



eMACS Handbook

Responding to Events v2

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 publicly.

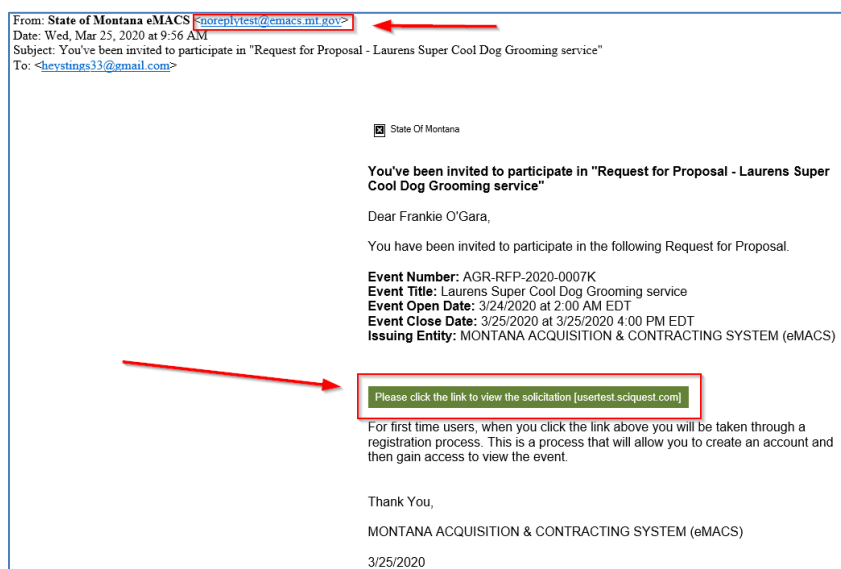
My Exports and Imports: The system provides the ability to export certain sections of the event and then import the completed document. Any documents that you export or import for each event will be located in this section.

Responding to an Event


Email invitation from the eMACS Vendor Portal

An email invitation is sent. The email address associated with your Vendor Profile will receive this notification. There are two different ways to determine how notification is sent when an event is created. The first is, the commodity code selected on your profile, and the second is a direct invitation to a sourcing event by the State of Montana.

Within the email invitation, navigate down to the button and select **Please click the link to view the solicitation**, you will be redirected to the eMACS Vendor Portal login page.



- Login to the **eMACS Vendor Portal**, 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 the [State Procurement](#) website).



eMACS

ELECTRONIC MONTANA ACQUISITION
& CONTRACTING SYSTEM

Welcome to Montana Acquisition & Contracting System (eMACS) Vendor Registration

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

Enter your email to Login/Create Account English ▼

[Next](#)

Email

NOTE:

- This registration portal is for **VENDORS** only.
- Forget your password? Click on Trouble login in? above. If you're still not able to change your password, contact JAGGAER at 1-800-233-1121.

Please contact State Procurement Bureau at emacs@mt.gov or +1 406-444-2575 for assistance. POWERED BY JAGGAER

- The Summary Page is where you will set your Intent to Bid. Select your intent to bid status.

- [Home](#)
- [Orders](#)
- [Catalogs and Contracts](#)
- [Sourcing](#)
- [Reporting](#)
- [Administer](#)
- [Registration](#)

Sourcing ▸ Sourcing Events ▸ Search Events
Open This event closes in 657 days on 2/23/2022 at 2/23/2022 12:00 AM MST. [Event Schedule](#)
[Questions & Answers for this Event](#)

Vendor Profile Question
SPB-RFP-2020-0480

[Event Details](#)

Response Status: **Not Started**

Intent To Bid: **Not Set** [✎](#)

Bid Total: 0.00 USD

Summary

- Prerequisites ✓
- Buyer Attachments ✓
- Supplier Attachments ✓
- Questions ✓
- Review & Submit ✓

[Q & A Board](#)

[My Exports and Imports](#)

Summary [Event Actions](#) | [History](#) | [?](#)

⚠ Intent to Bid Not Set

- You must set your intent to bid to "Yes" to respond to this event.

[Yes, I Intend to Bid](#)
[No Bid](#)

Event Title	Vendor Profile Question	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Proposal	Event Open Date	2/24/2020 12:00 AM MST
Event Number	SPB-RFP-2020-0480	Event Close Date	2/23/2022 12:00 AM MST
Stage Title	-	Sealed Bid Open Date	2/23/2022 12:00 AM MST
Currency	USD	Question Submission Close Date	2/24/2022 12:00 AM MST
Payment Terms	-		
Sealed Bid	Yes		

Contacts

If you need more information on this event, please contact:

Note: If you need to change the status, select the pencil icon next to the **Intent to Bid**,

Intent To Bid: **Not Set**  the window below will appear:

Intent To Bid

☐ I intend to bid on this event

☐ No Bid

Save

Close

- If you choose **Yes, I Intend to Bid**, the **Proceed to Prerequisites** button will appear, click on the button to continue.

Home

Orders

Catalogs and Contracts

Sourcing

Reporting

Administer

Registration

Sourcing > Sourcing Events > Search Events


Open This event closes in 28967 days on 8/28/2099 at 8/28/2099 12:00 AM MDT. Event Schedule

Questions & Answers for this Event

OPD Contract Mental Health Professional
OPD-RFQ-2019-0085


Event Details


Response Status: **Not Started**


Intent To Bid: **Yes** 


Bid Total: 0.00 USD

Summary

Prerequisites 

Supplier Attachments 


Questions 

Review & Submit 

Q & A Board

My Exports and Imports

Summary

 **Prerequisites Required to Enter Bid**
- You must complete prerequisites before you may enter your bid.

Proceed to Prerequisites >

Event Title	OPD Contract Mental Health Professional	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Qualifications	Event Open Date	8/28/2018 12:00 AM MDT
Event Number	OPD-RFQ-2019-0085	Event Close Date	8/28/2099 12:00 AM MDT
Stage Title	-	Sealed Bid Open Date	8/28/2099 12:00 AM MDT
Currency	USD	Question Submission Close Date	8/28/2099 12:00 AM MDT
Payment Terms	-		
Sealed Bid	Yes		

Contacts

If you need more information on this event, please contact:

PREREQUISITES

Read through 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.

Note: 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, certified and/or responded to, select **Save Progress** and **Next** to proceed to **Buyer Attachments**.

The screenshot shows the 'Prerequisites' section for the event 'OPD Contract Mental Health Professional' (OPD-RFQ-2019-0085). The event is 'Open' and closes in 28967 days on 8/28/2099 at 12:00 AM MDT. The response status is 'Not Started' with an intent to bid of 'Yes' and a bid total of '0.00 USD'. The left sidebar shows navigation options: Home, Orders, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration. The 'Prerequisites' section lists two items: 'Mental Health Professionals - Please read the attached file. This is the document that will become your MOU.' and 'OPD Policies and Procedures'. Both items have a checkbox for 'I certify that I have read and agree to the terms above.' and a warning icon indicating they are required to enter a bid. A red arrow points to the 'Q & A Board' link in the left sidebar.

This screenshot shows the same 'Prerequisites' section, but with the completion status updated. The 'Mental Health Professionals' prerequisite now has a green checkmark and the text 'I certify that I have read and agree to the terms above.' The 'OPD Policies and Procedures' prerequisite also has a green checkmark and the text 'I acknowledge I have read the foregoing documents and agree to comply with the standards, policies, and procedures set forth therein.' A red arrow points to the 'Save Progress' button at the bottom right, and another red arrow points to the 'Next >' button. The left sidebar shows the 'Prerequisites' status as 'Completed' with a green checkmark.

BUYER ATTACHMENTS

Review the **Buyer Attachments**.

- If there are no Buyer Attachments, or you have read through them, select **Next** to continue on to the **Supplier Attachments** page.

The screenshot shows the 'Buyer Attachments' section of a bid response. On the left, a sidebar lists various sections: Vendor Profile Question, Event Details, Response Status (Draft), Intent To Bid (Yes), Bid Total (0.00 USD), Summary, Prerequisites, Buyer Attachments (checked), Supplier Attachments (checked), Questions (checked), Review & Submit (warning icon), Q & A Board, and My Exports and Imports. The main area is titled 'Buyer Attachments' and contains a message: 'Please see the attachments below for additional information about this event.' Below this, there is a list of attachments: 'Product Specifications' and 'Area Map'. A red arrow points to the 'Area Map' link. At the bottom right, there are 'Previous' and 'Next' buttons.

SUPPLIER ATTACHMENTS

The screenshot shows the 'Supplier Attachments' section of a bid response. On the left, a sidebar lists various sections: OPD Contract Mental Health Professional, Event Details, Response Status (Not Started), Intent To Bid (Yes), Bid Total (0.00 USD), Summary, Prerequisites, Supplier Attachments (checked), Questions (checked), Review & Submit (checked), Q & A Board, and My Exports and Imports. The main area is titled 'Supplier Attachments' and contains a message: 'Please upload any additional files that are relevant to this bid response.' Below this, there is a button 'Add New Attachment' labeled with a red '1' and a red arrow. Three pop-up windows are shown: 1. 'Add Attachment' window (labeled with a red '2') showing 'Attachment Type' as 'File' and 'Attachment' as 'No File Attached'. 2. 'Upload' window (labeled with a red '3') showing 'Title' as 'Testing Attachment' and 'File' as 'Choose File'. 3. 'Add Attachment' window (labeled with a red '4') showing 'Attachment Type' as 'File' and 'Attachment' as 'Testing Attachment'. A red '5' is also present at the bottom right of the main area. At the bottom right, there are 'Previous' and 'Next' buttons.

Adding your own Supplier Attachments:

1. Select **Add New Attachment**, follow the instruction on the windows that pop up.
2. Select if it is a file or a link, then navigate to the file to be uploaded.

3. Title the attachment, then **Save Changes**.
4. Make sure you see the document or link, make sure you select **Save Changes** again.
5. Select **Next** to proceed to **Questions**.

NOTE: Make sure you see the attachment listed. If it does not appear you will need to upload and remember to **Save Changes** on each window.

Another feature, if you uploaded the wrong document, click the **Edit** dropdown and select **Remove document**.

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**.

1.2
Please download the attached file and fill it out completely. Then save it and upload your saved document to this question. ★

[Mental Heal Provider E&E](#)
No File Attached

1.3
Please upload a copy of your current resume or C.V. ★

No File Attached

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.

NOTE: If there are no Items listed on the event, proceed to **Review and Submit**.

Open This event closes in 4 days on 5/12/2020 at 5/12/2020 12:00 AM MDT. [Event Schedule](#) [Questions & Answers for this Event](#)

How To Respond to an Event
SPB-IFB-2020-0484

Event Details
Response Status: **Not Started**
Intent To Bid: **Yes**
Bid Total: **0.00 USD**

Summary
Prerequisites ☒
Buyer Attachments ☒
Supplier Attachments ☒
Questions ☒
Items ☒
Review & Submit ☒
Q & A Board
My Exports and Imports

Items
Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

★ Response is Required
⌚ Estimated Delivery Date is Required

Product Line Items (4)

Go To: [Expand All Fields](#) [Collapse All Fields](#)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery	
P1.1	Widget 1 View Details	1,000	Each	-	<input type="text"/>	-	<input type="text"/> mm/dd/yyyy	<input type="button" value="Respond to Item"/>
Comment: <input type="text"/> 1000 characters remaining								
P1.2	1.1 - 6 foot. Stores #5674-2521 ★ View Details	1	Each	-	<input type="text"/>	-	<input type="text"/> mm/dd/yyyy	<input type="button" value="Respond to Item"/>

- Review the requested line item to make sure you are imputing the correct information.

★ Response is Required
⌚ Estimated Delivery Date is Required

- Select **Next** to proceed to **Review and Submit**.

REVIEW AND SUBMIT

The eMACS system is wizard driven. As required information is completed, a green check will appear.

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, under **Certification** select the box, **I certify....**

OPD Contract Mental Health Professional
OPD-RFQ-2019-0085

Event Details

Response Status: **Draft**
Intent To Bid: **Yes** ✓
Bid Total: **0.00 USD**

Summary
Prerequisites
Supplier Attachments
Questions
Review & Submit
Q & A Board
My Exports and Imports

Review & Submit

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections with required fields must be complete before you can submit your bid.

Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Supplier Attachments	✓ No Required fields
Questions	⚪ Incomplete

Certification

☐ I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

< Previous Submit Response

- If there is missing information, you will need to go back to that section and complete the information.
- 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.

Sourcing

✓ Response Submitted

Next Steps

You have submitted a bid of 0.00 USD. You have until 2/23/2022 12:00 AM MST to withdraw or change your bid.

- Return to Home Page
- Event Summary

Event Summary

Event Title	Vendor Profile Question	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Request for Proposal	Event Open Date	2/24/2020 12:00 AM MST
Event Number	SPB-RFP-2020-0480	Event Close Date	2/23/2022 12:00 AM MST
Stage Title	-	Sealed Bid Open Date	2/23/2022 12:00 AM MST
Currency	USD	Question Submission Close Date	2/24/2022 12:00 AM MST
Payment Terms	-		
Sealed Bid	Yes		

From the eMACS Vendor Portal home screen, you will see that your response was submitted.

NOTE: You can view or change your response up until the **Close Date** of the event.

WITHDRAW BID

If you would like to withdraw your bid, there is an option to do so.

- Select the **View Submitted Response**, then click the **Withdraw Bid** button.

Home Customer Portal Home

Quick Links to Common Tasks

Manage Registration Profile

Sourcing Events

Show Opening or Closing Soon Go to Public Opportunities

Showing 1-5 of 13 results

Event Number	Status	Event Title	Dates	Action
JUS-IFB-2022-0151, NRDP Contract No. 700175	Open	Prickly Pear Creek Greenway Trail System - Segment 2 North and Kennedy Park Trails Project	Release: 2/17/2022 12:00:00 AM MDT Open: 2/17/2022 8:00:00 AM MDT Close: 3/17/2022 2:00:00 PM MDT	View Event
FWP-IFB-2022-0617K	Open	Blackfoot Cleanwater WMA Weed Management	Open: 2/18/2022 12:00:00 AM MDT Close: 3/18/2022 2:00:00 PM MDT	View Event

Customer Contact

Name State Procurement Bureau
Email emacs@mt.gov
Phone +1 406-444-2575

Home Sourcing Sourcing Events Search Events

Open This event closes in 657 days on 2/23/2022 at 2/23/2022 12:00 AM MST. Event Schedule Questions & Answers for this Event

Vendor Profile Question SPB-RFP-2020-0480

Event Details

Response Status: Submitted
Intent To Bid: Yes
Bid Total: 0.00 USD

Summary

Prerequisites ✓
Buyer Attachments ✓
Supplier Attachments ✓
Questions ✓

Summary

Event Title Vendor Profile Question Time Zone MDT/MST - Mountain Standard Time (US/Mountain)
Event Type Request for Proposal Event Open Date 2/24/2020 12:00 AM MST
Event Number SPB-RFP-2020-0480 Event Close Date 2/23/2022 12:00 AM MST
Stage Title - Sealed Bid Open Date 2/23/2022 12:00 AM MST
Currency USD Question Submission Close Date 2/24/2022 12:00 AM MST
Payment Terms -
Sealed Bid Yes

Event Actions History ?

Withdraw Bid

Request for Proposal

Withdraw Bid

If you withdraw your bid you must resubmit by 2/23/2022 12:00 AM MST in order to participate in this event. Are you sure you want to withdraw?

Confirm Close

ADDITIONAL INFORMATION

Questions regarding the event can be asked using the **Q & A Board**.

Any question posted to the Q & A Board will be answered and will be posted to the public.

- If the Q & A Board is closed, the option, **Ask a Question**, will not be available.

The screenshot shows the 'Question & Answer Board' for the event 'OPD Contract Mental Health Professional' (OPD-RFQ-2019-0085). The interface includes a sidebar with event details and a main content area for questions and answers. A red arrow points to the 'Ask a Question' button in the top right corner of the main content area. Another red arrow points to the 'Q & A Board' link in the sidebar. The main content area displays a message: 'No questions and answers have been made public yet.' and a 'Sort by' dropdown menu set to 'Date Asked: Most Recent First'.

Changes to the Event (Amendments)

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

NOTE: If you cannot see what was changed, check the Q&A Board to see if the contract officer posted about the changes.

The sample email notification is titled 'Sample Type - Sample Event has been Amended'. It is addressed to 'Joe Smith' and informs him that the 'Sample Type' has been amended. The email includes the following details: Project: Sample Project, Event Number: 1234, Event Title: Sample Event, Bid Open Date: 5/7/2020 at 12:34:56 AM EST, Bid Close Date: 5/7/2020 at 12:34:56 AM EST, and Issuing Entity: Acme Sprockets. A green button labeled 'Please click the link to view the solicitation' is provided. The email concludes with 'Thank You, Acme Sprockets' and the date '5/7/2020'.

Responding to Events from the Public Site

[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 shows the eMACS (Electronic Montana Acquisition & Contracting System) interface. At the top, it says "Welcome to Montana Acquisition & Contracting System (eMACS)". Below this is a "Business Opportunities" section. A red box highlights the "Open for Bid" tab, with a red arrow pointing to it. Below the tabs are search filters: "Work Group Filter" and "Keyword". A red arrow points to the "Search" button. Below the search filters is a "Sort by" dropdown set to "Close date descending". Below the sorting options is a pagination bar showing "Page 1 of 5" and "1-20 of 98 Results". Below the pagination bar is a table of results. The first result is for "Home Health Services/Home Based Therapy Provider". A red box highlights the "Respond Now" button next to this result. A red arrow points to the "View as PDF" link at the bottom of the result details.

Work Group Filter: Filter Results by work group

Keyword: Search by event title, number, contact, short description, or commodity code description


Clear Search

Sort by: Close date descending

Page 1 of 5 1-20 of 98 Results 20 Per Page

Status	Details
Open	Home Health Services/Home Based Therapy Provider MSF is seeking home health providers to provide services to injured employees suffering from injuries or occupational diseases under the Workers' Compensation Act of Montana. Open 7/1/2021 5:00 PM MDT Type RFP Close 6/30/2028 2:00 PM MDT Number MSF-78 Contact Kathy Gowen kgowen@mt.gov Details View as PDF

- **Login** to your account or **Create Account** (instructions available in a separate handbook at the [State Procurement website](#)).



eMACS

ELECTRONIC MONTANA ACQUISITION
& CONTRACTING SYSTEM

Welcome to Montana Acquisition & Contracting System (eMACS) Vendor Registration

Register to be placed on Montana's eMACS Vendor List. This is a free service allowing vendors to enter their business information and select applicable commodity codes for which they would like to receive bid notifications. This list also serves as a centralized source for state agencies when looking for providers of goods and services.

Enter your email to Login/Create Account English ▼

[Next](#)

Email

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Please contact State Procurement Bureau at emacs@mt.gov or +1 406-444-2575 for assistance. POWERED BY JAGGAER

How to Post a Question on the Q&A Board

- After accessing the event, on the left-hand side of the screen click on Q&A Board.

- Home
- Orders
- Catalogs and Contracts
- Sourcing
- Reporting
- Administer
- Registration

21.1 IFB Testing
DOA-IFB-2021-0127LJL

Summary

Prerequisites ✓

Supplier Attachments ✓

Questions ✓

Items ✓

Q & A Board

My Exports and Imports

Summary

This event will close on 12:00 AM MDT. You may withdraw your response until the event is closed.

Event Title	21.1 IFB Testing	Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Event Type	Invitation For Bid	Release Date	3/19/2021 12:00 AM MDT
Event Number	DOA-IFB-2021-0127LJL	Event Open Date	3/20/2021 12:00 AM MDT
Stage Title	-	Event Close Date	3/19/2022 12:00 AM MDT
Currency	USD	Sealed Bid Open Date	3/19/2022 12:00 AM MDT
Payment Terms	-	Question Submission Close Date	3/19/2022 12:00 AM MDT
Sealed Bid	Yes		

Contacts
If you need more information on this event, please contact:

- When the button on the top right-hand side 'Ask a Question' appears, you can post a question on the board. Your question will appear on the Public Q&A tab.

Question & Answer Board Event Actions ▾ History ?

Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.

[Public Q&A \(1\)](#) [My Questions \(0\)](#) [Buyer Questions \(unanswered 0\)](#)

Sort by Date Asked: Most Recent First ▾

Why can't I edit the line items
It gives me a red circle and won't let me add information?? Asked 3/19/2021 at 2:06 PM MDT

Answer
You will be able to tomorrow at 12am. This is just a preview of the event.
[Ask a Follow-Up Question](#) Answered 3/19/2021 at 2:07 PM MDT by [Lisa LeDoux](#)

Re: Why can't I edit the line items
Thank you for the information. Asked 3/19/2021 at 2:07 PM MDT

Answer
You are welcome Answered 3/19/2021 at 2:08 PM MDT by [Lisa LeDoux](#)

- A new dialog box will appear, enter in the information and your question. If you do have an attachment you want to include you can include that as well.

Ask a Question ✕

Subject *

Question *
5000 characters remaining

Attachment *Drop file to attach, or browse.*

Disclaimer
Please note that submitted questions and associated answers may be exposed to all participating vendors, at the discretion of the sponsoring Organization.

* Required

- An email notification will be sent letting bidders know that a question has been posted, and when it is answered another email will be sent as well.

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:

Phone: (406) 444-2575

or

Email: emacs@mt.gov