



Government User Quick Reference Guide

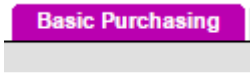
Bid Evaluation & Award

This Quick Reference Guide provides instructions for evaluating and awarding a bid in eMaryland Marketplace.

Contents

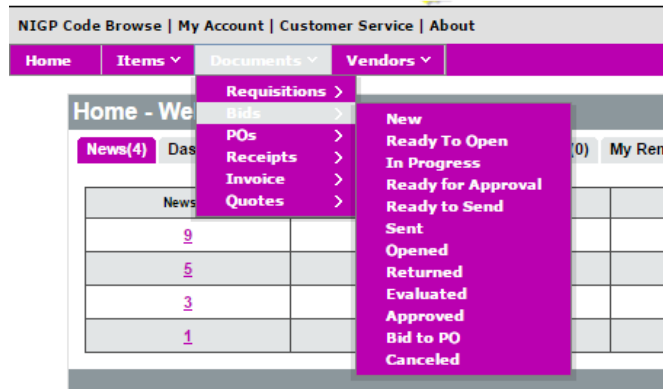
Locating Your Bid	2
Reviewing the Bid Responses	4
Quotes Tab	4
Revisions Tab	4
Items Tab	5
Header Questions Tab	5
Subcontractors Tab	5
Routing Tab	5
Attachments Tab	5
Score Tab	5
Summary Tab	6
Awarding Bids	7


Log onto eMaryland Marketplace and select the Basic Purchasing tab. If this is the only user role assigned to you, this tab will already be selected

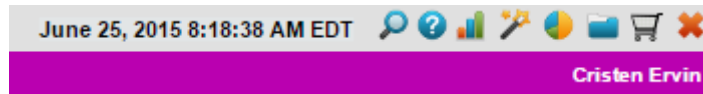


Locating Your Bid in eMaryland Marketplace

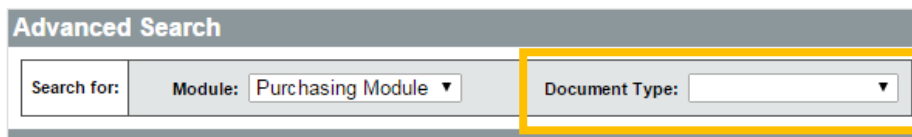
Locate your bid in eMaryland Marketplace. There are several ways to accomplish this. Search Option #1 - You may use the Documents drop-down menu to open a list of bids in a specific status.



Search Option #2 – Use the  icon (located in the upper right of your screen) to perform an advanced search.



From the Advanced Search box, select Bids in the Document Type box.



The Advanced Search box will expand providing a variety of search criteria options.

Advanced Search

Search for: Module: **Purchasing Module** Document Type: **Bids**

Search Using: **ALL of the criteria**

Search Fields:

Bid # Bid Opening Date(MM/DD/YYYY)

Bid Description Purchaser

Current Major Status Alternate Id

Current Minor Status

Organization

Department

Location

Type Code

Catalog

Purchase Method Entered Date(MM/DD/YYYY)

Required Date(MM/DD/YYYY) Update Date(MM/DD/YYYY)

NIGP Class

NIGP Item

Commodity Code Stock Item Number

Enter the search criteria you would like to use to locate your bid. You may enter as few or as many criteria as you would like to expand or narrow your search results. Select Find It when all criteria are entered.

Once you perform your search, your results will display.

Results

Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
MDDGS31016132	Training Bid for eMM Users		Open Market		Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	In Progress	
MDDGS31016131	Artificial Plants - Training		Open Market	06/05/2015 09:18:00 AM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Sent	
MDDGS31016130	Training Bid 1		Open Market	06/04/2015 12:00:00 PM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Opened	
MDDGS31016059	T-shirts - all sizes	MDDGS14-003452	Open Market	04/20/2015 11:15:00 AM	Maryland Department of General Services	00117 / 00117	Cristen Ervin	\$0.00	Bid to PO	0011T0000
MDDGS31015693	Training Bid for eMM Users		Open Market	11/30/2014 10:25:00 AM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	In Progress	

If the bid you are searching for did not display in your results, go back, revise your search criteria, and perform the search again.

Select the Bid # link next to the bid you would like to open and review.

Reviewing Bid Responses

After selecting the bid # for the bid you would like to open, the bid will display on the screen.

Open Market Bid MDDGS31016130 Status: 2BO - Opened

General | Items | Address | Accounting | Routing | Attachments(1) | Notes(1) | Bidders | Questions | Amendments(1) | Q & A | Reminders(1) | Summary

Bid Number:	MDDGS31016130	Description:	Training Bid 1
Status:	2BO - Opened	Purchaser:	Cristen Ervin
How Solicited:	Email	Type Code:	
Department:	00115 - OFFICE OF BUSINESS PROGRAMS	Fiscal Year:	2014
Location:	M8 - OFFICE OF BUSINESS PROGRAMS	Organization:	Maryland Department of General Services
Show on Web:	<input checked="" type="checkbox"/>	Allow Electronic Response:	<input checked="" type="checkbox"/>
Required Date:		Bid Opening Date:	06/04/2015 12:00:00 PM
Available Date:	05/14/2015 04:00:00 PM	Purge Date:	
Bid Type:	Open Bid	Informal Bid:	<input type="checkbox"/>
Control Code:		Estimated Cost:	\$0.00
Print Dest Detail:		Alternate ID:	
Purchase Method:	Open Market	Print Format: *	Bid Print New
Tax Rate:		Solicitation Enabled:	No
Item Single Award Only:	<input type="checkbox"/>		
Info Contact:	Procurement Officer Contact Information		
Pre-Bid Conference:	Pre-Bid Information: Date, Time, Location, RSV/P, Instructions		
Bulletin Desc:	Description of Bid		
Quote Notification:	<input type="checkbox"/>		
Date Last Updated:	06/04/2015 11:28:16 AM	User last Updated:	Cristen Ervin

[Save & Continue](#)

Select the Summary tab.

General | Items | Address | Accounting | Routing | Attachments(1) | Notes(1) | Bidders | Questions | Amendments(1) | Q & A | Reminders(1) | **Summary**

Scroll to the bottom of the screen and select **Bid Tab**.

Bid Tab | Cancel Bid | Clone Bid | View Quote History | Print

The Bid Tabulation screen will open.

Quotes Tab

From the Quotes tab, you can view a list of quotes that have been received. To view detailed quote information, click the Quote # or the View Quote link next to the quote you would like to review. The quote will display in a pop-up window.

Bid Tabulation for Bid #MDDGS31016130

Quotes | Revisions | Items | Header Questions | Subcontractors | Routing | Attachments | Score | Summary | [Back to Bid](#)

Total Number of Submitted Quotes: 2

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00017368	Training Bid 1	00020478	Training Vendor	06/04/2015 09:59:52 AM	View Quote
00017369	Training Bid 1	00020489	Training Vendor	06/03/2015 03:09:00 PM	View Quote

[Create New Quote](#)

Revisions Tab

The Revisions tab is used to ask a vendor for a quote revision or a best and final offer.

Note: If you have requested a revision, you must close the revision process prior to continuing the bid evaluation process.

Items Tab

The items tab is a view of all quotes received. If numerous quotes are received, you may need to view additional pages to view all quotes.

The tab will automatically evaluate the bids and signify the lowest quote with an asterisks (**).

Quotes Revisions **Items** Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Bid Award Validation Warnings
 • The following items are not awarded: [1, 2, 3, 4]

of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 4 Total Awardable Quote Count: 3 Bid Status: 2B0 - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	(00020489) Training Vendor <Quote: 00017268> (Incomplete)	(00020477) Training Vendor <Quote: 00017368-R2>	(00020490) Training Vendor 2 <Quote: 00017371>
<input type="checkbox"/>	12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 - View Detail Item #1 Print Sequence:1.0 Status:2B0 - Opened Quantity:5.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$30.00 Discount: 0% **	<input type="checkbox"/> \$50.00 Discount: 0%
<input type="checkbox"/>	Rectangular sheet cake to serve 40 people. Vanilla with chocolate frosting. Piping on top in yellow to read: "Thank You." - View Detail Item #2 Print Sequence:2.0 Status:2B0 - Opened Quantity:2.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$25.00 Discount: 0% **	<input type="checkbox"/> \$44.00 Discount: 0%
<input type="checkbox"/>	Standard size cupcakes. Red velvet with cream cheese frosting. No additional decorations. Item #3 Print Sequence:3.0 Status:2B0 - Opened Quantity:40.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$1.25 Discount: 0% **	<input type="checkbox"/> \$1.50 Discount: 0%
<input type="checkbox"/>	Standard size cupcakes. Vanilla bean cupcake with a white chocolate buttercream frosting. No additional decorations. Item #4 Print Sequence:4.0 Status:2B0 - Opened Quantity:40.0 Uom:EA Item Questions	No Bid NB	<input type="checkbox"/> \$1.50 Discount: 0%	<input type="checkbox"/> \$1.75 Discount: 0%
	Totals: \$ Vendor Gross Total: \$0.00 \$ Vendor Discount: \$0.00 \$ Vendor Net Total: \$0.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: ** \$0.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$0.00		\$310.00 \$0.00 \$310.00 \$0.00 \$310.00 \$0.00 \$0.00	\$518.00 \$0.00 \$518.00 \$0.00 \$518.00 \$0.00 \$0.00
	Event Codes:	NI		
	Pref Codes:			
	Award/Unaward All:		<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

Header Questions Tab

The Header Questions tab allows you to view the responses attached to the solicitation.

Subcontractors Tab

If the vendor has filled out information pertaining to subcontractors, you may view it here.

Routing Tab

Not currently used.

Attachments Tab

View submitted attachments.

Score Tab

The Score tab allows buyers to assess the bids that have been submitted based on criteria the agency establishes. Once the criteria are established, the purchaser forwards a request to a group of approvers who use those criteria to score the bid.

Scoring criteria is based on weighting system of a 100% total, meaning that, each criterion you setup will have an importance value (or "weight") assigned to it as a percent, and the total of all criteria combined will equal exactly 100%. The scores against those weights are recorded numerically 1-99.

There are three sub tabs to the Score tab within the bid:

Maintain Tab – Where the buyer builds the scorecard with criteria, weights and selects scorers.

The screenshot shows two forms within a 'Score' tab. The first form, 'Scorecard Creation/Maintenance', has a table with columns for 'Scoring Component Description', 'Weight', and 'Delete'. A text input field is under 'Scoring Component Description', and a numeric input field with '0.0' is under 'Weight'. Below the table, there are checkboxes for 'Hide pricing from scorers', 'Display scoring summary to scorers', and 'Display scoring detail to scorers'. The second form, 'Scorer Creation/Maintenance', has a 'ScorerName' dropdown menu and a 'Delete' checkbox.

Scoring Component Description – The criteria you want the scorers to score.

Weight – Importance, measured by percentage.

Display Pricing – Select to display the pricing to scorers.

Display Scoring Summary – Select to display scoring summary to scorers.

Display Scoring Detail – Select to display scoring detail to scorers.

Scorer Name – User you wish to designate as a scorer for this bid.

ScoreEntry Tab – Where the scorers enter the scores for the vendors.

The screenshot shows the 'ScoreEntry' tab with an error message: 'ERROR Your changes cannot be saved because of the following reasons: • ScoreCard is required.' Below the error, it says 'There is no ScoreCard.' and 'Scorer Notes for Bid'. There is a table with columns 'Note Date' and 'Note' and a text input field for the note.

ScoreSummary Tab – The tabulation of those scores.

Summary Tab

Details of the bid will show on the Summary Tab after the bid as been awarded on the Items tab. If any changes need to be made, return to the tab containing the information to be changed.

Awarding the Bid

Bids are awarded when the status reads "Bid to PO".

Select the Items tab.

All bidder responses will be displayed, including vendors who selected "No Bid". The system will evaluate price responses and signify the lowest quote with an asterisks (**).

Quotes Revisions **Items** Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Bid Award Validation Warnings
 The following items are not awarded [1, 2, 3, 4].

of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 4 Total Awardable Quote Count: 3 Bid Status: 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	(00020478) Training Vendor <Quote: 00017368-R2> [Incomplete]	(00020478) Training Vendor <Quote: 00017368-R2>	(00020490) Training Vendor 2 <Quote: 00017371>
<input type="checkbox"/>	12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 - View Detail Item #1 Print Sequence:1.0 Status:2BO - Opened Quantity:5.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$30.00 Discount: 0% **	<input type="checkbox"/> \$60.00 Discount: 0%
<input type="checkbox"/>	Rectangular sheet cake to serve 40 people. Vanilla with chocolate frosting. Piping on top in yellow to read: "Thank You" - View Detail Item #2 Print Sequence:2.0 Status:2BO - Opened Quantity:2.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$25.00 Discount: 0% **	<input type="checkbox"/> \$44.00 Discount: 0%
<input type="checkbox"/>	Standard size cupcakes. Red velvet with cream cheese frosting. No additional decorations. Item #3 Print Sequence:3.0 Status:2BO - Opened Quantity:40.0 Uom:EA	No Bid NB	<input type="checkbox"/> \$1.25 Discount: 0% **	<input type="checkbox"/> \$1.50 Discount: 0%
<input type="checkbox"/>	Standard size cupcakes. Vanilla bean cupcake with a white chocolate buttercream frosting. No additional decorations. Item #4 Print Sequence:4.0 Status:2BO - Opened Quantity:40.0 Uom:EA Item Questions	No Bid NB	<input type="checkbox"/> \$1.50 Discount: 0%	<input type="checkbox"/> \$1.75 Discount: 0%
	Totals: \$ Vendor Gross Total: \$0.00 \$ Vendor Discount: \$0.00 \$ Vendor Net Total: \$0.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: ** \$0.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$0.00		\$310.00 \$0.00 \$310.00 \$0.00 \$310.00 \$0.00 \$0.00	\$518.00 \$0.00 \$518.00 \$0.00 \$518.00 \$0.00 \$0.00
	Eval Codes:	NI		
	Pref Codes:			
	Award/Unaward All:		<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

You have the ability to award line item by line item or award the entire bid to a single vendor. To award line item by line item, click the box next to the items you would like to award to each vendor.

To award the entire bid to a single vendor, you select each box individually or select the Award All button below that vendor.

(00020478) Training Vendor <Quote: 00017368-R2>	(00020490) Training Vendor 2 <Quote: 00017371>
<input type="checkbox"/> \$30.00 Discount: 0% **	<input type="checkbox"/> \$60.00 Discount: 0%
<input type="checkbox"/> \$25.00 Discount: 0% **	<input type="checkbox"/> \$44.00 Discount: 0%
<input type="checkbox"/> \$1.25 Discount: 0%	<input type="checkbox"/> \$1.50 Discount: 0%
<input type="checkbox"/> \$1.50 Discount: 0%	<input type="checkbox"/> \$1.75 Discount: 0%
\$310.00 \$0.00 \$310.00 \$0.00 \$310.00 \$0.00 \$0.00	\$518.00 \$0.00 \$518.00 \$0.00 \$518.00 \$0.00 \$0.00
<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>

Once you select your awards, a check mark will populate the box next to each line item for the vendor selected for award.

(00020478) Training Vendor <Quote: 00017368-RZ>	(00020490) Training Vendor 2 <Quote: 00017371>
<input checked="" type="checkbox"/> \$30.00 Discount: 0%	<input type="checkbox"/> \$60.00 Discount: 0%
<input checked="" type="checkbox"/> \$25.00 Discount: 0%	<input type="checkbox"/> \$44.00 Discount: 0%
<input checked="" type="checkbox"/> \$1.25 Discount: 0%	<input type="checkbox"/> \$1.50 Discount: 0%
<input checked="" type="checkbox"/> \$1.50 Discount: 0%	<input type="checkbox"/> \$1.75 Discount: 0%
\$310.00	\$518.00
\$0.00	\$0.00
\$310.00	\$518.00
\$0.00	\$0.00
\$310.00	\$518.00
\$0.00	\$0.00
\$310.00	\$0.00
<input type="button" value="Award All"/> <input type="button" value="Unaward All"/>	

Select **Save & Continue** from the bottom of the screen (you may need to scroll down until you get to the bottom).

Select the Summary Tab.

The summary tab will now populate with the awarded vendor(s).

Quotes | Revisions | Items | Header Questions | Subcontractors | Routing | Attachments | Score | **Summary** | Back to Bid

Bid Tabulation Information

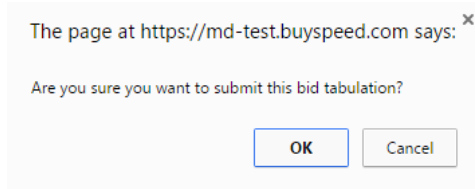
Total Item Count: 4 Total Awarded Quote Count: 1 Bid Status: ZBO - Bid Opened (Quotes received and opened. Ready for tabulation)

Canceled	Item Info/Quote Info	(00020478) Training Vendor <Quote: 00017368-RZ>
	12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 ...View Detail Item #1 - Print Sequence:1.0 Status:ZBO - Opened Quantity:5.0 Uom:EA	<input checked="" type="checkbox"/> \$30.00 Discount: 0%
	Rectangular sheet cake to serve 40 people. Vanilla with chocolate frosting. Piping on top in yellow to read: "Thank You." ...View Detail Item #2 - Print Sequence:2.0 Status:ZBO - Opened Quantity:2.0 Uom:EA	<input checked="" type="checkbox"/> \$25.00 Discount: 0%
	Standard size cupcakes. Red velvet with cream cheese frosting. No additional decorations. Item #3 - Print Sequence:3.0 Status:ZBO - Opened Quantity:40.0 Uom:EA	<input checked="" type="checkbox"/> \$1.25 Discount: 0%
	Standard size cupcakes. Vanilla bean cupcake with a white chocolate buttercream frosting. No additional decorations. Item #4 - Print Sequence:4.0 Status:ZBO - Opened Quantity:40.0 Uom:EA Item Questions	<input checked="" type="checkbox"/> \$1.50 Discount: 0%
	Totals: \$ Vendor Gross Total \$ Vendor Discount \$ Vendor Net Total \$ Preference Discount \$ Evaluation Total \$ Vendor Freight \$ Awarded	\$310.00 \$0.00 \$310.00 \$0.00 \$310.00 \$0.00 \$310.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:
** = Low Item Price

Click **Submit for Approval**.

You will be asked if you are sure you want to submit this bid tabulation. Click **OK**.



You may select automatic approval to self-approve or select users for approval.

Open Market Bid MDDGS31016130 Status: ZBO - Opened

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver:

Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.

Click **Save & Continue**.

The bid tabulation summary will display.

At the bottom of the screen click **Create PO**.

Bid Tabulation for Bid #MDDGS31016130

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score **Summary** Back to Bid

Bid Tabulation Information

Total Item Count: 4 Total Awarded Quote Count: 1 Bid Status: ZBA - Bid Approved (Ready for Vendor Awarding)

Canceled	Item info/Quote info		
	12 inch round chocolate cake with peanut butter frosting garnished with dark chocolate shavings. Each cake to serve 20 View Detail Item # 1 Print Sequence:1.0 Status:ZBA - Approved Quantity:5.0 Uom:EA		\$30.00 Discount: 0%
	Rectangular sheet cake to serve 40 people. Vanilla with chocolate frosting. Piping on top in yellow to read: "Thank Yo... View Detail Item # 2 Print Sequence:2.0 Status:ZBA - Approved Quantity:2.0 Uom:EA		\$25.00 Discount: 0%
	Standard size cupcakes. Red velvet with cream cheese frosting. No additional decorations. Item # 3 Print Sequence:3.0 Status:ZBA - Approved Quantity:40.0 Uom:EA		\$1.25 Discount: 0%
	Standard size cupcakes. Vanilla bean cupcake with a white chocolate buttercream frosting. No additional decorations. Item # 4 Print Sequence:4.0 Status:ZBA - Approved Quantity:40.0 Uom:EA Item Questions		\$1.50 Discount: 0%
	Totals: \$ Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:		\$310.00 \$0.00 \$310.00 \$0.00 \$310.00 \$0.00 \$310.00
	Eval Codes: Pref Codes:		

Evaluation Code Descriptions:
** = Low Item Price

The Purchase Order creation preview will open.

Select **Continue**.

Bid MDDGS31016130 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name	Total Awarded
00017368-R2	00020478	Training Vendor	\$310.00

Purchase order creation options:

- Include Narrative Items
- Include Bid Attachments
- Include Bid Tab Attachments
- Include Bid Notes
- Include Quote Subcontractors
- Include Vendor Quote Attachments

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

A screen will display stating a PO has been created.

Open Market Bid MDDGS31016130 - Purchase Order(s) Created						Status: 2BP0 - Bid to PO
The following Purchase Order(s) were created:						
PO #	Vendor ID	Vendor Name	Total	Date Created	Status	
MDDGS14-003466	09020478	Training Vendor	\$310.00	06/25/2015	3PI - In Progress	
OK						
Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved.						

The bid has been awarded.

You may verify this when viewing a list of bids.

Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
MDDGS31016132	Training Bid for eMM Users		Open Market		Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	In Progress	
MDDGS31016131	Artificial Plants - Training		Open Market	06/05/2015 09:18:00 AM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Sent	
MDDGS31016130	Training Bid 1	MDDGS14-003466	Open Market	06/04/2015 12:00:00 PM	Maryland Department of General Services	00115 / M9	Cristen Ervin	\$0.00	Bid to PO	

