



Levels of Contracting Assistance

Available to Agencies



OFFICE OF
management
+ budget

Overview

- Government Support Services continues to offer their services to Agencies on a consulting basis or as a partner in the entire process.
- Additionally, Government Support Services offers training to Agencies regarding Procurement Basics and Formal Procurements.

Level I Assistance

GSS Responsibility

- Direct Agency to GSS website
 - Process guidance
 - Forms & documents
 - Solicitation Templates
- Provide guidance in selecting the appropriate solicitation process
 - ITB
 - RFP (Non-Professional or Professional)
 - RFI
- Consult and Respond to Questions
 - Procurement Code, Title 29, Chapter 69
 - Contracting Process
- Review Agency Documents (if requested)
 - Bid Solicitation Package

Agency Responsibility

- Assemble Solicitation Package
 - Specifications
 - Terms & Conditions
- Complete bid process
 - Submit bid package for posting on mymarketplace.delaware.gov
 - Hold Pre-Bid Conference (if applicable)
 - Hold bid opening
 - Award contract
 - Execute and administer for life of contract
 - Place order with awarded vendor

Level II Assistance

GSS Responsibility

- Provide contracting process guidance
 - Reference Delaware Code
 - Website processes
- Provide a “draft package” (agency requested)
 - Standard terms & conditions
 - General/Special provisions
- Ensure document is effective
 - Terms & conditions

Agency Responsibility

- Supply specifications (if draft requested)
- Supply mailing list of vendors
 - Maximizes completion
 - Viable vendor sourcing
- Approve “draft” (if requested)
 - Specifications
 - Terms and conditions
- Complete Bid Process
 - Submit bid package for posting on mymarketplace.delaware.gov
 - Hold Pre-Bid Conference (if applicable)
 - Hold bid opening
 - Award contract
 - Execute and administer for life of contract
 - Place order with awarded vendor

Level III Assistance

GSS Responsibility

- Provide draft of bid package
 - Specification
 - Terms and conditions
 - General/Special provisions
- Complete bid process
 - Advertise on mymarketplace.delaware.gov
 - Hold Pre-Bid Conference (if applicable)
 - Hold bid opening
 - Obtain agency award approval
 - Award contract
 - Execute contract

Agency Responsibility

- Provide GSS
 - Specifications
 - Timeline
 - Mailing list of vendors
 - Signature document from Agency head that cedes Administrative responsibility to GSS
- Approve bid package and authorize posting on mymarketplace.delaware.gov
- Approve contract award
- Place order with vendor

Level III Request Form

- Available online at: <https://mymarketplace.delaware.gov/agencies/agency-forms.shtml>
- Must be filled out completely and include signature of Agency head.
- Submit to [Courtney McCarty](#), Contract Administrator

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GSS.OMB.DELAWARE.GOV – MyMarketplace.Delaware.gov

