

Agency Frequently Asked Questions

1. How do I find out more about formal procurement?

If you are a State employee, we offer three levels of reoccurring training classes: Procurement Basics, Formal Procurements 1, and Formal Procurements 2 through the Delaware Learning Center (DLC). You can sign up directly from the DLC.

2. How do I find a vendor on contract?

Please become familiar with Delaware's Procurement Portal (MyMarketplace). There is a wealth of information available.

<https://mymarketplace.delaware.gov/>

Vendors awarded a contract are listed within MyMarketplace at:

http://contracts.delaware.gov/vendor_list.asp

3. How do I get a vendor added to a contract?

Adding a vendor may not be possible, as State Contracts are competitively bid and awarded. When bid, vendors have an opportunity to submit proposals for consideration of a contract award. Current bids are posted here: <http://bids.delaware.gov/>. Please understand contracts are bid and awarded seeking a specific product or service, not for a specific vendor. Therefore, adding a vendor after a contract is awarded is not consistent with Delaware's procurement policies and/or Code.

4. If I found an item at a local store that is cheaper than what is offered on eMarketplace, can I buy it?

If the item is a lesser quality than that offered on eMarketplace, we encourage you to consider central contract purchases from a total lifecycle value which may include quality, vendor services, and warranties. If the item is the exact item at a discounted price, please consider submitting an "I Found it Cheaper" request at <https://mymarketplace.delaware.gov/found-it-cheaper/form.shtml> for review of a possible purchase waiver authorization.

The link to eMarketplace is: <https://mymarketplace.delaware.gov/emarketplace/index.shtml>

5. Why is it so hard to find what I need on contract on the contracts page?

Our eMarketplace is an excellent way to shop across various products for an item you may need. The Awarded contracts page at <http://contracts.delaware.gov/> is a list of awarded contracts with basic information regarding the award. One tip for filtering information on that page is to search keywords by using the Ctrl+F command.

6. How do I find a specific product to buy?

We recommend searching within eMarketplace when looking for a specific product. Use the “Shop at the Top” bar on the home page when you first access the site.

7. How do I find products from a specific vendor?

Within eMarketplace, if you have a specific vendor in mind, you can select their square or “Tile” to shop their catalog offerings exclusively. We do recommend you try the Shop at the Top as well to search all items together. You may be surprised at the value you find.

8. Can I buy something from a specific vendor if they sell it?

Please remember state contracts are awarded based on specific products or services. The awarded vendor is contracted for those specific products or services only. Look to the published contract Award Notice for details or look to eMarketplace for available items. Any item available in eMarketplace is awarded within a state contract and you can make your purchase there.