

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.

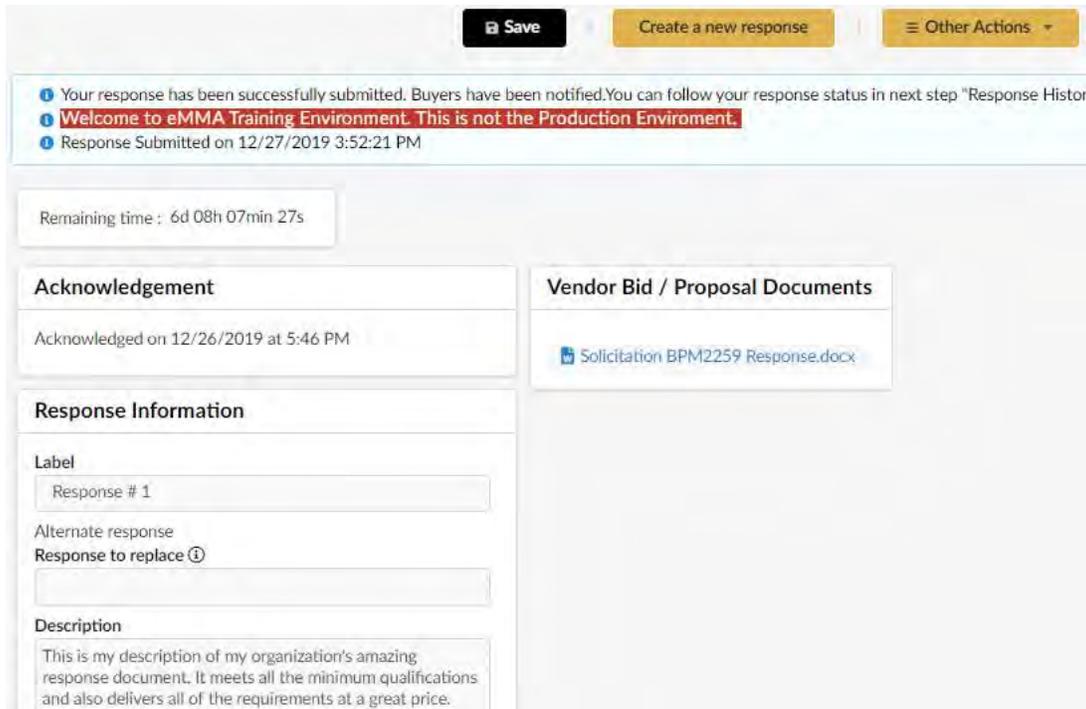


Image of screen showing confirmation of submission of response.

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.

The screenshot shows the 'My Solicitations' page in the eMMA system. At the top, there are navigation tabs for 'General Info.', 'Sourcing', and 'Contracts'. A user profile for 'Victoria S.' is visible in the top right. Below the navigation is a search bar and a warning banner: 'Welcome to eMMA Training Environment. This is not the Production Environment.' The main content area features a search filter for 'Round Status' set to 'Open'. Below the filter is a table with the following data:

ID	Solicitation Title	Lot #	Round #	Commodity	My Response Status	Status	Due / Close Date	Remaining time	Forum
BPM017124	Hoist and Trolley - Mitchell Coates	1	2	• 2 - Dogs	Waiting acknowledgment	Open	1/3/2020	7d 06h 15min 18s	

Image of My Solicitation list showing a solicitation with Round 2 listed.

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.

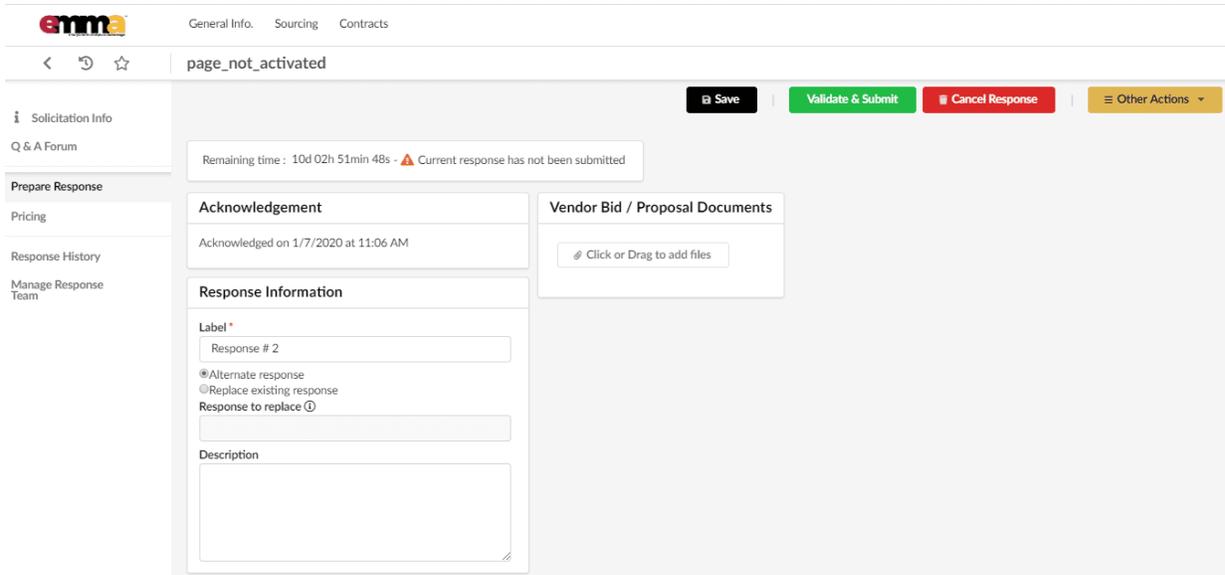


Image of Prepare Response screen in eMMA with options to submit an alternate response of a replacement response.

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.

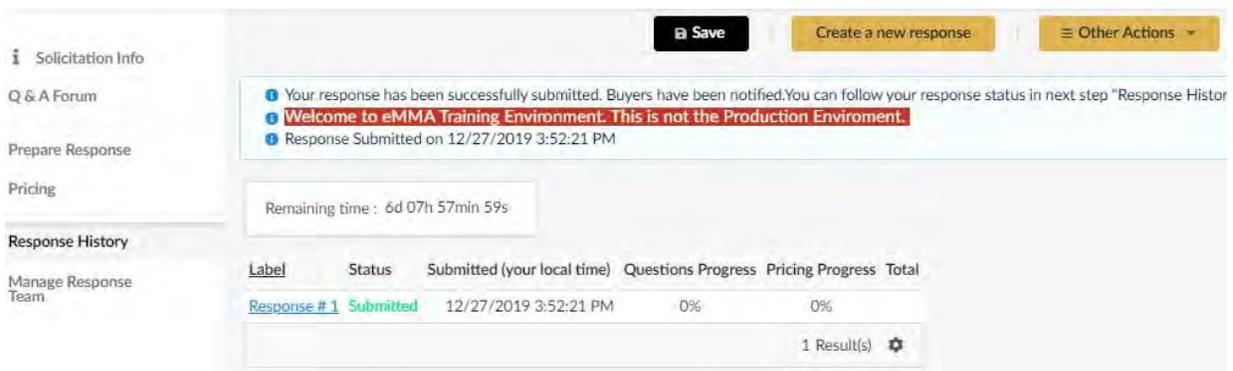


Image of Response History screen in the solicitation.