Correct solicitation and resubmit to contracting@state.de.us

- Review for aggregation opportunity
  - Identify coterminous dates for similar contracts to be aggregated upon expiration
  - Identify lead agency if not the requesting agency and create user group. Delegate under 29 Del. C. §6914 if GSS does not manage

- Return to agency with recommendation

- Verify naming convention
  - Consistent with ERP requirements

- Verify UNSPSC description and family level 4 digit code

- Verify terms and conditions
  - Agreeable to State
  - Legal/DAG review

- Send approval email to requesting agency
  - Announcement can be posted on agency web site but point to bids.delaware.gov for documents and detail

- GSS will post on bids.delaware.gov

- Agency will submit addendums/modifications/attachments to contracting@state.de.us to be associated with the bid on bids.delaware.gov.

- Agency can complete the contract award process