

MyMarketplace Solicitation Request Form: New or Updates

All department or agency solicitations must be listed on the Delaware.gov web portal in accordance with the provisions of 29 Del. C., §6902.

Request for approval to post a **new** solicitation **must include a 10 business-day period** to review existing state contracts for aggregation opportunities. Failure to submit a request for publication inclusive of this timeline should not be considered grounds for an emergency purchase or critical need as defined in 29 Del. C. §6907.

Request for approval to post an **update** to a solicitation **must include a 2 business-day period** prior to posting.

Submit this completed form, along with the solicitation and any attachments, to contracting@delaware.gov for review and approval to post or update the solicitation.

This request is for a: **New Solicitation** -or- **Solicitation Update**

Solicitations requiring specific additional approvals: If you are soliciting for any of the services / products below, check the box to open the related Word document to be included with your submission. If you require any additional approvals, please click below to see additional information that may be required based on your solicitation.

[Technology Related](#)

[Legal Service](#)

[Utilities](#)

[Architecture & Engineering Service](#)

[Audit Service](#)

[Public Works](#)

[Asbestos](#)

All fields are required for New Solicitations. (*) Indicates a **REQUIRED field for Solicitation Updates only.**

1. Contract Title (80 characters max):

*2. What is the Contract ID? Check box if this is a Public Works Solicitation

Agency Code	<input type="text"/>	Year	Number	-	Short Description (10 characters max)/ Public Works Project Number
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3. Requested date to post on Bids Directory: _____

4. Name of Agency/Department/School District: _____

5. UNSPSC Code: _____ (Required to list first 4 digits of code selected) Contracts may be solicited at the 4-digit level consistent with the overall purpose of the solicitation. To search UNSPSC descriptions and/or codes go to: <https://www.unspsc.org/> or [unspsc-list-2023.xlsx](#)

Additional UNSPSC may be added, if desired, below:

_____, _____, _____, _____, _____, _____, _____, _____

PLEASE SEE SECOND PAGE

6. Contract Manager/Point of Contact (POC) Name: _____

7. POC Phone: _____ Email address: _____

8. Date/time all vendor responses are due: _____

If this is an update, indicate Document Type: (check all boxes that apply)

Current Solicitation

Pre-bid Register

Addendum # _____ Subject: _____

Bid Due Date Change _____

Other: _____

Recently Closed/Awarded

Proposals Received

No Award Reason _____

Other: _____

Additional Comments: (Ex: Red Message for solicitation or award page, post by date requests, change in Point of Contact, etc.)
