Bid Evaluation & Award

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

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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.

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.

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.

Select the Summary tab.

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

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.

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 (**).

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.

**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.

**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 (**).

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

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).

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.

Click **Save & Continue**.

The bid tabulation summary will display.

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

The Purchase Order creation preview will open.

Select **Continue**.
A screen will display stating a PO has been created.

The bid has been awarded.
You may verify this when viewing a list of bids.