

Agency Process for MyMarketplace Postings

Solicitations, Awards, & Addenda

July 5, 2024

MyMarketplace Website, Bids

MyMarketplace, Bids hosts all active solicitations, to include those that have closed; however, are not yet awarded.

Open

- Active Solicitations

Recently Closed

- Closed Solicitations, MyMarketplace (MMP) has not yet received notice of outcome.

Not Awarded

- Closed Solicitations, MMP notified not awarded

MyMarketplace Website, Contracts

Once a formal solicitation has been awarded, the information moves over to the Contract Directory.

Current

- Solicitations that have been awarded and updated, per information provided to MMP by issuing Agency.

Archived

- Awards that have expired. Contract may be out of extensions or extension Award Addendum has not been sent to MMP for posting.

MyMarketplace Forms

MyMarketplace overhauled the submission forms down to just three; two of which also serve as the publicly posted document.

Solicitation Request Form

- New Solicitation; Active Solicitation Updates (i.e. Pre-Bid Register, Q&A addendum, timeline change,, etc.); Proposals Received List (after closing); No Award Reason

Award Notice

- For public posting; notice of award of solicitation

Award Addendum

- For public posting; notice of update to Award (i.e. extension, vendor name change, contact change, etc.)

New Solicitation Request

Agency Process for MyMarketplace postings



Posting Document(s), Final Touches

- Verify you have used the current, appropriate template located on MyMarketplace.
- With exception of Public Works, solicitation # should use the naming convention identified in the Solicitation Request Form (#2)
 - Agency Code
 - 2 Digit Year (year you anticipate the contract to be awarded)
 - 3 or 4 Digit Contract #
 - Short Description (10 character limit)
- Verify all required fields (grey highlights) have been updated and grey highlights removed.
- Verify all red notes have been addressed and notes removed.
- Verify all dates match throughout the document and are appropriate. (See next slide for additional date tips.)

DOC21038-LAND_JVTCC

NAT220001-AIRQUALITY

GSS20704A-ACFT_M&R

New Solicitation, Date Tips

- RFP (or ITB) Availability to Vendors: 10 business days for MMP to process once they receive. When plugging in your dates think 15 days out.
- Mandatory Pre-Bid Conference: This is optional. Pre-bid meeting should be 7 or more days from advertising date and there must be at least 15 days from date of pre-bid meeting to bid submission deadline.
- Written Questions Due:
 - With a Pre-Bid Meeting requirement: Best practice would be day after Pre-Bid.
 - With NO Pre-Bid Meeting: Give at least 7 days for bidders to review and pose questions.
- Written Answers Due: Give at least 7 days to respond. MMP requests 2-3 business days for processing. You can adjust the timeline if additional time is needed to answer questions received.
- Proposals Due: Best practice would be at least 7 days from written answers posted. (Date & Time)
- Public Proposal Opening: Best practice would be same date & time as proposals due.
- Proposal Evaluation/ Presentations: Best practice would be to enter “as required” in the due date. This way you are not locked in to having presentations if you decide you don’t want one.
- Vendor Best & Final Discussions: This is an optional activity, so best practice would be to enter “as required” in the due date.
- Contract Award:
 - ITB: Will occur within 30 days of bid opening.
 - RFP: Will occur within 90 days of bid opening.
 - PS RFP: TBD

Verify timeline does not include due dates that fall on a weekend or State holiday.

New Solicitation Request Form

- Check the box for **New Solicitation**
- Check the applicable box(es) for third-party impacts
- Fill in Items 1 – 8.

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](#)
- [Architecture & Engineering Service](#)
- [Asbestos](#)
- [Legal Service](#)
- [Audit Service](#)
- [Utilities](#)
- [Public Works](#)

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

Select One -

Agency Code Year Number Short Description (10 characters max)/
Public Works Project Number

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

MYMARKETPLACE SOLICITATION FORM | Revised on 5.2023

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.)



New Solicitation Request Submission

Email: Contracting@Delaware.gov

Subject: New Solicitation, [Contract #], Ad Date [Date]*

Attach: Full solicitation (to include all attachments, appendices) and completed Solicitation Request Form. Third party approvals, if applicable.

NOTE: All formal solicitations must be posted on MyMarketplace. Ten business days is required to complete an internal review and approve for posting or return with guidance on areas of concern that require correction before posting. While proper planning should account for 10 business days, should the occasion arise where a posting turnaround needs to be shortened, the agency is asked to reach out to MMP prior to plugging in dates to see how quickly the review and posting can be completed given the current queue. Any attachments or appendices should be included in the request along with any necessary third-party approvals. All Word files will be converted to PDF for posting, unless otherwise instructed in the request.

Active Solicitation Updates

Agency Process for MyMarketplace postings



RFP or ITB Addendum

<https://mymarketplace.delaware.gov/documents/add.docx>

- *Updates to the solicitation that vendors should be aware of require an update to the website. This includes pre-bid meetings, Q&A addendums, scope clarifications, timeline updates.*
- Where a pre-bid meeting is held, include a copy of the sign-in sheet as part of the Addendum.

Solicitation Update Form

- Using the Solicitation Request Form, Check the box for **Solicitation Update**
- Fill in Item 2
- On page 2 select the applicable box below Item #8.

MyMarketplace Solicitation Request Form: New or Updates

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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
- Architecture & Engineering Service
- Asbestos
- Legal Service
- Audit Service
- Utilities
- Public Works

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

Select One _____ - _____

Agency Code Year Number Short Description (10 characters max)/
Public Works Project Number

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

MYMARKETPLACE SOLICITATION FORM | Revised on 5.2023

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.)



Active Solicitation Updates Request

Email: Contracting@Delaware.gov

Subject: Active Solicitation, [Contract #], Update Type

Attach: Addendum or applicable document to be posted and completed Solicitation Request Form.

NOTE: Timeline should allow 2-3 business days for processing.

Solicitation, Proposals Received

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Proposals Received List

<https://mymarketplace.delaware.gov/documents/proposals-received.xlsx>

- Following the bid opening, complete the Proposals Received List for online publication.

Proposals Received Form

- Using the Solicitation Request Form, Check the box for **Solicitation Update**
- Fill in Item 2
- On page 2 select **Proposals Received** under **Recently Closed/Awarded**.

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.

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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

Select One	Agency Code	Year	Number	Short Description (10 characters max)/ Public Works Project Number
<input type="checkbox"/>	_____	_____	_____	_____

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

MYMARKETPLACE SOLICITATION FORM | Revised on 5.2023

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.) _____



Proposals Received List

Timing: After bid opening.

Email: Contracting@Delaware.gov

Subject: Recently Closed Solicitation, [Contract #], Proposals Received List

Attach: Proposals Received List and completed Solicitation Request Form.

NOTE: Timeline should allow 2-3 business days for processing.

Solicitation, No Award

Agency Process for MyMarketplace postings



Proposals Received Form

- Using the Solicitation Request Form, Check the box for **Solicitation Update**
- Fill in Item 2
- On page 2 select **No Award Reason** under **Recently Closed/Awarded** and fill in reason for no award.

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.

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Select One _____ - _____

Agency Code Year Number Short Description (10 characters max)/
Public Works Project Number

3. Requested date to post on Bids Directory: _____

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

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Additional UNSPSC may be added, if desired, below: _____

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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.)



No Award

Timing: After determination.

Email: Contracting@Delaware.gov

Subject: Recently Closed Solicitation, [Contract #], No Award

Attach: Completed Solicitation Request Form.

NOTE: Timeline should allow 2-3 business days for processing.

Solicitation, Award

Agency Process for MyMarketplace postings



Award Notice

STATE OF DELAWARE

Click here to enter Department name.

Click here to enter Division name.

Click here to choose today's date.

ISSUED BY: Click here to enter contact person name.
Click here to enter title of contact person.
Click here to enter contact email or phone number.

SUBJECT: **AWARD NOTICE**
CONTRACT NO. Enter contract number or right-click and select Update Field.
Click here to enter contract name.

TABLE OF CONTENTS OF KEY CONTRACT INFORMATION

1. CONTRACT SUMMARY
2. CONTRACT PERIOD
3. VENDORS

KEY CONTRACT INFORMATION

1. CONTRACT SUMMARY

Click here to enter contract summary.

[\(Return to Table of Contents\)](#)

2. CONTRACT PERIOD

This contract shall be valid from Click here to choose start date through Click here to choose expiration date.

[\(Return to Table of Contents\)](#)

3. VENDORS

[\(Return to Table of Contents\)](#)

Enter information for awarded vendors here.

Number of cells in table below may be reduced/expanded based on number of vendors awarded.

Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>
Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>

Award Notice

Once contracts have been signed by both parties, Agencies must update MyMarketplace through the submission of an Award Notice.

<https://mymarketplace.delaware.gov/documents/award-notice.docx?ver=0810>

- Update the Word document, as prompted.
- Prompts identify minimally required information.
- Vendor table is unlocked so you can add or remove rows, as necessary, while identifying the minimally required information.
- Logo may be replaced with Agency specific logo.
- Additional information can be entered after “Prices will remain firm for the term of the contract.”

Questions about the form? Submit an [Agency Contract Help Ticket](#).

Award Notice

Timing: Within 15 days of the award timeframe specified in DE Code, based on the solicitation type. (Contracts signed by both parties prior to Award Notice Submission.)

Email: Contracting@Delaware.gov

Subject: Contract Award, [Contract #], Effective

Attach: Completed Award Notice.

NOTE: Timeline should allow 2-3 business days for processing.

Award Addendum

Agency Process for MyMarketplace postings



Award Addendum

Click here to enter Division name.

Click here to choose today's date.

ISSUED BY: Click here to enter contact person name.

Click here to enter contact email or phone number.

SUBJECT: **AWARD ADDENDUM #** Click here to enter addendum number.
CONTRACT NO. Enter contract number or right-click and select Update Field.
Click here to enter contract name.

TABLE OF CONTENTS OF KEY CONTRACT INFORMATION

1. CONTRACT SUMMARY
2. AGENCY USE CONTRACT
3. CONTRACT PERIOD
4. VENDORS
5. PRICE

Types of Changes/Updates

1. CONTRACT SUMMARY

Click here to enter contract summary text.

[\(Return to Table of Contents\)](#)

2. CONTRACT PERIOD

This contract shall be valid from Click here to choose start date through Click here to choose expiration date.

[\(Return to Table of Contents\)](#)

3. VENDORS

Enter information for awarded vendors here.
Number of cells in table below may be reduced/expanded based on number of vendors awarded.

Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>
Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE <input type="checkbox"/> Veteran <input type="checkbox"/> Delaware Vendor <input type="checkbox"/>

Award Addendum

Award Addendums include, but not limited to: pricing updates, changes to vendor information, contract extensions.

<https://mymarketplace.delaware.gov/documents/award-addendum.docx?ver=0810>

- Update the Word document, as prompted.
- Prompts identify minimally required information.
- When completing the Vendor Table, show ALL awarded vendors, not just those impacted by the addendum.
- Logo may be replaced with Agency specific logo.
- Additional information can be entered after “Prices will remain firm for the term of the contract.”

Questions about the form? Submit an [Agency Contract Help Ticket](#).

Award Addendum

Timing: Upon completion of update

Email: Contracting@Delaware.gov

Subject: Award Addendum, [Contract #], Effective

Attach: Completed Award Addendum.

NOTE: Timeline should allow 2-3 business days for processing.