



George Cronin Awards for Procurement Excellence
2014 HONORABLE MENTION



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VENDOR DAY

Understanding How the State Does Business
Develop Strategies for Success



Government Support Services
100 Enterprise Place, Suite 4
Dover, Delaware 19904
website: gss.omb.delaware.gov



OFFICE OF SUPPLIER
DIVERSITY

OSD website: gss.omb.delaware.gov/osd

Agenda

- Housekeeping
- What Are Your Expectations?
- Purchasing Decision Hierarchy & Opportunities
- Break at 10:45
- Procurement Methods & How to Succeed
- Question and Answer Opportunity with Contracting Staff

http://mymarketplace.delaware.gov

Delaware.gov | Text Only Governor | General Assembly | Courts | Elected Officials | State Agencies



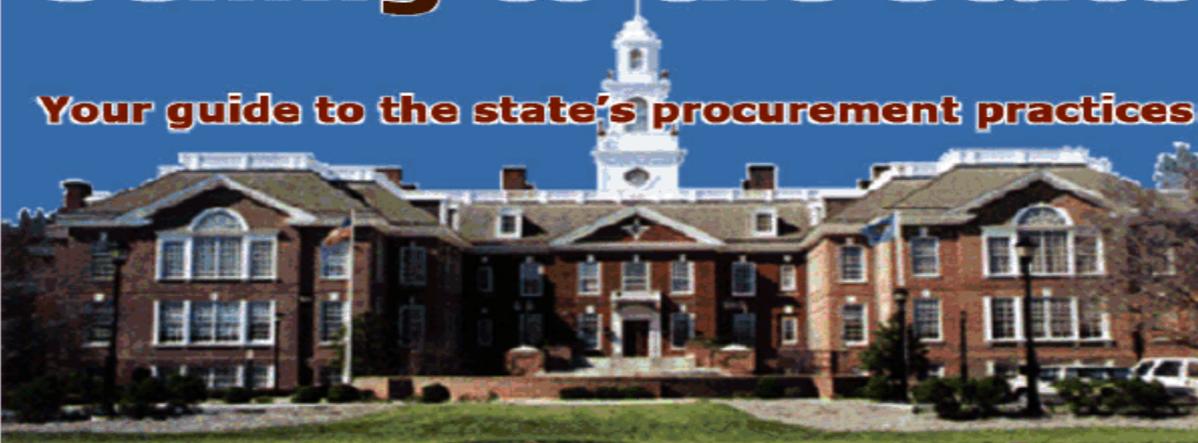
State of Delaware
The Official Website of the First State

Your Search... Phone Numbers Mobile Help AA Size Print Email

mymarketplace.delaware.gov Delaware's Procurement Portal

Selling to the State

Your guide to the state's procurement practices



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](#)

Reference Tools

- Delaware's Procurement Portal
 - <http://mymarketplace.delaware.gov>
- Delaware Code, Title 29, Chapter 69
 - <http://delcode.delaware.gov/title29/c069/index.shtml>
- Government Support Services Website
 - <http://gss.omb.delaware.gov>
- Office of Supplier Diversity (OSD)
 - <http://gss.omb.delaware.gov/osd/index.shtml>

Purchase Decision Hierarchy

- Central Contracts (mandatory use for covered Agencies)
- Existing Agency Contracts (Agency specific)
- Special Oversight or Provisions
 - (Fleet Services, Printing & Publishing, Messenger Services, Financial Services, Information Technology)
- Set Asides (State use law)
- Under Threshold Purchases
- Formal Procurements

First Stop - Central Contracts

- Central contracts are managed by Office of Management & Budget / Government Support Services
 - These contracts are for products or services used by 2 or more Agencies

 The majority of these contracts contain a mandatory use clause applicable to all covered State Agencies

What does Mandatory Use mean?

- Mandatory State Use Contract:
 - Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure through contracts administered by the Government Support Services.
 - Delaware State University, Delaware Technical and Community College, the operations funded by, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of mandatory state use contracts
 - Public school districts are exempt from most central contracts

Central Contracts are also available to:

Any organization, entity or person designated as the recipient of grant-in-aid shall be entitled to purchase material and/or nonprofessional services under any central contract negotiated by the Section during the fiscal year for which aid is appropriated.

Cities

Counties

Any bona fide nonprofit organization , entity or person who is under contract with the State to provide goods and/or services shall be entitled to purchase materials and/or nonprofessional services under any central contract negotiated by the Section during the fiscal year for which said nonprofit contract is in effect.

Second Stop – Agency Specific Contracts

- Larger Agencies may issue department wide contracts
 - For use by all divisions within the department
 - Department = Health & Social Services
 - Division = Public Health, Substance Abuse and Mental Health, etc
- One Agency may piggyback (share) another Agency's contract **IF**:
 - All parties agree
 - Issuing Agency, Vendor, Requesting Agency
 - The need is not perpetual

Repository of Central & Agency Contracts

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

- [State Contracts](#)
- [Contracts - Awarded Vendors](#)
- [Contracts - Set Aside](#)
- [Contracts - Cooperatives](#)

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Key for M/WBE, Vets/SDV, Cooperative, Set Aside and Delaware Vendor
 P = Partial W = Whole N = Not Applicable/None

Contract Number	Contract Title	UNSPSC	Agency	Effective Date	Expiration Date	Extension Available	Spend/Usage Available	M/WBE	Vets/SDV	Cooperative	Set Aside	Delaware Vendor
CSD1309-BID_G-1	1309 - BID Pac G-1 - New Dover High School	7214	CSD	6/20/2013	6/20/2015	N	N	N/A	N/A	N/A	N/A	Partial
HSS12055-AmeriCorps	2013-2014 Delaware AmeriCorps* State Projects	8410	HSS	8/1/2013	9/30/2014	Y	N	N/A	N/A	N/A	N/A	Whole
DOT1599-511TRAVELER	511 Traveler Information System - Rebid	8011	DOT	10/20/2012	9/20/2015	Y	N	N/A	N/A	N/A	N/A	Whole
RCCD 12030A	A.I. DuPont High School - Clock and Speaker Replacement	7215	RCCD	7/15/2014	7/15/2015	N	N	N/A	Whole	N/A	N/A	Whole
DNG14028-AASFPAINDI	AASF Paint Room and NDI Room Upgrades	7212	DNG	8/28/2014	6/30/2015	Y	N	N/A	N/A	N/A	N/A	Whole
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	N/A	N/A	N/A	Whole
HSS13023-AFHOMS	Administrative Fair Hearing Officer Services	8012	HSS	10/1/2013	9/30/2014	Y	Y	Partial	N/A	N/A	N/A	Partial
DOL14001ADLT	Adult Training Programs	8610	LAB	7/1/2014	6/30/2015	N	N	Partial	N/A	N/A	N/A	Whole
DSL2012-1	Advertising and Related Services	8210	FIN	9/20/2012	7/31/2015	Y	N	Whole	N/A	N/A	N/A	Whole
GSS14721-AG_TRACTOR	Ag Tractors and Implements	2510	GSS	6/4/2014	7/19/2015	Y	N	N/A	N/A	Whole	N/A	Partial
DOC-1109_LANDLEASE	Agricultural Land Lease, New Castle County	8013	DOC	1/1/2012	12/31/2016	N	N	N/A	N/A	N/A	N/A	Whole
DOC-1107_LANDLEASE	Agricultural Land Lease, Sussex County	8013	DOC	1/1/2012	12/31/2016	N	N	N/A	N/A	N/A	N/A	Whole
NAT12003-AGLEASE	Agricultural Lease - Milford Neck Wildlife Area Masten-Dickerson Tract	8013	NAT	4/18/2012	12/31/2014	Y	N	N/A	N/A	N/A	N/A	Whole
NAT12002-AGLEASE	Agricultural Lease - Norman G. Wilder Haine's Tract	8013	NAT	4/18/2012	12/31/2014	Y	N	N/A	N/A	N/A	N/A	Whole
NAT12001-AGLEASE	Agricultural Lease - Norman G. Wilder Willow Grove and Caulk Tract	8013	NAT	4/18/2012	12/31/2014	Y	N	N/A	N/A	N/A	N/A	Whole
GSS13704MAINT_REPAIR	Aircraft Maintenance and Repair	7818	GSS	10/1/2013	9/30/2015	Y	Y	N/A	N/A	N/A	N/A	Whole
NAT 14789-AIRPLANE	Airplane Spraying for DNREC - Mosquito Control	7318	NAT	3/30/2014	3/16/2015	Y	N	N/A	N/A	N/A	N/A	Whole
GSS13705-ALL_HAZ_EX	All Hazards Exercise Program	8010	GSS	1/1/2014	12/31/2016	Y	Y	N/A	N/A	N/A	N/A	N/A

Vendors Awarded a State Contract

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- [State Contracts](#)
- [Contracts - Awarded Vendors](#)
- [Contracts - Set Aside](#)
- [Contracts - Cooperatives](#)

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Specific Vendor / Contract Reference

Awarded Vendors

[Awarded Contracts](#) | [Archived Contracts](#) | [Current Bid Solicitations](#) | [Recently Closed Solicitations](#) | [Solicitations Not Awarded](#)

Vendor	M/WBE	Vets/SDV	Delaware	Contract Number	Contract Title
11400, Inc.	N	N	N	SSD 24-13-37	Food Service - Walk-In Cooler/Freezer - Clayton Elementary School
1984 Systems, Inc.	N	N	N	DOS11020	DE Veterans Home LTC Information System
American Data	N	N	N	DOS11020	DE Veterans Home LTC Information System
22nd Century Technologies, Inc.	Y	N	Y	DTI12202-ITSTFF_SVC	Information Technology Project Staffing
TSCIT	Y	N	Y	GSS13112A-TEMP_EMPL	Temporary Employment Services
22nd Century Technologies, Inc.	Y	N	Y	GSS13112A-TEMP_EMPL	Temporary Employment Services
360 Translations International, Inc.	N	Y	N	GSS14602-TRANSLAT_OSW	Interpretation (On-Site) & Translation (Written) Services
3M Company	N	N	Y	DOT1598-DMV MVALS	Motor Vehicle and Licensing System (MVALS) Modernization Project
3M Motor Vehicle Systems & Services	N	N	Y	DOT1598-DMV MVALS	Motor Vehicle and Licensing System (MVALS) Modernization Project
924, Inc.	N	N	Y	DTI12202-ITSTFF_SVC	Information Technology Project Staffing
Brandywine Technology	N	N	Y	DTI12202-ITSTFF_SVC	Information Technology Project Staffing
924, Inc.	N	N	Y	GSS11394-NETWORK_SV	Network Services
Brandywine Technology	N	N	Y	GSS11394-NETWORK_SV	Network Services
A Center for Mental Wellness Community Support Programs, LLC	N	N	Y	CYF12-03	Community-Based Mental Health Services
A Center for Relational Living	N	N	Y	DOL1301-VRservices	Vocational Rehabilitation Services
A-1 Sanitation Service, Inc.	N	N	Y	GSS10165-PORT_TOILET	Portable Toilets - Rental and Servicing
A-Del Construction Co., Inc.	N	N	Y	T201107208	BR 2-112B on K112 Burrsville Rd Over Saulsbury Ditch
A-Del Construction Company, Inc.	N	N	Y	MJ4506000001	Delaware State Police - New Troop 3 - Site Work
A-Del Construction Company, Inc.	N	N	Y	CSD1309-BID_G-1	1309 - BID Pac G-1 - New Dover High School
A-Del Construction Company, Inc.	N	N	Y	T201207502	BR 2-016B on K016 N. Little Creek Road over Little River
A-Del Construction Company, Inc.	N	N	Y	NAT13400-2013CH400	Cape Henlopen State Park, Park Road, College of Earth/Ocean/Environment
A-Del Construction Company, Inc.	N	N	Y	T200912001	N412A, Hyetts Corner Road to Lorewood Grove Road
A-Del Construction Company, Inc.	N	N	Y	T201230008	Open End Construction Services, Statewide Trails, Kent and Sussex
A-Del Construction Company, Inc.	N	N	Y	T201206402	Warm Mix Patching, North, Open End
A Daigger and Company, Inc.	N	N	N	GSS14026-LAB_SUPPL	Laboratory Supplies and Equipment

Contract Details

Clothing, Linen and Textiles, Footwear and Scrubs, Contract No. GSS14070-CLOTHING

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 Pricing Spreadsheet file associated with this award.

Agency Award Documents	
Award Notice - Addendum 2	Effective: 10/01/2014
Pricing Spreadsheet - Addendum 12	Effective: 10/01/2014
Addendum History	

Vendor Information	M/WBE	Vets/SDV	DE
ATD American Company	Y		
Dover Army Navy Store, Inc			Y
Galls, LLC			
Graves, Inc. Graves Uniforms			Y
Hanover Uniform Company			
Harbor Linen LLC			
Kar Wing Trading Co., Inc.	Y		
OD Taragin & Brothers, LLC			
RWM Embroidery & More			Y
Saf-Gard Safety Shoe Company			
Tabb Textiles Company, Inc.			
Uniforms Manufacturing, Inc.			

Competitor – or Partner

PROPOSALS SUBMITTED							
CONTRACT NUMBER	CONTRACT NAME	BUSINESS NAME	ADDRESS	CONTACT NAME	PHONE	EMAIL	
GSS14070-CLOTHING	Clothing, Linens & Textiles, Footwear and Scrubs	ATD-AMERICAN CO	135 Greenwood Ave, Wyncote, PA 19095-1396	Jonathan Zaslow	215-576-1000	american@atd.com	
		Bob Barker Company, Inc	134 N Main St, Fuquay Varina, NC 27526	Tina Sawvel	800-334-9880	tinasawvel@bobbarker.com	
		Carolina Textiles	P O Box 11211, Charlotte, NC 28220	Bob Jones	704-525-1272	carolinatextiles@netzero.com	
		Dover Army-Navy Store, Inc	222 W Loockerman St, Dover, DE 19904	Frank Zaback	302-736-1959	doverarmynavy@netscape.net	
		Galls LLC	1340 Russell Cave Rd, Lexington, KY 40505	Brian Tribble	800-876-4242 X 2420	tribble-brian@galls.com	
		Graves Uniforms	102 Savannah Rd, Lewes, DE 19958	Terence Havens	800-441-8010	info@gravesuniforms.com	
		Hanover Uniform Company	3501 Marmenco Court, Baltimore, MD 21230	John Mintz	800-541-9709	jmintz@hanoveruniform.com	
		Harbor Linen LLC	2 Foster Ave, Gibbsboro, NJ 08026	Jonathan Kuhl	800-257-7858 X 4269	jkuhl@harborlinen.com	
		H G Maybeck Co. Inc	179-30 93rd Avenue, Jamaica, NY 11433	Mark Scott	718-297-4410 ext 201	m@hgmaybeck.net	
		Kar Wing Trading Co., Inc	1923 Frank Stiles St., South El Monte, CA 91733	Georgiana Lai	626-350-8138	business@karwing.com	
		McDonald Uniforms Inc	3019 Darnell Rd, Philadelphia, PA 19154	Daniel McDonald	215-673-2228	dan@uniformspec.com	
		O.D. Taragin & Bros. LLC	1400 Aliceanna St, Baltimore, MD 21231	Jonathan Shapiro	410-276-7570	odtar@erols.com	
		RWM Embroidery & More	62 W Commerce St, Smyrna, DE 19977	Robert McGinnis	302-653-8384	bob@rwmembroidery.com	
		Saf-Gard Safety Shoe Company	2701 Patterson St., Greensboro, NC 27407	Kenneth Herbaugh	412-715-4490	kherbaugh@safgard.com	
		SEK Solutions	629 Phoenix Dr, Suite 115A, Virginia Beach, VA 23452	Marc Dalby	866-601-1674	mdalby@seksolutions.com	
		Tabb Textiles	511 Pleasant Drive, Opelika, AL 36801	Alan Fenster	334-745-6762	tabb@textilegroup.net	
		Uniforms Manufacturing, Inc.	P O Box 12716, Scottsdale, AZ 85267	Nilo Saif	800-222-1474	nilo@unidirect.com	

15 submissions

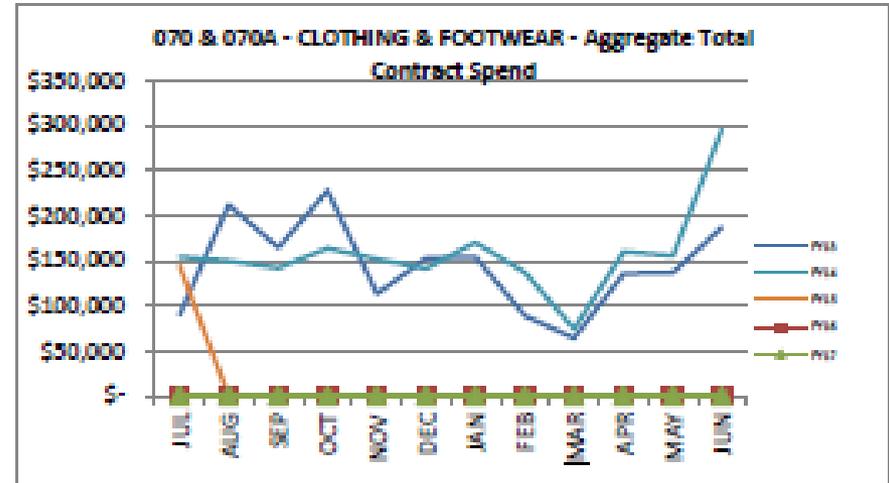
Available on line!

Contract Activity – High Level

State Contract Spend Summary

	Aggregate Total Contract Spend				
	FY13	FY14	FY15	FY16	FY17
JUL	\$ 90,387	\$ 154,441	\$ 143,753	\$ -	\$ -
AUG	\$ 211,492	\$ 149,637	\$ -	\$ -	\$ -
SEP	\$ 164,238	\$ 142,347	\$ -	\$ -	\$ -
OCT	\$ 228,042	\$ 163,604	\$ -	\$ -	\$ -
NOV	\$ 113,305	\$ 151,424	\$ -	\$ -	\$ -
DEC	\$ 153,167	\$ 141,331	\$ -	\$ -	\$ -
JAN	\$ 154,207	\$ 170,585	\$ -	\$ -	\$ -
FEB	\$ 89,065	\$ 137,343	\$ -	\$ -	\$ -
MAR	\$ 64,431	\$ 74,522	\$ -	\$ -	\$ -
APR	\$ 135,595	\$ 160,158	\$ -	\$ -	\$ -
MAY	\$ 137,201	\$ 155,351	\$ -	\$ -	\$ -
JUN	\$ 186,572	\$ 294,804	\$ -	\$ -	\$ -
YTD Comparative Mo. Avg	\$ 90,387	\$ 154,441	\$ 143,753	\$ 0	\$ 0
YTD Comparative Total	\$ 90,387	\$ 154,441	\$ 143,753	\$ -	\$ -
% Increase		70.9%	-6.9%	-100.0%	0.0%
Overall Mo. Avg	\$ 143,975	\$ 157,962	\$ 11,979	\$ 0	\$ 0
Overall Year Total	\$ 1,727,701	\$ 1,895,546	\$ 143,753	\$ -	\$ -
Overall % Increase		9.7%	-92.4%	-100.0%	0.0%

(based on monthly average)

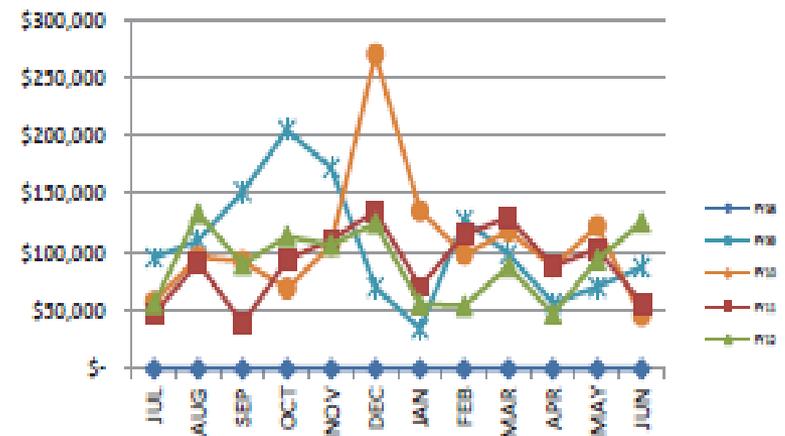


State Contract Spend Summary

	Aggregate Total Contract Spend				
	FY08	FY09	FY10	FY11	FY12
JUL	\$ -	\$ 95,178	\$ 57,471	\$ 47,079	\$ 56,148
AUG	\$ -	\$ 110,135	\$ 96,155	\$ 91,200	\$ 133,268
SEP	\$ -	\$ 151,847	\$ 92,381	\$ 38,957	\$ 89,597
OCT	\$ -	\$ 205,012	\$ 68,987	\$ 93,368	\$ 113,604
NOV	\$ -	\$ 172,064	\$ 106,098	\$ 110,948	\$ 106,222
DEC	\$ -	\$ 70,152	\$ 270,004	\$ 134,679	\$ 124,794
JAN	\$ -	\$ 34,260	\$ 135,476	\$ 70,472	\$ 55,621
FEB	\$ -	\$ 127,706	\$ 98,070	\$ 115,126	\$ 54,148
MAR	\$ -	\$ 98,586	\$ 118,256	\$ 129,786	\$ 87,549
APR	\$ -	\$ 56,360	\$ 87,736	\$ 88,342	\$ 47,055
MAY	\$ -	\$ 70,163	\$ 122,564	\$ 102,852	\$ 93,637
JUN	\$ -	\$ 87,127	\$ 45,411	\$ 56,563	\$ 125,508
YTD Comparative Mo. Avg	\$ -	\$ 106,549	\$ 108,217	\$ 89,948	\$ 90,596
YTD Comparative Total	\$ -	\$ 1,278,591	\$ 1,298,608	\$ 1,079,372	\$ 1,087,151
% Increase		0.0%	1.6%	-16.9%	0.7%
Overall Mo. Avg		\$ 106,549	\$ 108,217	\$ 89,948	\$ 90,596
Overall Year Total	\$ -	\$ 1,278,591	\$ 1,298,608	\$ 1,079,372	\$ 1,087,151
Overall % Increase		0.0%	1.6%	-16.9%	0.7%

(based on monthly average)

070 Clothing, Linen, Textiles, Footwear & Scrubs - Aggregate Total Contract Spend



Contract Activity (agency, school, municipality)

Total Agency Contract Spend					Total School Contract Spend					Total Municipality Contract Spend				
FY13	FY14	FY15	FY16	FY17	FY13	FY14	FY15	FY16	FY17	FY13	FY14	FY15	FY16	FY17
\$ 89,820	\$ 151,454	\$ 136,967	\$ -	\$ -	\$ 56	\$ 154	\$ 970	\$ -	\$ -	\$ 511	\$ 2,833	\$ 5,816	\$ -	\$ -
\$ 207,982	\$ 140,901	\$ -	\$ -	\$ -	\$ 2,209	\$ 6,145	\$ -	\$ -	\$ -	\$ 1,301	\$ 2,591	\$ -	\$ -	\$ -
\$ 163,354	\$ 133,585	\$ -	\$ -	\$ -	\$ 177	\$ 6,035	\$ -	\$ -	\$ -	\$ 708	\$ 2,727	\$ -	\$ -	\$ -
\$ 199,810	\$ 150,265	\$ -	\$ -	\$ -	\$ 2,390	\$ 4,051	\$ -	\$ -	\$ -	\$ 25,842	\$ 9,289	\$ -	\$ -	\$ -
\$ 99,403	\$ 142,835	\$ -	\$ -	\$ -	\$ 11,836	\$ 28	\$ -	\$ -	\$ -	\$ 2,065	\$ 8,561	\$ -	\$ -	\$ -
\$ 146,219	\$ 137,778	\$ -	\$ -	\$ -	\$ 4,071	\$ 545	\$ -	\$ -	\$ -	\$ 2,877	\$ 3,008	\$ -	\$ -	\$ -
\$ 142,485	\$ 163,872	\$ -	\$ -	\$ -	\$ 10,242	\$ 227	\$ -	\$ -	\$ -	\$ 1,480	\$ 6,486	\$ -	\$ -	\$ -
\$ 87,976	\$ 131,739	\$ -	\$ -	\$ -	\$ 293	\$ 539	\$ -	\$ -	\$ -	\$ 795	\$ 5,065	\$ -	\$ -	\$ -
\$ 62,203	\$ 66,602	\$ -	\$ -	\$ -	\$ 544	\$ 462	\$ -	\$ -	\$ -	\$ 1,684	\$ 7,458	\$ -	\$ -	\$ -
\$ 131,694	\$ 155,479	\$ -	\$ -	\$ -	\$ -	\$ 538	\$ -	\$ -	\$ -	\$ 3,901	\$ 4,141	\$ -	\$ -	\$ -
\$ 134,468	\$ 145,252	\$ -	\$ -	\$ -	\$ 44	\$ 291	\$ -	\$ -	\$ -	\$ 2,689	\$ 9,808	\$ -	\$ -	\$ -
\$ 178,505	\$ 283,517	\$ -	\$ -	\$ -	\$ 3,638	\$ 5,943	\$ -	\$ -	\$ -	\$ 4,430	\$ 5,344	\$ -	\$ -	\$ -
<u>\$ 89,820</u>	<u>\$ 151,454</u>	<u>\$ 136,967</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 56</u>	<u>\$ 154</u>	<u>\$ 970</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 511</u>	<u>\$ 2,833</u>	<u>\$ 5,816</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>\$ 89,820</u>	<u>\$ 151,454</u>	<u>\$ 136,967</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56</u>	<u>\$ 154</u>	<u>\$ 970</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 511</u>	<u>\$ 2,833</u>	<u>\$ 5,816</u>	<u>\$ -</u>	<u>\$ -</u>
	68.6%	-9.6%	-100.0%	0.0%		177.2%	530.6%	-100.0%	0.0%		454.6%	105.3%	-100.0%	0.0%
\$ 136,993	\$ 150,273	\$ 11,414	\$ 0	\$ 0	\$ 2,958	\$ 2,080	\$ 81	\$ 0	\$ 0	\$ 4,023	\$ 5,609	\$ 485	\$ 0	\$ 0
\$ 1,643,920	\$ 1,803,278	\$ 136,967	\$ -	\$ -	\$ 35,499	\$ 24,957	\$ 970	\$ -	\$ -	\$ 48,282	\$ 67,311	\$ 5,816	\$ -	\$ -
	9.7%	-92.4%	-100.0%	0.0%		-29.7%	-96.1%	-100.0%	0.0%		39.4%	-91.4%	-100.0%	0.0%

Agency Spend on Contracts

Contract Title: Clothing, Linen and Textiles, Footwear and Scrubs

Number: GSS14070-CLOTHING

Vendor	Customer Group	Customer's Department, SCHOOL DISTRICT, MUNICIPALITY / NON-PROFIT	Customer's State Agency, School, or MUNICIPALITY	Item Description	Core Item #					Non-Core				
					Par I	Sex Item	Item #	Unit of Measure	QTY	Contract Proposal Price/Rate	Total Spend	Month of Spend	Item #	Month of Spend
BOB BARKER COMPANY, INC.	State Agency	Services for Children, Youth & Families	Ferris School	Workcloth, White 12x12 1lb	6	2	4	D12	20	\$2.91	\$58.20			July-14
BOB BARKER COMPANY, INC.	State Agency	Services for Children, Youth & Families	Ferris School	Sheet, White 66" x 104"	6	2	6	D12	3	\$40.47	\$121.41			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL COMMUNICATIONS	BOOTS	7	1	2	EA	1	\$82.45	\$82.45			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL COMMUNICATIONS	BOOTS	7	1	4	EA	1	\$89.95	\$89.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL COMMUNICATIONS	BOOTS	7	1	51	EA	3	\$76.45	\$299.35			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL COMMUNICATIONS	BOOTS	7	1	60	EA	2	\$71.25	\$427.50			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL COMMUNICATIONS	BOOTS	7	1	61	EA	1	\$87.65	\$87.65			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL PUBLIC SAFETY-CAPIT	TACT PANTS, C 100%, #74251, KHAKI	4	2	4	EA	2	\$29.95	\$79.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL PUBLIC SAFETY-CAPIT	SHORTS, TACLITE, 11", #73308, KHAKI	4	2	38	EA	1	\$29.95	\$29.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE	BOOTS	7	1	5	EA	1	\$123.95	\$123.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-AVIATION	PERF POLO SHIRT, S/S, #71049, NAVY	2	3	18	EA	-2	\$35.95	-\$71.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-AVIATION	PRO SHIRT, S/S, TACLITE, #71175, NAVY	2	3	16	EA	2	\$41.55	\$83.10			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	PANTS, FLAT FRONT, C 100%, #LP316	4	2	16	EA	5	\$25.95	\$129.75			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	BOOTS	7	1	3	EA	1	\$112.95	\$112.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	BOOTS	7	1	5	EA	1	\$123.95	\$123.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	BOOTS	7	1	62	EA	1	\$104.95	\$104.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	BOOTS	7	1	66	EA	1	\$69.95	\$69.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CENTRAL	TACT PANTS, TACLITE, #74273, KHAKI	4	1	9	EA	3	\$39.95	\$119.85			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-CRIMINAL	BOOTS	7	1	1	EA	1	\$82.45	\$82.45			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-E.O.D. UNIT	BOOTS	7	1	4	EA	1	\$89.95	\$89.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-MARITIME	BOOTS	7	1	5	EA	1	\$123.95	\$123.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-TRUCKING	BOOTS	7	1	49	EA	2	\$109.95	\$219.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-TRUCKING	JACKET					1	\$159.95	\$159.95	\$5.11	\$48,037.00	July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-VICTIMS	PERF POLO SHIRT (W) S/S, #61165, D	2	3	22	EA	1	\$35.95	\$35.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Safety and Homeland Security	DEL STATE POLICE-VICTIMS	TACT POLO SHIRT (W) S/S, #61164, D	2	3	23	EA	1	\$35.95	\$35.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:PROBATION	JACKET	1	3	37	EA	2	\$207.95	\$415.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:PROBATION	PATCH	1	3	68	EA	2	\$4.95	\$9.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:PROBATION	DROP DOWN PANELS	1	3	69	SET	2	\$14.85	\$29.70			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:SUSSEX V.O.	EMBROIDERY, "SUSSEX COMMUNIT	1	2	3	EA	20	\$13.95	\$279.00			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:SUSSEX V.O.	SHIRT, S/S, 60/40 P/C, #57850, LTB	2	3	8	EA	4	\$25.75	\$103.00			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:SUSSEX V.O.	SHIRT, S/S, 60/40 P/C, #57850, LTB	2	3	8	EA	12	\$26.75	\$221.00			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Correction	CORRECTIONS:SUSSEX V.O.	SHIRT, S/S, 60/40 P/C, #57850, LTB	2	3	8	EA	4	\$28.95	\$115.80			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	BRANDYWINE 200	PANTS, FLAT FRONT, P/C, #874, KHAKI	4	2	1	EA	8	\$24.90	\$199.20			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	BRANDYWINE 200	PANTS, FLAT FRONT, P/C, #874, BLUE	4	2	1	EA	1	\$28.95	\$28.95			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	NATURAL RESOURCES:FISH	TACT PANTS, TACLITE, #74273, TDU	4	1	9	EA	4	\$39.95	\$159.80			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	NATURAL RESOURCES:FISH	BELT	4	2	194	EA	2	\$13.25	\$26.50			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	NATURAL RESOURCES:FISH	BELT	4	2	195	EA	1	\$13.55	\$13.55			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Natural Resources & Environment	NATURAL RESOURCES:PAR	PATCH, NAT RES W/PARKS & RECREATION	1	1	21	EA	18	\$2.55	\$45.90			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	7	\$3.45	\$24.15			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	FR NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	20	\$3.45	\$69.00			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	50	\$2.45	\$122.50			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	5	\$3.45	\$17.25			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	10	\$3.45	\$34.50			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	NAME PATCH, RECTANGULAR, IMP	1	1	33	EA	5	\$3.45	\$17.25			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	PATCH, DEL DOT, 4", CLOTH, EACH	1	1	31	EA	6	\$1.85	\$11.10			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	DEL DOT PATCH, 4", CLOTH, EACH	1	1	31	EA	86	\$2.85	\$231.10			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	FR DEL DOT PATCH, 4", CLOTH, EACH	1	1	31	EA	26	\$3.85	\$100.10			July-14
DOVER ARMY-NAVY STORE, INC.	State Agency	Department of Transportation	DEL DOT CANAL DISTRICT	DEL DOT SILK SCREEN, LEFT CHEST,	1	2	4	EA	139	\$3.65	\$507.35			July-14

Set Asides and State Procurement

- Delaware Code – the State’s operating regulations
 - Organized by Titles, Chapters, and Sections (§)
- Title 16 / Chapter 96 addresses Set Asides
 - Certain products and services are set aside from the standard procurement process to benefit the visually and severely handicapped
- Title 29 / Chapter 69 addresses State Procurement
 - How the State purchases products and services

Set Asides



Awarded Contracts Directory

SET ASIDE CONTRACTS

Full and partial set-asides

In accordance with Delaware Code, Chapter 96, [State Use Law](#), certain State Contracts are awarded as internal contracts as authorized by the State Use Commission (which rests under the jurisdiction of the [Department of Health and Social Services](#)). Therefore, these contracts are not part of the normal bid process.

Government Support Services provides our customers with an overview of business processes / flowcharts. If you have any questions regarding a process, please contact the section manager.

- [Set Aside Contract Flowchart](#)

7 contracts

Contract Title	Contract Number	Expiration Date
Document and Mail Preparation Services	GSS09559-DOC/MAIL_PREP	12/31/2015
Engraving and Promotional Items	GSS10404-ENGRAVING	12/31/2015
Janitorial Services	GSS10551-JANITORIAL_SA	12/31/2015
Remanufactured Toner Cartridges	GSS10412-REMAN_TONER	12/31/2015
Rubber Stamps	GSS10403-RUBBER_STAMPS	12/31/2015
Secured Document Destruction	GSS11608-DOC_DESTRUCT	12/31/2020
Temporary Employment Services	GSS13112A-TEMP_EMPL	6/30/2015

Business Intelligence – COOPs

Position Your Organization

[Bids](#) | [Contracts](#) | [Agency Resources](#) | [Vendor Resources](#) | [Results Delaware](#) | [Contact Us](#) | [Related Links](#)

- [State Contracts](#)
- [Contracts - Awarded Vendors](#)
- [Contracts - Set Aside](#)
- [Contracts - Cooperatives](#)



Contract Title	Contract Number	Expiration Date
Ag Tractors and Implements	GSS14721-AG_TRACTOR	7/19/2015
Body Armor	GSS12585-ARMOR	7/31/2015
Campaign Finance Information System (CFIS)	GSS13609-CFIS	12/31/2020
Cargo Trailers	GSS12601A-TRAILERS	5/14/2015
Case Management System	GSS12691-CASEMGMT	6/4/2015
Child Safety Seats	GSS14720-CHILD_SEAT	4/30/2016
Computer Equipment, Peripherals and Related Services	GSS09133-COMPUTER	12/31/2014
Construction, Maintenance and Operational Related Rental Equipment	GSS12677-RENT_EQUIP	11/18/2014
Copy Paper	GSS11489A-COPY_PAPER	6/30/2015
Data Communications Products & Services	GSS14579-DATACOMM	5/31/2019
Digital Press and Related Software (WSCA-NASPO)	GSS14571DIGITAL-PRESS	3/31/2015
Drug Testing Kits	GSS10587-DRUG_TESTING	12/16/2014
Emergency Data Information Network	GSS12688-EDIN	6/30/2016
Flood Control Devices, Equipment and Parts	GSS13711-FLOOD	8/31/2016
Ground Maintenance with Related Equipment, Accessories & Supplies	GSS13673-GRND_MAINT	8/19/2017
Hazardous Incident Response Equipment (HIRE)	GSS10594-HIRE	5/31/2015
Heavy Equipment	GSS12663-HVYEQUIP	7/19/2015
I.T. Staff Augmentation Services	GSS12597-IT_SERVICES	6/30/2015
Incident Crime Mapping and Analysis Mobile Dashboard	GSS13709-CRIME	6/30/2015
Incontinent Briefs (WSCA)	GSS12693-BRIEFS	8/14/2015
Industrial Supplies and Equipment	GSS11577-INDUSTRIAL	2/28/2017
Infant Formula Rebates (WSCA/WIC)	GSS12687-INFANTFORM	9/30/2015
Information Technology Service Management	GSS12690-ITSM	4/30/2015
Information Technology Services	GSS11614-IT_COMMS	6/30/2016
Interpreter Services - Telephone Based	GSS11627INTERPRETER	2/15/2015
Magazines and Periodicals	GSS13150-MAGAZINE	12/31/2015
Mailing Equipment, Supplies & Maintenance		
Minnesota Multistate Contracting Alliance for Pharmacy		
Nationwide Vehicle Rental Services		
Nutrition Management Program		
Office Supplies and Accessories		
Package Delivery Services		
Police Radar, Lidar, Parts and Equipment		
Portable and Modular Buildings		
Public Safety Communication Equipment		
Public Utility Vehicles and/or Services, Apparatus, Equipment and/or Accessories		

Number of Cooperative Contracts = 45
Number of Vendors = 181

Small Business	Delaware Business	Diversity Supplier
44%	33%	11%



There's not an existing contract?

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)

Procurement Method

- Open Market
 - Responsible identification of a favorable price from a qualified vendor
- 3 Written Quotes / Letter Bids
 - Award is determined by the lowest price from a qualified vendor
- Formal Procurement  
 - Invitation to Bid
 - Request for Proposal
 - Professional Services Request for Proposal

Procurement Thresholds – Understanding the dividing lines

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)	\$10,000 - \$24,999 (annual spend)	\$25,000 and over (annual spend)
	Open Market Purchase	3 Written Quotes	Formal Procurement (RFP/ITB)
Public Works	Less than \$50,000	\$50,000 - \$99,999	\$100,000 and over
	Open Market	3 written Quotes	Formal Procurement
Professional Services	Less than \$50,000	N/A	\$50,000 and over
	Open Market		Formal Procurement

Contracting and Purchasing Advisory Council

- Establishes procurement thresholds
- Monitors the effectiveness of the procurement process
- Is composed of:
 - Council Chair
 - Director of Government Support Services
 - All *covered agency* heads
 - primarily cabinet secretaries or their delegates
 - One member representing all public school districts
 - currently Department of Education staff member

Ref: De Code §6913

Vendor Resources

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

- [W-9 Form for vendors doing business with the State of Delaware](#)
- [Bid Solicitation Instructions](#)
- [Bid Thresholds](#)
- [Business Licensing](#)
- [Frequently Asked Questions for Vendors & Suppliers](#)

- [Contracting & Procurement Process Overview](#)
- [Procurement Unit Contact List](#)
- [Selling to the State Guide](#)
- [Strategies for Success](#)
- [Vendor Usage](#)

- [Supplier Diversity](#)
 - [Supplier Diversity Opportunities](#)
 - [Supplier Diversity Plans](#)
 - [2nd Tier Reporting Forms](#)
 - [OSD Certification Flowchart](#)
 - [DBE](#)

[See More Vendor Resources](#)



VENDOR RESOURCES

- [Bid Solicitation Instructions](#)
- [Business Registration and Licensing](#)
- [Contact Information](#)
- [Contract Process Flowcharts](#)
- [Customer Satisfaction Survey](#)
- [FAQs for Vendors and Suppliers](#)
- [Office of Supplier Diversity \(OSD\)](#)
- [Procurement Unit Contact list \(including Schools, Fire Departments, State Agencies\)](#)
- [Quick Quotes for Under Threshold Spend](#)
- [Selling to the State Guide](#)
- [Small Purchase Procedures](#)
- [Statewide Contract Listing](#)
- [Strategies for Success](#)
- [Supplier Diversity Opportunities](#)
- [Vendor Day – Understand How the State Does Business](#)

Public Works - The following links provide prequalification documents for multiple agencies which can increase your company's visibility.

- [Division of Facilities Management](#)
- [Department of Natural Resources and Environmental Control](#)
 - [Prequalification Application for Stream Restoration](#)
 - [Prequalification Application for Debris Pit Remediation](#)
 - [Stream Restoration Prequalified Contractors](#)

Procurement Contacts

procurement-contacts.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

	A	B	C	D	G	H	I	J	K
	NAME	TITLE	STATE AGENCY/SCHOOL DISTRICT/CITY/TOWN	ADDRESS					
146	SCHOOL DISTRICTS								
147	CHUCK LONGFELLOW	FINANCE DIRECTOR	APPOQUINMINK DISTRICT	118 SOUTH SIXTH STREET, ODESSA, DE 19730-4010					
148	DAVID J. BLOWMAN	CHIEF FINANCIAL OFFICER	BRANDYWINE DISTRICT	1000 PENNSYLVANIA AVENUE, CLAYMONT, DE 19703-1237					
149	SEAN SOKOLOWSKI	BUSINESS MANAGER	CAPITAL SCHOOL DISTRICT	945 FOREST STREET, DOVER, DE 19904-3498					
150	ADA CARTER	DIRECTOR, BUSINESS & FINANCE	CEASAR RODNEY SCHOOL DISTRICT	P.O. BOX 188, 219 OLD NORTH ROAD, WYOMING, DE 19934-1252					
151	OLIVER GUMBS	DIRECTOR, BUSINESS OPERATIONS	CAPE HENLOPEN SCHOOL DISTRICT	1270 KINGS HIGHWAY, LEWES, DE 19958-1798					
152	ROBERT SILBER	CHIEF FINANCIAL OFFICER	CHRISTINA SCHOOL DISTRICT	600 N. LOMBARD STREET, WILMINGTON, DE 19801-4499					
153	KAREN S. THORPE	DIRECTOR, BUSINESS	COLONIAL SCHOOL DISTRICT	318 EAST BASIN ROAD, NEW CASTLE, DE 19720-4214					
154	JEANNETTE STEELE	DIRECTOR FINANCES	DELMAR SCHOOL DISTRICT	200 NORTH EIGHTH STREET, DELMAR, DE 19940-1399					
155	PATRICK C. MILLER	CHIEF FINANCIAL OFFICER	INDIAN RIVER SCHOOL DISTRICT	31 HOOSER STREET, SELBYVILLE, DE 19975					
156	CHRISTINE C. DACOSTA	BUSINESS MANAGER	LAKE FOREST SCHOOL DISTRICT	5423 KILLENS POND ROAD, FELTON, DE 19943-9801					
157	MARSHA MURPHY	FINANCIAL SECRETARY	LAUREL SCHOOL DISTRICT	1160 SOUTH CENTRAL AVENUE, LAUREL, DE 19956-1413					
158	TAMMY KOROSEK	CHIEF FINANCIAL OFFICER	MILFORD SCHOOL DISTRICT	906 LAKEVIEW AVENUE, MILFORD, DE 19963-1799					
159	JASON S. HALE, CPA	DIRECTOR, BUSINESS	NEW CASTLE COUNTY VOTEC SCHOOL DISTRICT	1417 NEWPORT ROAD, WILMINGTON, DE 19804-3499					
160	MARK DUFENDACH	BUSINESS MANAGER	POLYTECH SCHOOL DISTRICT	P.O. BOX 22-823 WALNUT SHADE ROAD, WOODSIDE, DE 19980-0022					
161	JILL FLOORE	CHIEF FINANCIAL OFFICER	RED CLAY CONSOLIDATED SCHOOL DISTRICT	4550 NEW LINDEN HILL ROAD, WILMINGTON, DE 19808					
162	DONNA BLACKBURN	DIRECTOR, ADMINISTRATIVE SERVICES	SEAFORD SCHOOL DISTRICT	390 NORTH MARKET STREET EXTENDED, SEAFORD, DE 19973-2612					
163	JERRY GALLAGHER	DIRECTOR OF FINANCE MANAGEMENT	SMYRNA SCHOOL DISTRICT	22 SOUTH MAIN STREET, SMYRNA, DE 19977-1493					
164	EDWARD SIEBERT, ED. D.	DIRECTOR, BUSINESS	SUSSEX TECHNICAL SCHOOL DISTRICT	P.O. BOX 351 -17137 COUNTY SEAT HIGHWAY, GEORGETOWN, DE 19947-0351					
165	HEATH CHASANOV	SUPERINTENDENT	WOODBIDGE SCHOOL DISTRICT	16359 SUSSEX HIGHWAY, BRIDGEVILLE, DE 19933					
166	SCHOOL FACILITIES SUPERVISORS								
167	ROBERT HERSHEY	SUPERVISOR, BUILDINGS & GROUNDS	APPOQUINMINK SCHOOL DISTRICT	118 SOUTH SIXTH STREET BOX 4010, ODESSA, DE 19730-4010					
168	JOHN READ	SUPERVISOR, FACILITIES	BRANDYWINE SCHOOL DISTRICT	3401 GREEN STREET CLAYMONT DE 19703					
169	KEN STARKE	SUPERVISOR, FACILITIES MANAGEMENT	CAESAR RODNEY SCHOOL DISTRICT	219 OLD NORTH ROAD, BOX 188, WYOMING, DE 19934-1252					
170	BRIAN BASSETT	DIRECTOR OF ADMINISTRATION	CAPE HENLOPEN SCHOOL DISTRICT	1270 KINGS HIGHWAY, LEWES, DE 19958-1798					
171	ELLIOTT HARDN	BUILDINGS & GROUNDS	CAPITAL SCHOOL DISTRICT	945 FOREST STREET, DOVER, DE 19904-3498					
172	KELLI RACCA	CHIEF OPERATIONS OFFICER	CHRISTINA SCHOOL DISTRICT	925 BEAR-CORBITT ROAD, BEAR, DE 19701					
173	KAREN GILBERT	DIRECTOR, OPERATIONS	COLONIAL SCHOOL DISTRICT	318 E. BASIN ROAD, NEW CASTLE, DE 19720-4200					
174	ROBERT SEARCEY	DIRECTOR OF FACILITIES	DELMAR SCHOOL DISTRICT	200 N. EIGHTH STREET, DELMAR, DE 19940-1399					
175	JOHN ECKRICH	SUPERVISOR, BUILDINGS & GROUNDS	INDIAN RIVER SCHOOL DISTRICT	31 HOOSER STREET, SELBYVILLE, DE 19975					
176	ROBERT HART	BUILDINGS & GROUNDS	LAKE FOREST SCHOOL DISTRICT	5423 KILLENS POND ROAD, FELTON, DE 19943-9801					
177	MOINET WHALEY SMITH	SUPERVISOR, BUILDINGS & GROUNDS	LAUREL SCHOOL DISTRICT	1160 S. CENTRAL AVENUE, LAUREL, DE 19956-1413					
178	HENIZ RETZLAFF	DIRECTOR, OPERATIONS	MILFORD SCHOOL DISTRICT	906 LAKEVIEW AVENUE, MILFORD, DE 19963-1799					
179	PAUL IGNUDO	SUPERVISOR, FACILITIES MANAGEMENT	NCCVT SCHOOL DISTRICT	1417 NEWPORT ROAD, WILMINGTON, DE 19804-3499					
180	MIKE KELLEY	SUPERVISOR, BUILDINGS & GROUNDS	POLYTECH SCHOOL DISTRICT	P.O. BOX 97, WOODSIDE, DE 19980-0097					
181	MARCN MICHALSKI	MANAGER, SCHOOL FACILITIES & MAINTENANCE	RED CLAY SCHOOL DISTRICT	1798 LIMESTONE ROAD, WILMINGTON, DE 19804-4198					
182	ROY WHITAKER	SUPERVISOR, BUILDINGS & GROUNDS	SEAFORD SCHOOL DISTRICT	390 N. MARKET STREET EXTENDED, SEAFORD, DE 19973-1433					

School Districts

State Agencies

Local Municipalities

Fire Departments

Operating Budget

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

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Office of Management and Budget

Working together to create excellence in state government.

A graphic for the Budget 2015. It shows a tablet computer displaying various financial charts and graphs, including a bar chart, a pie chart, and a line graph. The background is a light-colored surface with scattered papers and a pen. Below the tablet, there is a blue banner with the text "Budget 2015" and a paragraph of text. At the bottom right of the banner, there are five small squares numbered 1 through 5, with the first square highlighted in yellow.

Budget 2015

On July 1, Governor Jack Markell signed a balanced budget proposal that puts people to work, keeps the State's commitment to a world-class education system and makes government more cost effective.

1 2 3 4 5

Welcome

Welcome to the Office of Management and Budget (OMB). Our agency's vision is to create excellence in state government, so whether you are a state employee, pensioner, Delaware resident, business owner or visitor, OMB has something to offer you.

Ann Shepard Visalli
Director

HOME

Sections

- Budget Development
- Facilities Management
- Govt. Support Services
- Human Resource Mgt.
- Insurance Coverage
- Pensions Office
- Statewide Benefits

Checkbook.delaware.gov

Welcome to the State of Delaware's official online checkbook. The checkbook includes financial data on state purchases, reimbursements and revenues. Payment data is available by state organization, expenditure category, vendor, check number, and fund type. Revenue data is available by state organization. Revenue data are cumulative collected revenue totals by fund type and revenue category for each organization. Cumulative collected revenue data includes cash deposits, federal reimbursements, and income from Inter-governmental vouchers. Individual deposits are not displayed. Checkbook data, including revenue, is downloadable for further analysis. You may download data for a fiscal year or narrow your search by organization and/or vendor. Data in this checkbook is updated every month.

When you choose 'Back to Search' from any tab in this checkbook, you will be returned to the 'by Department' tab.

If you have any questions concerning the data and information on this website, please email: Delaware.Checkbook@state.de.us

If you need additional information regarding the use of this site, please see the [Site Instructions](#).

Disclaimer: The data on this website is uploaded on a monthly basis. As this will be an ongoing process throughout the fiscal year, transactions are not audited and may contain corrected information, which may reverse or change the effect of previous entries.

This data displays 100% of expenditures paid by the State of Delaware, including Executive Branch agencies, Other Elected Official agencies, Higher Education, and School Districts. Vendor names for data sensitive in nature have been masked.

The records displayed represent accounting system payments entries. Several of these entries may be combined in the issuance of one payment or check to a vendor. As such, it should be recognized that these transactions do not necessarily reflect individually issued checks or payments to vendors.

[TO DOWNLOAD THE EXPENDITURE TRANSACTIONS CLICK HERE](#)

[TO DOWNLOAD THE REVENUE TRANSACTIONS CLICK HERE](#)

by Department | by Category | by Vendor/Payee | Summary | by Fund Type | By Check Number | Revenue

Begin Your Department Search Here:

* Select a Period:

Department Search Summary for FY 2015 Period 1 thru 2

Click on Department Name to Expand or Collapse

Department Name	Payments	Amount
ACADEMIA ANTONIA ALONSO	78 Payments	\$216,121.91
ACADEMY OF DOVER CHARTER SCHL	248 Payments	\$510,428.84
ADVISORY COUNCIL EXCEPTNL CITIZN	52 Payments	\$51,188.79
APPOQUINIMINK SCHOOL DISTRICT	3,222 Payments	\$15,739,233.60
AUDITOR OF ACCOUNTS	111 Payments	\$801,192.29
BRANDYWINE SCHOOL DISTRICT	4,331 Payments	\$24,079,633.58
CAESAR RODNEY SCHOOL DISTRICT	4,084 Payments	\$18,211,122.42
CAMPUS COMMUNITY SCHOOL	348 Payments	\$677,059.91
CAPE HENLOPEN SCHOOL DISTRICT	3,531 Payments	\$14,541,214.11
CAPITAL SCHOOL DISTRICT	4,709 Payments	\$18,329,838.73
CHRISTINA SCHOOL DISTRICT	9,834 Payments	\$45,447,914.23
COLONIAL SCHOOL DISTRICT	3,991 Payments	\$20,643,445.13

Three new features

<http://pcard.accounting.delaware.gov>

[TO DOWNLOAD CREDIT CARD TRANSACTIONS CLICK HERE](#)

Active sort !

by Department | by Merchant Category | by Merchant | **Summary**



Begin Your Department Search Here:

Select a Period:

FY2015-MNTH-AUG

Department Search Summary for FY2015-MNTH-AUG

Click on Department Name to Expand or Collapse

ADVISORY COUNC EXCEPTNL CITIZN	3 Transactions	\$284.47
DELAWARE NATIONAL GUARD	73 Transactions	\$15,976.13
DEPARTMENT OF AGRICULTURE	228 Transactions	\$38,700.55
DEPARTMENT OF CORRECTION	1,697 Transactions	\$1,770,080.14
DEPARTMENT OF EDUCATION	2,381 Transactions	\$787,866.87
DEPARTMENT OF ELECTIONS	61 Transactions	\$13,943.52
DEPARTMENT OF FINANCE	183 Transactions	\$40,918.47
DEPARTMENT OF LABOR	234 Transactions	\$57,586.01
DEPARTMENT OF STATE	628 Transactions	\$123,861.52
DEPT OF HEALTH SOCIAL SVS	1,420 Transactions	\$228,628.84
DEPT OF SAFETY HOMELAND SEC	720 Transactions	\$178,990.94
DEPT OF TECHNOLOGY INFORMATI	156 Transactions	\$937,274.40

Positioning Your Organization



Formal (advertised) Procurements

- <http://bids.delaware.gov>
 - (a component of Delaware's Mymarketplace)
 - Potential vendors are encouraged to register using The United Nations Standard Products and Services Code® (UNSPSC®)
 - Registering will allow receipt of e-mail notification when a solicitation tied to a specific UNSPSC code is advertised.
- What is an UNSPSC?
 - A more detailed purchasing code system than North American Industry Classification System (NAICS) code which provides an open, global multi-sector standard for efficient, accurate classification of products and services
 - Register at the 4 digit level. Register for all codes that roll up into the 4 digit level in your area of interest.

Opportunities identified by Agency, UNSPSC, and Title

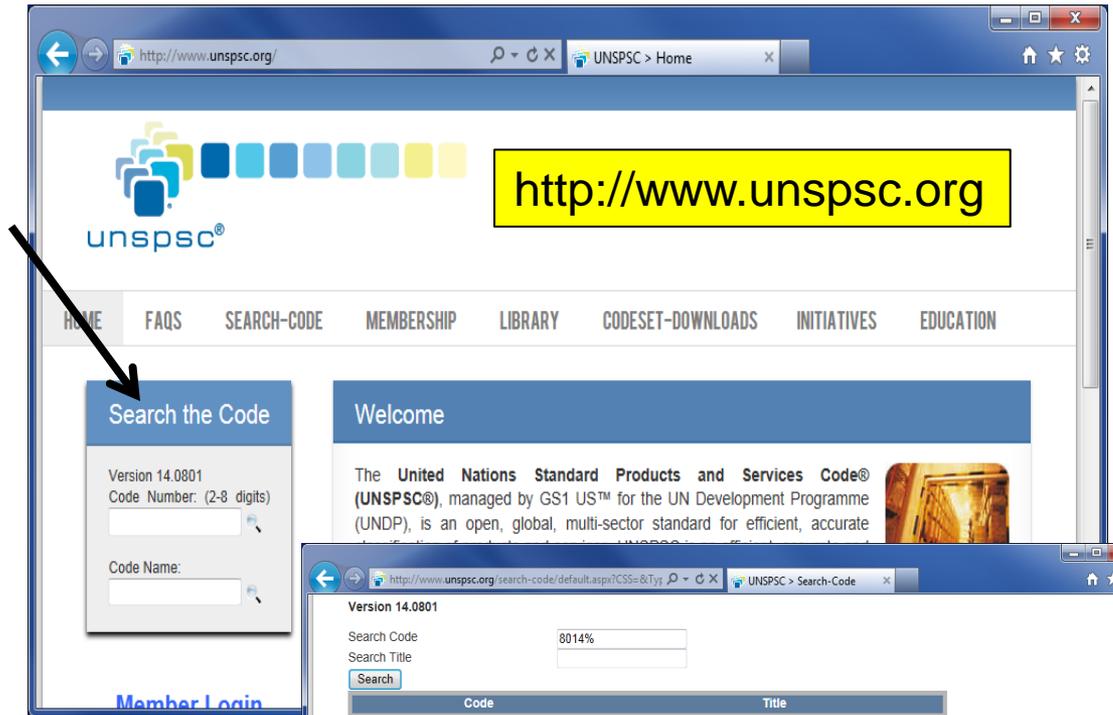
bids.delaware.gov

Ad Date	Agency (Agency Acronyms)	UNSPSC (UNSPSC Information)	Contract Title/Description	Deadline Date
9/24/2014	GSS	8014	Auctioneer Services	10/30/2014
9/23/2014	GSS	7810	Process Serving	10/21/2014
9/22/2014	OMB	7215	Holloway Campus - Main Building - Transformer Replacement	10/15/2014
9/22/2014	OMB	8413	State of DE Supplemental Ins - Group Accident, Cancer, Critical Illness	10/17/2014
9/22/2014	DOT	7214	West Dover Connector	10/21/2014
9/19/2014	NAT	1010	Trout Stocking Program	11/19/2014
9/16/2014	OMB	7215	Delaware Youth & Family Center - Maintenance Building Roof Replacement	10/13/2014
9/15/2014	OMB	7212	Holloway Campus - Kent/Sussex Building - Loading Dock Repairs	10/10/2014
9/15/2014	OMB	7212	Bissell Hospital - Nurse Call/Wander Guard System Replacement	10/14/2014
9/15/2014	OMB	7215	Adams State Service Center - Roof Replacement	10/30/2014
9/15/2014	OMB	7215	DEMA/TMC Building - BAS Replacement	10/9/2014
9/15/2014	OMB	7215	New Castle Courthouse Museum - Roof Replacement (Re-Bid)	10/17/2014
9/15/2014	OMB	7215	Sussex Correctional Institution - Domestic Hot Water Heater Replacement	10/30/2014
9/15/2014	NAT	7210	Wildlife Area Trapping Permits	11/7/2014

Register by UNSPSC to receive notification

Register for all potential codes

- Marketing
 - 80140000 Marketing & Distribution
 - 82140000 Graphic Design
 - 82120000 Reproduction Services
 - 82100000 Advertising
 - 82110000 Writing & Translations
 - 80160000 Business Administration
- Your products or services may span more than one UNSPSC code
- Delaware uses only the first 4 digits in the coding sequence



Bids.delaware.gov

Bid Solicitation Directory

RSS

The Bid Solicitation Directory is the State's central repository across all three branches of state government that have an open Request for Information (RFI), Request for Quote (RFQ), Invitation to Bid (ITB), and/or a Request for Proposal (RFP). The goal of this directory is to provide a centralized location to find state RFIs, ITBs and RFPs without requiring knowledge of the specific structure of state government.

Please take a moment to register for any area of business you may wish to receive notification on here: <https://denotificationservices.bbcportal.com/>. Please see the [Step by Step Guide](#) on how to register.

For more information about working with the State on bids, please see the [Doing Business with the State Topic Page](#).

Register for e-mail notifications

Disclaimer:

- Information provided on this website is intended solely to provide general information on matters of interest to the reader of this page, who accepts full responsibility for its use.
- Due diligence has been followed to ensure the links in this service are accurate and complete; however, this service may omit some forms and/or contain outdated links.
- The bids and proposals listed may fall under the terms of [29 Del. C. § 6926, Multiple Source Contracting](#).
- Any amendments made to the initial postings on this page will appear as a separate item under the initial posting's detail page. It is the viewer's responsibility to download and read any applicable updates and amendments.
- Neither the State of Delaware nor any State entities that supply information through this service, nor any of their employees make any warranty or assume any legal liability or responsibility for the timely delivery of information updates through this service.

Please [contact us](#) if you discover any outdated links or have suggestions regarding this service.

[Recently Closed Solicitations](#) | [Solicitations Not Awarded](#) | [Awarded Contracts](#) | [Archived Contracts](#)

Ad Date	Agency (Agency Acronym)	UNSPSC (UNSPSC Information)	Contract Title/Description	Deadline Date
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9/22/2014	OMB	8413	State of DE Supplemental Ins - Group Accident, Cancer, Critical Illness	10/17/2014

Vendor Outreach

- At all procurement levels (open market, letter bids, formal bid process) Delaware reaches out across the vendor spectrum including: Small Businesses, Minority, Women, Veteran and Service Disabled Veteran owned businesses utilizing these resources
 - Office of Supplier Diversity (OSD):
<http://gss.omb.delaware.gov/osd/certdir.asp>
 - Veteran / Service Disabled Veteran: <http://www.vip.vetbiz.gov>
 - SBA / SAM vendor database:
http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
 - MyMarketPlace vendor listing:
http://contracts.delaware.gov/vendor_list.asp
 - DFM Contractor Registry:
<http://dfm.delaware.gov/contractor/index.shtml>

Supplier Diversity



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

HOME

Director's Letter
About Agency
FAQs
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Contact Information

SERVICES

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

INFORMATION

2nd Tier Reporting Form
Informational Video Series
Newsroom & Spend Reports
Governor's Supplier Diversity Council
Supplier Diversity Plans
Under Threshold Form



Welcome to Delaware's Office of Supplier Diversity

"Our mission is to assist the entire supplier diversity community of minority, women, veteran, service disabled veteran, and individuals with disabilities owned businesses as well as small businesses of a unique size in competing for the provision of commodities, services, and construction to State departments, agencies, authorities, school districts, higher education institutions and all businesses."

[Directory of Certified Businesses](#)

What would you like to do?

[Become Certified](#) as a diverse supplier (minority, women, veteran, service disabled veteran, and individuals with disabilities owned businesses) or a Small Business Focus (SBF) program vendor.

Research procurement opportunities with the State of Delaware?

- Where can I register to receive emails for State contracting/proposal opportunities?
[Register](#) to receive state opportunities
- Where can I find current State contracting/proposal opportunities?
bids.delaware.gov
- Visit mymarketplace.delaware.gov for procurement business intelligence tools
- If you would like to be added to the Office of Supplier Diversity List Serve to receive emails with business development opportunities and information, please [Self-Register here](#).
- [Where can I find the current contracted services with the State?](#)

To communicate with OSD, please [email us](#).



OFFICE OF SUPPLIER
DIVERSITY



Online Directory OSD & SBF



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](#)

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 (IWDDBE)

[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](#)

E.O. 44

STATE OF DELAWARE



EXECUTIVE DEPARTMENT
DOVER

**Executive Order
Number Forty-Four**

TO: HEADS OF ALL STATE DEPARTMENTS AND AGENCIES

RE: ENSURING REPRESENTATION OF MINORITY AND/OR WOMEN BUSINESS ENTERPRISES, VETERAN-OWNED BUSINESSES, AND BUSINESSES OWNED BY INDIVIDUALS WITH DISABILITIES IN DELAWARE'S SUPPLIER DIVERSITY INITIATIVES, AND RESCINDING EXECUTIVE ORDERS NO. 14 AND NO. 29

Diversity Supplier Detail

Moorway Painting Management Contracting Co., Inc.

OSD SBF

OSD Certification Number: DE03100377
SBF Certification Number: SBF14011001
ATTN: Rahim El
Address: 3037 N. Market Street
Wilmington, DE 19802
Phone: 302-764-5002
Fax: 302-633-6109
Email: rahimel@moorwaymanagement.com
Website: www.moorwaymanagement.com

Associated Group(s):

OSD Industry Type: Building Trade
SBF Industry Type: Construction
OSD Certification: DelDOT, MBE, WilmCity
OSD Type: African American, Small Business

Business Description:

General contracting services, our specialty services to others are: framing and drywall systems, painting and industrial coatings, property management, and maintenance services.

NAICS Description(s):

236118 -- Residential Remodelers
238310 -- Drywall and Insulation Contractors
238320 -- Painting and Wall Covering Contractors

P.C. Supplies, Inc.

SBF

SBF Certification Number: SBF14041023
ATTN: R. Scott Martin
Address: 1003 S. Chapel Street, Suite A
Newark, DE 19702
Phone: 302-368-4800
Fax: 302-368-5288
Email: Scott@PCSupplies.com
Website: www.PCSupplies.com

Associated Group(s):

SBF Industry Type: Retail, Service, Wholesale
OSD Type: Small Business

Business Description:

P.C. Supplies is a local company providing IT products and services. Products include but are not limited to: computers, parts, peripherals, network, switches, routers, software, printers, supplies, projectors, cameras, DVR's, consulting, repair, toners, ink, fax machines, laptops, servers, security, cables, GPS, keyboards, mice, CD's, DVD's surge protectors, UPS, backup drives, Microsoft, Adobe, Acronis, Symantec, Western Digital, LaCie, Kingston, Kensington, Logitech, Tripp Lite, APC, Maxell, Fujitsu, Hewlett Packard, Compaq, IBM, Lenovo, Acer, Viewsonic, Dell, Brother, Canon, Fuji, Hitachi, Epson, Cicso, Symbol, Xerox, Zebra, Lexmark, OKI, OKIDATA, Samsung, LG, Planar, Getal, Panasonic, Axis, Wacom, Adesso, ASUS, SYBA, Imation, DYMO, Fargo, Fluke Networks, Cony, Konia Minolta, WASP, Verbatim, Startech, SIIG, 3M, Kodak, Metro Vac, Toshiba, Belkin, Blackbox, Bosch, C2G, Cyberpower, D-Link, Batteries, InFocus, Honeywell Speco, Viewz, Intel, Lorex, Night Owl, Memorex, TDK, Motorola, NEC, Netgear, Linksys, WYSE, Audio, Video, Data, Storage, Anti-virus education, Academic. Services include: Consulting – Networking, Systems

Supplier Diversity

Supplier Diversity Plans

Please note each Agency is vetting their respective Supplier Diversity plan, you can contact the Agency Minority and Women Business Liaison for more 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 & SDC MEETING MINUTES

The Supplier Diversity Council (SDC) was created by [Executive Order #14](#) - Increasing Supplier Diversity Initiatives Within State Government

The purpose of the Council shall be:

- a. Advocate for the State of Delaware's supplier diversity initiatives;
- b. Offer training and information on the tools necessary for successfully doing business with the State of Delaware as a minority and/or women business enterprise or a veteran-owned business enterprise;
- c. Help maximize supplier diversity among the State agencies, and help increase contracting opportunities for qualified minority, women and/or veteran-owned business enterprises;
- d. Develop criteria for evaluation of supplier diversity initiatives pursuant to this Executive Order;
- e. Identify potential impediments, if any, concerning supplier diversity within State government, and develop strategies to eliminate these impediments, including the elimination of impediments that limit all small businesses from participating in contracting opportunities; and
- f. As the Council has done and will continue to do for minority and/or women business enterprises, evaluate how to best serve veteran-owned businesses in the State of Delaware, including but not limited to evaluation of:
 1. a definition of veteran-owned business and/or whether certification or other identification of veteran-owned businesses is achievable and advisable,
 2. how the Office of Minority and Women Business Enterprise within the Office of Management and Budget might assist veteran-owned businesses,
 3. how the State might report contracts awarded to veteran-owned businesses in a manner similar to its disclosure for minority and/or women owned businesses, and
 4. how Executive Branch Agencies might assist veteran-owned businesses and the role of Minority and Women Business enterprise Liaisons to that purpose; and
- g. Provide advice and recommendations to the Governor concerning supplier diversity strategies.

[Supplier Diversity Council Members](#)

[Minority and Women Business Liaisons](#)

Supplier Diversity Council Meeting Notice

- [July 10, 2012](#)

To view minutes from previous Supplier Diversity Council Meeting Minutes (SDC) meetings, please select from the list below:

- Minutes from the [April 26, 2010](#) meeting
- Minutes from the [April 12, 2010](#) meeting
- Minutes from the [May 10, 2010](#) meeting
- Minutes from the [June 14, 2010](#) meeting
- Minutes from the [July 26, 2010](#) meeting
- Minutes from the [September 20, 2010](#) meeting
- Minutes from the [November 22, 2010](#) meeting
- Minutes from the [December 30, 2010](#) meeting
- Report from the SDC for [2010](#)
- Minutes from the [March 28, 2011](#) meeting
- Minutes from the [September 19, 2011](#) meeting
- Minutes from the [January 18, 2012](#) meeting
- Minutes from the [June 18, 2013](#) meeting
- Minutes from the [August 26, 2013](#) meeting
- Minutes from the [October 29, 2013](#) meeting
- Minutes from the [November 21, 2013](#) meeting

Supplier Diversity Reports

Delaware Supplier Diversity Reports

FY 14 Supplier Diversity Reports

- [FY14 Q1 Supplier Diversity Report](#)

FY 13 Supplier Diversity Reports

- [FY13 Bond Bill Opportunities](#)
- [FY 13 Business Report](#)

FY 12 Supplier Diversity Reports

- [FY12 Q1-Q2 Supplier Diversity Report](#)
- [FY12 Q1-Q3 Supplier Diversity Report](#)
- [FY12 Q1-Q4 Supplier Diversity Report](#)
- [Narrative MWBE Report for FY11](#)

FY 11 MWBE Report

- [Narrative MWBE Report for FY11](#)
- [Narrative MWBE Report for FY11Q1-Q2](#)
- [Narrative MWBE report for FY11Q1-Q3](#)
- [Supporting Charts for FY11Q1-Q3](#)

Additional M/WBE Reporting Metrics

- [Agency Specific Percents for Direct Certified M/WBE Spend Between FY06 - FY10](#)
- [Number of M/WBEs each agency has directly contracted with between FY06 - FY10](#)
- [Specific Ethnic Classification of State Certified M/WBE Direct Spend between FY06 - FY10](#)
- [Specific Ethnic Classification of State Certified M/WBE Direct Spend between FY10 - FY13](#)
- [Specific Ethnic Classification of State Certified M/WBE Direct Spend between FY10 - FY13/3Q](#)
- [Specific School District Direct Spend for Certified M/WBEs between FY06-FY10](#)
- [Specific School District Direct Spend for Certified M/WBEs between FY06-FY11](#)

3 Types of Formal Procurements

- Invitation to Bid (DE Code title 29 §6923)
 - Used primarily for procuring products / commodities
- Request For Proposal (DE Code title 29 §6924)
 - Used when the procurement is not solely a product but is more in the nature of a solution to a problem where solutions are expected to be varied.
- Professional Services Request For Proposal (DE Code title 29 § § 6981, 6982)
 - Used when there is a need for a service requiring specialized education, training, or knowledge and involving intellectual skill (§ 6902, ¶ 18)

I See an Opportunity! What Next?

- Is there a prebid meeting?
- Is there a deadline for questions?
- Is there a preceding contract?
 - Can you handle the demand?
 - Review aggregate spend and usage reports
 - Is your pricing competitive?
- Should you explore potential partnering opportunities?
 - OSD vendor database (certified directory)
 - Awarded Vendors List
 - Both can be accessed through <http://mymarketplace.delaware.gov>

Tips for Responding to a Proposal

- The proposal response should contain at a minimum the following information:
 - TABLE of CONTENTS
 - Brief history of the organization, including accreditation status, if applicable
 - Applicant's experience, if any, providing similar services
 - At least three references are required other than State of DE
 - Financial information (balance sheets and income statements) for the past three years – when required
 - The methodology/approach to be used including a work plan and time line
 - Any pre-printed forms or information specifically identified in the bid document as being required review the Minimum Requirements page

Tips on Proposal Content



- Review the Evaluation Criteria
 - Specifically address these in your proposal
 - Remember you are writing to an audience that is not familiar with your organization
 - Evaluators need to be able to understand what is being proposed
 - Concise detail – clean, crisp, to the point while communicating the core capability
- Evaluators can only consider what is in the proposal
 - If you are an incumbent don't fall into the “they know me” trap
 - Include background, years in business, experience specific to the need, resources, reputation and references
 - Make sure your references know they may be contacted
- Respond to all requirements
 - Meeting minimum requirements gets you past the initial review
- If pricing format is not pre-determined, be sure your price structure is clear and all-inclusive.

Proposal Evaluation Criteria

Item	Criteria	Points
1	Experience & qualifications of the offeror's proposed team members for this procurement	25
2	Offeror's proposed methodology to meet the overall scope of work	25
3	Offeror's ability to offer a solution compatible with the technical environment identified in RFP Section 2.5	30
4	Offeror's implementation plan as identified in RFP Section 3.20	30
5	Offeror's project plan, approach, and ability to meet milestones as identified in RFP Section 4.1	30
6	Offeror's communicated methodology in addressing organizational change management	15
7	Proposed Cost	40
TOTAL		195

Review Your Proposal

- Did you effectively explain the process?
 - Are there any gaps in your strategy?
 - Is every requirement in the RFP fully addressed?
 - Are all required forms complete and signed where necessary?
 - Will someone other than you understand it?
 - Do not assume the reviewer reads minds
- Before you seal it up check for...
 - The correct number of copies in the correct format
 - CD's are readable
 - Signed Cover letter
 - Non-collusion statement is notarized
 - The delivery method will allow for the delivery before the deadline

Prevailing Wage

- Be sure to take possible wage considerations into account when developing the cost component of your proposal.
 - Contractor and agencies should be aware that work performed under this contract may fall under the State of Delaware Minimum Wage Rates or the Delaware Prevailing Wage rates. Prior to issuing a purchase order, the ordering agencies must obtain from the Department of Labor a determination if prevailing wage applies to the project and, if appropriate, what the applicable prevailing wage rates would be for the work to be performed. No work shall proceed without a determination by the Department of Labor
 - <http://dia.delawareworks.com/labor-law>
 - Title 29 Delaware Code §6960

Outside Resources / Assistance

- Procurement Technical Assistance Center (PTAC)
 - Education in responding to State, Federal, and Corporate bidding opportunities
 - www.delawarecontracts.com
- Contractors Assistance Participation Series (CAPS)
 - Education for construction companies in the Public Works sector of procurement
 - 10 week program
 - Previously sponsored by City of Wilmington
- DBE Certification at City of Wilmington
 - participate in the procurement process and performance of City contracts

Bid Opening

- Regardless of when received bids remain sealed until the published bid opening time
- The time and place of the bid opening is provided in the ITB or RFP
- Bid openings are open to the public
 - Except for professional services
- At the bid opening only the names of responding organizations will be disclosed

Initial Review

- After the bid opening submissions are reviewed for:
 - Responsiveness
 - Does the proposal contain all of the basic requirements identified in the ITB or RFP
 - Responsibility
 - Does the required information support the offeror has the physical and financial assets to meet the contractual requirements

I Submitted a Proposal

- Will I be notified if I do not win?
 - Every entity that submits a proposal will receive written notification of the outcome of award
- I am a proposed subcontractor on the entire proposal
 - Will I be afforded the opportunity to attend any negotiation meetings with the respective agency?
 - Your relationship is with the awarded vendor. The prime vendor may be required to submit agreements or receive approval for sub-contractors prior to acceptance

Sharpening Your Pencil

- Best and Final Offer – RFP only
 - Vendors may be afforded an opportunity for discussion and revision of proposals
 - Frequently solicited where proposed costs exceed budgeted allowance
 - As stewards of taxpayer money, State contracting professionals are interested in obtaining the best overall value.

I Won the Contract! What's Next?

- Compliance
 - Delaware business license
 - Delaware W-9 Tax Form
 - Mandatory insurance requirements
 - Performance Bond (if applicable)
 - Payment processing
 - Be able to accept the payment method
 - Submit required reports on contract you were awarded

I Won the Contract! What's Next?

- Is the contract a multi source contract?
 - You must market your company and communicate your value statement
- Target customers that do not have to purchase from mandatory state contract but may need your products/services
 - School districts, higher education institution, municipalities etc
- How to market
 - Review usage reports and utilize this data to correlate strategic marketing



I Didn't Win the Award

- You have the opportunity to request a debriefing
 - Debriefing will not be scheduled until after contract is signed
 - A debriefing is an opportunity to learn how you can improve
- Opportunity Buy
- Seek partnering opportunities
- Watch for opportunities with municipalities to build your organization's experience

IT Staff Augmentation

GSS12597-IT_SERVICES



DE IT Staff Augmentation MSP

Managed by CAI

The Delaware IT Staff Augmentation Contract is used by State public-sector organizations to procure hourly T&M resources. CAI is the full-service Managed Service Provider responsible for overseeing all service delivery activities for the contract, including:

- Agency consultation
- Vendor response management and performance oversight
- Candidate evaluation and validation
- Interview facilitation
- Invoice processing
- Help desk support



LEARN MORE	JOIN	SUCCEED	ON-BOARDING
Award Notice	Criteria for Joining	Peoplefluent Training Video	Security Clearance Policy
Orientation Session	Subcontractor Agreement & Rates	Peoplefluent Training Guide	Security Clearance Process
Fact Sheet	Addendum to the Sub Agreement	Helpful Hints	Criminal History Auth Form
Job Titles	Delaware MWBE Program	Resume Template	
Skills Matrix		Right to Represent	
Background Check		Invoicing Process	
PA Agreement			

CONTRACT METRICS

Delaware Economic Development Office

<http://dedo.delaware.gov>

Delaware.gov | Governor Jack A. Markell | Visitdelaware.com

DELAWARE
ECONOMIC DEVELOPMENT OFFICE

Home About Us Business Services **Right Place. Right Size.** Industry Overview Insights News & Events

We are here to help small businesses TODAY!

Right program

SSBCI State Small Business Credit Initiative

1 2 3 4 5

NEWS

Why Delaware

Location. Relocation. Expanding.
DELAWARE

Small Businesses

Workforce Development

NEWS

Diamond State Port Corporation & Dole Announce Agreement in Principle to Keep Dole At Port of Wilmington

Repowered MRG Energy Center Dover Unveiled

Governor Markell, Federal, State and Local Officials Join Calpine CEO for Garrison Energy Center Groundbreaking

Fibertech to expand Delaware network to Dover, Georgetown

NA SA Awards 2-2 Spacesuit Contract To ILC Dover

Ashland to expand pharmaceutical Center of Excellence in Delaware

\$16 Million IP Network Hub Project Kicks Off in Wilmington, DE

Waste Management growth halted by Delaware Governor and DEDO head

Little Posies Photography Open Downtown

TechWorld Medicals Moves To Milford

Delaware hearings focus on

Delaware beats with a steady pulse in the heart of the Mid-Atlantic, serving as a business-friendly hub for Fortune 500 companies and diverse smaller firms while drawing scores of tourists with five-star beaches and a rich history stitched into the fabric of our nation. The First State is at your service with a plethora of business financing programs, entrepreneurial resources, a one-stop business and licensing system for ease of access and other assets to help existing Delaware businesses, start-ups or companies considering a move to our dynamic state.

We are here to help.
Contact DEDO today and learn why Delaware is the right place for your business.

Delaware is the best place to start and grow a business – we're here to help make that happen

We support programs aimed at providing businesses with a trained workforce to help them build and expand.

Department of Transportation

<http://www.deldot.gov>

CIVIL RIGHTS



Calendar

Disadvantaged Business Enterprise (DBE) Program



Welcome to the DeIDOT Disadvantaged Business Enterprise (DBE) Program

The US Department of Transportation (USDOT) DBE regulations require recipients of federal financial assistance to establish goals for the participation of disadvantaged businesses. The regulations also require states to certify the eligibility of DBE firms to participate in their USDOT-assisted contracts. DeIDOT evaluates each of their USDOT-assisted contracts and establishes contract specific DBE goals to ensure nondiscrimination in federally-assisted projects.

The major objectives of the DeIDOT DBE Program are:

- To ensure nondiscrimination in the award and administration of all DeIDOT contracts;
- To create a level playing field on which small businesses and DBE's can

- ✖ [Civil Rights Home](#)
- ✖ [DBE Home](#)
- ✖ [Application](#)
- ✖ [Contact Us](#)
- ✖ [DBE Directory](#)
- ✖ [DBE Newsletter](#)
- ✖ [Federal Regulations](#)
- ✖ [Forms and Publications](#)
- ✖ [Related Links](#)



Ramon Ceballos
DBE Program
Manager at
DeIDOT
302.760.2032

DeIDOT's DBE
program
addresses
transportation
projects involving
Federal funding
and includes
economic and
social eligibility
requirements

Key Considerations for Public Works

- **Prequalify** (Division of Facilities Management)
- **Register** (DeIDOT)
- Carpentry, Concrete Controls, Electric Power, Flooring, Masonry, Mechanical, Painting, Plumbing, Site work, Testing & Balancing, General Contracting, Roofing, etc.
- **Years of experience as a contractor**
- **List of past projects**
- **Bonding not required but beneficial**



Public works projects less than \$100,000 are not advertised

Public Works – Register with Division of Facilities Management

Office of Management and Budget | Division of Facilities Management

HOME

About Agency
Director's Letter
Sections
FAQs
Employment
Calendar of Events
Related Links
Contact Us
Office Locations
Agency Site Map

SERVICES

Architectural &
Engineering Services
Construction Project
Management
Professional Services
Environmental Services
Contractor Registration
Prequalification
Energy & Environment
Maintenance
Custodial
Grounds

INFORMATION

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Lease Space Procedures
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Interactive Map

This page: <http://dfm.delaware.gov/>

DIVISION OF FACILITIES MANAGEMENT



Mission Statement

The division's mission is to support the activities of state government by accommodating state agencies' space needs, maintaining state facilities in good condition, and by implementing programs and initiatives to ensure each facility is energy efficient, architecturally accessible and environmentally safe. The division's mission is to also ensure that all demolition, renovation, and new construction of state buildings is completed in a timely fashion and meets the latest standards of construction technology, building and life safety codes and space standards through plan review, technical oversight and assistance.

- [Public Notices](#)
- [Bid Results](#)
- [Awarded Contracts](#)
- [Professional Services Selections Fiscal Year 13](#)
- [Professional Services Selections - Archive](#)
- [Energy and Life Cycle Cost Memorandum](#)

NOTE: there is an annual prequalification application
<http://dfm.delaware.gov/prequal/apps.shtml>

Vendor Day October 1, 2014

Facilities Planning and Construction Information

New Castle County	Kent County	Sussex County
<p>Carvel State Office Building 820 North French Street Wilmington, DE 19801 Phone: 302.577.8190 Fax: 302.577.2773</p>	<p>Thomas Collins Building 540 S. Dupont Highway Suite 1 Dover, DE 19901 Phone: 302.739.5644 Fax: 302.739.6148 Fax: 302.739.3037</p> <hr/> <p>Facilities Management Maintenance & Grounds 192 Transit Lane Dover, DE 19901 Phone: 302.739.4611 Fax: 302.739.3127</p>	<p>Sussex Maintenance Shop 23708 Shortly Road, Georgetown, DE 19974 Phone: 302.856.5817 Fax: 302.856.5984</p>

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Architectural Accessibility	Dan Muterspaw	302-739-5644	dan.muterspaw@state.de.us
Construction and Project Management Services	Alisha McCullough	302-739-5644	alisha.mccullough@state.de.us
Environmental Services	Doyle Tiller	302-739-5644	doyle.tiller@state.de.us
Real Property	Donna Diaz	302-739-5644	donna.diaz@state.de.us



eProcurement Phase 1

- **Formal Procurements** (primarily materiel)
- Gets an awarded vendor's product list into the buyer's hands
 - Amazon-type search and find shopping experience
- What does it mean for a vendor?
 - Load catalogs and pricing into the system
 - Improved product visibility
- What does it mean for a buyer?
 - Streamlined product identification



eProcurement –Phase 2



- Quick Quote

- Under threshold procurements
- Electronic outreach for at least 3 competitive quotes
 - Greater visibility of non-advertised procurements
- What does it mean for vendors?
 - Increased visibility
 - Register for bid notifications / Certify with OSD
 - Keep your point of contact information current
- What does it mean for buyers?
 - Ability to efficiently access an expanded supplier community

Resources Reminder

- <http://mymarketplace.delaware.gov>
 - Vendor Resources
 - Selling to the State Guide
 - Procurement Unit Contact List
 - Strategies for Success
 - Contracting & Procurement Process Overview
 - Related Links
 - Office of Supplier Diversity
 - Small Business Administration Resource Guide
 - Business Licensing

Meet the Procurement Folks

- An opportunity to meet State Contract Procurement Officers, Resource Partners, engage in general discussion & network
- Please keep in mind:
 - We cannot discuss active solicitations
 - We need to keep the questions and discussions general
 - If you have contract-specific questions we'll be happy to schedule an appointment outside of this event.



mymarketplace.delaware.gov **Delaware's Procurement Portal**



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](#)