Agency Process for MyMarketplace Postings

Solicitations, Awards, & Addenda

April 1, 2025

OFFICE OF management + budget

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 following naming convention:
  - Agency Code
  - 2 Digit Year (year you anticipate the contract to be awarded)
  - 3 or 4 Digit Contract #
  - Short Description (10 character limit)

Examples:

DOC21038-LAND_JVTCC
NAT220001-AIRQUALITY
GSS20704A-ACFT_M&R

- 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.)

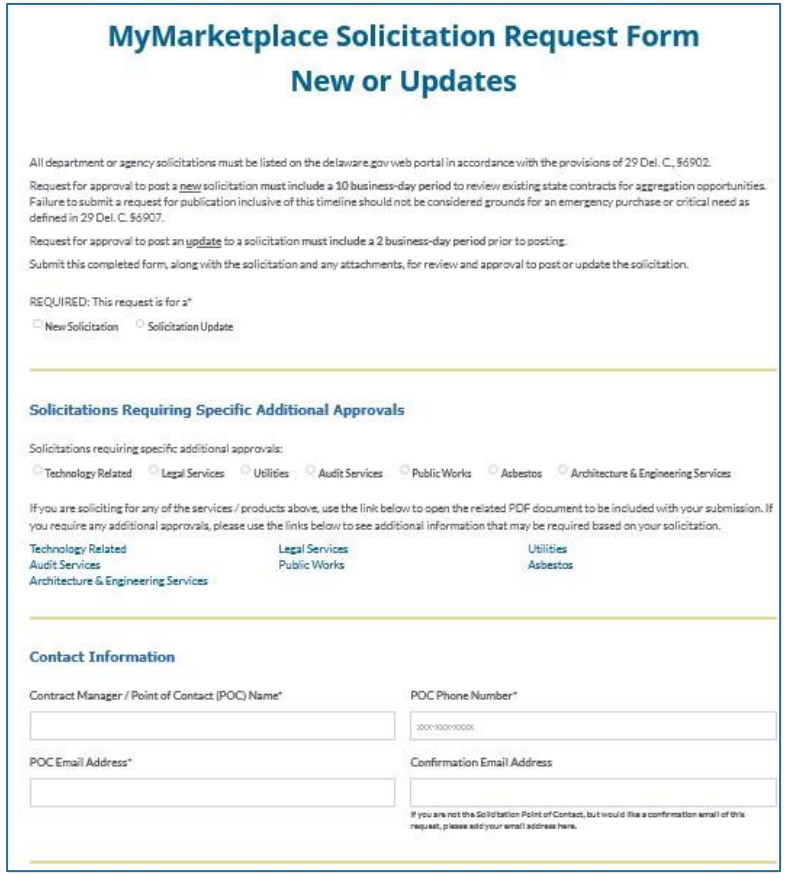
New Solicitation - Date Tips and Best Practices

- 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

- Open Solicitation Request form and check the box for **New Solicitation**
- Check the applicable box(es) for third-party additional approvals.
- Fill in all items under Contact Information.
- Fill in all items under New Solicitations Only.
- Skip Solicitation Adjustments Only section.
- Upload required documents.
- Click “Submit Form” button.



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, for review and approval to post or update the solicitation.

REQUIRED: This request is for a*

New Solicitation Solicitation Update

Solicitations Requiring Specific Additional Approvals

Solicitations requiring specific additional approvals:

Technology Related Legal Services Utilities Audit Services Public Works Asbestos Architecture & Engineering Services

If you are soliciting for any of the services / products above, use the link below to open the related PDF document to be included with your submission. If you require any additional approvals, please use the links below to see additional information that may be required based on your solicitation.

Technology Related
Audit Services
Architecture & Engineering Services
Legal Services
Public Works
Utilities
Asbestos

Contact Information

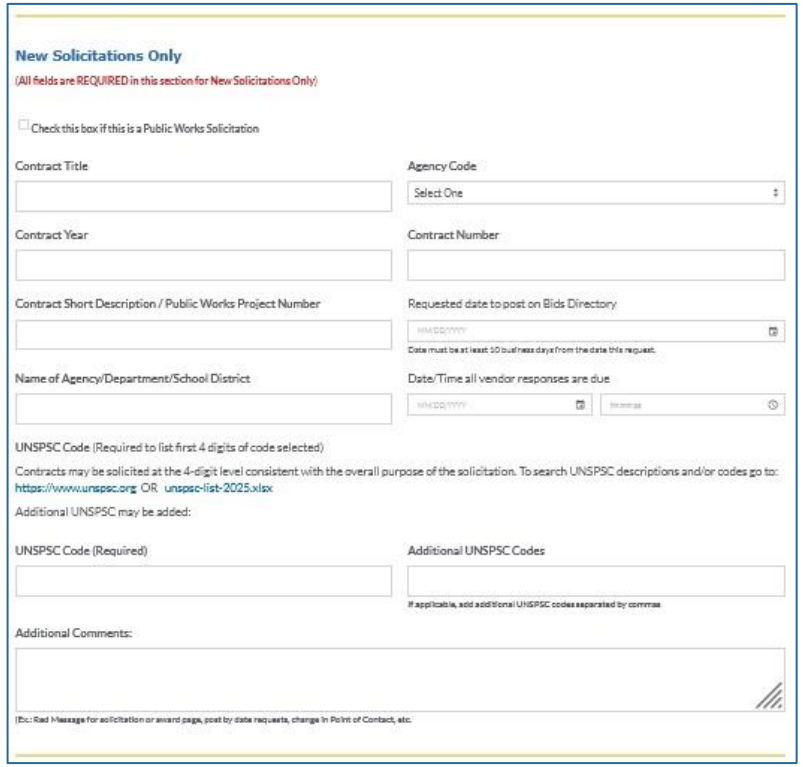
Contract Manager / Point of Contact (POC) Name*

POC Phone Number*

POC Email Address*

Confirmation Email Address

If you are not the Solicitation Point of Contact, but would like a confirmation email of this request, please add your email address here.



New Solicitations Only

(All fields are REQUIRED in this section for New Solicitations Only)

Check this box if this is a Public Works Solicitation

Contract Title

Agency Code

Select One

Contract Year

Contract Number

Contract Short Description / Public Works Project Number

Requested date to post on Bids Directory

MM/DD/YYYY

Date must be at least 10 business days from the date this request.

Name of Agency/Department/School District

Date/Time all vendor responses are due

MM/DD/YYYY

hh:mm aa

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-2025.xlsx

Additional UNSPSC may be added:

UNSPSC Code (Required)

Additional UNSPSC Codes

If applicable, add additional UNSPSC codes separated by commas

Additional Comments:

(Ex.: Rad Message for solicitation or award page, post by date requests, change in Point of Contact, etc.

New Solicitation Request Submission

Once the form has been submitted, a confirmation email will be sent to the Solicitation Point of Contact and the secondary email address if any.

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.

Active Solicitation Updates

Agency Process for MyMarketplace postings

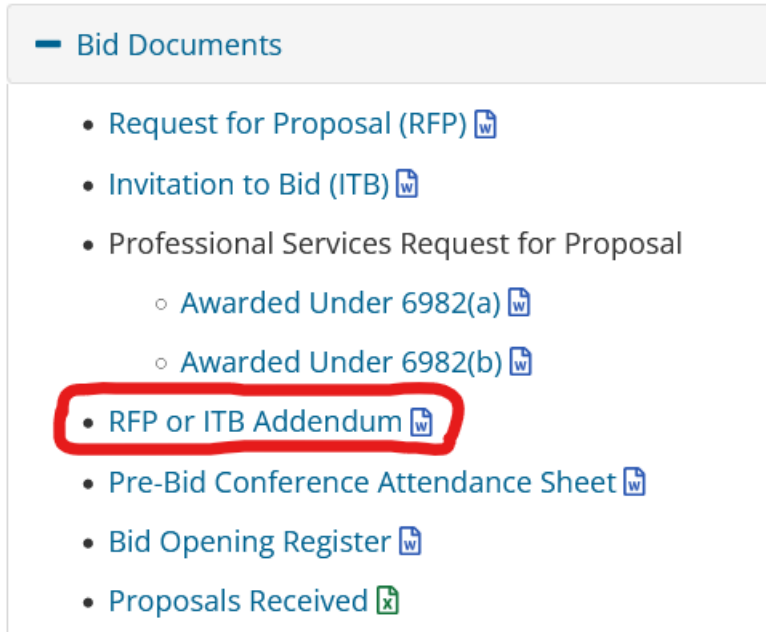
RFP or ITB Addendum

https://mymarketplace.delaware.gov/agencies/agency-forms.shtml

Template is found under "Bid Documents."

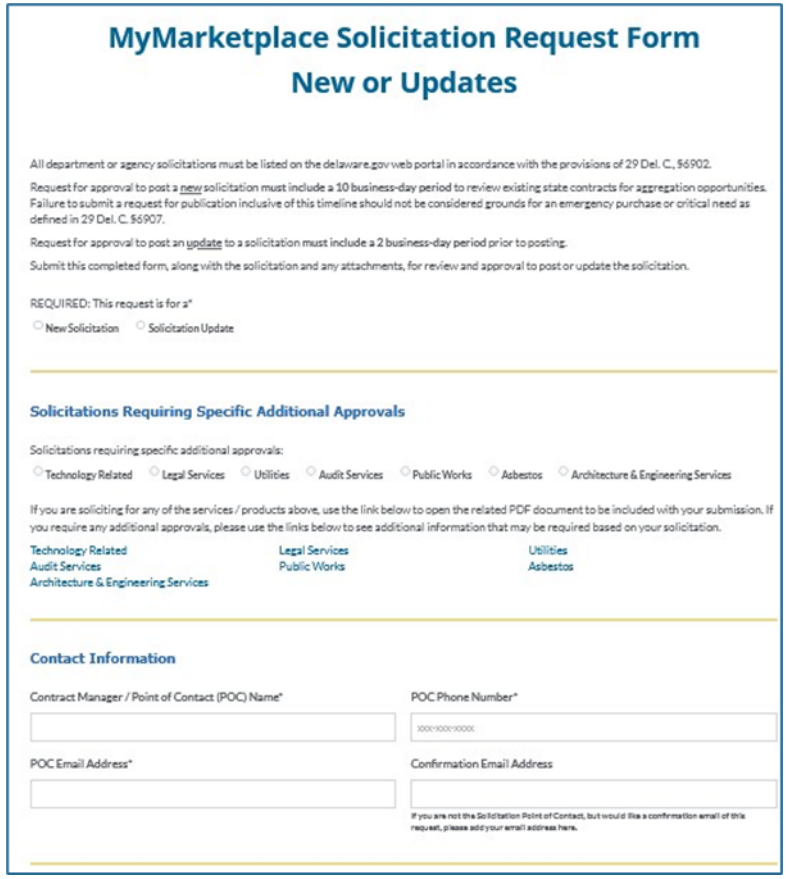
Updates to the solicitation that vendors should be aware of require an update to the website. This includes pre-bid meetings, Q&A addendums, scope clarifications, timeline updates.

- 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 applicable items in Solicitation Updates Only section.
- Upload required documents.
- Click on the “Submit Form” button.



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, for review and approval to post or update the solicitation.

REQUIRED: This request is for a*

New Solicitation Solicitation Update

Solicitations Requiring Specific Additional Approvals

Solicitations requiring specific additional approvals:

Technology Related Legal Services Utilities Audit Services Public Works Asbestos Architecture & Engineering Services

If you are soliciting for any of the services / products above, use the link below to open the related PDF document to be included with your submission. If you require any additional approvals, please use the links below to see additional information that may be required based on your solicitation.

Technology Related
Audit Services
Architecture & Engineering Services
Legal Services
Public Works
Utilities
Asbestos

Contact Information

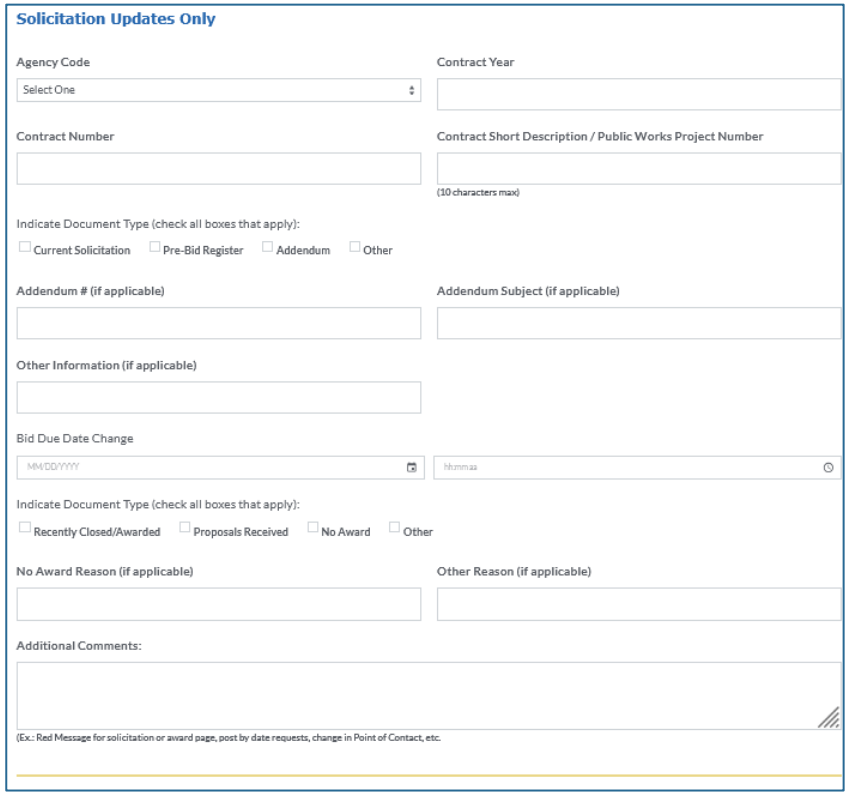
Contract Manager / Point of Contact (POC) Name*

POC Phone Number*

POC Email Address*

Confirmation Email Address

If you are not the Solicitation Point of Contact, but would like a confirmation email of this request, please add your email address here.



Solicitation Updates Only

Agency Code

Select One

Contract Year

Contract Number

Contract Short Description / Public Works Project Number

(10 characters max)

Indicate Document Type (check all boxes that apply):

Current Solicitation Pre-Bid Register Addendum Other

Addendum # (if applicable)

Addendum Subject (if applicable)

Other Information (if applicable)

Bid Due Date Change

MM/DD/YYYY

hh:mm aa

Indicate Document Type (check all boxes that apply):

Recently Closed/Awarded Proposals Received No Award Other

No Award Reason (if applicable)

Other Reason (if applicable)

Additional Comments:

(Ex.: Red Message for solicitation or award page, post by date requests, change in Point of Contact, etc.

Active Solicitation Updates Request

Once the form has been submitted, a confirmation email will be sent to the Solicitation Point of Contact and the secondary email address if any.

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

Solicitation, Proposals Received

Agency Process for MyMarketplace postings

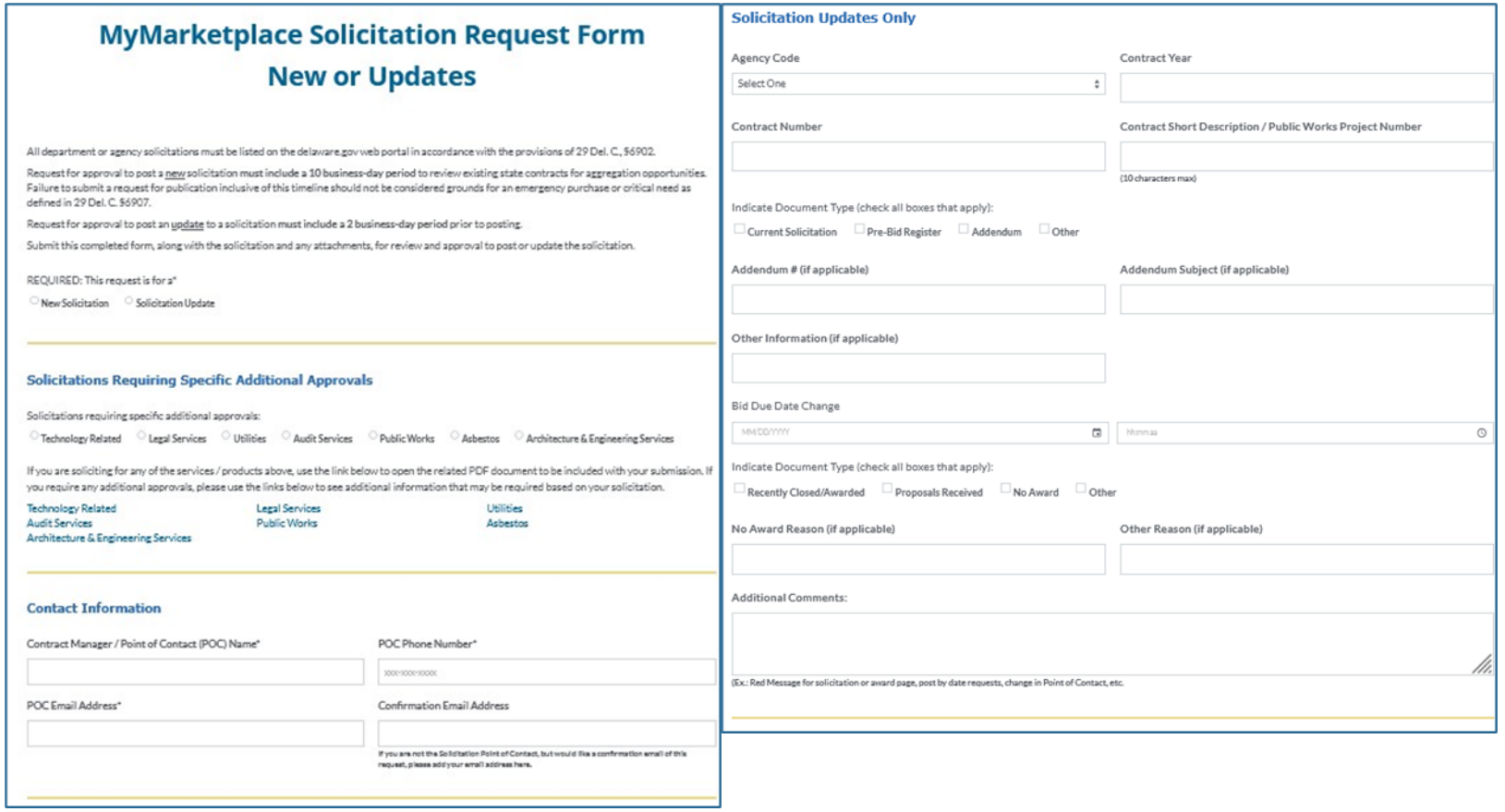
Proposals Received List

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 applicable items in Solicitation Updates Only section.
- Upload required documents.
- Click on the “Submit Form” button.



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, for review and approval to post or update the solicitation.

REQUIRED: This request is for a*

New Solicitation Solicitation Update

Solicitations Requiring Specific Additional Approvals

Solicitations requiring specific additional approvals:

Technology Related Legal Services Utilities Audit Services Public Works Asbestos Architecture & Engineering Services

If you are soliciting for any of the services / products above, use the link below to open the related PDF document to be included with your submission. If you require any additional approvals, please use the links below to see additional information that may be required based on your solicitation.

Technology Related
Audit Services
Architecture & Engineering Services
Legal Services
Public Works
Utilities
Asbestos

Contact Information

Contract Manager / Point of Contact (POC) Name*

POC Phone Number*

POC Email Address*

Confirmation Email Address

If you are not the Solicitation Point of Contact, but would like a confirmation email of this request, please add your email address here.

Solicitation Updates Only

Agency Code

Select One

Contract Year

Contract Number

Contract Short Description / Public Works Project Number

(10 characters max)

Indicate Document Type (check all boxes that apply):

Current Solicitation Pre-Bid Register Addendum Other

Addendum # (if applicable)

Addendum Subject (if applicable)

Other Information (if applicable)

Bid Due Date Change

MM/DD/YYYY

hh:mm aa

Indicate Document Type (check all boxes that apply):

Recently Closed/Awarded Proposals Received No Award Other

No Award Reason (if applicable)

Other Reason (if applicable)

Additional Comments:

(Ex.: Red Message for solicitation or award page, post by date requests, change in Point of Contact, etc.

Proposals Received List

Once the form has been submitted, a confirmation email will be sent to the Solicitation Point of Contact and the secondary email address if any.

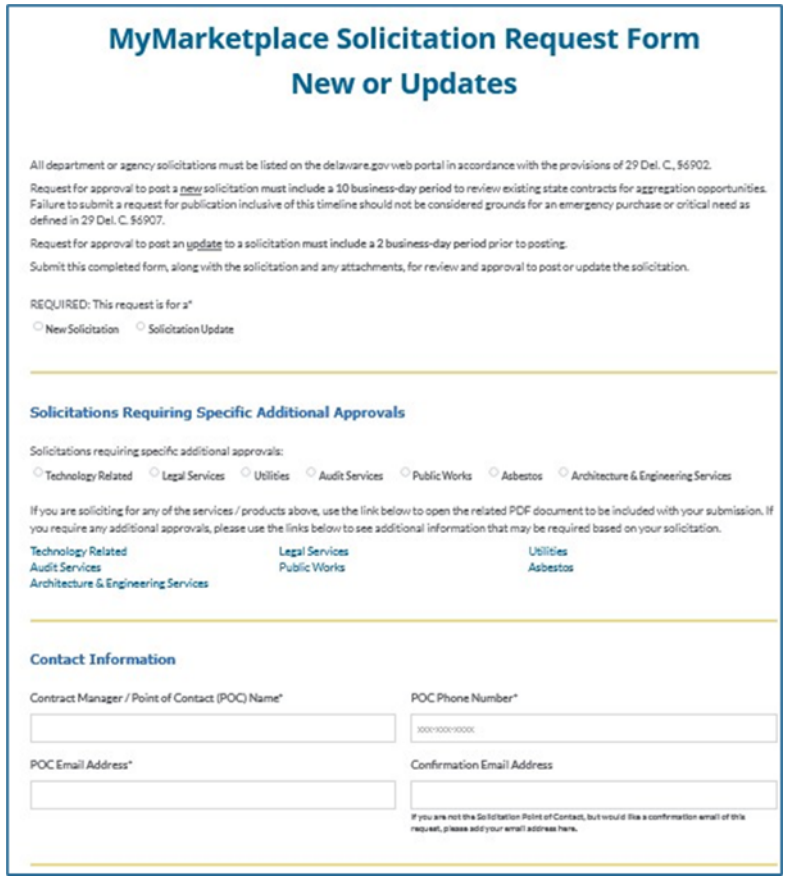
NOTE: Timeline should allow 2-3 business days for processing.

Solicitation, No Award

Agency Process for MyMarketplace postings

Proposals Received Form

- Using the Solicitation Request Form, Check the box for **Solicitation Update**
- Fill in applicable items in Solicitation Updates Only section.
- Upload required documents.
- Click on the “Submit Form” button.



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, for review and approval to post or update the solicitation.

REQUIRED: This request is for a*

New Solicitation Solicitation Update

Solicitations Requiring Specific Additional Approvals

Solicitations requiring specific additional approvals:

Technology Related Legal Services Utilities Audit Services Public Works Asbestos Architecture & Engineering Services

If you are soliciting for any of the services / products above, use the link below to open the related PDF document to be included with your submission. If you require any additional approvals, please use the links below to see additional information that may be required based on your solicitation.

Technology Related
Audit Services
Architecture & Engineering Services
Legal Services
Public Works
Utilities
Asbestos

Contact Information

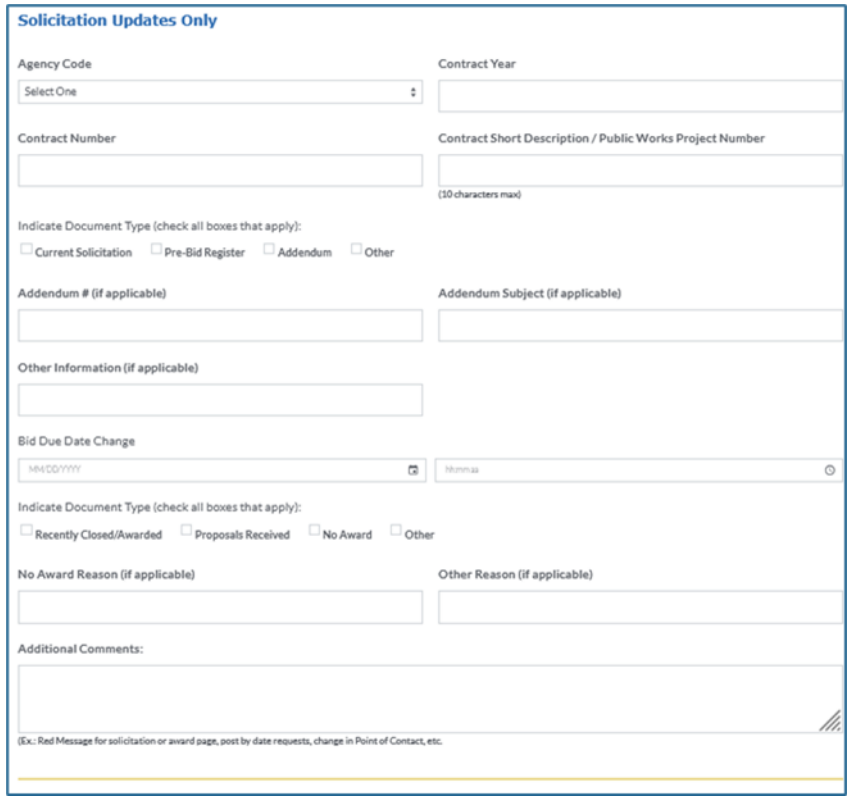
Contract Manager / Point of Contact (POC) Name*

POC Phone Number*

POC Email Address*

Confirmation Email Address

If you are not the Solicitation Point of Contact, but would like a confirmation email of this request, please add your email address here.



Solicitation Updates Only

Agency Code

Select One

Contract Year

Contract Number

Contract Short Description / Public Works Project Number

(10 characters max)

Indicate Document Type (check all boxes that apply):

Current Solicitation Pre-Bid Register Addendum Other

Addendum # (if applicable)

Addendum Subject (if applicable)

Other Information (if applicable)

Bid Due Date Change

MM/DD/YYYY

hh:mm aa

Indicate Document Type (check all boxes that apply):

Recently Closed/Awarded Proposals Received No Award Other

No Award Reason (if applicable)

Other Reason (if applicable)

Additional Comments:

(Ex.: Red Message for solicitation or award page, post by date requests, change in Point of Contact, etc.

No Award

Once the form has been submitted, a confirmation email will be sent to the Solicitation Point of Contact and the secondary email address if any.

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**

(Return to Table of Contents)

Click here to enter contract summary.

2. **CONTRACT PERIOD**

(Return to Table of Contents)

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

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 ☐ Veteran ☐ Delaware Vendor ☐	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐
Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐

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 title of contact person.
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

(Return to Table of Contents)

Click here to enter contract summary text.

2. CONTRACT PERIOD

(Return to Table of Contents)

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

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 ☐ Veteran ☐ Delaware Vendor ☐	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐
Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐	Vendor Name: Address: City, State Zip: Primary Contact Name: Phone: Email: MWBE ☐ Veteran ☐ Delaware Vendor ☐

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.
  - The initial Award Notice is NOT counted as an Addendum.
  - Add extension terms under section 2 “Contract Period.”
- 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.