Quick Reference Guide
Viewing a Solicitation

Attention: This document serves as a quick reference only. Please be sure to review the full Vendor Client User Manual before conducting business with the City of Rockville. This information can be found within the Collaboration Gateway under the document library.

Note: If you have never accessed the Collaboration Gateway, please see the Collaboration Portal – Announcement and Set-up Instructions.

1. Once an interested bidder locates a bid on the City of Rockville website or eMMA that they are interested in, to view the full solicitation, interested bidders must sign-in to the Collaboration Gateway and enter their credentials
   [Contract Insight - Collaboration Portal (rockvillemd.gov)]

   ![](image1.png)

2. Once signed in, select the solicitation drop down menu and select public solicitations.

   ![](image2.png)

3. Once the solicitation opportunity is located in the listing, select “view” to open the solicitation details. Vendors may filter and search by solicitation, solicitation type, description, etc. to quickly locate a solicitation.

   ![](image3.png)
4. If interested in submitting a bid or proposal, the interested bidder must register as a respondent by selecting Interested in Responding under the drop-down menu located in the Response Status section of the Sourcing page (bottom of the page).

Please note: Once registered as a respondent, all correspondence, addendums, etc. will only be available under Files, Documents, and Images section of the sourcing record. It is the vendors responsibility to check the sourcing record periodically for any updates as it relates to the solicitation.