

eMACS Handbook

Responding to Events

Glossary of Terms

Summary: Summary provides the vendor with a general overview of the event. It lists the open and close dates, the event contact, and a brief description of the event.

Prerequisites: Prerequisites require a response to view the event/or to enter a response to the event. The prerequisites replace the information previously found in Sections 1 and 2 of an event. Responses to Prerequisites may be a simple check box that you have read and accept the terms or they may require a file upload response.

Buyer Attachments: Buyer Attachments consist of any documents that the State of Montana would like for the vendor to review regarding the event. These attachments may be maps, budgets, etc.

Supplier Attachments: In Supplier Attachments, the vendor has the option to upload any additional information that it would like the State of Montana to view. The event may also ask the vendor to upload specific information in this section. Please note, Supplier Attachments are not tracked in eMACS and a green check (showing section completion) is automatically marked. The vendor will need to carefully read instructions given to see if additional information is required to be uploaded for the event.

Questions: In the Questions section the vendor may be asked to answer questions about the company or products. These answers will be required to be answered by a Yes/No, Text or File Upload response. This section might also contain statements/descriptions that require the vendor to respond by Text or File Upload (example: please submit resumes or list company experience with similar projects).

Items: The Items section is where the vendor will enter the cost for the items specified in the event. These may be product line items, service line items or both. Items are defined by the Contracts Officer based on the nature of the event. A unit price is required and an estimate delivery may be required. The estimate delivery will be a date or a specific number of days (depending on what the Contracts Officer selected). In the comment field the vendor should enter any additional information that it would like the buyer to know about the item/items. Not all events will have an Items section. Some Request for Proposals may ask the vendor to upload a Cost Proposal.

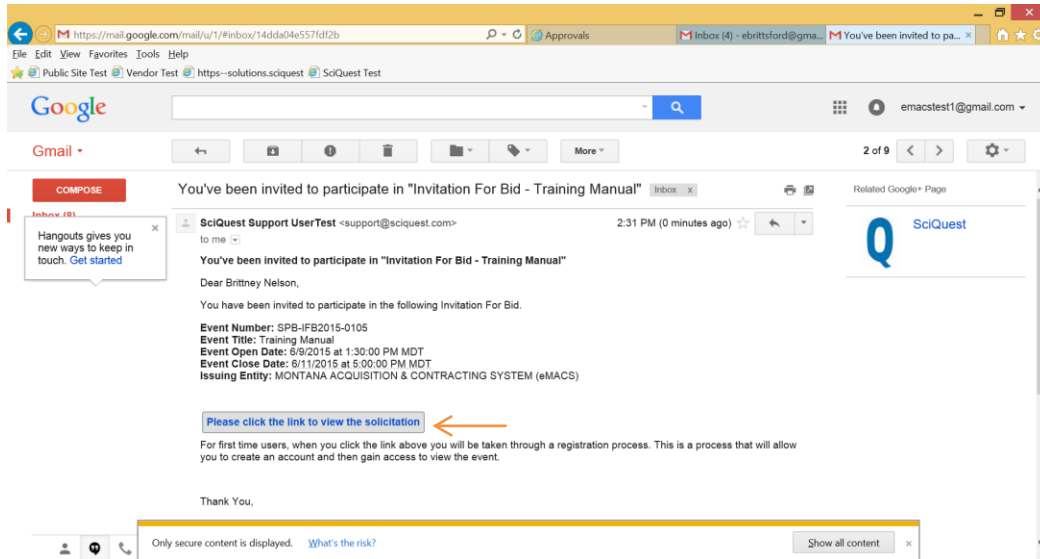
Review and Submit: When the response to the event is complete and all the check marks are green, you can Review and Submit. The response must be submitted before the close date/time.

Q & A Board: The Q & A Board is a tool that allows the vendor to ask questions about the event. The Q & A period might close prior to the event closing date/time. All answers will be posted publically.

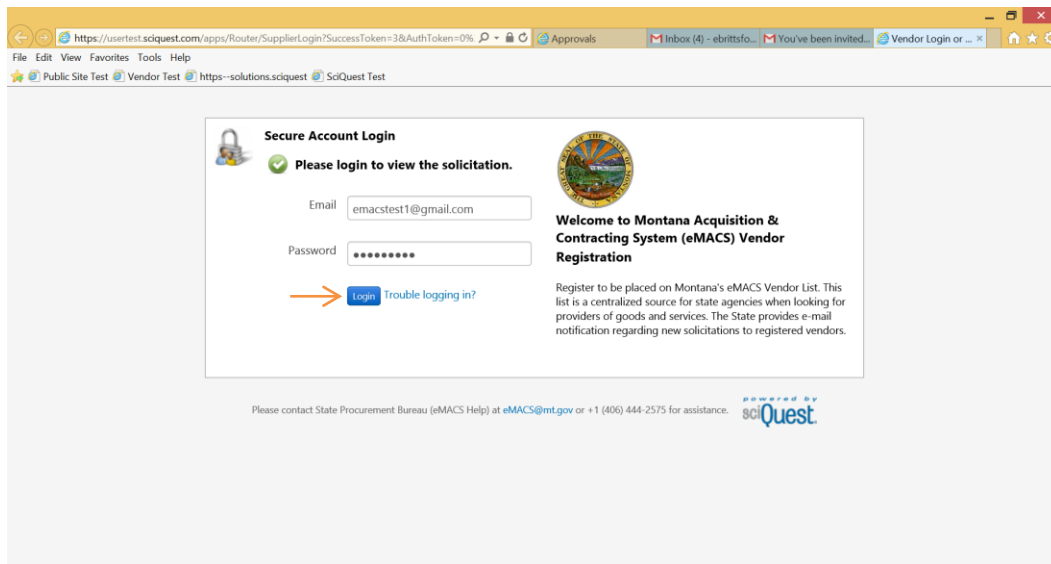
My Exports and Imports: The system provides the ability to export certain sections of the event and then import the completed document. Any documents that you export or import for each event will be located in this section.

Responding to an Event by email invitation through the eMACS Vendor Portal

You will receive an email invitation if an event is created for a commodity code that your company is registered for or you are invited to a sourcing event by the State of Montana. Select [Please click the link to view the solicitation](#), within the invitation, and you will be redirected to the eMACS Vendor Portal login page.



Login to the [eMACS Vendor Portal](#) and you will be redirected to the sourcing event that you were invited to respond to. If you are not a registered vendor, select [Create Account](#) and complete the registration process (instructions available in a separate handbook at www.vendorresources.mt.gov).



You will be directed to the Summary Page where you will set your Intent to Bid. Select your intent to bid status. If you choose **Yes, I Intend to Bid** you will now need to select **Proceed to Prerequisites**.

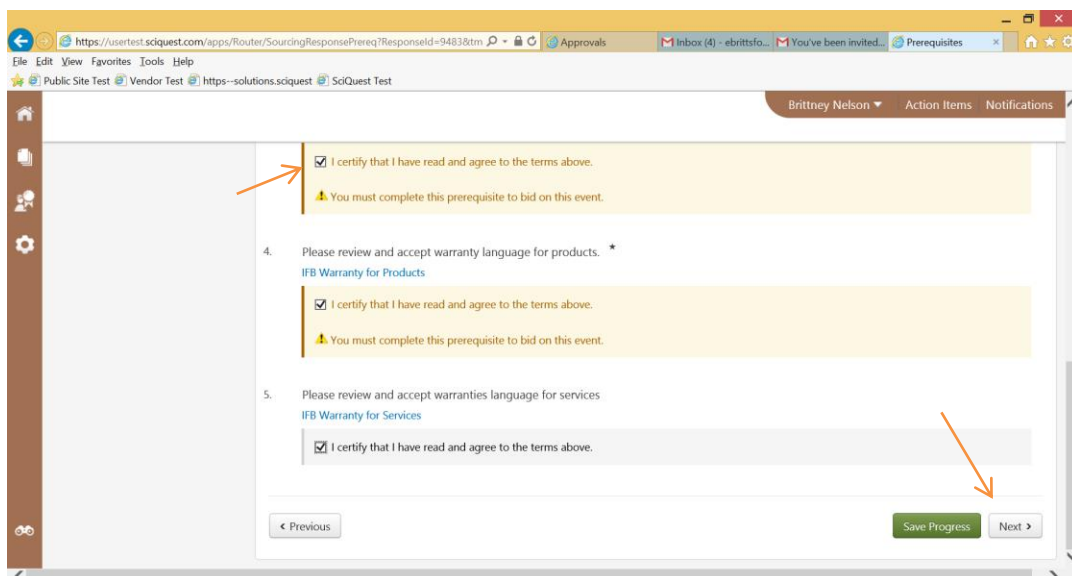
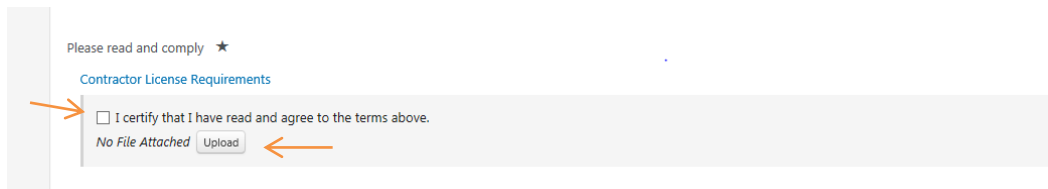
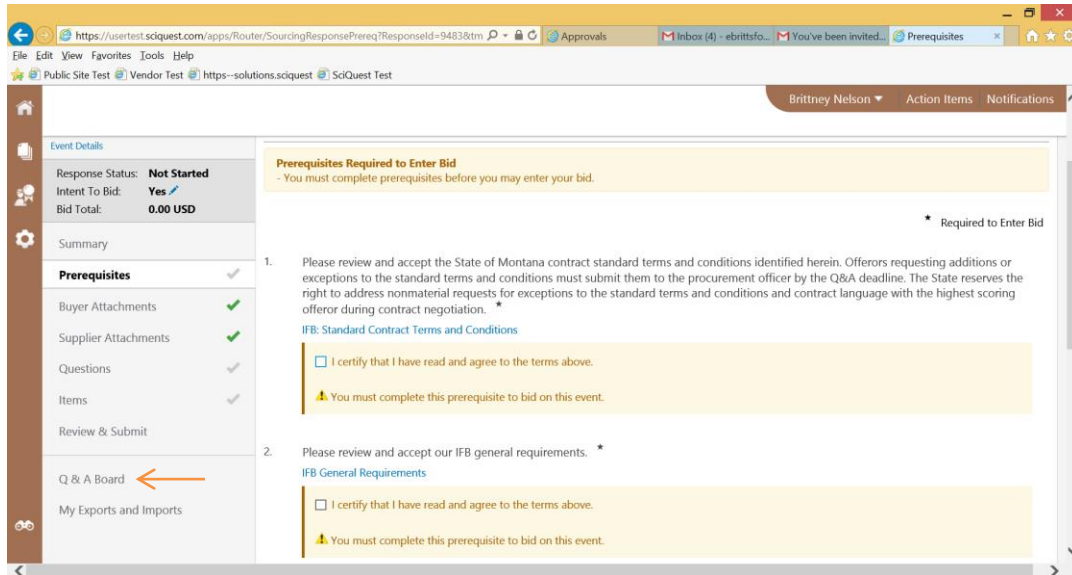
The screenshot shows the 'Summary' page for an event titled 'Training Manual'. The 'Intent to Bid' status is 'Not Set'. A message states: 'Intent to Bid Not Set - You must set your Intent to Bid to "Yes" to respond to this event.' Below this message are two buttons: 'Yes, I Intend to Bid' and 'No Bid'. An orange arrow points to the 'Yes, I Intend to Bid' button. The left sidebar shows 'Response Status: Not Started', 'Intent To Bid: Not Set', and 'Bid Total: 0.00 USD'. A table below lists event details:

Event Title	Training Manual	Time Zone	MDT/MST - Mountain Standard Time
Event Type	Invitation For Bid	Open Date	6/9/2015 1:30 PM MDT
Event Number	SPB-IFB2015-0105	Close Date	6/11/2015 5:00 PM MDT
Stage Title	-	Sealed Bid Open Date	6/11/2015 5:00 PM MDT
Currency	USD	Question Submission Close Date	6/11/2015 5:00 PM MDT
Payment Terms	-		
Contract Bid	Yes		

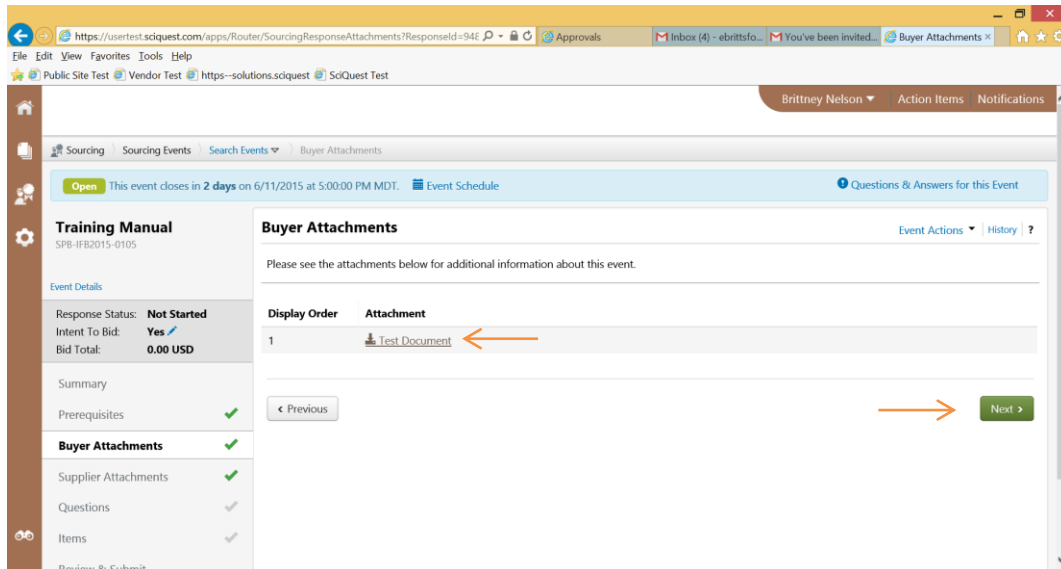
The screenshot shows the 'Summary' page after the user has selected 'Yes, I Intend to Bid'. The 'Intent to Bid' status is now 'Yes'. A message states: 'Prerequisites Required to Enter Bid - You must complete prerequisites before you may enter your bid.' Below this message is a button labeled 'Proceed to Prerequisites'. An orange arrow points to this button. The left sidebar shows 'Response Status: Not Started', 'Intent To Bid: Yes', and 'Bid Total: 0.00 USD'. The same table of event details is present:

Event Title	Training Manual	Time Zone	MDT/MST - Mountain Standard Time
Event Type	Invitation For Bid	Open Date	6/9/2015 1:30 PM MDT
Event Number	SPB-IFB2015-0105	Close Date	6/11/2015 5:00 PM MDT
Stage Title	-	Sealed Bid Open Date	6/11/2015 5:00 PM MDT
Currency	USD	Question Submission Close Date	6/11/2015 5:00 PM MDT
Payment Terms	-		
Contract Bid	Yes		

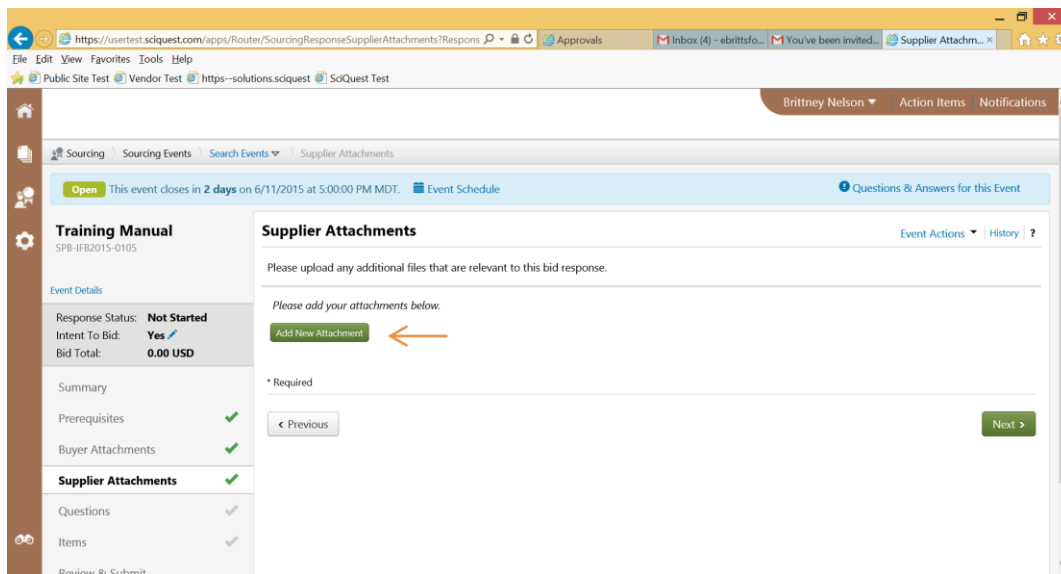
Read each of the prerequisites. The blue links will open any documents/attachments that pertain to each Prerequisite. For each Prerequisite you must select **I Certify that I have read and agree to the terms above**. A file upload response may also be required. If there are Prerequisites that you have questions regarding, you may submit a question using the **Q & A Board**. Once all prerequisites have been read and certified/responded to select **Next** to proceed to **Buyer Attachments**.

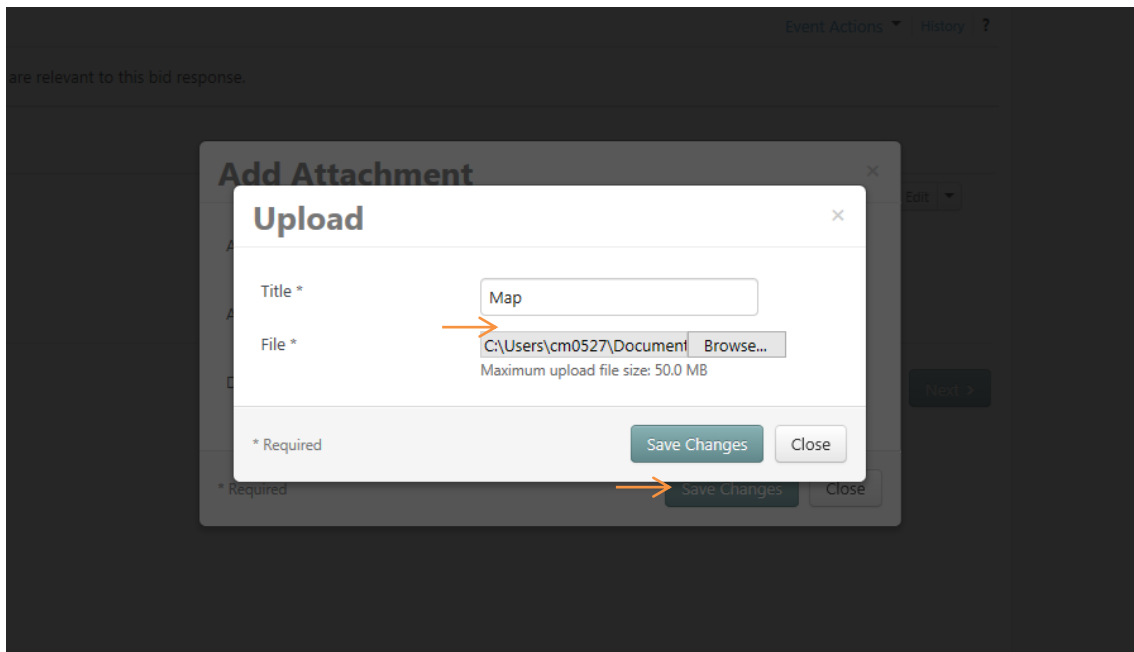
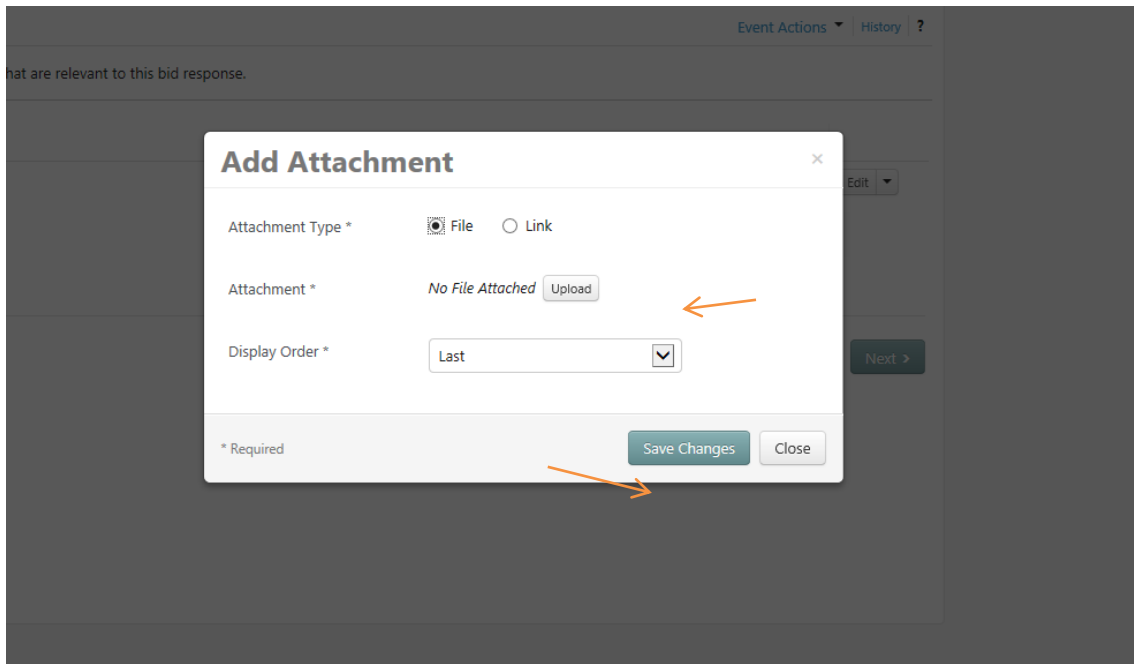


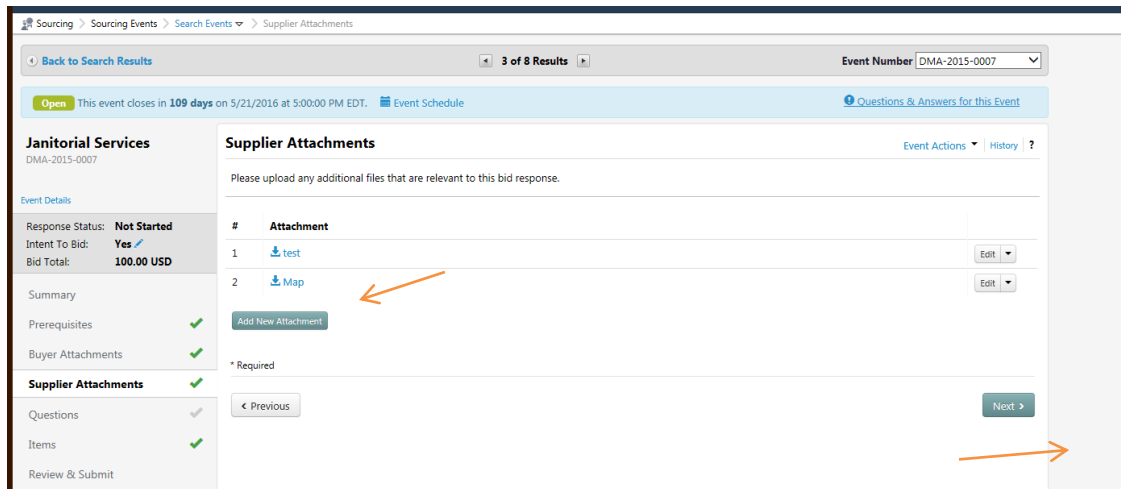
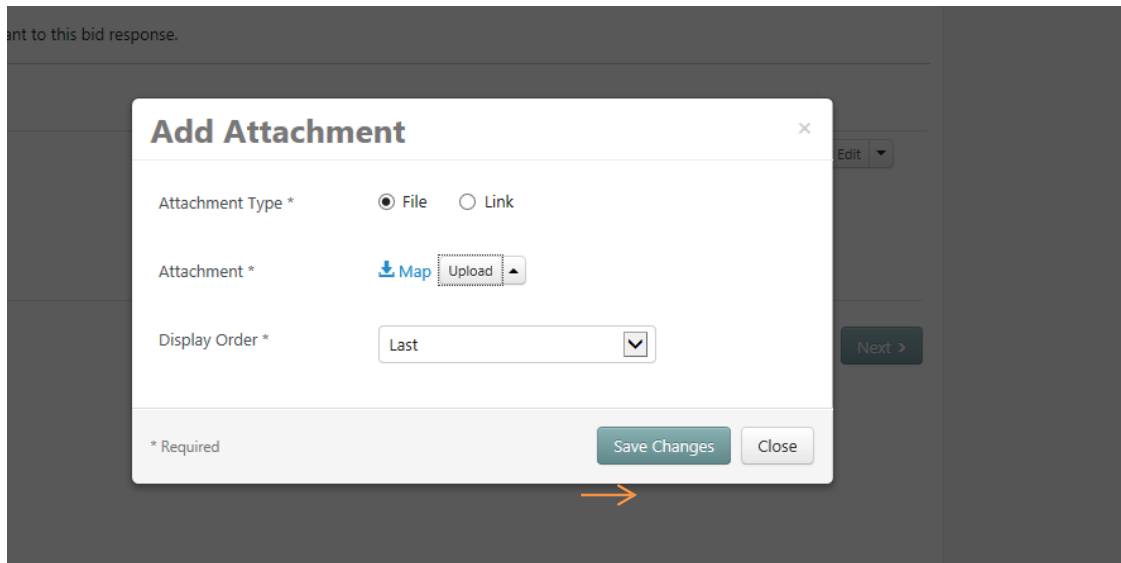
After reviewing the **Buyer Attachments** or if no Buyer Attachments are included, select **Next** to proceed to the **Supplier Attachments**.



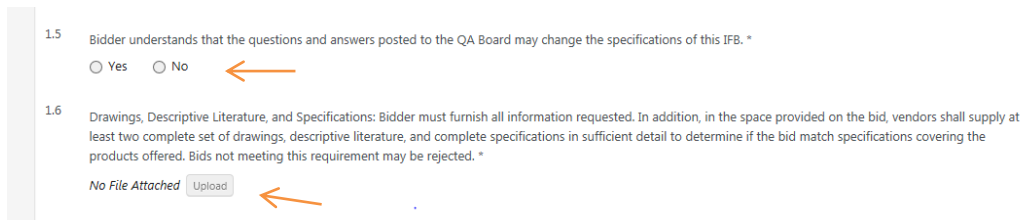
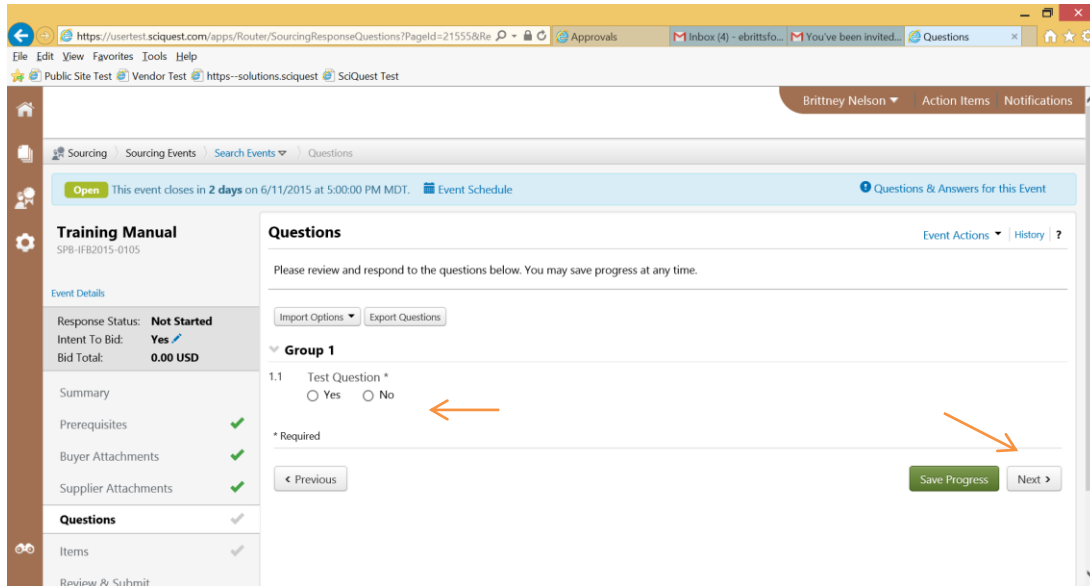
When you are adding a Supplier Attachments, select **Add New Attachment**, there will be two screens where you will need to select **Save Changes**. Once your attachment successfully uploaded, it will appear as a blue link. Select **Next** to proceed to **Questions**.



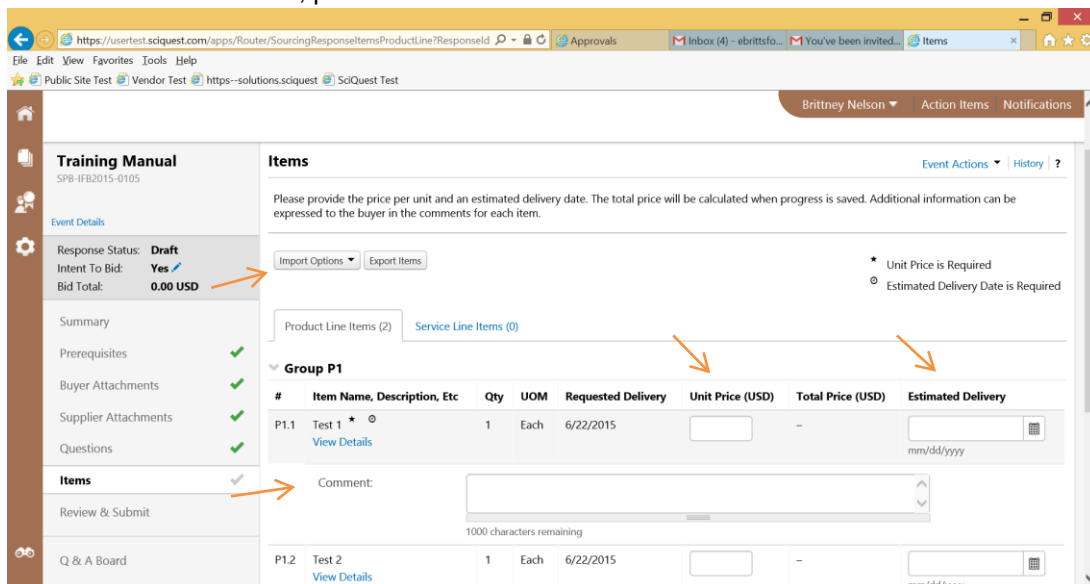


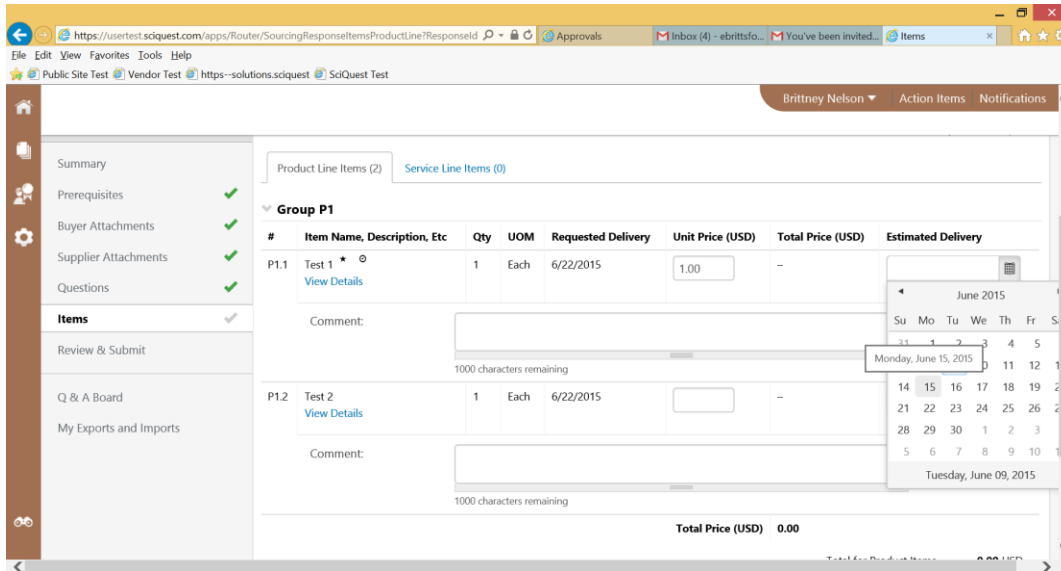


The required response for questions can be yes/no, text, file upload, etc. If there are multiple questions, you can **Export Questions** and **Import** your responses. After answering all the questions select **Next** to proceed to **Items**.

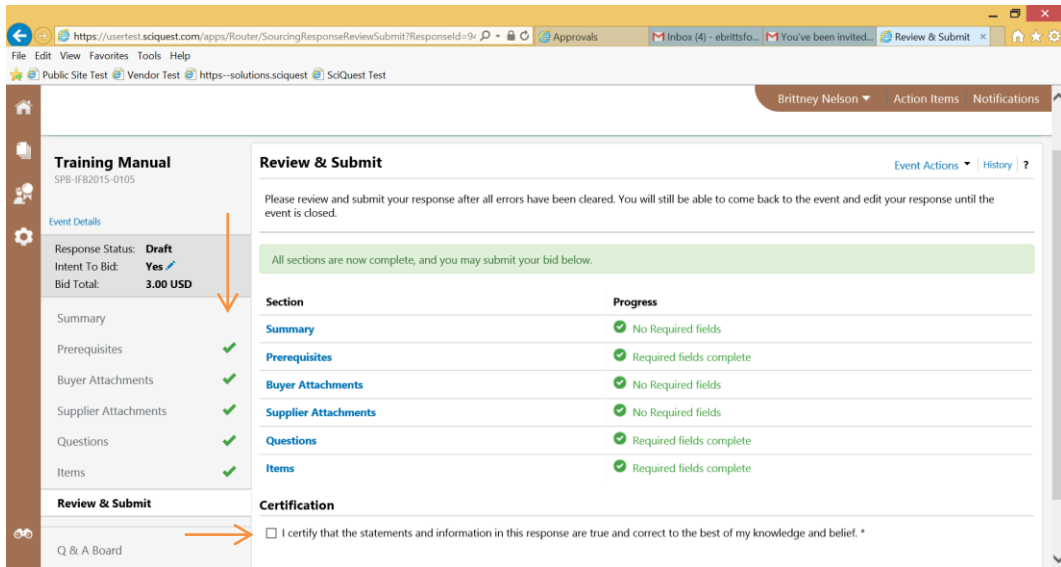


The **Items** section can be answered one line at a time, or the **Export Items** can be chosen and you can answer all Items and **Import** your response. There is also a **Comment** field that can be used to add additional information regarding the item. Select **Next** to proceed to **Review and Submit**. If there are no Items listed on the Event, proceed to **Review and Submit**.

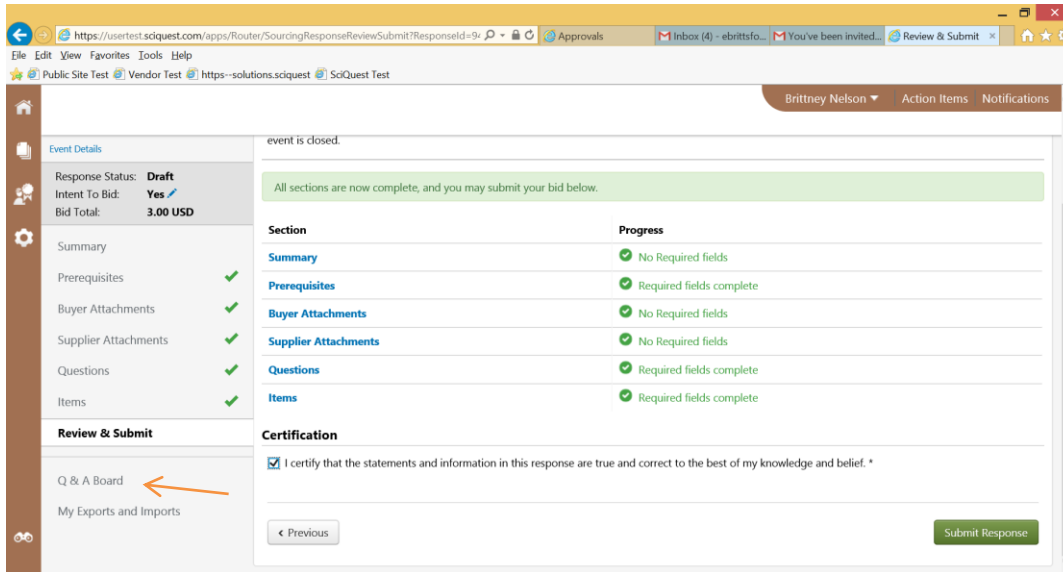




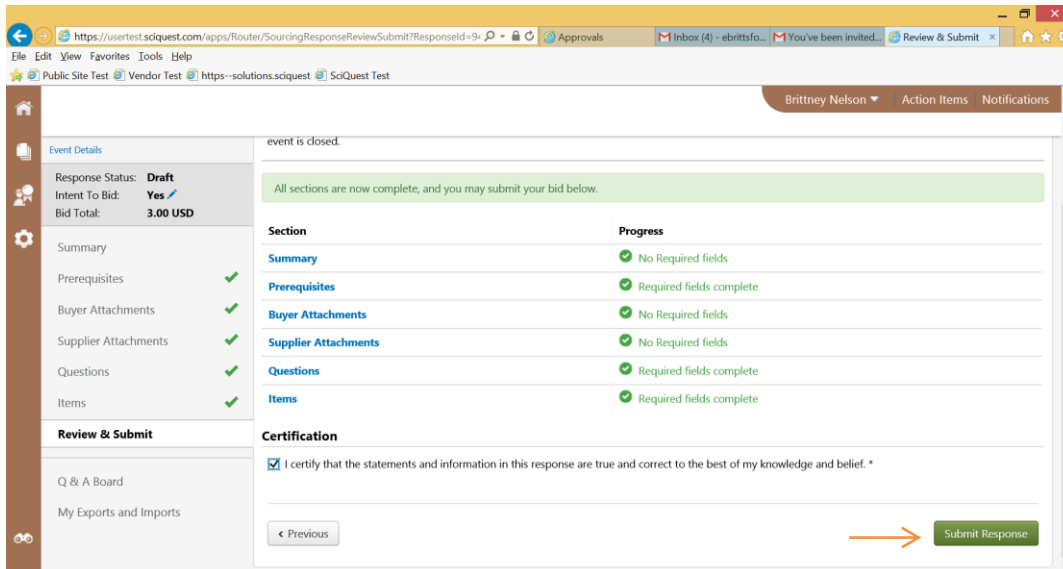
The eMACS system is wizard driven. As required information is completed, a green check will appear. As long as you **Save Progress** you can exit your response and come back to it at any time before the **Close Date**. Once the response is complete, select the **Certification** box.



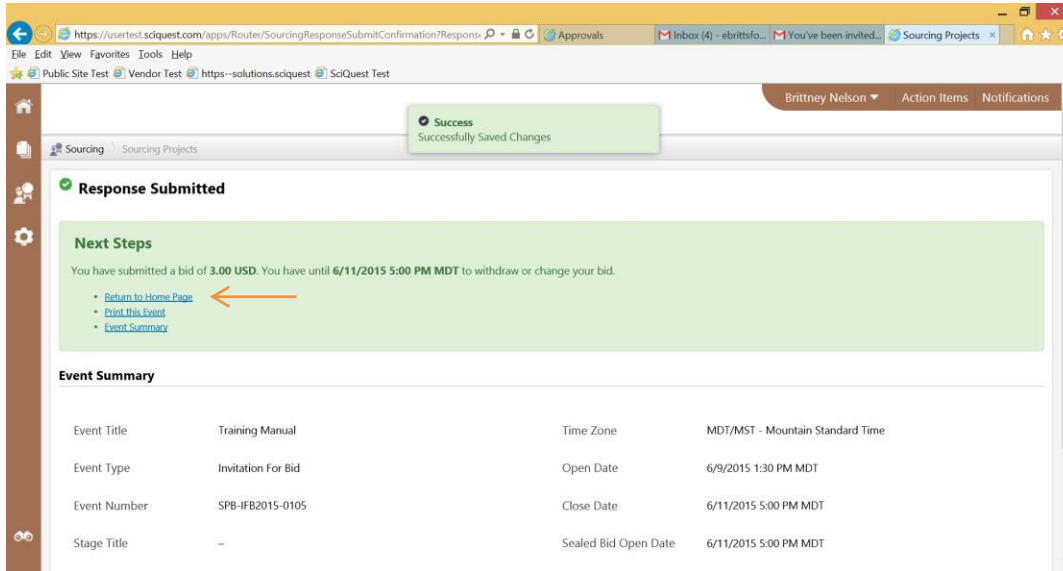
Questions regarding the event can be asked using the **Q & A Board**. Any question posted to the Q & A Board will be answered with a public response. If the Q & A Board is closed, the option will not be available.



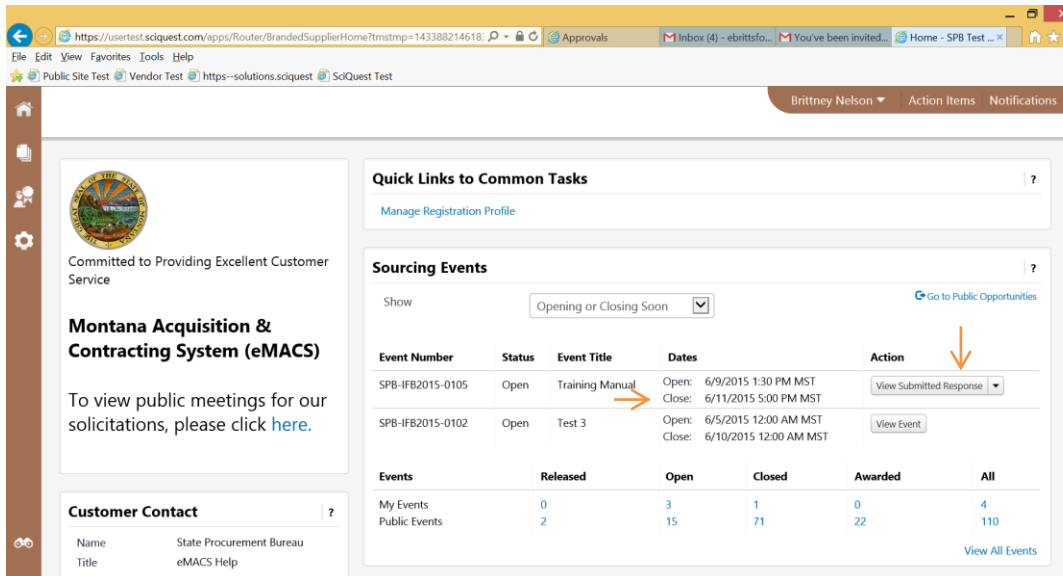
Once you are ready to submit your response, select **Submit Response**.



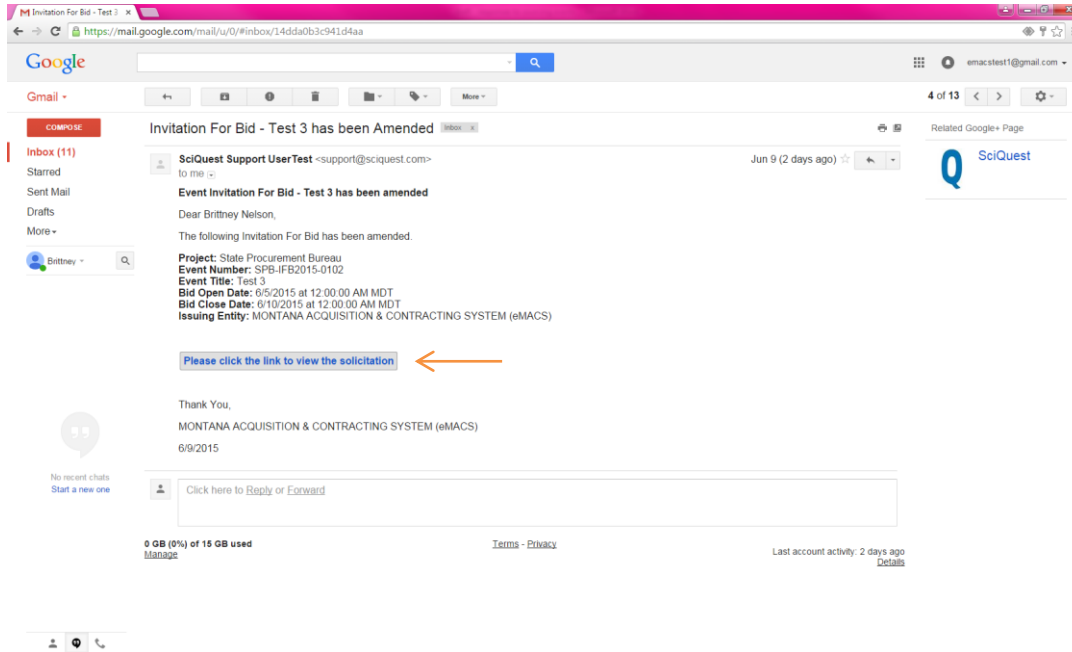
When your response has been successfully submitted you will be redirected to this screen. Select **Return to Home Page** to be redirected back to the eMACS Vendor Portal home screen.



From within your eMACS Vendor Portal home screen, you will see that your response was submitted. You can view or change your response up until the **Close Date**.



If an event is amended, you will receive an email notification. Amendments to an event require you to login and view the amendments, make any necessary changes to your response, and resubmit your response. Failure to complete these steps will render your response incomplete.



Responding to Events from the Public Site

The Public Site can be found at www.bids.mt.gov. The public site will list any open, upcoming, closed, and awarded events. A brief description is listed and a more detailed description can be viewed by selecting **View as PDF**. To respond, select **Respond Now** and you will be directed to the eMACS Vendor Portal login.

The screenshot displays the eMACS public site interface. At the top, it says "Montana Acquisition & Contracting System (eMACS)" and "Welcome to Montana Acquisition & Contracting System (eMACS)". Below this is a "Business Opportunities" section with a navigation bar for "Open for Bid", "Upcoming", "Closed", "Awarded", and "All". A search bar and a "Sort by" dropdown are also present. Two event listings are shown:

Status	Details	Response
Open	Deanne's test books of drug Open: 6/9/2015 8:00 AM MST Close: 8/31/2015 2:00 PM MST Type: RFP Number: SPB-RFP2015-0099 Contact: Deanne Moore deannem@mt.gov Details: View as PDF	Respond Now
Open	RevUp Montana Feasibility Study Great Falls College MSU is seeking a consultant to do a feasibility study. Open: 6/2/2015 9:00 AM MST Close: 7/2/2015 2:00 PM MST Type: RFP Number: MSU-RFP16-02 Contact: Ramie Pederson ramie.pederson@montana.edu Details: View as PDF	Respond Now

Login to your account or **Create Account** (instructions available in a separate handbook at www.vendorresources.mt.gov). Upon successful login, the instructions are the same as those listed above on Pages 4-10.

The screenshot shows the "Secure Account Login" page. It features a login form with fields for "Email" (containing "emacstest1@gmail.com") and "Password" (masked with dots). There are "Login" and "Trouble logging in?" buttons. To the right, it says "Welcome to Montana Acquisition & Contracting System (eMACS) Vendor Registration" and includes a registration notice: "Register to be placed on Montana's eMACS Vendor List. This list is a centralized source for state agencies when looking for providers of goods and services. The State provides e-mail notification regarding new solicitations to registered vendors." At the bottom, there is a "Create Account" button and contact information for the State Procurement Bureau.

Where to go for more help

If you have questions that are event specific, please contact the Event Contact listed in the Summary. For additional help with the eMACS system, please contact the eMACS Help Desk at (406) 444-2575 or emacs@mt.gov.