

# Contracting and Procurement

## Process Overview



Government Support Services  
website: [gss.omb.delaware.gov](http://gss.omb.delaware.gov)

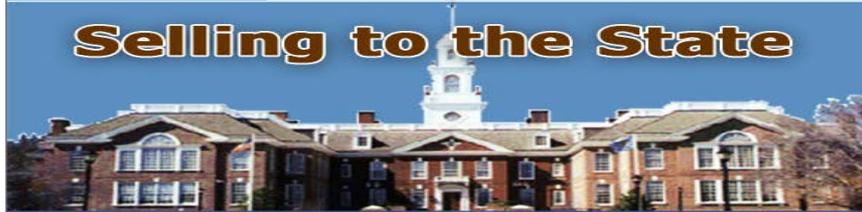
# Overview

- Reference Tools
- Utilizing Existing Contracts
- Identifying the Procurement Path
  - Classifications / Thresholds / Methods
- Types of Procurements
  - Supplier Diversity
- Unique Circumstances
- Formal Procurements
  - Key Points



## MyMarketplace Delaware's Procurement Portal

### Selling to the State



Your Guide to the State's Procurement Practices

#### Welcome

The State of Delaware Procurement Portal is an all-inclusive site providing information on how to do procurement business with the state.

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.

#### BIDS AND CONTRACTS



- ▶ Awarded Contracts Directory
- ▶ Bid Solicitation Directory
- ▶ eMarketplace
- ▶ Small Purchase Procedures
- ▶ More Resources

#### AGENCY RESOURCES



- ▶ Agency Bid Process Forms
- ▶ I Found It Cheaper
- ▶ Supplier Diversity Opportunities
- ▶ UNSPSC List
- ▶ More Resources

#### VENDOR RESOURCES



- ▶ Bid Thresholds
- ▶ Business Licensing
- ▶ Selling to the State Guide
- ▶ Vendor Registration
- ▶ More Resources

#### RESULTS DELAWARE



- ▶ Aggregate Contract Usage
- ▶ Environmental Impact
- ▶ Outreach by Contract
- ▶ Public Works Opportunities
- ▶ More Resources

# Reference Tools

## Accessible from MyMarketplace

- Delaware Code, Title 29, Chapter 69
  - <http://delcode.delaware.gov>
- Government Support Services Website
  - <http://gss.omb.delaware.gov>
- Office of Supplier Diversity (OSD) website
  - <http://gss.omb.delaware.gov/osd/index.shtml>

# Before You Buy

- Is the item or service already covered under a State Central Contract?
  - Central Contracts can be accessed through:
    - <http://mymarketplace.delaware.gov>
      - Contracts
        - State Contracts
          - Contracts having numbers beginning with GSS are Central Contracts
- Central Contracts include a mandatory use clause applicable to covered agencies.
  - Items covered under a Central Contract must be purchased through that contract
  - Covered Agencies are defined in DE Code Title 29 § 6902
- School Districts, while not required to use central contracts, can utilize the contracts

# Before You Buy cont'd

- Is the item or service already covered under:
  - An Existing Agency Contract
    - Need not be the buyer's own Agency
      - Reasonable investigation
      - Explore “Piggyback” opportunity
  - A General Services Administration (GSA) contract
    - <http://www.gsaelibrary.gsa.gov>
      - If a GSA contract is applicable, complete and submit the Government Support Services GSA Request found at:
        - » [http:// mymarketplace.delaware.gov](http://mymarketplace.delaware.gov)
        - » Agency Resources
        - » More Agency Resources
      - » DE Code stipulates that only the central contracting unit can enter into a contract with a GSA vendor

# Finding Existing Contracts



MyMarketplace

Delaware's Procurement Portal

## BIDS AND CONTRACTS



- ▶ [Awarded Contracts Directory](#)
- ▶ [Bid Solicitation Directory](#)
- ▶ [eMarketplace](#)
- ▶ [Small Purchase Procedures](#)
- ▶ [More Resources](#)



# Contract Numbering is Alpha-Numeric

The alpha characters identify the issuing agency



## Awarded Contracts Directory

Central contracts start with either GSS or GSA

[Awarded Vendors](#) | [Cooperative Contracts](#) | [Set Aside Contracts](#) | [Archived Contracts](#)  
[Current Bid Solicitations](#) | [Recently Closed Solicitations](#) | [Solicitations Not Awarded](#)

Key for MWBE, Vets/SDV, P = Partial W

Contract Number	Contract Title	eMarketplace	UNSPSC	Agency	Effective Date	Expiration Date	Extension Available	Spend/Usage Available	MWBE
PSD15002-ASBESTOS	<a href="#">Asbestos Abatement - Polytech High School</a>		7212	PSD	2/11/2016	6/30/2018	N	N	N/A
DOT13-1674-Asbestos	<a href="#">Asbestos Management Services</a>		7610	DOT	2/10/2014	2/10/2017	N	N	Whole
DSU16005-7811803	<a href="#">Athletic Bus Transportation</a>		7811	DSU	7/1/2016	6/30/2017	N	X	N/A
COL 5-16-17	<a href="#">Athletic Supplies</a>		4924	COL	4/13/2016	7/1/2017	N	X	N/A
GSS15030-AUCTIONEER	<a href="#">Auctioneer Services</a>		8014	GSS	1/1/2015	12/31/2016	Y	Y	N/A
GSS15745-AV_EQPTCONF	<a href="#">Audio Visual Equipment and Audio Visual Web Conferencing</a>		4511	GSS	12/1/2015	11/30/2017	Y	Y	Partial
GSS15745-AV_EQPTCONF	<a href="#">Audio Visual Equipment and Audio Visual Web Conferencing</a>		5216	GSS	12/1/2015	11/30/2017	Y	Y	Partial
DOT141698-AUDITING	<a href="#">Auditing Services</a>		9315	DOT	7/30/2014	7/30/2017	N	N	N/A
GSS15007-AUTO_PARTS	<a href="#">Auto Parts and Batteries</a>		2517	GSS	6/1/2015	5/31/2017	Y	Y	N/A
DOT141720-AOVEHRTNG	<a href="#">Automated Oversize/Overweight Vehicle Routing Solution</a>		7814	DOT	10/19/2015	10/19/2018	N	X	N/A

Contracts can be sorted by Agency

# Awarded Contract Details

GSS	16	479	FURNITURE
issuing Agency	year awarded	contract identifier	brief description

Awarded Contracts Directory

## Awarded Contract Details

**Furniture,**  
**Contract No. GSS16479-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.

Agency Award Documents	
<a href="#">Award Notice</a>	Effective: 03/01/2016
<a href="#">Pricing Spreadsheet - Addendum 3</a>	Effective: 06/14/2016
<a href="#">Addendum History</a>	

Vendor Information	M/WBE	Vets/SDV	DE
<a href="#">Brennans Office Interiors, Inc.</a>			Y
<a href="#">Corporate Facilities of New Jersey</a>			
<a href="#">Corporate Interiors, Inc.</a>	Y		Y
<a href="#">Douron, Inc.</a>			Y
<a href="#">Foliot Furniture</a>			
<a href="#">G.A. Blanco &amp; Sons, Inc.</a>	Y		
<a href="#">Glover Furniture &amp; Design Group, Inc.</a>			
<a href="#">Indiana Furniture Industries, Inc.</a>			
<a href="#">ISE, Inc.</a>			
<a href="#">WB Mason</a>			

Award Notice provides key information to end users

Pricing information may be in a separate document

Multi-award contracts  
Each vendor is not necessarily awarded all items – be sure to review the pricing structure

# How the Contract Started

Vendor Information	M/WBE	Vets/SDV	DE
<a href="#">Brennans Office Interiors, Inc.</a>			Y
<a href="#">Corporate Facilities of New Jersey</a>			
<a href="#">Corporate Interiors, Inc.</a>	Y		Y
<a href="#">Douron, Inc</a>			Y
<a href="#">Foliot Furniture</a>			
<a href="#">G.A. Blanco &amp; Sons, Inc</a>	Y		
<a href="#">Glover Furniture &amp; Design Group, Inc.</a>			
<a href="#">Indiana Furniture Industries, Inc.</a>			
<a href="#">ISE, Inc.</a>			Y
<a href="#">WB Mason</a>			Y

Contract Usage Information
<a href="#">Total Aggregate Spend</a>
<a href="#">Total Aggregate Spend - FY 2012 and Prior</a>
<a href="#">Usage Report - FY 2016</a>
<a href="#">Usage Report - FY 2015</a>
<a href="#">Usage Report - FY 2014</a>
<a href="#">Usage Report - FY 2013</a>
<a href="#">Usage Report - FY 2012</a>
<a href="#">Usage Report - FY 2011</a>
<a href="#">Usage Report - FY 2010</a>
<a href="#">Usage Report - FY 2009</a>

Vendor Bid Documents
<ul style="list-style-type: none"> <li>• <a href="#">RFP - Materiel and Nonprofessional Services</a></li> <li>• <a href="#">Appendix F Pricing Form and Instructions</a></li> <li>• <a href="#">Addendum 1 Q&amp;A</a></li> <li>• <a href="#">Appendix F Addendum 1</a></li> <li>• <a href="#">Proposals Received List</a></li> </ul>

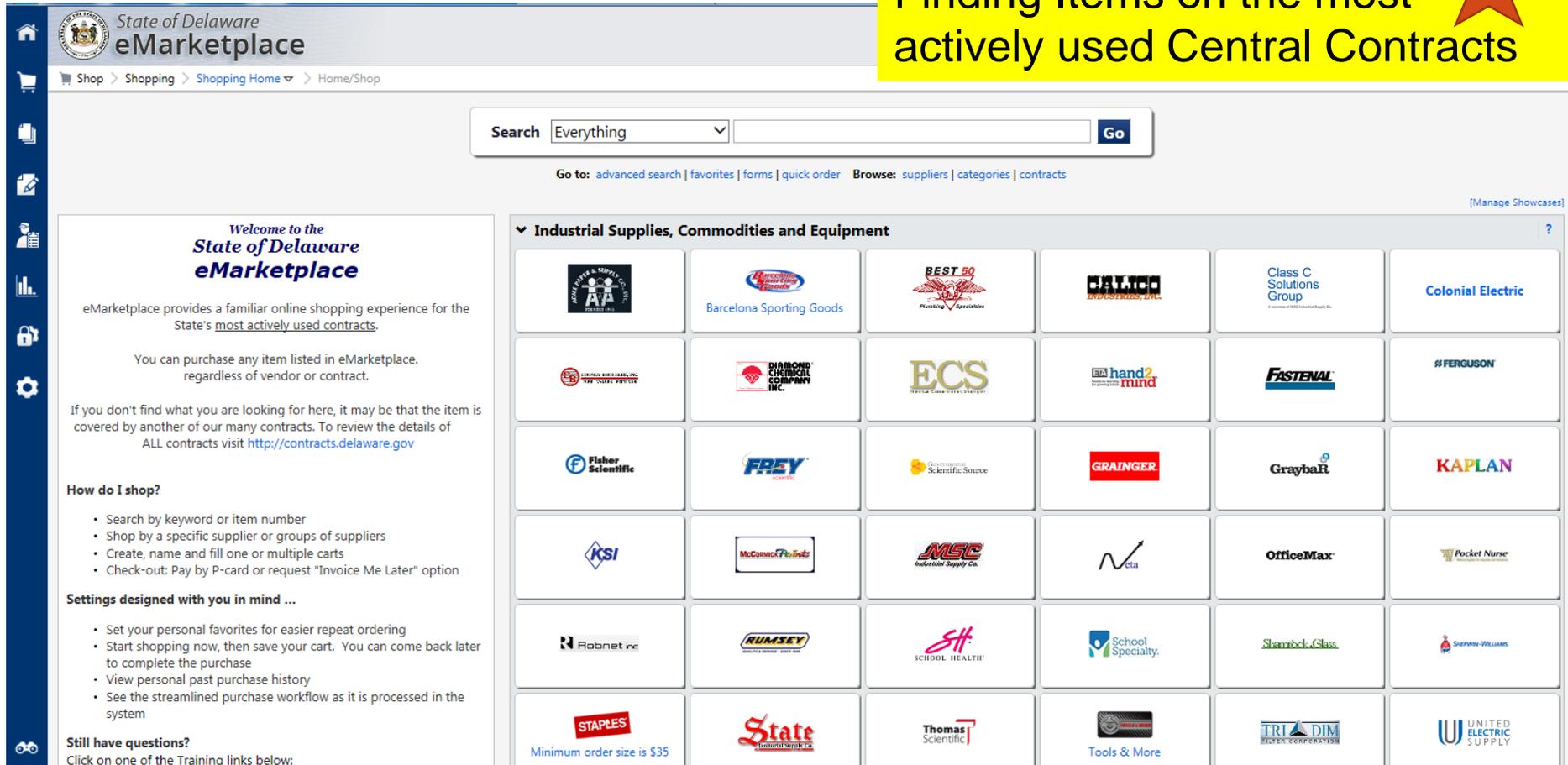
Request For Proposal or Invitation to Bid

Name of Contract Officer Managing the contract

For more information on this contract, please contact [steven.chillas@state.de.us](mailto:steven.chillas@state.de.us)

# State of Delaware eMarketplace

Finding Items on the most actively used Central Contracts 



**State of Delaware eMarketplace**

Shop > Shopping > Shopping Home > Home/Shop

Search Everything

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

[Manage Showcases]

**Welcome to the State of Delaware eMarketplace**

eMarketplace provides a familiar online shopping experience for the State's most actively used contracts.

You can purchase any item listed in eMarketplace, regardless of vendor or contract.

If you don't find what you are looking for here, it may be that the item is covered by another of our many contracts. To review the details of ALL contracts visit <http://contracts.delaware.gov>

**How do I shop?**

- Search by keyword or item number
- Shop by a specific supplier or groups of suppliers
- Create, name and fill one or multiple carts
- Check-out: Pay by P-card or request "Invoice Me Later" option

**Settings designed with you in mind ...**

- Set your personal favorites for easier repeat ordering
- Start shopping now, then save your cart. You can come back later to complete the purchase
- View personal past purchase history
- See the streamlined purchase workflow as it is processed in the system

**Still have questions?**  
Click on one of the Training links below:

**Industrial Supplies, Commodities and Equipment**


Point and click shopping = products as opposed to services



# Enhanced Shopping Experience

Shop > Shopping > Shopping Home > Product Search - All

Search

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) **Browse:** [suppliers](#) | [categories](#) | [contracts](#)

Results for: Everything : disinfectant

### Filter Results ?

**By Custom Attribute**

Green (45)  
Made in USA (321)

### By Product Flag

Green (240)   
Recycled (7)

### By Supplier Class

Delaware Supplier (988)   
In-store Pickup Available (380)

### By Supplier

Fastenal Company (31)   
Ferguson Enterprises, Inc. (1)   
Graybar Electric Company (7)   
MSC Industrial Supply (591)   
State Janitorial  
Supply (17) [more...](#)

### By Category

ACS Grade Solvents (14)

no image available

#### CLEANER, DISENFECTANT, SOAK, SKLAR, 1 GAL from Medline

288.98 USD

Part Number SKA101603  
Manufacturer Info 10-1603 - (SKLAR)

4/CS

[add favorite](#) | [compare](#)

no image available

#### CLEANER, DISENFECTANT, SOAK, SKLAR, 1 GAL from Medline

73.18 USD

Part Number SKA101603H  
Manufacturer Info 10-1603 - (SKLAR)

1/EA

[add favorite](#) | [compare](#)



[larger image](#)

#### CLEANER, DISENFECTANT, SOAK, SKLAR, 22 O from Medline

515.91 USD

Part Number SKA102722  
Manufacturer Info 10-2722 - (SKLAR)

12/CS

[add favorite](#) | [compare](#)



[larger image](#)

#### CLEANER, DISENFECTANT, SOAK, SKLAR, 22 O from Medline

43.44 USD

Part Number SKA102722H  
Manufacturer Info 300504 - (SKLAR)

1/EA

[add favorite](#) | [compare](#)



#### DISENFECTANT, SKLAR-CIDE 28 HLD, 1 GAL from Medline

252.47 USD

Part Number SKA101623  
Manufacturer Info 10-1623 - (SKLAR)

4/CS

State of Delaware  
The Official Website of the First State

MyMarketplace  
Delaware's Procurement Portal

Office of Management and Budget / Government Support Services / MyMarketplace

Home  
About MyMarketplace  
Contact Information  
Employment

**State of Delaware eMarketplace**

*eMarketplace*

- [eMarketplace Login](#)
- To access the eMarketplace portal from the Awarded Contracts Directory, use the shopping cart: 

*Resource Materials*

- [Division Administrator List](#)
- [Training](#)
- [User Role Definitions](#)

For any questions about the portal and/or the materials posted, please email the [eMarketplace](#) team.

MyMarketplace  
Delaware's Procurement Portal

**BIDS AND CONTRACTS**



- ▶ [Awarded Contracts Directory](#)
- ▶ [Bid Solicitation Directory](#)
- ▶ [eMarketplace](#)
- ▶ [Small Purchase Procedures](#)
- ▶ [More Resources](#)

**eMarketplace  
How To & Login**

# Benefits of Existing Contracts

- Reduces workload for individual agencies
- State central contracts and GSA schedules attract more competitive volume pricing
- Vendors tend to dedicate more resources to larger volume contracts
- Vendor performance has already been evaluated

# I Found It Cheaper (IFIC)

- Market conditions change constantly, with that in mind a resource is in place to communicate the possibility of a more favorable procurement opportunity.
- If you discover a better price for an item on a central contract you can communicate the information through:
  - <http://mymarketplace.delaware.gov>
    - Under the **I Found It Cheaper** heading, click on *Submit Your Suggestion*
      - The GSS Contracting unit will investigate the IFIC submission and respond to the submitter within 5 days on average:

# The IFIC Process

- GSS Contracting will first ensure we are comparing apples to apples
  - Quantity per package, warranty, freight, etc.
- All things being equal, the vendor(s) on the central contract will be given an opportunity to meet the better price
- If the vendor(s) cannot meet the better price, the GSS Contract Administrator may request the Director of GSS authorize a waiver allowing a specific purchase to be made off-contract



There's not an existing contract?

# Procurement Thresholds

Find them on <http://mymarketplace.delaware.gov>

Procurement Classification	Spend Range 1 (under threshold)	Spend Range 2 (under threshold)	Spend Range 3 (over threshold)
Materiel & Non Professional Services	Less than \$10,000 (annual spend) ★  Open Market Purchase	\$10,000 - \$24,999 (annual spend)  3 Written Quotes	\$25,000 and over (annual spend)  Formal Procurement (RFP/ITB)
Public Works	Less than \$50,000 (term of contract) ★  Open Market	\$50,000 - \$99,999 (term of contract)  3 Written Quotes	\$100,000 and over (term of contract)  Formal Procurement
Professional Services	Less than \$50,000 (term of contract) ★  Open Market	N/A	\$50,000 and over (term of contract)  Formal Procurement

# Procurement Classifications

- Materiel and Non-Professional Services
  - Products & Commodities (Tools, Fuel, Foods, Clothes, etc.)
  - Generic Services (Carpet Installation, Courier Service, etc.)
- Professional Services
  - Services requiring specialized education, training, or knowledge (engineers, medical, consulting, etc)
- Public Works
  - Work or service that “touches” or affects public buildings or grounds (construction, alteration, repair)

# More About Professional & Non-Professional Services

Professional service defined in 29 DE Code §6902(19)

- Professional services means services which generally require specialized education, training or knowledge and involve intellectual skills. **Examples of professional services include**, but are not limited to, engineering, environmental engineering, environmental monitoring, land surveying, landscape architecture, geology, architectural, archaeologists, architectural historians, historians, educational consultants, management, medical, teaching, planning, computer information management, financial, accounting, auditing, construction management and arbitration services



While a carpet installer is certainly a professional at what he does, the service does not align with the DE Code definition of a professional service. Therefore, by default, carpet installation would be procured as a non-professional service

# Open Market Purchase

- Responsible identification of a favorable price from a qualified vendor.
  - Established business
  - Primary product line
  - Service capabilities
  - Negotiations encouraged
  - Diversity Supplier opportunity
  - Follow your agency's requisition / purchase order procedures



# 3 Written Quotes

- Award is determined by the lowest price from a responsible vendor



- Established business
- Primary product line
- References
- Service capabilities
- Diversity Supplier opportunity
- Negotiations encouraged
- Follow your agency's procedures for purchase orders and contracts
- Can solicit more than three quotes

## Sourcing:

- Diversity supplier
- Small Business Focus Program
- Open choice

# Under Threshold Supplier Diversity

<http://gss.omb.delaware.gov/osd>



## Supplier Diversity Plans

Please note each Agency is vetting their respective Supplier Diversity Plans and will be posting the plans as approved. However if you have any questions regarding each plan, you can contact the Agency Minority and Women Business Liaison. [Click here](#) for the contact information.

[Office of Management and Budget](#)

[Department of State](#)

[Department of Natural Resources and Environmental Control](#)

[Delaware State Housing Authority](#)

[Department of Health and Social Services](#)

[Department of Education](#)

[Department of Technology and Information](#)

[Department of Agriculture](#)

[Division of Children Youth and Their Families](#)

[Department of Correction](#)

[Delaware National Guard](#)

[Department of Finance](#)

[Department of Transportation](#)

[Department of Labor](#)

[Department of Safety and Homeland Security](#)

[Delaware Economic Development Office](#)

## GOVERNOR'S SUPPLIER DIVERSITY COUNCIL MEETING MINUTES

[2014 Meeting Minutes](#)

[2013 Meeting Minutes](#)

[2012 Meeting Minutes](#)

[2011 Meeting Minutes](#)

[2010 Meeting Minutes](#)

Last Updated: Friday, 20 Mar 2015 14:55:15 EDT

# OSD Directory of Certified Businesses

Delaware.gov | Text Only

Governor | General Assembly | Courts | Elected Officials | State Agencies

State of Delaware  
The Official Website of the First State

Your Search... SEARCH

Phone Numbers Mobile Help Size Print Email

Office of Management and Budget : Government Support Services : Office of Supplier Diversity : Directory Search

**HOME**  
Director's Letter  
About Agency  
FAQs  
Employment  
Contact Information

**SERVICES**  
Beneficial Business Events  
Certification  
Recertification  
Contractor Registration Application  
Directory of Certified Businesses

**INFORMATION**  
2nd Tier Reporting Form  
DE Certification Flowchart  
Informational Video Series  
Newsroom & Spend Reports  
SDC Meeting Minutes  
Strategies for Success  
Presentation  
Supplier Diversity Plans  
Under Threshold Form

**Directory of Certified Businesses**

**Search the Directory** [Helpful Search Tips](#)

Search

Please visit the [North American Industry Classification System \(NAICS\)](#) for additional information.  
For a complete directory of all businesses certified in either program select the program title below.

**Office of Supplier Diversity**

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Veteran Owned Business Enterprise (VOBE)
- Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- Individual with Disabilities Owned Business Enterprise (IWDBE)

**Full OSD Directory**

**Small Business Focus**

- Architecture & Engineering Industry Firms
- Construction Industry Firms
- Manufacturing Industry Firms
- Retail Industry Firms
- Service Industry Firms
- Wholesale Industry Firms

**Full SBF Directory**

For assistance call the Office of Supplier Diversity at 302-857-4554

Last Updated: Friday March 28 2014

site map | contact us | translate | delaware.gov

# Formal Procurements

- Invitation to Bid
  - Materiel (products & commodities)
  - **DE Code Title 29, Chapter 69, § 6923**
- Request For Proposal
  - Non-Professional Services
  - **DE Code Title 29, Chapter 69, § 6924**
- Professional Services Request for Proposal
  - **DE Code Title 20, Chapter 69, §§ 6981, 6982**

Templates can be accessed from <http://mymarketplace.delaware.gov>  
click on Agency Bid Process Forms  
(under Agency Resources)

# Differing Award Methodologies

- **Invitation to Bid (ITB)** A specific product(s)
  - Awarded is determined by lowest price from a responsible bidder
    - Must be awarded within 30 days of bid opening
- **Request for Proposal** Solving a need
  - Award is based on scoring of key criteria – one of which is cost
    - Must be awarded within 90 days of bid opening
- **Professional Services Request for Proposal** Solving a need
  - Award is based on scoring of key criteria – sometimes one of the criteria is cost
- **Public Works** Specific product(s) or solving a need
  - Award can be determined either by lowest cost or a combination of service value and cost
  - Award must be made within 30 days of bid opening

# Formal Procurement Templates Available on the Web

**MyMarketplace Delaware's Procurement Portal**

Office of Management and Budget / Government Support Services / MyMarketplace

**Home**

- About MyMarketplace
- Contact Information
- Employment
- Related Websites

**Bids and Contracts** +

**State Agencies** +

**Vendors** +

**Results Delaware** +

**Agency Bid Process Forms**

Government Support Services continues to offer their services to Agencies the entire process. The services provided by the Division allow the Agency evaluation without being distracted by the formal administrative needs of the

- Levels of Contracting Assistance
- Level III Participation Form

In a continuing effort to seek out the most number of prospective bidders, C your RFP/ITB and related documents on our bid page. Please contact the C

All sample documents are in Word format for your convenience. Please ma documents.

- + Bid Documents
- + Energy Performance Contracting Program
- + My Marketplace Input Documents
- + Award Documents
- + Miscellaneous Documents

**MyMarketplace Delaware's Procurement Portal**

**AGENCY RESOURCES**

- ▶ Agency Bid Process Forms
- ▶ I Found It Cheaper
- ▶ Supplier Diversity Opportunities
- ▶ UNSPSC List
- ▶ More Resources

# Used Equipment Purchase

- Purchases of Used Equipment or Materiel are not subject to competitive bidding requirements (§ 6934).
  - Negotiation for best pricing still required
  - Lifecycle costing analysis required (§ § 6902, 6909A)
  - Agency Head approval required
    - ✦ Based on reasonable price for intended use
  - Check State surplus inventory
    - ✦ <http://gss.omb.delaware.gov/surplus/state.shtml>
  - Consider GSA (federal) surplus
    - ✦ <http://gss.omb.delaware.gov/surplus/federal.shtml>

# Emergency Purchases

- An Agency Head may waive the provisions of DE Code Title 29, Chapter 69 where there is a critical need (§ 6907)
  - Limited to the materiel or service needed to address the emergency
    - Condition or contingency that could not reasonably be foreseen and guarded against
    - Documentation required
  - Time specific to address the emergency condition
    - Bring the procurement back within standard protocols in as timely a manner as possible

# Sole Source Purchases

- An Agency Head may waive the provisions of DE Code Title 29, Chapter 69 where there is a Sole Source procurement (§ 6925)
  - Requires development of evidence that there is only one source for the product or service
    - Branding is not a sole source justification
  - Negotiations for best price are still required
  - Agencies may request GSS review & comment in making a sole source determination

# Lifecycle of a Formal Procurement

(ITB, RFP, Prof. Services RFP)



- Draft Bid Document (possible user group development)
- Possible Review by DTI (technology procurement)
- Review by Agency procurement officer
- Review by GSS
  - Possible review by other Authority Agency
- Public Advertising
- Questions accepted from potential bidders
- Pre-bid Meeting

# Procurement Lifecycle part II

- Published Response to Bidder Questions
- Bid Opening
- Evaluation of bidder submissions
  - Possible user group involvement
- Possible bidder presentations
- Possible further DTI review (technology procurement)
- Negotiations
- Award Determination / Contract Execution
- Written notification to all bidders

# Procurement Lifecycle part III

- Publication of contract / award notice
- Publication of vendor reporting
  - Tier 1: Vendor Usage Reports - Monthly
  - Tier 2: Subcontracting Report – Quarterly
- Contract management & evaluation
  - Monitor vendor performance and market conditions
  - Track opportunities for future improvements
- End of contract term decisions
  - Renew, re-bid, consolidate, allow to expire



# Scope of Work - RFP

- Look at it as a one on one discussion with a potential vendor
  - State your case
    - This is what the end result needs to be (overview)
    - These are specific things that need to be part of the end result (requirements)
    - This is when I need it finished by (deadline)
  - Ask your questions
    - Have you done this before? (experience)
    - How will you go about doing it for us? (methodology)
    - Who will be doing the work for us? (staff qualifications)
    - How long will it take you? (timeline)
    - What will you charge? (price)
- Make it easy for bidders to follow
  - Drive quality proposals

Check out other advertised solicitations for examples of structure and content.

# Review Considerations

Procurement Type	Required Review
Public Works / Construction	Division of Facilities Management
Auditing Services	Auditor's Office
Legal Services	Attorney General's Office & Governor's Office
Food Services in State Facilities	Division of the Visually Impaired
Vehicles under 10,000 G.V.W.	Fleet Services
Postage Equipment	Messenger Services
Copiers	Copier Resource Management Program
Information Technology Products and Services	Department of Technology & Information

**Most common occurrences, for a complete listing  
See Budget & Accounting Manual Chapter 6 -Approvals**

# Public Advertising

- Formal Procurements must be advertised for a minimum of two weeks (DE Code)
  - The two weeks refers to the period of time beginning with the date the procurement becomes available for public review and ending with the date bids or proposals are due
  - Two weeks is a minimum period. Agencies are encouraged to consider longer periods when the scope of services includes numerous or complex requirements
- The approved advertising medium for the State is <http://bids.delaware.gov> (a component of MyMarketplace)

# Bidder Questions

- The person identified in the bid document as the State contact for the procurement should collect all bidder questions.
  - Dependent on the structure of the bid document, there may be multiple opportunities for bidders to submit questions.
  - It is encouraged that questions be accepted only in written form via fax or e-mail.

# Pre-bid Meeting

- Pre-bid meetings are an opportunity for face to face discussion between Agency representatives and potential bidders. These meetings are encouraged for bids with a complex or detailed scope of services.
  - Agency representation should include a designated scribe to record questions presented by bidders.
  - Meeting attendance needs to be documented and posted on the State procurement website
    - ✦ An attendance sheet template is available at:  
<http://mymarketplace.delaware.gov>
      - Agency Resources / Agency Bid Process Forms

# Answers to Bidder Questions

- A listing of all questions and answers is to be posted on the State procurement website as an addendum to the original bid document
  - Addendum template available at <http://mymarketplace.com>
    - Agency Resources / Agency Bid Process Forms
- Answers are required to be provided for **all** questions submitted by bidders
  - This includes questions received by fax or e-mail as well as any questions posed during the pre-bid meeting

# Bid Opening / Submission Evaluation

- All bids are to be opened at the time and place indicated in the bid document
  - There should always be at least 2 Agency representatives present for a bid opening

Bidder submissions must be evaluated based on the requirements in Delaware Code and scoring criteria established in the bid document

Submissions must be evaluated based on the Content of the submission – not hearsay

# Determining the Award

- ITB (§6923) awarded based on the lowest price from a responsive and responsible bidder
- RFP (§6924) and Professional Services RFP (§§6981, 6982) are awarded based on evaluator scoring of responsive and responsible submissions
  - Scoring is based solely on content of the submission and the criteria established in the RFP.

# Example of Scoring Criteria (RFP)

Item	Criteria	Points
1	Demonstrated experience in successfully providing services and equipment of a similar type on a similar scale	35
2	Methodology proposed in meeting the requirements set forth in the scope of services	25
3	Proposed timeline in meeting the requirements set forth in the scope of services	25
4	Appropriateness of costs as they relate to the proposed delivery of service and equipment	25
TOTAL		110

# Notifying Bidders

- Every bidder must receive written notification of the award results
  - Bidders selected for award will receive:
    - An award letter
      - If there is a multiple award the letter should reflect such
    - Two copies of a contract for execution
  - Bidders not selected will receive a non-award letter
  - Templates for letters can be found at:  
<http://mymarketplace.delaware.gov>
    - Agency Resources / Agency Bid Process Forms

# Interested in Learning More?

- Government Support Services offers a series of trainings dealing with contracting and procurement:
  - Module 1 – Procurement Basics
  - Module 2 – Formal Procurements Part 1
  - Module 3 – Formal Procurements Part 2



Classes are announced  
via contracting list serve



State of Delaware  
The Official Website of the First State

MyMarketplace  
Delaware's Procurement Portal

**Help is Here**

*Welcome*

The State of Delaware Procurement Portal is an all-inclusive site providing information on how to do procurement business with the state.

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.

AGENCY RESOURCES



- Agency Bid Process Forms
- I Found It Cheaper
- Supplier Diversity Opportunities
- UNSPSC List
- More Resources**

MyMarketplace  
Delaware's Procurement Portal

Office of Management and Budget / Government Support Services / MyMarketplace

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- About MyMarketplace
- Contact Information**
- Employment
- Related Websites

**Bids and Contracts** +

**State Agencies** +

**Vendors** +

**Results Delaware** +

*Agency Resources*

- Agency Bid Process Forms
- Architect Application for System Access
- Contact Information
- Contract Request Serve (State Employee A
- Contract Process Flowcharts
- Contracting & Procurement Process C
- Contracting User Tutorial
- Copier Resource Management Program
- Corrective Action Request
- DBE
- eMarketplace
- Environmentally Preferred Purchasing
- FAQs

Home

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**Contact Information**

Employment

Related Websites

Contact info for central procurement office