yes with exceptions** or **No** may result in your response being deemed non-responsive and not considered for award. Please review all attached documentation thoroughly prior to providing a response regarding the Terms & Conditions.
- Click **Save & Continue**.



- Click the **Attachments** tab.
- You can attach files to your response from here.



- Select the **Summary** tab.

- You will be able to view all of the information entered on the previous tabs.
- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.
- Once able, click the **Submit Quote** button on the bottom of the screen.
- You now have a submitted response. Note that you can return to review your response at any time and it will NOT withdraw your response automatically like the old eMM.
- Also note that if you need to make changes to your response, you can do so at your leisure until the Bid Opening Date/Time (Due Date/Time) is reached by clicking the **Withdraw Quote** button on the bottom of the Summary tab. **You must re-submit your response if you withdraw it.**

Quote 00000093 - Test Vendor

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) **Summary**

Overall Validation Warnings

- Your quote has not been submitted.

Warning message that the response is not yet submitted.

Header Information

Quote #: 00000093 Bid #: AGENCY12-000035 Status: In progress

Organization: Test Organization

Description: test Delivery Days: 0 Discount Percent: 0.0

Bid Flag: Alternat Bid: No Shipping Terms: Cost and Freight

Freight Terms: Freight Allowed Ship Via Terms: Best Way Payment Term: Net 30

Promised Date Info Contact: Quote Total \$0.00

Comment:

Date Last Updated: 11/30/2011 11:51:36 AM User last Updated: Test Vendor

Vendor accepts the terms & conditions with no exceptions.

Attachments: Checklist.docx

Item Information

Print Sequence # 1.0 : (963 - 47) meals

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
5.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

Print Submit Quote Cancel Quote