DATE

COMPANY NAME

Company Address

City, State ZipCode

Dear Insert Company Name:

Congratulations on your awarded contract!

Attached find a dually executed contract for your records.

Please remember, the award of this contract does not suggest a guarantee of business. The state’s central contracts ease your path to sell but do not commit to any level of purchases by eligible agencies. Accordingly, Vendors are encouraged to continue marketing their products and services to all agencies, sub-divisions, schools, municipalities and other government organizations with the state.

To assist you in your marketing efforts, to help you ‘win’ business, and to inform you about the many resources available, the following links are provided:

<http://mymarketplace.delaware.gov> 🡨 This is the State’s Procurement Portal offering invaluable business intelligence and tools such as:

Selling to the State Guide, <https://mymarketplace.delaware.gov/documents/selling-to-the-state-guide.pdf?ver=0618> Offering information to assist vendors and agencies with various procurement procedures that facilitate problem free buying and selling experiences

Procurement Unit Contact List, <http://mymarketplace.delaware.gov/procurement-contacts.shtml>.A list of the person(s) responsible for procuring goods and services in each agency: An excellent source for a targeted marketing campaign

Delaware Online Checkbook, <http://checkbook.delaware.gov/>. Offering data on the State’s prior purchases. Use this information along with the Usage reports to identity potential partners for your good or service

<https://business.delaware.gov/> 🡨 This site is the Delaware Division of Small Business, with program information and links to experts who can connect vendors with other resources to help achieve success. Within this site is:

Office of Supplier Diversity (OSD), <https://business.delaware.gov/osd/>. An in-depth insight to additional resources and a summary of appropriated spend by agency

<https://labor.delaware.gov/> 🡨 This site is the Delaware Department of Labor, which connects people to jobs, resources, monetary benefits, workplace protections and labor market information. Within this site is:

The Delaware JobLink, <https://joblink.delaware.gov/>. This site can be your link to future employees should you need to hire additional staff.

We appreciate your interest and look forward to working with you.

Sincerely,

Insert Contract Officer Name

State Contract Procurement Officer