CONTRACT USER SELF TUTORIAL

Instructions on how to navigate OMB/GSS Contracting Webpage

updated July 2014
The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts as requested. This team is the State of Delaware’s central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts.

Go to [http://gss.omb.delaware.gov/contracting/index.shtml](http://gss.omb.delaware.gov/contracting/index.shtml) - The following subtitles will be displayed:

- Agency Bid Process Forms
- Bid Solicitations
- Contact Information
- Contract List Serve
- Contract Process Flowcharts
- Contracts Directory
- Contracts – Awarded Vendors
- Contracts – Cooperatives
- Contracts – Set Aside
- Customer Satisfaction Survey
- DPPA – Delaware Public Purchasing Association
- FAQs (frequently asked questions/answers)
- Forms

**NOTE:** You can click on any of the topics listed above and each has detailed information for your use.

updated July 2014
If you are trying to find information on any particular contract – click on Contracts Directory.
So many chairs – so many choices..

- Looking for a chair? – Contracts appear alphabetically by title – Scroll to FURNITURE, click on the link, and the following information will become available:
  - **Agency Award Documents & Vendor Bid Documents**
    - The **Award Notice** which includes:
      - Mandatory Use
      - Contract Period
      - Vendor
      - Shipping Terms
      - Pricing
      - Terms & Conditions
      - List of items available for purchase in this contract along with any discounts offered
  - (See Example – Next Slide)
Awarded Contract Details

Furniture,
Contract No. GSS14479-FURNITURE

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 Vendor section of the award notice, product category definitions, as well as the Pricing Spreadsheet file associated with this award. State Agencies are encouraged to obtain quotes from vendors awarded the applicable section(s) to ensure they are obtaining the best value. Staples Advantage Website cannot be used to order Furniture, only Office Supplies.

<table>
<thead>
<tr>
<th>Agency Award Documents</th>
<th>Effective: 03/13/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Notice - Addendum 2</td>
<td></td>
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<tr>
<td>Pricing Spreadsheet - Addendum 6</td>
<td></td>
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<tr>
<td>Addendum History</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Vendor Information</th>
<th>MWBE</th>
<th>Vets/SDV</th>
<th>DE</th>
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<tbody>
<tr>
<td>Brennan's Office Interiors, Inc.</td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Corporate Interiors, Inc.</td>
<td></td>
<td></td>
<td>Y</td>
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<tr>
<td>Corporate Interiors of Delaware</td>
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<tr>
<td>Dauron, Inc.</td>
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<td></td>
<td>Y</td>
</tr>
<tr>
<td>G. A. Blanco and Sons, Inc.</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glover Furniture &amp; Design Group, LLC</td>
<td></td>
<td></td>
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<tr>
<td>Staples Contract &amp; Commercial, Inc.</td>
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<thead>
<tr>
<th>Contract Usage Information</th>
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<tbody>
<tr>
<td>Total Aggregate Spend</td>
<td></td>
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<tr>
<td>Total Aggregate Spend - FY 2012 and Prior</td>
<td></td>
</tr>
<tr>
<td>Usage Report - FY 2014</td>
<td></td>
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<tr>
<td>Usage Report - FY 2013</td>
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<td>Usage Report - FY 2012</td>
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<td>Usage Report - FY 2011</td>
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<td>Usage Report - FY 2010</td>
<td></td>
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<tr>
<td>Usage Report - FY 2009</td>
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<table>
<thead>
<tr>
<th>Vendor Bid Documents</th>
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<tbody>
<tr>
<td>RFP - Materiel and Nonprofessional Services</td>
<td></td>
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<tr>
<td>Appendix C - Pricing</td>
<td></td>
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<tr>
<td>Addendum 1 - IQS</td>
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<tr>
<td>Proposals Received List</td>
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Agency Award Documents

Award Notice – shows contract effective date and the term of the contract. The award notice also highlights key components of the contract and provides vendor contact information. Pricing will be included either in the Award Notice itself or an accompanying Pricing Spreadsheet.

- An **ADDENDUM** is the appendix or supplement to the original Award Notice which can include additional products, change in vendor information, possible price adjustments, etc and may be posted throughout the entire contract period
- Click on **“Addendum History”** to see **ALL** addendums for a contract
- Only the most recent addendum will appear on the Award Notice

* Note: The first two digits in the Contract number (in this case 14) identify the inception year. This part of the contract number will change when the contract is rebid.
Multiple Awards

- The furniture contract has been multi-awarded to six vendors.
  - This does not necessarily mean that any item on the contract can be purchased from any vendor.
- Be sure to review the award notice and pricing spreadsheet to determine which vendor has been contracted to provide the specific item you are looking for.
When you find the item you wish to purchase:

- Follow your Agency/School District guidelines for placing your order – whether through requisition process or “P” card

- If you have any additional questions – you can always contact the “Contract Officer” listed on the Award Notice or find their name at the bottom of the first page you opened (Awarded Contract Details)!
How did it start....

- **Vendor Bid Documents** contain the original solicitation - either Invitation to Bid (ITB) or Request for Proposal (RFP)

  - Under **Vendor Bid Documents** you can access:
    - ITB or RFP which includes:
      - Definitions & General Provisions
      - Special provisions and specifications
      - Bid Quotation reply section
      - Any addendums posted to the original solicitation
For your Unique Agency Contracting Needs:

- Click on **Agency Bid Process Forms**:
  - On the subsequent page click on “**Levels of Contracting Assistance**”
- For Dispute Resolution regarding a Central Contract Vendor
  - Click on “**Contract Process Flowchart**”
Need to talk to a live person?
http://mymarketplace.delaware.gov
Click on “Contact us”
Then “Central Procurement Office”

Anyone with State Contract Procurement in their job title will be happy to assist you with your contract questions.