

Contracting and Procurement

Process Overview



Government Support Services
website: gss.omb.delaware.gov

Overview

- Reference Tools
- Utilizing Existing Contracts
- Identifying the Procurement Path
 - Classifications / Thresholds / Methods
- Types of Procurements
 - Supplier Diversity
- Unique Circumstances
- Formal Procurements
 - Key Points

<http://mymarketplace.delaware.gov>

mymarketplace.delaware.gov Delaware's Procurement Portal

bids.delaware.gov

Search the state's central repository for bid solicitations

Welcome
Welcome to the **State of Delaware Procurement Portal** - An all-inclusive site providing information on how to do business with the state.

I Found It Cheaper
In an effort to ensure the State is getting the best value on all purchases under central contracts OMB's Government Support Services now offers our new "I Found It Cheaper" website where you can submit real prices for real products. GSS then compares our value to your suggestions, so please let us know if you have found a better deal.

[Submit Your Suggestions](#)

Bids | **Contracts** | **Agency Resources** | **Vendor Resources** | **Results Delaware** | **Contact Us** | **Related Links**

- bids.delaware.gov
- [Small Purchase Procedures](#)
- [Vendor Registration](#)

Plotting the Course

Reference Tools

- Delaware's Procurement Portal
 - <http://mymarketplace.delaware.gov> 
- Delaware Code, Title 29, Chapter 69
 - <http://delcode.delaware.gov>
- Government Support Services Website
 - <http://gss.omb.delaware.gov>
- Office of Supplier Diversity (OSD) website
 - <http://gss.omb.delaware.gov/osd/index.shtml>

Before You Buy

- Is the item or service already covered under a State Central Contract?
 - Central Contracts can be accessed through:
 - <http://mymarketplace.delaware.gov>
 - Contracts
 - State Contracts
 - Contracts having numbers beginning with GSS are Central Contracts
- Central Contracts include a mandatory use clause applicable to covered agencies.
 - Items covered under a Central Contract must be purchased through that contract
 - Covered Agencies are defined in DE Code Title 29 § 6902

Before You Buy cont'd

- Is the item or service already covered under:
 - An Existing Agency Contract
 - Need not be the buyer's own Agency
 - Reasonable investigation
 - Explore “Piggyback” opportunity
 - A General Services Administration (GSA) contract
 - <http://www.gsaelibrary.gsa.gov>
 - If a GSA contract is applicable, complete and submit the Government Support Services GSA Request found at:
 - » <http://mymarketplace.delaware.gov>
 - » Agency Resources
 - » More Agency Resources

Finding Existing Contracts

The screenshot shows the homepage of the Delaware Procurement Portal. At the top, there is a navigation bar with links for Governor, General Assembly, Courts, Elected Officials, and State Agencies. Below this is a search bar and utility links like Phone Numbers, Mobile, Help, Size, Print, and Email. The main header features the text "mymarketplace.delaware.gov" and "Delaware's Procurement Portal". A large banner reads "Selling to the State" with the subtitle "Your guide to the state's procurement practices". To the right of the banner is a "Welcome" section and a "I Found It Cheaper" section with a "Submit Your Suggestions" link. At the bottom, a navigation menu includes "Bids", "Contracts", "Agency Resources", "Vendor Resources", "Results Delaware", "Contact Us", and "Related Links". Under the "Contracts" menu, there are three sub-links: "State Contracts", "Contracts - Awarded Vendors", and "Contracts - Set Aside" and "Contracts - Cooperatives". A yellow box with the number "1" has an arrow pointing to the "Contracts" menu item. Another yellow box with the number "2" has an arrow pointing to the "State Contracts" sub-link. The browser's address bar at the bottom shows the URL: "http://gss.omb.delaware.gov/contracts/contracts/selling_to_the_state_guide.pdf".

Contract Numbering is Alpha-Numeric

The alpha characters identify the issuing agency

Delaware.gov | Text Only

State of Delaware
The Official Website of the First State

Your Search... SEARCH

Awarded Contracts Directory

Awarded Contracts Directory

[Awarded Vendors](#) | [Cooperative Contracts](#) | [Set Aside Contracts](#) | [Archived Contracts](#)
[Current Bid Solicitations](#) | [Recently Closed Solicitations](#) | [Solicitations Not Awarded](#)

Key for MWBE: Vets/SDV, P = Partial W

Contract Number	Contract Title	eMarketplace	UNSPSC	Agency	Effective Date	Expiration Date	Extension Available	Spend/Usage Available	MWBE
CSD-1503	1503 - Asbestos - Old BTW		1110	CS	10/30/2014	10/29/2015	N	N	N/A
HSS14018-ABAWDENHET	Able-Bodied Adults w/o Dependents (ABAWD) Enhanced Employment/Tmg. Program		8613	HSS	10/15/2014	9/30/2015	Y	N	N/A
OMB-MC1002000263	Absalom Jones Community Center - Cooling Tower Replacement		7215	OMB	8/19/2015	3/18/2016	N	X	N/A
IRD 36-13-35	Access Control System and Video Intercom Installation and Accessories		4617	IRD	6/5/2013	6/5/2017	Y	N	N/A
HSS_14038-ADAPPRES	ADAP Prescription Fulfillment Benefit & Info Management		8510	HSS	4/1/2015	3/31/2016	Y	N	N/A
HSS14022ADTDAYSERV	Adult Day Services		9111	HSS	10/1/2014	9/30/2015	Y	Y	N/A
HSS-14-033	Adult Foster Care Level I & II		9111	HSS	10/1/2014	9/30/2015	Y	Y	N/A
DOL_14123 - ADULT	Adult Training Programs		8010	LAB	7/1/2015	6/30/2016	N	N	N/A
DOC-1109_LANDLEASE	Agricultural Land Lease, New Castle County		8013	DOC	1/1/2012	12/31/2016	N	N	N/A
DOC-1107_LANDLEASE	Agricultural Land Lease, Sussex County		8013	DOC	1/1/2012	12/31/2016	N	N	N/A
RCCD-1501A	Al Dupont Middle School HVAC Renovation		7212	RCCD	6/17/2015	6/17/2016	N	N	N/A
DSU-15-05-06-06	Air Charter Services - 2015 Football Season		2511	DSU	10/1/2015	12/31/2015	N	X	N/A
NA-15-001-AIRQUALITY	Air Quality Forecasting for Delaware		7712	NAT	5/1/2015	4/30/2018	Y	X	N/A
GSS13704MAINT_REPAIR	Aircraft Maintenance and Repair		7818	GSS	10/1/2013	9/30/2015	Y	Y	N/A
GSS13705-ALL_HAZ_EX	All Hazards Exercise Program		8010	GSS	1/1/2014	12/31/2016	Y	Y	N/A
DOE1409-APTC Prep	Alternative Route to Teacher Certification		8610	DOE	9/1/2014	8/1/2017	N	N	N/A

Awarded Contract Details

**Furniture,
Contract No. GSS14479-FURNITURE**

This contract has been multiple awarded. State Agencies should review all contract documents associated with the award prior to contacting any of the vendors. The award has been split into different sections and not all vendors are awarded all sections. Careful attention should be paid to the Vendor section below, product category definitions, as well as the Pricing Spreadsheet file associated with this award. State Agencies are encouraged to obtain quotes from vendors awarded the applicable section(s) to ensure they are obtaining the best value. Staples Advantage Website cannot be used to order Furniture, only Office Supplies.

Agency Award Documents			
Award Notice - Addendum 1		Effective: 01/01/2014	
Pricing Spreadsheet - Addendum 3		Effective: 02/04/2014	
Addendum History			

Vendor Information	M/WBE	Vets/SDV	DE
Brennan's Office Interiors, Inc.			Y
Corporate Interiors, Inc. Corporate Interiors of Delaware	Y		Y
Douron, Inc.			Y
G. A. Blanco and Sons, Inc.	Y		
Glover Equipment Sales Group, LLC			
Staples Contract & Commercial, Inc			

Contract Usage Information
Total Aggregate Spend
Total Aggregate Spend - FY 2012 and Prior
Usage Report - FY 2014
Usage Report - FY 2013

Award Notice provides key information to end users

Pricing information may be in a separate document

Multi-award contracts
Each vendor is not necessarily awarded all items – be sure to review the pricing structure

How the Contract Started

http://contracts.delaware.gov/contracts_detail.asp?i=1989

Awarded Contract Details

the Vendor Section, select the appropriate category, submit the bid, and the winning representative will be notified. All vendors are encouraged to obtain quotes from vendors awarded the applicable section(s) to ensure they are obtaining the best value. Staples Advantage Website cannot be used to order Furniture, only Office Supplies.

Agency Award Documents

Award Notice - Addendum 1	Effective: 01/01/2014
Pricing Spreadsheet - Addendum 3	Effective: 02/04/2014
Addendum History	

Vendor Information

Vendor Information	M/WBE	Vets/SDV	DE
Brennan's Office Interiors, Inc.			Y
Corporate Interiors, Inc.	Y		Y
Corporate Interiors of Delaware			
Douron, Inc.			Y
G. A. Blanco and Sons, Inc.	Y		
Glover Equipment Sales Group, LLC			
Staples Contract & Commercial, Inc.			

Contract Usage Information

- [Total Aggregate Spend](#)
- [Total Aggregate Spend - FY 2012 and Prior](#)
- [Usage Report - FY 2014](#)
- [Usage Report - FY 2013](#)
- [Usage Report - FY 2012](#)
- [Usage Report - FY 2011](#)
- [Usage Report - FY 2010](#)
- [Usage Report - FY 2009](#)

Vendor Bid Documents

- [RFP - Materiel and Nonprofessional Services](#)
- [Appendix C - Pricing](#)
- [Addendum 1 - Q&A](#)
- [Proposals Received List](#)

For more information on this contract, please contact courtney.mccarty@state.de.us

Return to contracts.delaware.gov.

Last Updated: Dynamic Content

Request For Proposal or Invitation to Bid

Name of Contract Officer Managing the contract

State of Delaware eMarketplace

Finding Items on Central Contracts 

State of Delaware eMarketplace

Shop > Shopping > Shopping Home > Home/Shop

Search Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) [\[Manage Showcases\]](#)

Welcome to the State of Delaware eMarketplace

You can shop, compare and purchase the frequently used products your agency needs as well as see our contracts.

Our eMarketplace provides a familiar online shopping experience and all pricing is guaranteed not to exceed the costs shown.

How do I shop?

- Search by keyword or item number
- Shop by a specific supplier or groups of suppliers
- Create, name and fill one or multiple carts
- Check-out: Pay by P-card or request "Invoice Me Later" option

Settings designed with you in mind ...

- Set your personal favorites for easier repeat ordering
- Start shopping now, then save your cart. You can come back later to complete the purchase
- View personal past purchase history

Industrial Supplies, Commodities and Equipment

					
					
					
		 Minimum order size is \$35			
					

Food and Edible Products

<https://solutions.sciquest.com/apps/Router/Home?tmstamp=144310>
Product Search - All
Section Shopper2
Action Items
Notifications
0.00 USD

State of Delaware eMarketplace

Shop > Shopping > Shopping Home > Product Search - All

Search

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#)
 Browse: [suppliers](#) | [categories](#) | [contracts](#)

Results for: Everything : mouse pad

Showing 1 - 20 of 115 Results Compare Selected: 0

Results Per Page:
 Sort by:
 Page of

Add Keywords ?

Product Image	Product Name	Price	Quantity	Action
	Fellowes Mouse Pad / Wrist Support with Microban Protection Blue 7/8 H x 8 1/4 W x 9 7/8 D from Staples Part Number: 821438 Manufacturer Info: 9182201 - (Fellowes)	16.43 USD EA	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	GELFLEX BLACK MOUSE PAD from Staples Part Number: 382554 Manufacturer Info: F8E262-BLK - (Belkin)	5.47 USD EA	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Staples Mouse Pad Red 8 3/4 x 7 1/2 from Staples Part Number: 382952 Manufacturer Info: 382952-CC - (STAPLES)	0.51 USD EA	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Staples Mouse Pad Blue 8 3/4 x 7 1/2 from Staples Part Number: 382954 Manufacturer Info: 382954-CC - (STAPLES)	1.80 USD EA	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/> <input type="button" value="compare"/>

Filter Results ?

By Custom Attribute

Green (3)

Recycled (8)

By Product Flag

Green (3)

Recycled (8)

By Supplier Class

OSD (1)

Delaware Supplier (55)

In-store Pickup Available (55)

By Supplier

Fastenal Company (17)

Neta Scientific, Inc. (1)

WW Grainger, Inc. (38)

Fisher Scientific (4)

Staples (49) [more...](#)



Your Search...

SEARCH

Phone Numbers Mobile Site Email

State of Delaware Procurement Portal

- HOME
- SERVICES
- INFORMATION

State of Delaware eMarketplace Resources

To access the eMarketplace portal, use the shopping cart:

Find links to the new State of Delaware eMarketplace resource materials, including training video snippets and FAQ's.

- [Division Administrator List](#)
- [Training](#)
- [User Role Definitions](#)

For any questions about the portal and/or the materials posted, please email the [eMarketplace](#) team.

Last Updated: Thursday, 24-Sep-2015 07:13:25 EDT

translate | delaware.gov

eMarketplace
How To



Bids | Contracts | **Agency Resources** | Vendor Resources | Results Delaware | Contact Us | Related Links

- [Agency Bid Process Forms](#)
- [Agency Solicitation Request Form](#)
- [Architect Application for System Access](#)
- [Corrective Action Request](#)
- [Customer Satisfaction Survey](#)
- [DBE](#)



- [eMarketplace](#)
- [eMarketplace Resources](#)
- [FAQs](#)
- [OSD Certification Flowchart](#)
- [Small Purchase Procedures](#)
- [Supplier Diversity Opportunities](#)

- [Supplier Diversity Plans](#)
- [Under Threshold Form](#)
- [UNSPSC List](#)
- [Vendor Usage](#)
- [2nd Tier Reporting Forms](#)

<http://MyMarketplace.delaware.gov>

Benefits of Existing Contracts

- Reduces workload for individual agencies
- State central contracts and GSA schedules attract more competitive volume pricing
- Vendors tend to dedicate more resources to larger volume contracts
- Vendor performance has already been evaluated

I Found It Cheaper (IFIC)

- Market conditions change constantly, with that in mind a resource is in place to communicate the possibility of a more favorable procurement opportunity.
- If you discover a better price for an item on a central contract you can communicate the information through:
 - <http://mymarketplace.delaware.gov>
 - Under the **I Found It Cheaper** heading, click on *Submit Your Suggestion*
 - The GSS Contracting unit will investigate the IFIC submission and respond to the submitter within 5 days on average:

The IFIC Process

- GSS Contracting will first ensure we are comparing apples to apples
 - Quantity per package, warranty, freight, etc.
- All things being equal, the vendor(s) on the central contract will be given an opportunity to meet the better price
- If the vendor(s) cannot meet the better price, the GSS Contract Administrator may request the Director of GSS authorize a waiver allowing a specific purchase to be made off-contract



There's not an existing contract?

Procurement Thresholds

Find them on <http://mymarketplace.delaware.gov>

Procurement Classification	Spend Range 1 (under threshold)	Spend Range 2 (under threshold)	Spend Range 3 (over threshold)
Materiel & Non Professional Services	Less than \$10,000 (annual spend) ★ Open Market Purchase	\$10,000 - \$24,999 (annual spend) 3 Written Quotes	\$25,000 and over (annual spend) Formal Procurement (RFP/ITB)
Public Works	Less than \$50,000 (term of contract) ★ Open Market	\$50,000 - \$99,999 (term of contract) 3 Written Quotes	\$100,000 and over (term of contract) Formal Procurement
Professional Services	Less than \$50,000 (term of contract) ★ Open Market	N/A	\$50,000 and over (term of contract) Formal Procurement

Procurement Classifications

- Materiel and Non-Professional Services
 - Products & Commodities (Tools, Fuel, Foods, Clothes, etc.)
 - Generic Services (Carpet Installation, Courier Service, etc.)
- Professional Services
 - Services requiring specialized education, training, or knowledge (engineers, medical, consulting, etc)
- Public Works
 - Work or service that “touches” or affects public buildings or grounds (construction, alteration, repair)

Open Market Purchase

- Responsible identification of a favorable price from a qualified vendor.
 - Established business
 - Primary product line
 - Service capabilities
 - Negotiations encouraged
 - Diversity Supplier opportunity
 - Follow your agency's requisition / purchase order procedures



3 Written Quotes

- Award is determined by the lowest price from a responsible vendor



- Established business
- Primary product line
- References
- Service capabilities
- Diversity Supplier opportunity
- Negotiations encouraged
- Follow your agency's procedures for purchase orders and contracts
- Can solicit more than three quotes

Sourcing:

- Diversity supplier
- Small Business Focus Program
- Open choice

Under Threshold Supplier Diversity

<http://gss.omb.delaware.gov/osd>



Supplier Diversity Plans

Please note each Agency is vetting their respective Supplier Diversity Plans and will be posting the plans as approved. However if you have any questions regarding each plan, you can contact the Agency Minority and Women Business Liaison. [Click here](#) for the contact information.

[Office of Management and Budget](#)

[Department of State](#)

[Department of Natural Resources and Environmental Control](#)

[Delaware State Housing Authority](#)

[Department of Health and Social Services](#)

[Department of Education](#)

[Department of Technology and Information](#)

[Department of Agriculture](#)

[Division of Children Youth and Their Families](#)

[Department of Correction](#)

[Delaware National Guard](#)

[Department of Finance](#)

[Department of Transportation](#)

[Department of Labor](#)

[Department of Safety and Homeland Security](#)

[Delaware Economic Development Office](#)

GOVERNOR'S SUPPLIER DIVERSITY COUNCIL MEETING MINUTES

[2014 Meeting Minutes](#)

[2013 Meeting Minutes](#)

[2012 Meeting Minutes](#)

[2011 Meeting Minutes](#)

[2010 Meeting Minutes](#)

Last Updated: Friday, 20-Mar-2015 14:55:15 EDT

OSD Directory of Certified Businesses

Delaware.gov | Text Only

Governor | General Assembly | Courts | Elected Officials | State Agencies

State of Delaware
The Official Website of the First State

Your Search... SEARCH

Phone Numbers Mobile Help Size Print Email

Office of Management and Budget : Government Support Services : Office of Supplier Diversity : Directory Search

HOME
Director's Letter
About Agency
FAQs
Employment
Contact Information

SERVICES
Beneficial Business Events
Certification
Recertification
Contractor Registration Application
Directory of Certified Businesses

INFORMATION
2nd Tier Reporting Form
DE Certification Flowchart
Informational Video Series
Newsroom & Spend Reports
SDC Meeting Minutes
Strategies for Success
Presentation
Supplier Diversity Plans
Under Threshold Form

Directory of Certified Businesses

Search the Directory [Helpful Search Tips](#)

Search

Please visit the North American Industry Classification System (NAICS) for additional information.
For a complete directory of all businesses certified in either program select the program title below.

Office of Supplier Diversity

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Veteran Owned Business Enterprise (VOBE)
- Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- Individual with Disabilities Owned Business Enterprise (IWDBE)

Full OSD Directory

Small Business Focus

- Architecture & Engineering Industry Firms
- Construction Industry Firms
- Manufacturing Industry Firms
- Retail Industry Firms
- Service Industry Firms
- Wholesale Industry Firms

Full SBF Directory

For assistance call the Office of Supplier Diversity at 302-857-4554

Last Updated: Friday March 28 2014

site map | contact us | translate | delaware.gov

Formal Procurements

- Invitation to Bid
 - Materiel (products & commodities)
 - **DE Code Title 29, Chapter 69, § 6923**
- Request For Proposal
 - Non-Professional Services
 - **DE Code Title 29, Chapter 69, § 6924**
- Professional Services Request for Proposal
 - **DE Code Title 20, Chapter 69, §§ 6981, 6982**

Templates can be accessed from <http://mymarketplace.delaware.gov>
click on Agency Resources
then Agency Bid Process Forms

Differing Award Methodologies

- **Invitation to Bid (ITB)** A specific product(s)
 - Awarded is determined by lowest price from a responsible bidder
 - Must be awarded within 30 days of bid opening
- **Request for Proposal** Solving a need
 - Award is based on scoring of key criteria – one of which is cost
 - Must be awarded within 90 days of bid opening
- **Professional Services Request for Proposal** Solving a need
 - Award is based on scoring of key criteria – sometimes one of the criteria is cost
- **Public Works** Specific product(s) or solving a need
 - Award can be determined either by lowest cost or a combination of service value and cost
 - Award must be made within 30 days of bid opening

Formal Procurement Templates Available on the Web

The screenshot shows a web browser window with the URL <http://gss.omb.delaware.gov/contracting/agencyboiler.st>. The page content is organized into several sections:

- Bid Documents**
 - [Request for Proposal](#)
 - [Invitation to Bid](#)
 - [Professional Services Request for Proposal](#)
 - [RFP or ITB Addendum](#)
 - [Pre-Bid Conference Attendance Sheet](#)
 - [Bid Opening Registrar](#)
 - [Public Works Construction Services](#)
 - [Front End Documents \(.zip\)](#)
 - [Bid Bond](#)
 - [Payment Bond](#)
 - [Performance Bond](#)
 - [Public Works Professional Services](#)
 - [Owner and Architect Agreement B101](#)
 - [Errors and Omissions Policy](#)
- My Marketplace Input Documents**
 - [Agency Solicitation Request - Word Version](#)
 - [Contract Award](#)
 - [Supplemental Documents](#)
 - [Vendor Information](#)
- Award Documents**
 - [Agency/Vendor Contract](#)
 - [Bid Bond](#)
 - [Bid Rejection Non-Responsive Letter](#)
 - [Contract Award Letter](#)
 - [Contract Award Letter - Multiple Award](#)
 - [Contract Award Letter with Bond](#)
 - [Contract No Award Letter](#)
 - [Contract Extension \(One Year\) Bond Renewal](#)
 - [Contract Extension Letter to Vendor](#)
 - [Contract Extension \(One Month\) Letter to Vendor](#)
 - [Performance Bond](#)

Overlaid on the screenshot are three callout boxes:

- A yellow box containing the URL <http://mymarketplace.delaware.gov>.
- A blue box containing the text "Agency Resources".
- A yellow box containing the text "Agency Bid Process Forms".

A large, diagonal text overlay at the bottom right of the screenshot reads: "Boilerplates incorporate best procurement practices and have been vetted by legal counsel".

Used Equipment Purchase

- Purchases of Used Equipment or Materiel are not subject to competitive bidding requirements (§ 6934).
 - Negotiation for best pricing still required
 - Lifecycle costing analysis required (§ § 6902, 6909A)
 - Agency Head approval required
 - ✦ Based on reasonable price for intended use
 - Check State surplus inventory
 - ✦ <http://gss.omb.delaware.gov/surplus/state.shtml>
 - Consider GSA (federal) surplus
 - ✦ <http://gss.omb.delaware.gov/surplus/federal.shtml>

Emergency Purchases

- An Agency Head may waive the provisions of DE Code Title 29, Chapter 69 where there is a critical need (§ 6907)
 - Limited to the materiel or service needed to address the emergency
 - Condition or contingency that could not reasonably be foreseen and guarded against
 - Documentation required
 - Time specific to address the emergency condition
 - Bring the procurement back within standard protocols in as timely a manner as possible

Sole Source Purchases

- An Agency Head may waive the provisions of DE Code Title 29, Chapter 69 where there is a Sole Source procurement (§ 6925)
 - Requires development of evidence that there is only one source for the product or service
 - Branding is not a sole source justification
 - Negotiations for best price are still required
 - Agencies may request GSS review & comment in making a sole source determination

Lifecycle of a Formal Procurement

(ITB, RFP, Prof. Services RFP)



- Draft Bid Document (possible user group development)
- Possible Review by DTI (technology procurement)
- Review by Agency procurement officer
- Review by GSS
 - Possible review by other Authority Agency
- Public Advertising
- Questions accepted from potential bidders
- Pre-bid Meeting

Procurement Lifecycle part II

- Published Response to Bidder Questions
- Bid Opening
- Evaluation of bidder submissions
 - Possible user group involvement
- Possible bidder presentations
- Possible further DTI review (technology procurement)
- Negotiations
- Award Determination / Contract Execution
- Written notification to all bidders

Procurement Lifecycle part III

- Publication of contract / award notice
- Publication of vendor reporting
 - Tier 1: Vendor Usage Reports - Monthly
 - Tier 2: Subcontracting Report – Quarterly
- Contract management & evaluation
 - Monitor vendor performance and market conditions
 - Track opportunities for future improvements
- End of contract term decisions
 - Renew, re-bid, consolidate, allow to expire



Scope of Work - RFP

- Look at it as a one on one discussion with a potential vendor
 - State your case
 - This is what the end result needs to be (overview)
 - These are specific things that need to be part of the end result (requirements)
 - This is when I need it finished by (deadline)
 - Ask your questions
 - Have you done this before? (experience)
 - How will you go about doing it for us? (methodology)
 - Who will be doing the work for us? (staff qualifications)
 - How long will it take you? (timeline)
 - What will you charge? (price)
- Make it easy for bidders to follow
 - Drive quality proposals

Check out other advertised solicitations for examples of structure and content.

Review Considerations

Procurement Type	Required Review
Public Works / Construction	Division of Facilities Management
Auditing Services	Auditor's Office
Legal Services	Attorney General's Office
Food Services in State Facilities	Division of the Visually Impaired
Vehicles under 10,000 G.V.W.	Fleet Services
Postage Equipment	Messenger Services
Copiers	Copier Resource Management Program
Information Technology Products and Services	Department of Technology & Information

**Most common occurrences, for a complete listing
See Budget & Accounting Manual Chapter 6 -Approvals**

Public Advertising

- Formal Procurements must be advertised for a minimum of two weeks (DE Code)
 - The two weeks refers to the period of time beginning with the date the procurement becomes available for public review and ending with the date bids or proposals are due
 - Two weeks is a minimum period. Agencies are encouraged to consider longer periods when the scope of services includes numerous or complex requirements
- The approved advertising medium for the State is <http://bids.delaware.gov> (a component of MyMarketplace)

Bidder Questions

- The person identified in the bid document as the State contact for the procurement should collect all bidder questions.
 - Dependent on the structure of the bid document, there may be multiple opportunities for bidders to submit questions.
 - It is encouraged that questions be accepted only in written form via fax or e-mail.

Pre-bid Meeting

- Pre-bid meetings are an opportunity for face to face discussion between Agency representatives and potential bidders. These meetings are encouraged for bids with a complex or detailed scope of services.
- Agency representation should include a designated scribe to record questions presented by bidders.
- Meeting attendance needs to be documented and posted on the State procurement website
 - ✦ An attendance sheet template is available at:
<http://mymarketplace.delaware.gov>
 - Agency Resources / Agency Bid Process Forms

Answers to Bidder Questions

- A listing of all questions and answers is to be posted on the State procurement website as an addendum to the original bid document
 - Addendum template available at <http://mymarketplace.com>
 - Agency Resources / Agency Bid Process Forms
- Answers are required to be provided for **all** questions submitted by bidders
 - This includes questions received by fax or e-mail as well as any questions posed during the pre-bid meeting

Bid Opening / Submission Evaluation

- All bids are to be opened at the time and place indicated in the bid document
 - There should always be at least 2 Agency representatives present for a bid opening

Bidder submissions must be evaluated based on the requirements in Delaware Code and scoring criteria established in the bid document

Submissions must be evaluated based on the Content of the submission – not heresay

Determining the Award

- ITB (§6923) awarded based on the lowest price from a responsive and responsible bidder
- RFP (§6924) and Professional Services RFP (§§6981, 6982) are awarded based on evaluator scoring of responsive and responsible submissions
 - Scoring is based solely on content of the submission and the criteria established in the RFP.

Example of Scoring Criteria (RFP)

Item	Criteria	Points
1	Demonstrated experience in successfully providing services and equipment of a similar type on a similar scale	35
2	Methodology proposed in meeting the requirements set forth in the scope of services	25
3	Proposed timeline in meeting the requirements set forth in the scope of services	25
4	Appropriateness of costs as they relate to the proposed delivery of service and equipment	25
TOTAL		110

Notifying Bidders

- Every bidder must receive written notification of the award results
 - Bidders selected for award will receive:
 - An award letter
 - If there is a multiple award the letter should reflect such
 - Two copies of a contract for execution
 - Bidders not selected will receive a non-award letter
 - Templates for letters can be found at:
<http://mymarketplace.delaware.gov>
 - Agency Resources / Agency Bid Process Forms

Interested in Learning More?

- Government Support Services offers a series of presentations dealing with contracting and procurement:
 - Module 1 – Procurement Basics
 - Module 2 – Formal Procurements Part 1
 - Module 3 – Formal Procurements Part 2
- Presentations are announced via the contracting listserv
- To register for the listserv:
- <http://gss.omb.delaware.gov/contracting/listserve.shtml>

State of Delaware
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mymarketplace.delaware.gov Delaware's Procurement Portal

Help is here

Contact state and local contracting officers for assistance

Welcome

Welcome to the **State of Delaware Procurement Portal** - An all-inclusive site providing information on how to do business with the state.

I Found It Cheaper

In an effort to ensure the State is getting the best value on all purchases under central contracts OMB's Government Support Services now offers our new "I Found It Cheaper" website where you can submit real prices for real products. GSS then compares our value to your suggestions, so please let us know if you have found a better deal.

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