Response Confirmation and Management

Once you have submitted your required all response documents, you will receive a confirmation in eMMA. You will be able to manage your response, including updating or deleting it, until the due date of the solicitation.

Image of screen showing confirmation of submission of response.

Responding to a new Round

When a new round has been issued for a solicitation, that means an amendment, clarification, or other change to the solicitation has occurred.

You MUST acknowledge the receipt of the new Round. This will be a system message to you similar to the original Acknowledge Receipt for the solicitation.
Acknowledge a Round

When a new Round has been issued, you will see the Round # listed under your My Solicitations. Click on the Solicitation Title to open the solicitation and then acknowledge the solicitation exactly as you did originally.

To review acknowledging receipt, please navigate to that module in this training.

If you have already submitted your response, you will need to review any changes that were made in the solicitation in the new round and made a decision on your next steps. You can decide to:

1. Keep your response exactly the same, or
2. Update your response to meet the new or changed solicitation, or
3. Decide to not respond to the solicitation.

Updating Your Response

To change or add a response to a solicitation, click on the Prepare Response button.

(You have to acknowledge receipt here if you have not already.)

Since you have already submitted a response, you will see the option to submit Response #2 (or more).

Choose one of the two radio buttons for whether it is an Alternate Response, or you wish to Replace existing response.

Type in the description and add the documents as you did with the previous response.

Click Validate & Submit and confirm as you did with the previous response.
IF you have not submitted your response at the time of the new round, you do not need to do anything differently, just submit your response!

Response History

The responses that you have submitted will be listed and are available to edit until the due date of the response.

To edit your response, click the Label for the response (each label is also underlined and in blue to suggest it is a link) to make the edits you wish and resubmit.