



eMACS 21.1 RELEASE FEATURE SNAPSHOT-SCREENSHOT

Important:

The eMACS 21.1 release upgrade will be promoted to the eMACS Production environment beginning **Friday, April 9, 2021, 7pm MST** through **Sunday, April 11, 2021, 10am MST**. During this time frame the Production environment WILL NOT be available to agencies or vendors.

Agencies are asked to review events they may have opening during or around this time frame and consider if any action is necessary, i.e., extending Open Date, and if applicable, Q&A Submission Close Date. The Q&A Submission Close Date for the Q&A Board is often missed in this review.

Listed below are changes taking immediate effect Monday, April 12, 2021. These changes should NOT affect existing functionality, permissions, or access rights.

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Sourcing

Increased Flexibility for Protected Event Templates

Before this new release, when an event was created from a “protected” template (in Templates and Libraries), the event creators were unable to remove or edit any of the content inherited in the template. With this release, users have the option to; protect all fields, to protect no fields, or to select specific field content that cannot be removed or edited in events created from the template.

Navigate to Sourcing > Templates and Libraries > Event Templates.

The screenshots below show the updates:

Add Template [Close]

Template Name *

Description
256 characters remaining

Event Access Settings for This Template

Event Type *

Work Groups *

Protect Template

Status Protected
Let me choose

* Required

tion For Bid 6/10/20

Add Question ✕

Question Text ★

996 characters remaining

Response Type ★ File Upload

Vendor Response Is Required
 Enable Price File Mode
 Limits bid price viewing to users allowed to view prices within the event. The event creator manages which users can see prices.

Attach File ★ No File Attached Upload

Protected

Display Order ★ Last

★ Required Save Changes Close

Sourcing > Templates and Libraries > Event Templates

< Back to Solicitation Templates

Test User History | ?

Template Status **Draft (Hidden)**

Template Settings

Description

Prerequisites 0

Buyer Attachments 0

Questions 1

Additional Item Fields

Price Components

Items 0

Questions History | ?

Please enter your questions into groups below. Add or Import Export Questions

Group 1				Manage Group	Available Actions	Delete Selected Questions
#	Question Text	Conditional Upon	Res			
1.1	tesy	-	Yes		<input type="checkbox"/> Protect Selected Question(s) <input type="checkbox"/> Unprotect Selected Question(s)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Add Question

Sourcing (cont.)

Ability to Add Instruction Comments for Event Question Groups

Previously it was not possible to include user instructions for the group of questions that are presented to a vendor preparing to submit a bid. This process has been improved with the opportunity for event creators and managers to include instructional text for each question group created within libraries, templates, or events.

The screenshot shows the 'Sourcing' interface with a sidebar on the left containing navigation options like 'Test User', 'Template Status', and 'Questions'. The main area is titled 'Questions' and contains a table with columns for '#', 'Question Text', 'Conditional Upon', and 'Response Type'. A dropdown menu is open over the 'Add or Import' button, with 'Add Question Group' highlighted by a red box.

The 'Add Group' modal form includes the following fields and options:

- Group Name:** A text input field.
- Add Instructions:** A radio button selection with 'Yes' selected and 'No' unselected. This section is highlighted with a red box.
- Instructions:** A text area with a character count of '500 characters remaining'.
- Display Order:** A dropdown menu currently set to 'Last'.
- Buttons:** 'Save Changes' (red) and 'Close' (grey).
- Legend:** A star icon indicates required fields.





SOURCING ENHANCEMENTS

Ability to Search for Vendor Recipients When Communicating via the Q&A Board

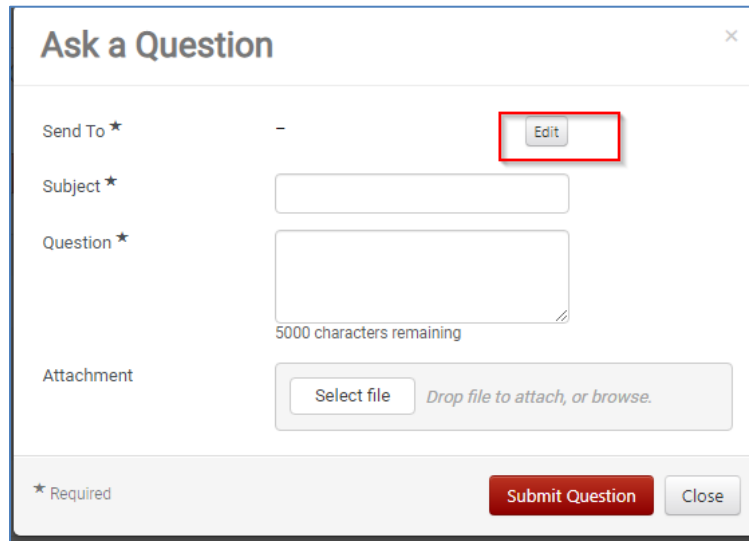
Previously if an event owner needed to communicate to specific vendors through the Q&A Board, they had to manually scroll through the complete list of invited vendors in order to locate and select the specific vendor's name for which they had **targeted messages**. With this new release, the search process has been enhanced with the addition of the standard search, filter, and sort functionality on the vendor selection page in the Q&A Board.

Navigate to your Open Sourcing event and then to the Q&A Board.
Select Submit Question then Ask a Question:

The screenshot displays the '21.1 Q&A Board Enhancement Testing' interface. The event status is 'Open'. The left sidebar contains navigation options, with 'Q & A Board' highlighted. The main area is titled 'Question & Answer Board' and includes a search bar for 'Vendor' with a 'Go' button. A 'Sort by' dropdown is set to 'Date Asked: Most Recent First'. A 'Submit Question' dropdown menu is open, showing 'Post a Question' and 'Ask a Question' options. A red arrow points to the 'Submit Question' dropdown, and a red box highlights the 'Ask a Question' option. Below the search bar, there are filters for 'Unanswered Questions (6)', 'Public Q&A (1)', 'Questions from Vendors (6)', and 'Questions sent to Vendors (0)'. A question titled 'RKS test question' is visible, with a 'Q' section and an 'Answer' section.

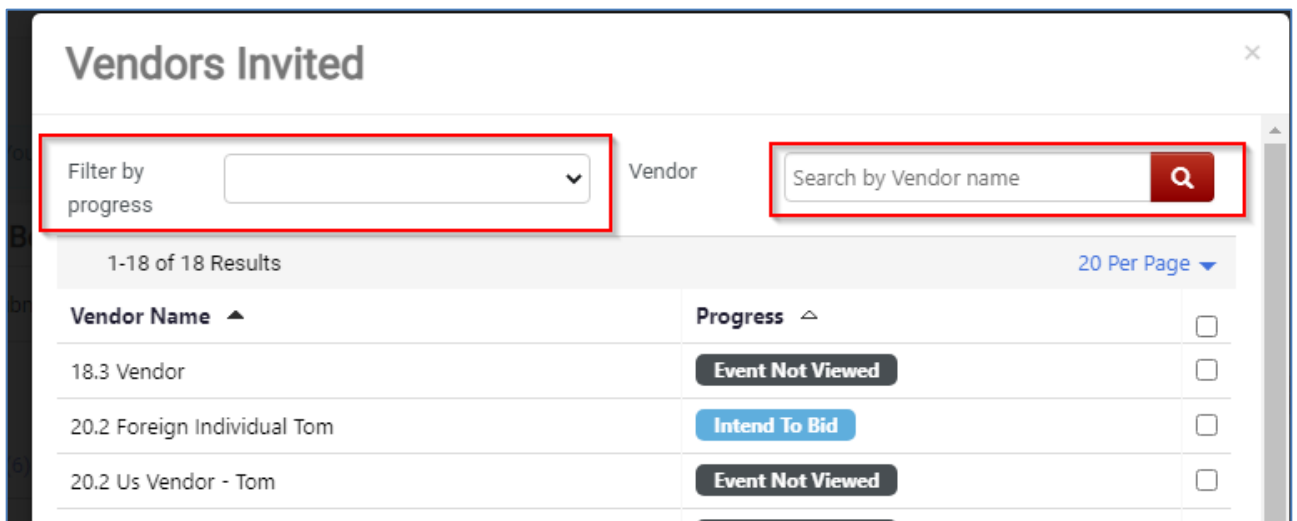


The Ask a Question screen displays. To perform a search for specific vendors, click on the Edit button:



The screenshot shows a modal window titled "Ask a Question". It contains several fields: "Send To" with a dropdown menu and an "Edit" button (highlighted with a red box), "Subject" with a text input field, "Question" with a larger text area (5000 characters remaining), and "Attachment" with a "Select file" button and the text "Drop file to attach, or browse.". At the bottom, there are "Submit Question" and "Close" buttons, and a legend indicating that an asterisk (*) denotes a required field.

The user can now search for a vendor and filter the by progress as shown below:



The screenshot shows a table titled "Vendors Invited". At the top, there is a "Filter by progress" dropdown menu (highlighted with a red box) and a search bar labeled "Vendor" with the text "Search by Vendor name" and a search icon (also highlighted with a red box). Below the search bar, it indicates "1-18 of 18 Results" and "20 Per Page". The table has two main columns: "Vendor Name" and "Progress".

Vendor Name	Progress	
18.3 Vendor	Event Not Viewed	<input type="checkbox"/>
20.2 Foreign Individual Tom	Intend To Bid	<input type="checkbox"/>
20.2 Us Vendor - Tom	Event Not Viewed	<input type="checkbox"/>



Improved Q&A Links in Email Notifications

Users with the notification enabled where a vendor submits a question requiring their response or a vendor provides a response in the Q&A Board receive an email notice containing a link to the question. These links navigated the user to the Q&A board where the user had to locate the relevant question needing attention. Now the links within the emails have been improved so that when the user clicks the link (need to be logged into EMACS), they are navigated directly to the Q&A Board question referenced by the notification.

Solicitation Question submission Notification for 21.1 Q&A Board Enhancement Testing



State of Montana eMACS <noreplytest@emacs.mt.gov>
To Hastings, Tom

Follow up. Start by Monday, March 29, 2021. Due by Monday, March 29, 2021.
If there are problems with how this message is displayed, click here to view it in a web browser.

MONTANA.GOV *TEST*
OFFICIAL STATE WEBSITE

Dear (admin)Tom Hastings,

21.1 TSM Tom VENDOR has submitted a new question associated with 21.1 Q&A Board Enhancement Testing that is awaiting a response.

Event No.: SPB-RFP-2021-0531

Question: Are you receiving notice that this question has been asked by a vendor on your event?

[View Solicitation](#)

Thank You,

21.1 TSM Tom VENDOR
3/29/2021



SOURCING ENHANCEMENTS (cont.)

Clicking on link in the email takes the user directly to the question on the Q&A Board:

The screenshot shows the Montana.gov Q&A Board interface. The page title is "21.1 Q&A Board Enhancement Testing" with ID "SPB-RFP-2021-0531". The event status is "Open". The main heading is "Question & Answer Board". Below the heading, there are filters for "Unanswered Questions (1)", "Public Q&A (0)", "Questions from Vendors (6)", and "Questions sent to Vendors (0)". A search bar for "Vendor" and a "Go" button are present. The "Sort by" dropdown is set to "Date Asked: Most Recent First". A question is displayed with the text "Are you receiving notice that this question has been asked by a vendor on your event?". The question was asked on 3/29/2021 at 8:12 AM by "jim Test" and is associated with "21.1 TSM Tom VENDOR". The question has no answers yet, and there is an "Answer Question" button.





SOURCING ENHANCEMENTS

Addition of Supplier Name and Submission Date to Buyer PDF Export Files

Previously, vendor names and their bid submission timestamps were not included in event PDF export files. Now with 21.1, vendor names and submission timestamps are included as standard data in event PDF export files.

Navigate to an event “Under Evaluation” then to the Vendor Responses section. Select a vendor option under Evaluate Selected Responses. Under Event Actions, select “Export Event as PDF”.

This event is Under Evaluation. You may view responses. Workflow Actions

Montana State Prison Quarterly Canned Goods Bid.
COR-IFB-2021-0019

Type: Invitation For Bid
Event Status: Under Evaluation

Settings and Content >

Evaluations ▾

Vendor Responses

Tools >

Vendor Responses

Evaluation Actions ▾

3 Invited Vendors 1 selected

Progress ▲	Response % Complete ▲	Vendor Name ▲	Total Bid ▲		
Submitted	100%	Butte Management	3,800.00 USD	View Response ▾	<input type="checkbox"/>
Submitted	100%	Tom 21.1 Vendor	2,800.00 USD	View Response ▾	<input type="checkbox"/>
Submitted	100%	Tom Test Vendor	2,400.00 USD	View Response ▾	<input checked="" type="checkbox"/>

Event Actions ▾ History ⓘ ?

- Copy
- Copy As Template
- Export Event as PDF**
- Hide Event Prices
- Designate Vendors for Proxy Bidding

Save Progress





SOURCING ENHANCEMENTS

In the Export Event wizard window under Content, select Let Me Pick. In the Vendor Responses section select All Vendor Responses. Be sure Include Attachments is set to Yes.

Export Event

Description

100 characters remaining

Content

- All Event Sections, Responses, and Attachments
- Let Me Pick

Event Sections

- Setup
- Custom Data
- Users
- Description
- Prerequisites
 - Prereq attachments
- Buyer Attachments
- Questions
 - Question attachments
- Items
 - Item Attachments
- Vendors
- Auction Settings

Additional Sections

- Internal Notes
 - Internal Notes Attachments
- Q & A Board
 - Q & A Board Attachments
- Event History

Vendor Responses

- All Vendor Responses
- Select Vendor Responses
- None

Include Attachments

- Yes
- No

* Required

Submit Close



After submitting your request, the system takes you to the Export Files page where you can open the PDF files. The screen shot below shows the new fields added to the PDF file

Event Summary - Foster Child Health Program TEST			
Vendor:	Tom 21.1 Vendor	Type	Request for Proposal
Number	Foster Child Health Program TEST	Stage Title	-
Organization	StateOfMontana	Currency	US Dollar
Exported on	4/2/2021	Exported by	(admin)Tom Hastings
Payment Terms	-	Sealed Bid	Yes
Intend to Bid	Yes	Bid Total	2,000.00 USD
Event Dates			
Time Zone	MST - Mountain Standard Time (US/Arizona)		
Released	-		
Open	3/5/2021 12:00 AM MST		
Close	3/26/2021 12:00 AM MST		
Submission Date	3/16/2021 5:50 AM MST		
Sealed Bid	3/26/2021 12:00 AM		
Question Submission Close	3/26/2021 12:00 AM MST		



New Sourcing Search Experience

New search enhancements have been implemented for orders and contracts, and with this new release users will have access to the new version of Sourcing searches. When the new search is enabled, users can toggle between the new search interface and the existing interface by clicking the “Choose Your Experience” button in the lower right corner of the screen.

Navigate to Sourcing > Solicitations > Search Events > Go to: Advanced Search

The screenshot displays the 'Search' interface for 'simple search'. It is divided into two main sections: 'Solicitation Identification' and 'Solicitation Information'. The 'Solicitation Identification' section includes fields for Solicitation Number, Solicitation Title (with an 'Event Title' dropdown), and Stage Title. The 'Solicitation Information' section includes fields for Solicitation Type, Date (with 'Create Date' and 'All Dates' dropdowns), Work Groups, Event Creator, Stakeholder, Vendor Name, Commodity Code, Participant (with radio buttons for 'Any', 'Me', and 'Pick...'), and Solicitation Status (with checkboxes for Draft, Open, Rejected, Pending, Under Evaluation, Canceled, Approved, Awarded, Withdrawn, Released, Closed Without Awarding, and Stage Complete). There is also an 'Event Administration' dropdown. At the bottom, there is a 'Go to: simple search' link and a 'Search' button. A red box labeled 'Toggle Button' points to a circular icon with three horizontal lines in the bottom right corner. The footer text reads 'Powered by JAGGAER | Privacy Policy'.



New Search Experience (continued)

Search
simple search

Solicitation Identification

Solicitation Number

Solicitation Title

Stage Title

Solicitation Information

Solicitation Type

Date

Work Groups

Event Creator

Stakeholder

Vendor Name

Commodity Code

Participant

Solicitation Status

Draft
 Pending
 Approved
 Released

Open
 Under Evaluation
 Awarded
 Closed Without Awarding

Rejected
 Canceled
 Withdrawn
 Stage Complete

Event Administration

Go to: [simple search](#)

Would you like to try out our new search experience?. You can switch as often as you like.

New search

Classic search

[SAVE](#) [CANCEL](#)

The screenshot below shows the new Solicitation search feature:

Search Solicitations
Save As | Pin Filters | What's beta? | Got Feedback? | Export All

Created Date: Last 90 days | Quick search Show Completed Stages Include Archived

1-33 of 33 Results 100 Per Page

Event Number	Event Status	Event Title	Stage Title	Event Type	Created Date	Release Date	Open Date	Close Date	Awarded Date	Event Creator	
21.1 Tom	Awarded	21.1 Tom IFB	-	Invitation For Bid	3/14/2021 1:39:27 PM	-	3/14/2021 11:00:00 PM	3/30/2021 11:00:00 PM	3/15/2021 5:19:27 AM	Tom Hastings	<input type="button" value="Q"/> <input type="button" value="X"/>
21.1 Tom RFP	Draft	21.1 Tom RFP	-	Request for Proposal	3/14/2021 1:40:29 PM	-	-	-	-	Tom Hastings	<input type="button" value="X"/>

