Montana Acquisition & Contracting System (eMACS)

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.**

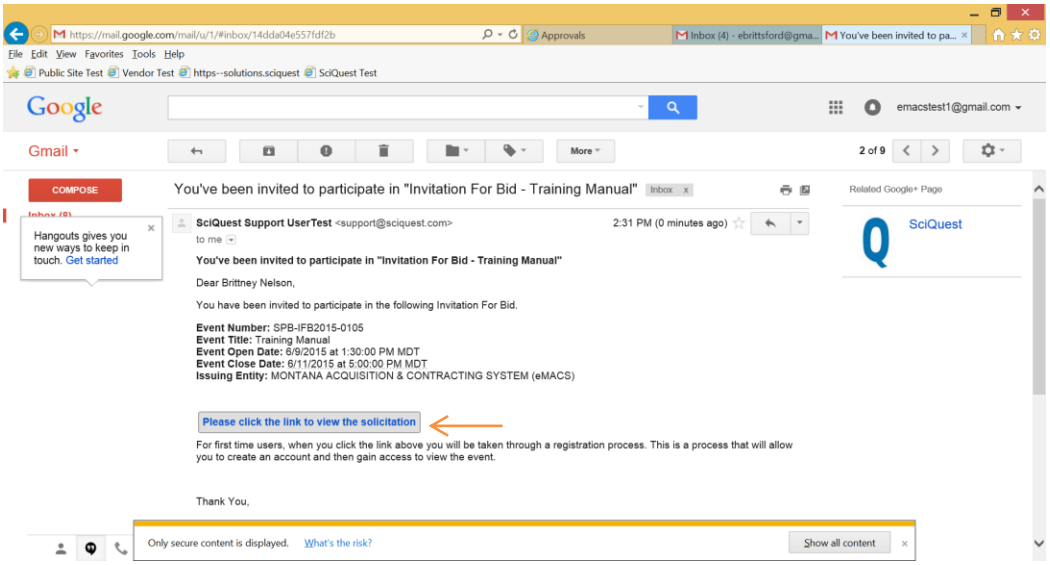
Review and Submit: **When the response to the event it complete and all the check marks are green, you can Review and Submit. The response must be submitted before the close date/time.**

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.**

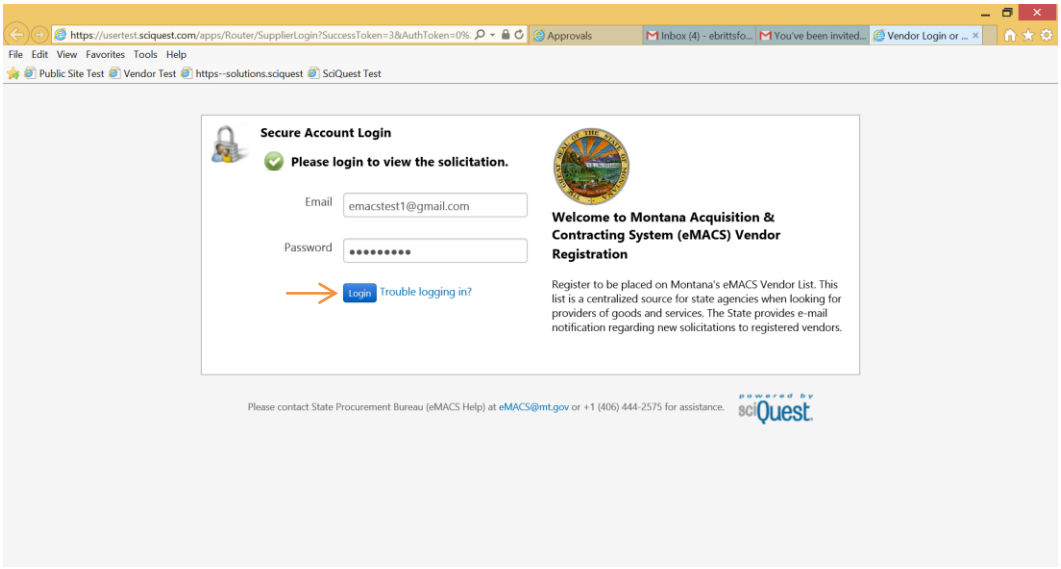
My Exports and Imports: **The system provides the ability to export certain sections of the event and then import the completed document. Any documents that you export or import for each event will be located in this section.**

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

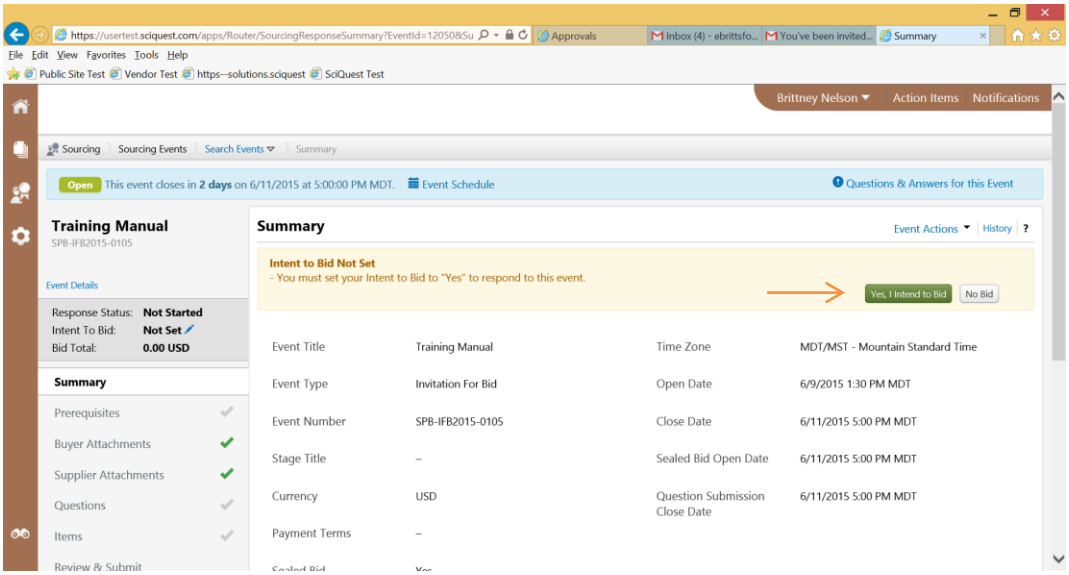
You will receive an email invitation if an event is created for a commodity code that your company is registered for or you are invited to a sourcing event by the State of Montana. Select Please click the link to view the solicitation, within the invitation, and you will be redirected to the eMACS Vendor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

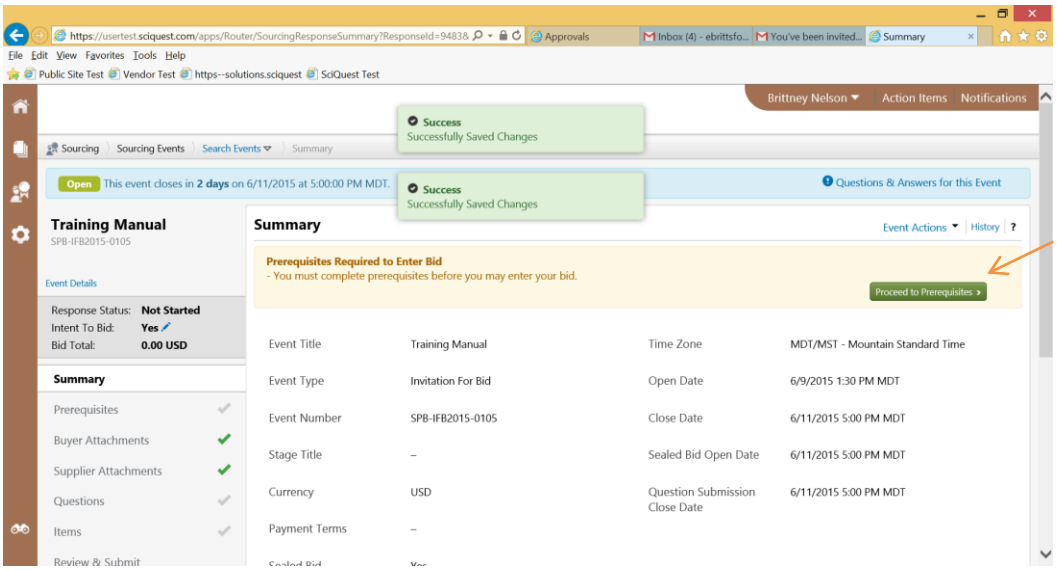


Login to the eMACS Vendor Portal and you will be redirected to the sourcing event that you were invited to respond to. If you are not a registered vendor, select Create Account and complete the registration process (instructions available in a separate handbook at www.vendorresrouces.mt.gov).

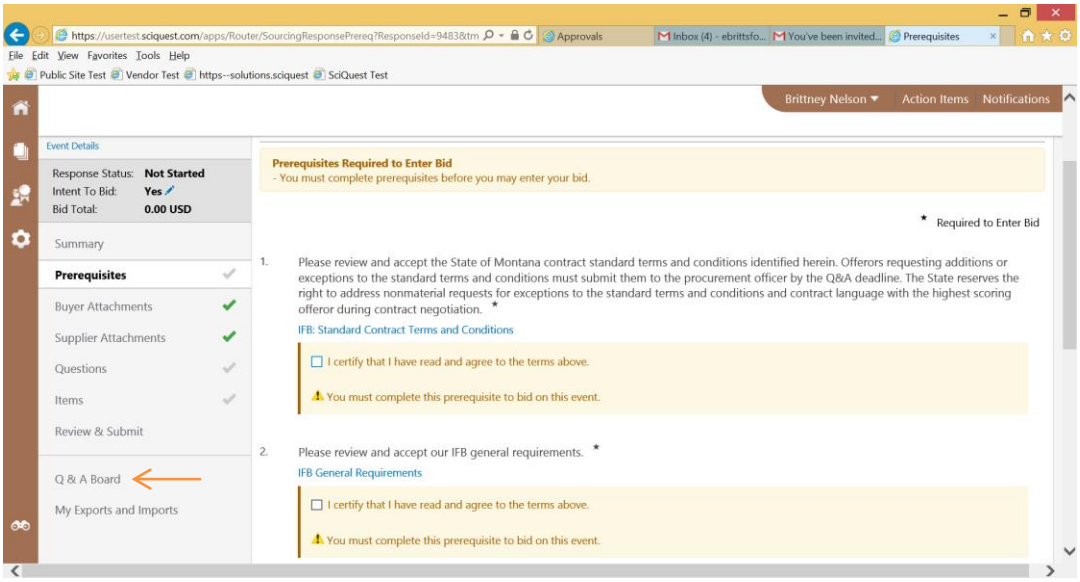


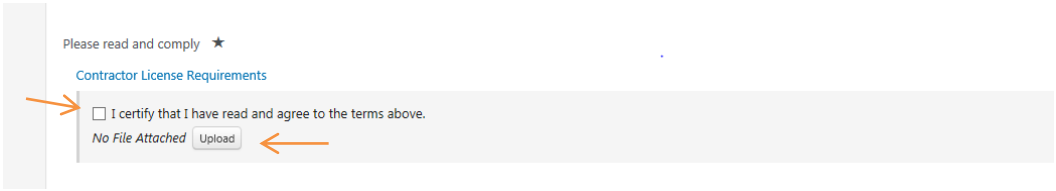
You will be directed to the Summary Page where you will set your Intent to Bid. Select your intent to bid status. If you choose Yes, I Intend to Bid you will now need to select Proceed to Prerequisites.

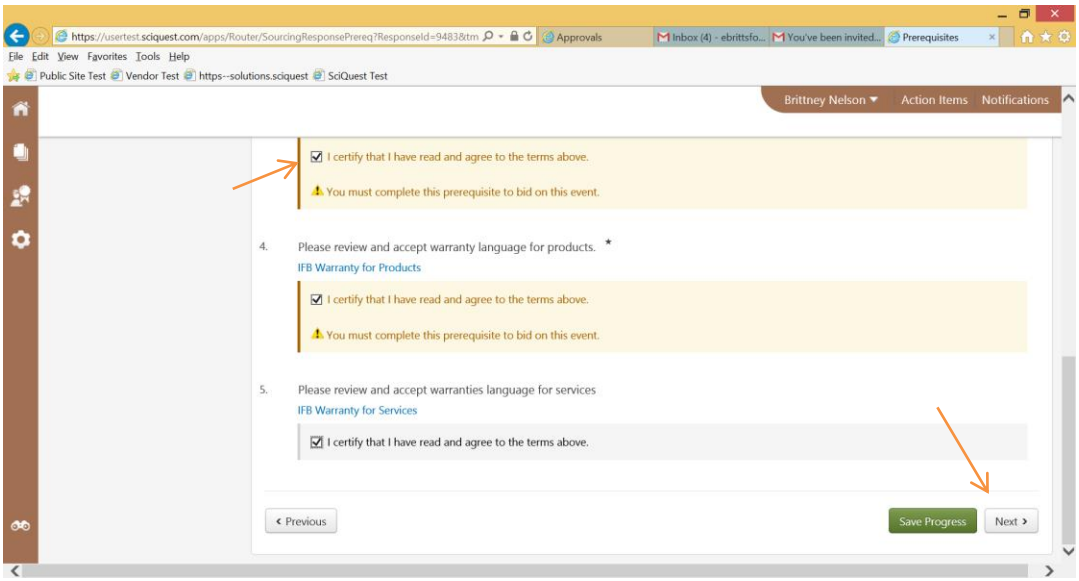




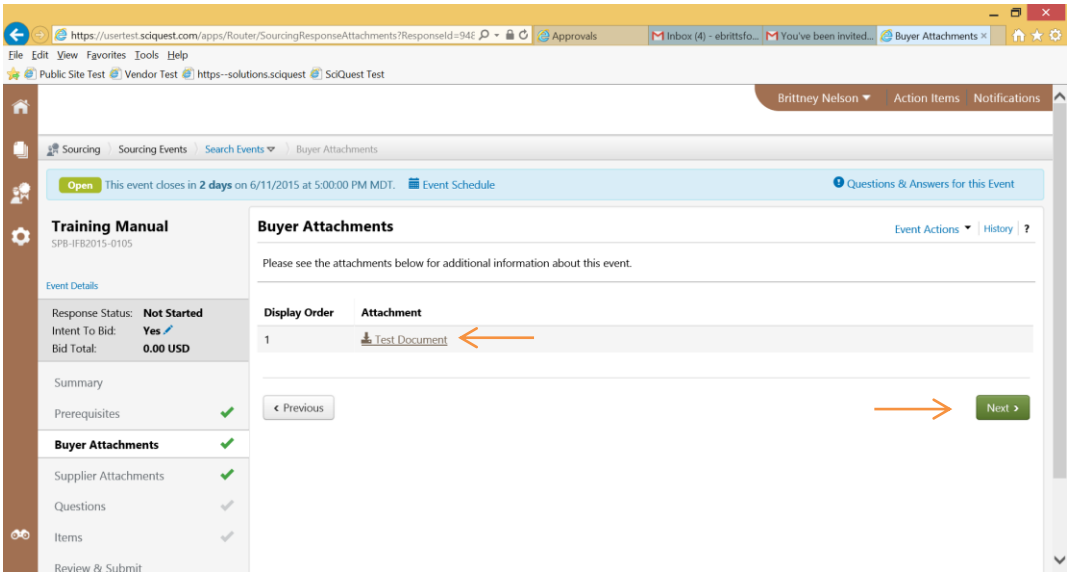
Read each of the prerequisites. The blue links will open any documents/attachments that pertain to each Prerequisite. For each Prerequisite you must select I Certify that I have read and agree to the terms above. A file upload response may also be required. If there are Prerequisites that you have questions 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.



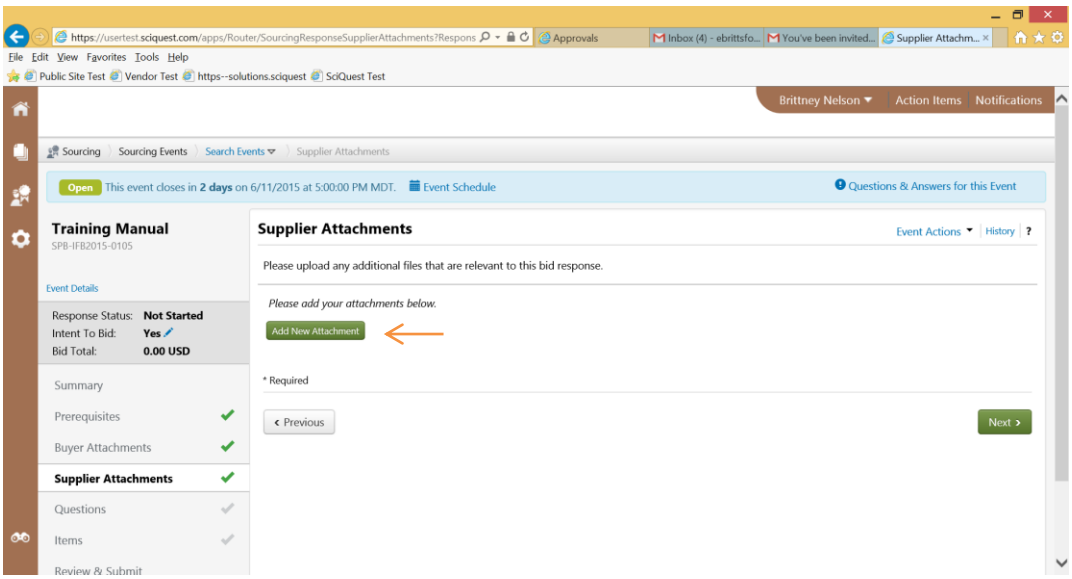


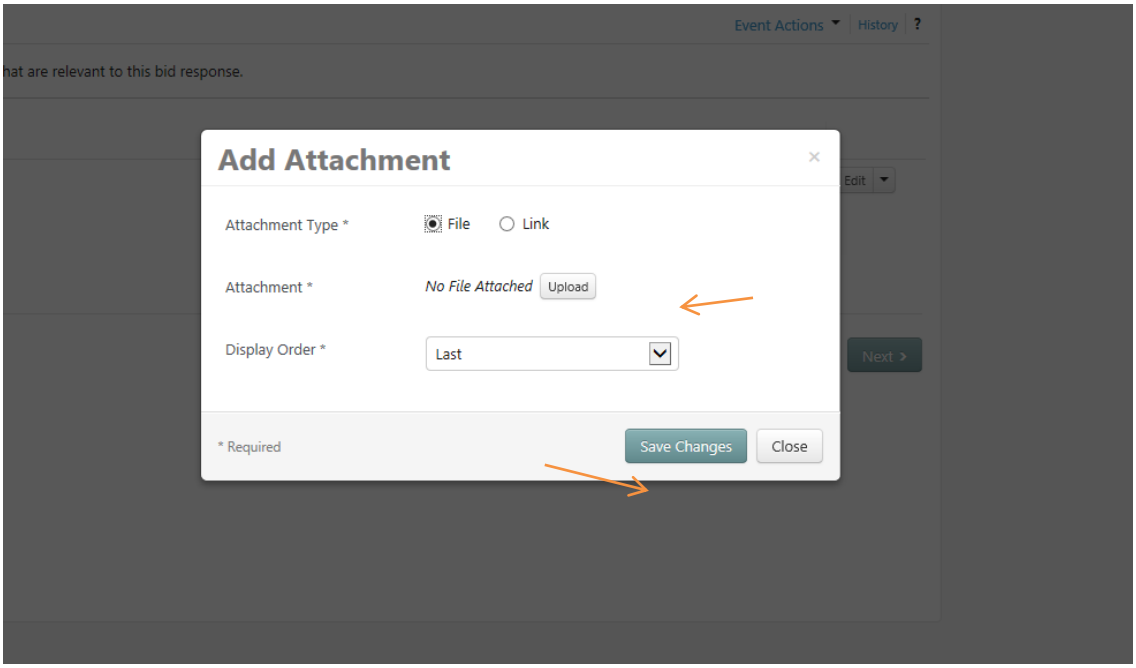


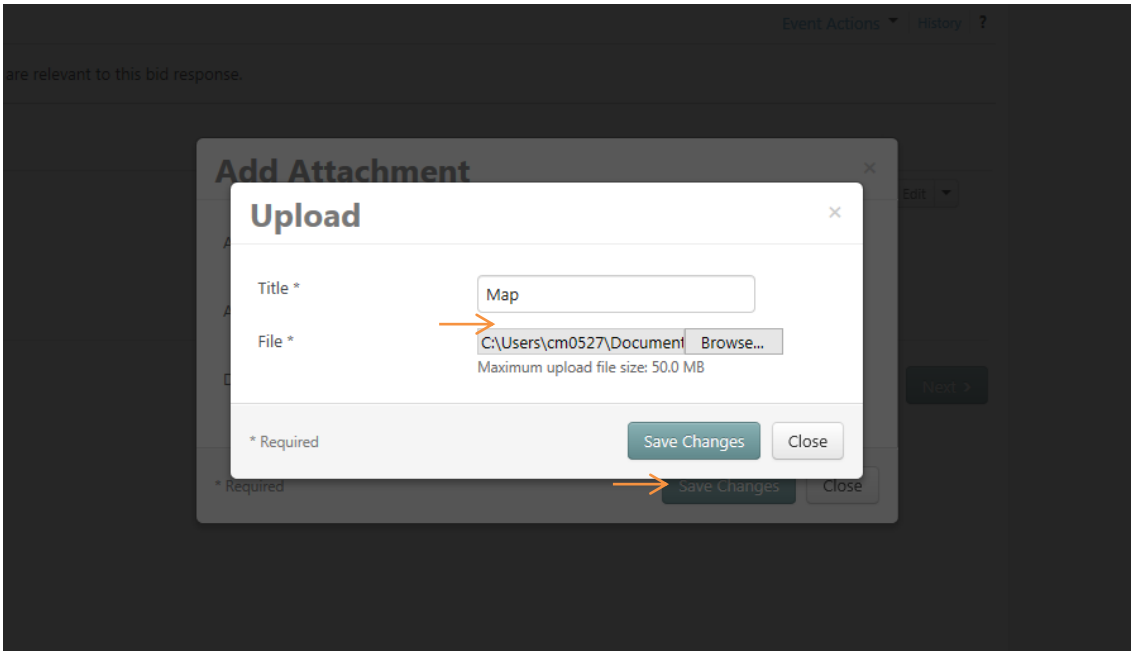
After reviewing the Buyer Attachments or if no Buyer Attachments are included, select Next to proceed to the Supplier Attachments.

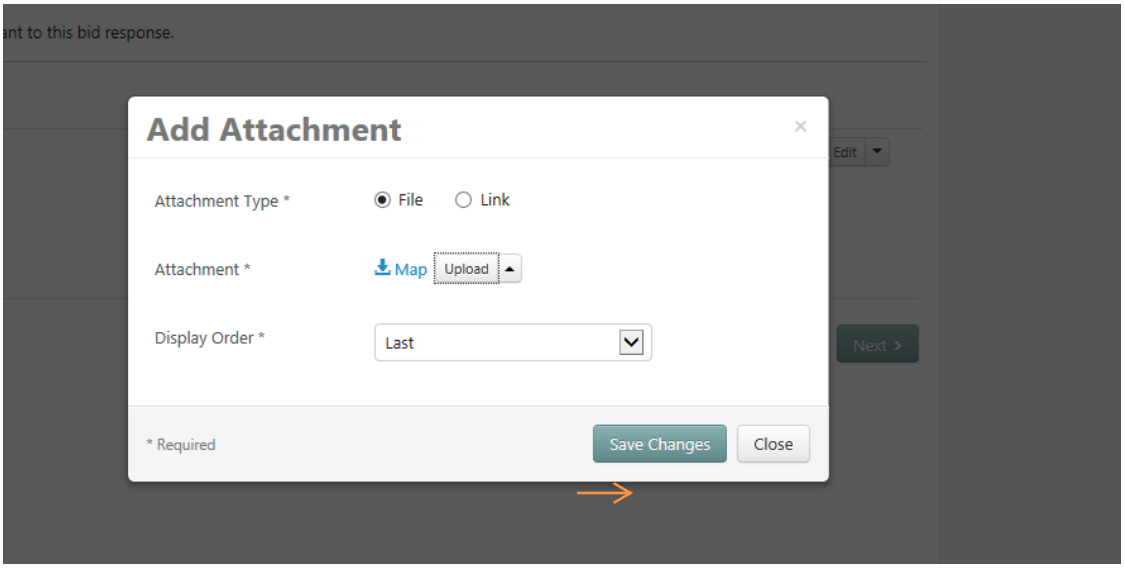


When you are adding a Supplier Attachments, select Add New Attachment, there will be two screens where you will need to select Save Changes. Once your attachment successfully uploaded, it will appear as a blue link. Select Next to proceed to Questions.




Event Actions
History
Add Attachment
Attachment Type *
File
Link
Attachment *
No File Attached
Upload
Display Order *
Last
* Required
Save Changes
Close


Event Actions
History
Add Attachment
Upload
Title *
Map
File *
C:\Users\cm0527\Document
Browse...
Maximum upload file size: 50.0 MB
* Required
Save Changes
Close


nt to this bid response.
Add Attachment
Attachment Type *
File
Link
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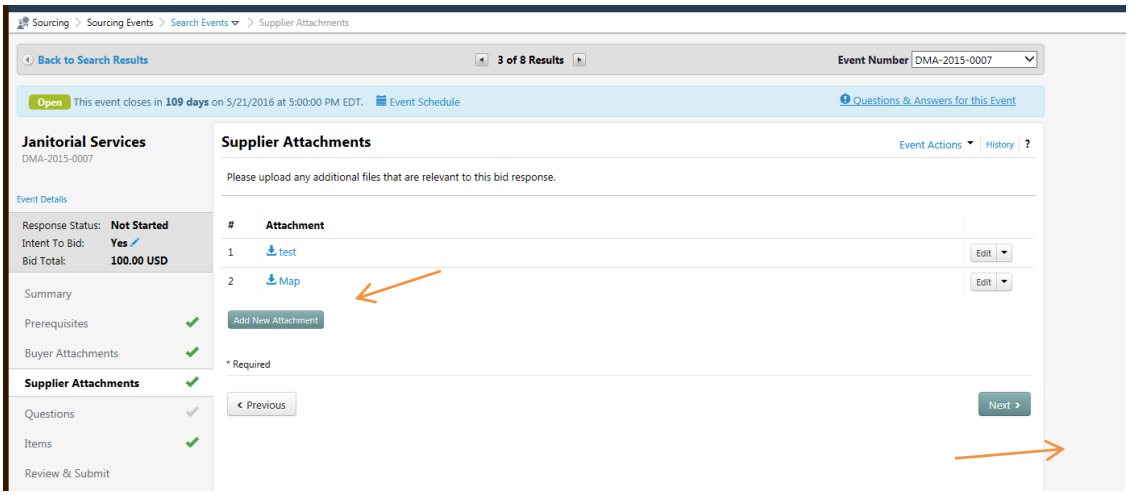
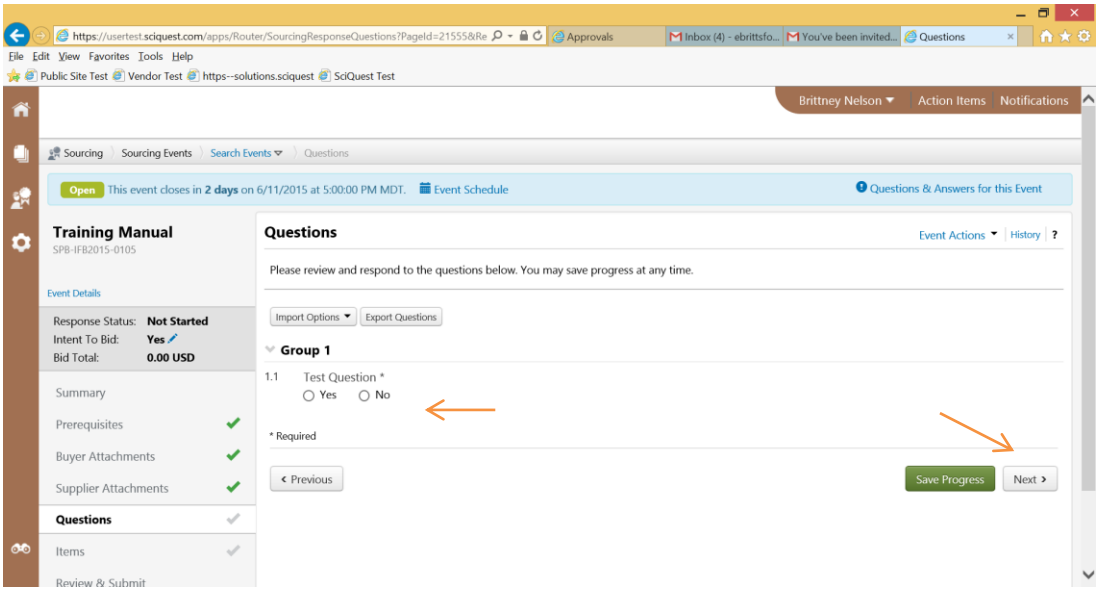
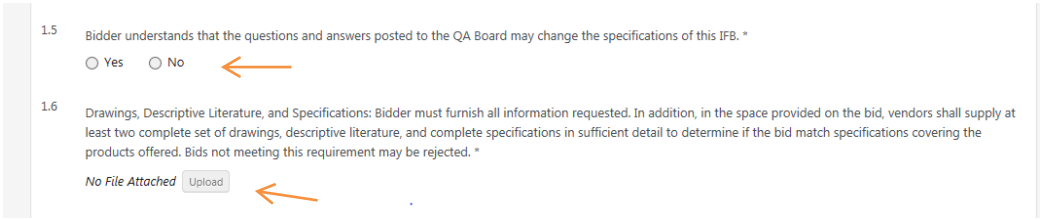
Map
Upload
Display Order *
Last
* Required
Save Changes
Close
Edit
Next ›

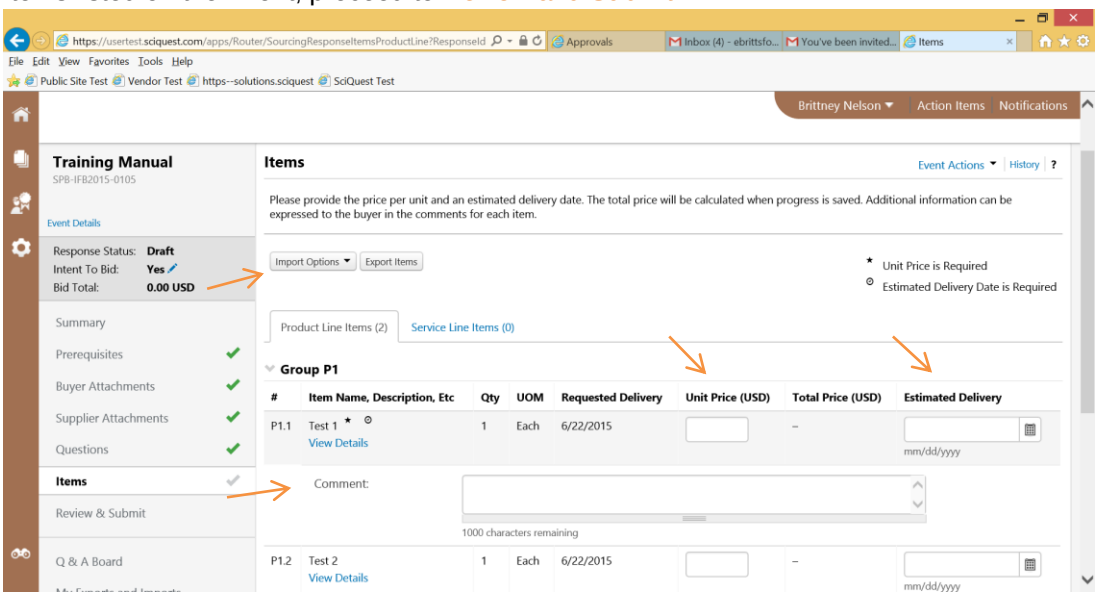

Sourcing
Sourcing Events
Search Events
Supplier Attachments
Back to Search Results
3 of 8 Results
Event Number DMA-2015-0007
Open This event closes in 109 days on 5/21/2016 at 5:00:00 PM EDT.
Event Schedule
Questions & Answers for this Event
Janitorial Services
DMA-2015-0007
Event Details
Response Status: Not Started
Intent To Bid: Yes
Bid Total: 100.00 USD
Summary
Prerequisites
Buyer Attachments
Supplier Attachments
Questions
Items
Review & Submit
Supplier Attachments
Event Actions
History
Please upload any additional files that are relevant to this bid response.
Attachment
1 test
2 Map
Edit
Add New Attachment
* Required
‹ Previous
Next ›

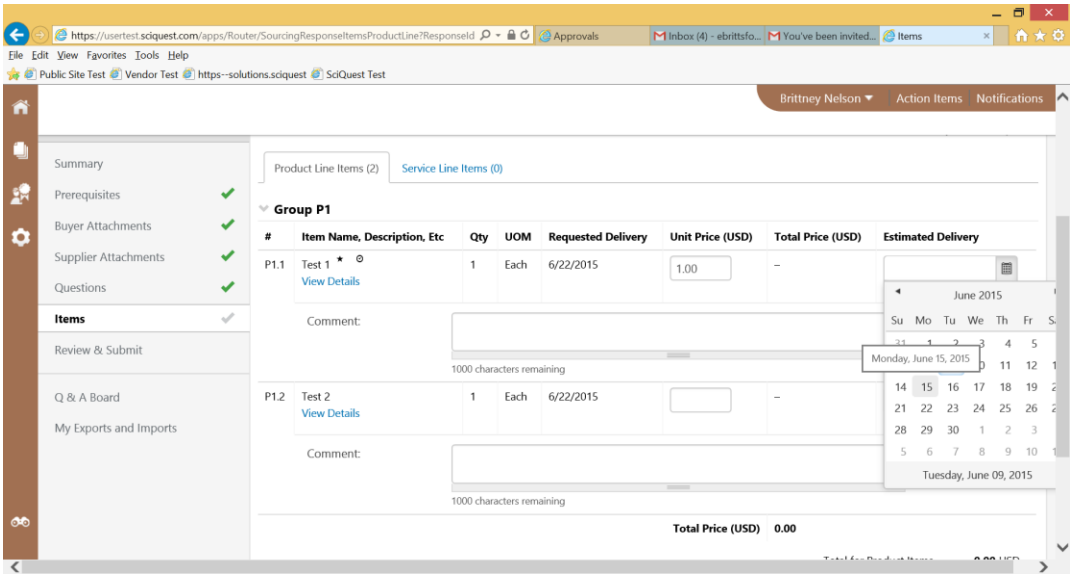
The required response for questions can be yes/no, text, file upload, etc. If there are multiple questions, you can Export Questions and Import your responses. After answering all the questions select Next to proceed to Items.



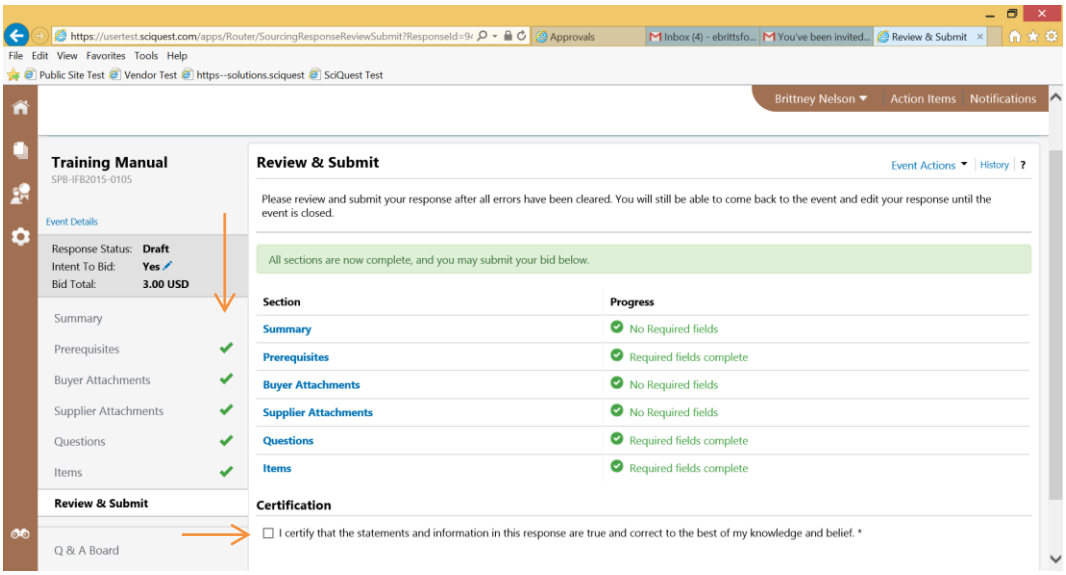


The Items section can be answered one line at a time, or the Export Items can be chosen and you can answer all Items and Import your response. There is also a Comment field that can be used to add additional information regarding the item. Select Next to proceed to Review and Submit. If there are no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

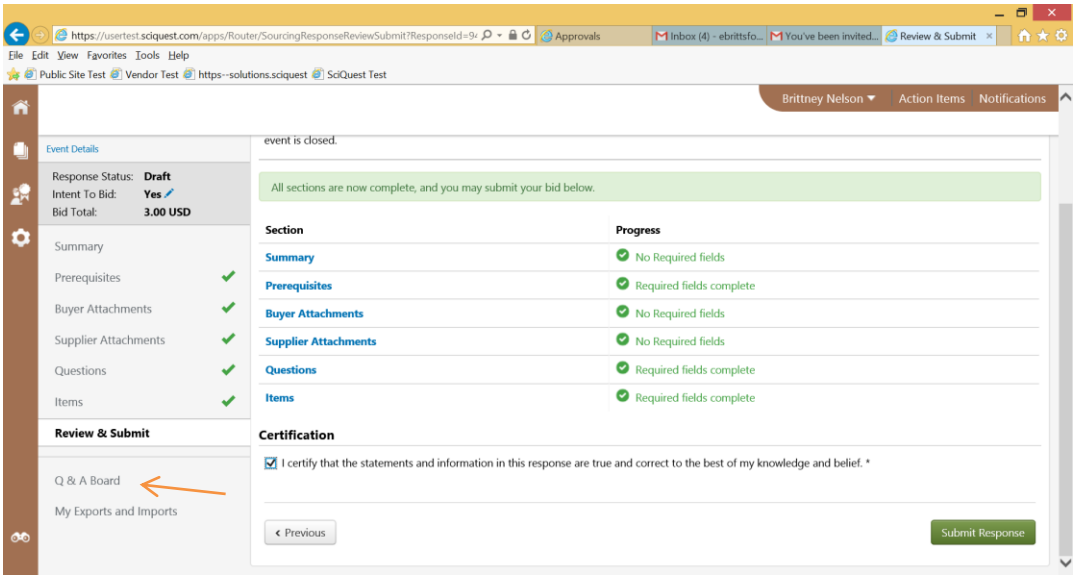




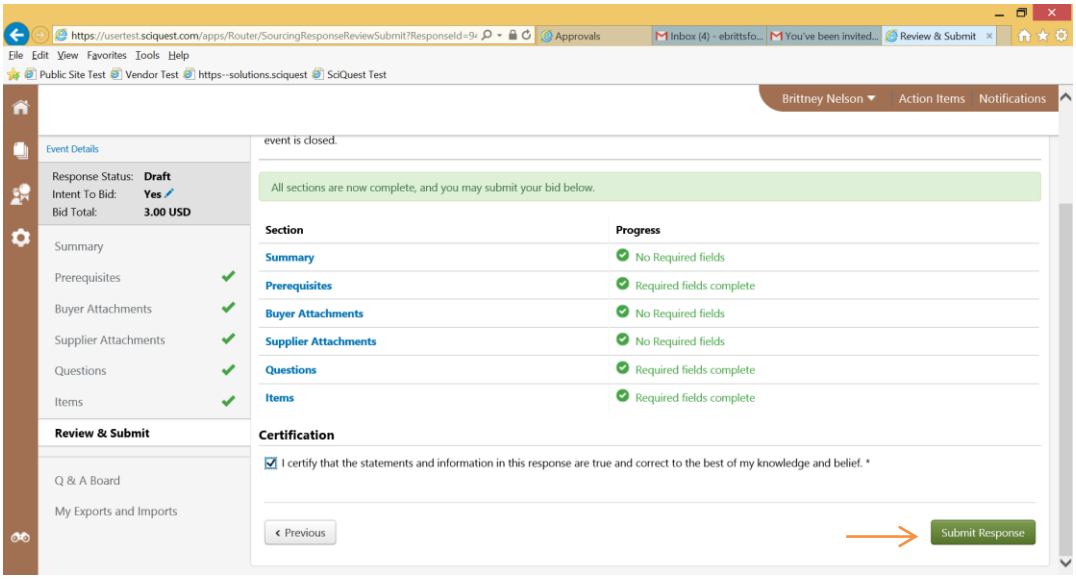
The eMACS system is wizard driven. As required information is completed, a green check will appear. As long as you Save Progress you can exit your response and come back to it at any time before the Close Date. Once the response is complete, select the Certification box.



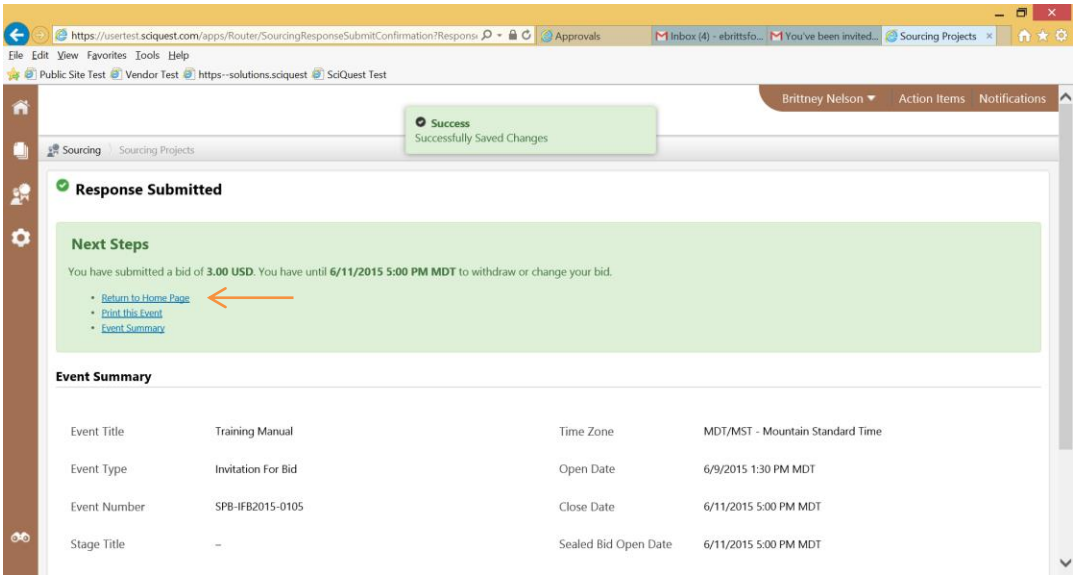
Questions regarding the event can be asked using the Q & A Board. Any question posted to the Q & A Board will be answered with a public response. If the Q & A Board is closed, the option will not be available.



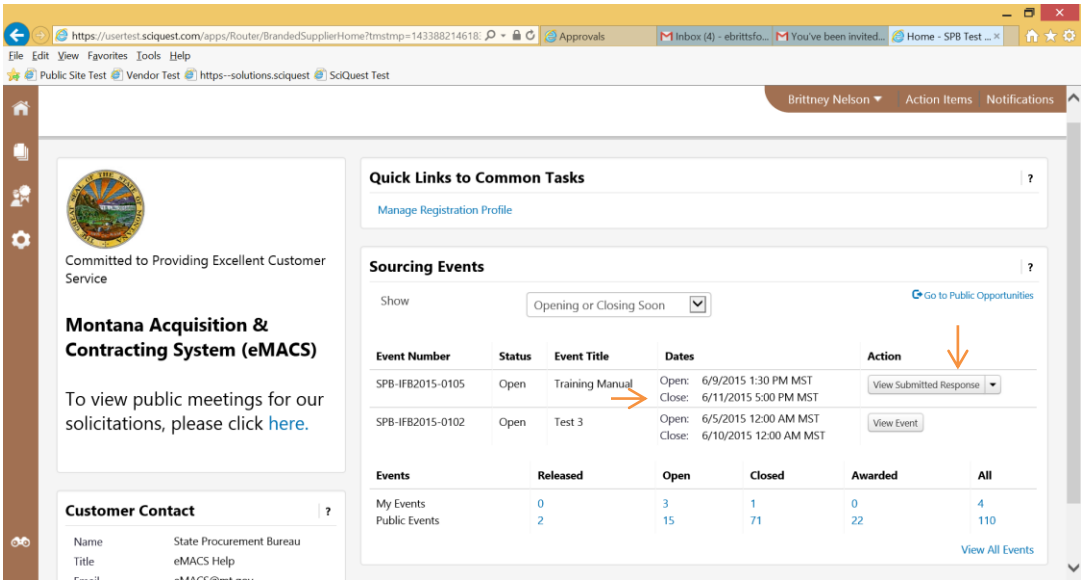
Once you are ready to submit your response, select Submit Response.



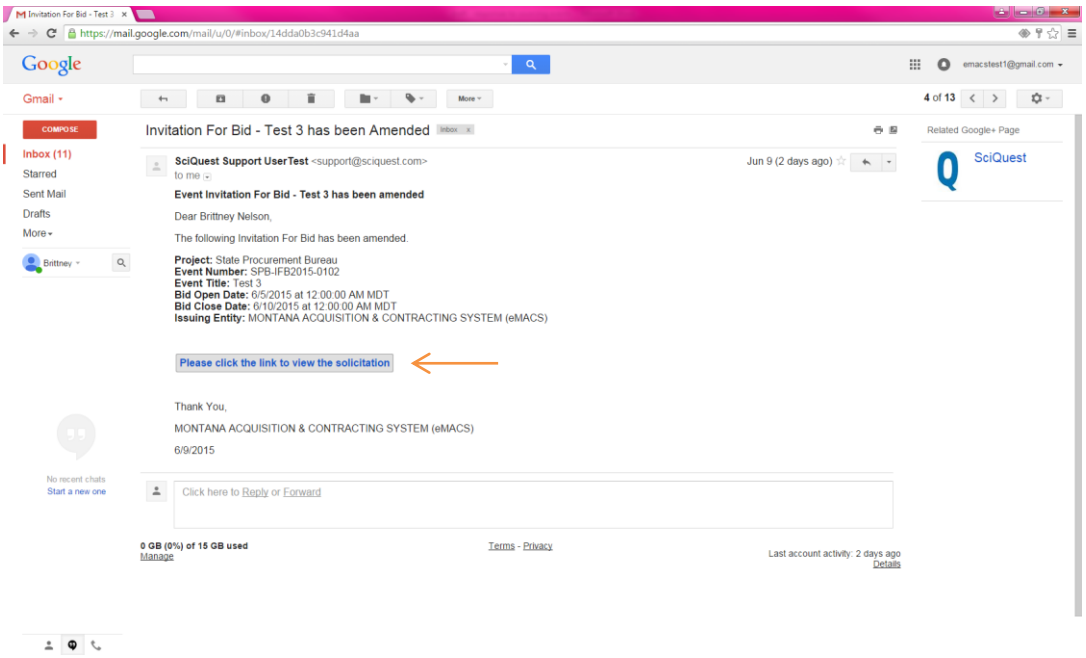
When your response has been successfully submitted you will be redirected to this screen. Select Return to Home Page to be redirected back to the eMACS Vendor Portal home screen.



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.

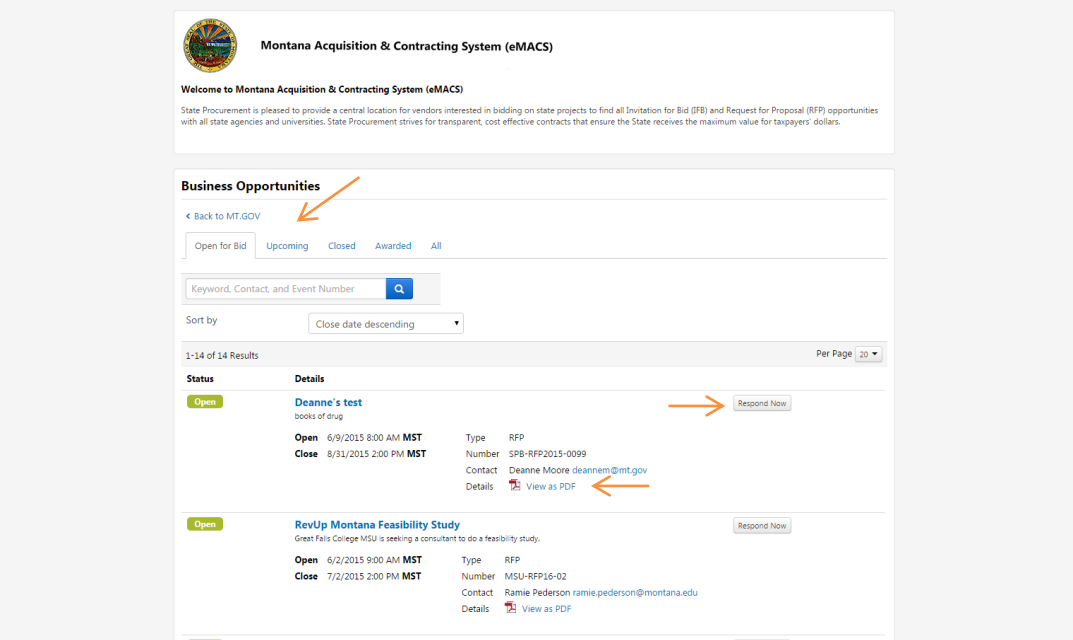


If an event is amended, you will receive an email notification. Amendments to an event require you to login and view the amendments, make any necessary changes to your response, and resubmit your response. Failure to complete these steps will render your response incomplete.

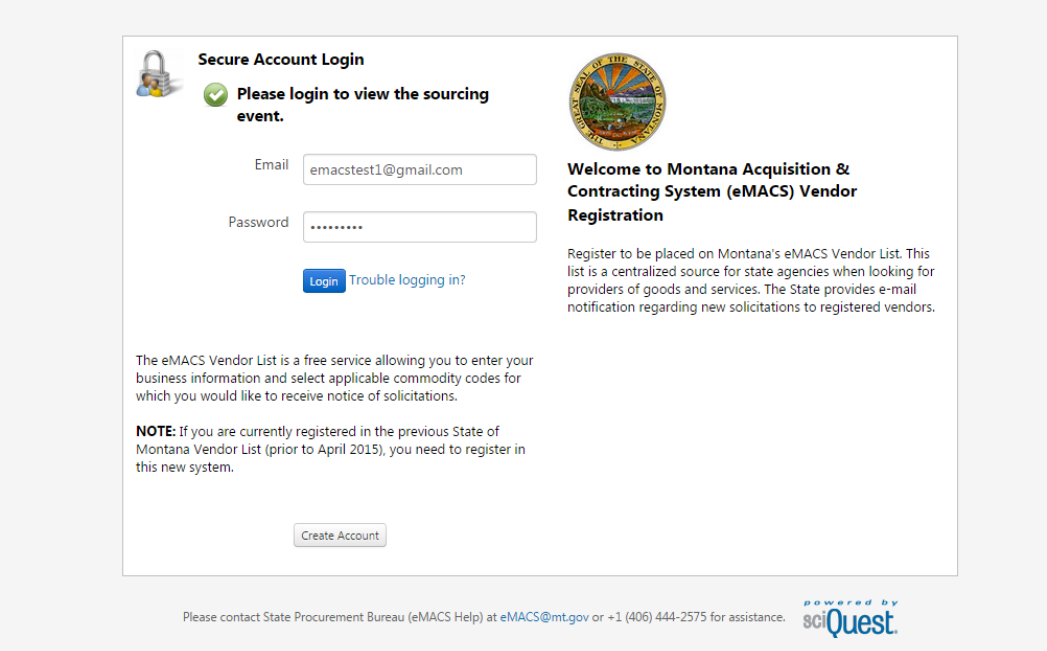


Responding to Events from the Public Site

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.



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



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.