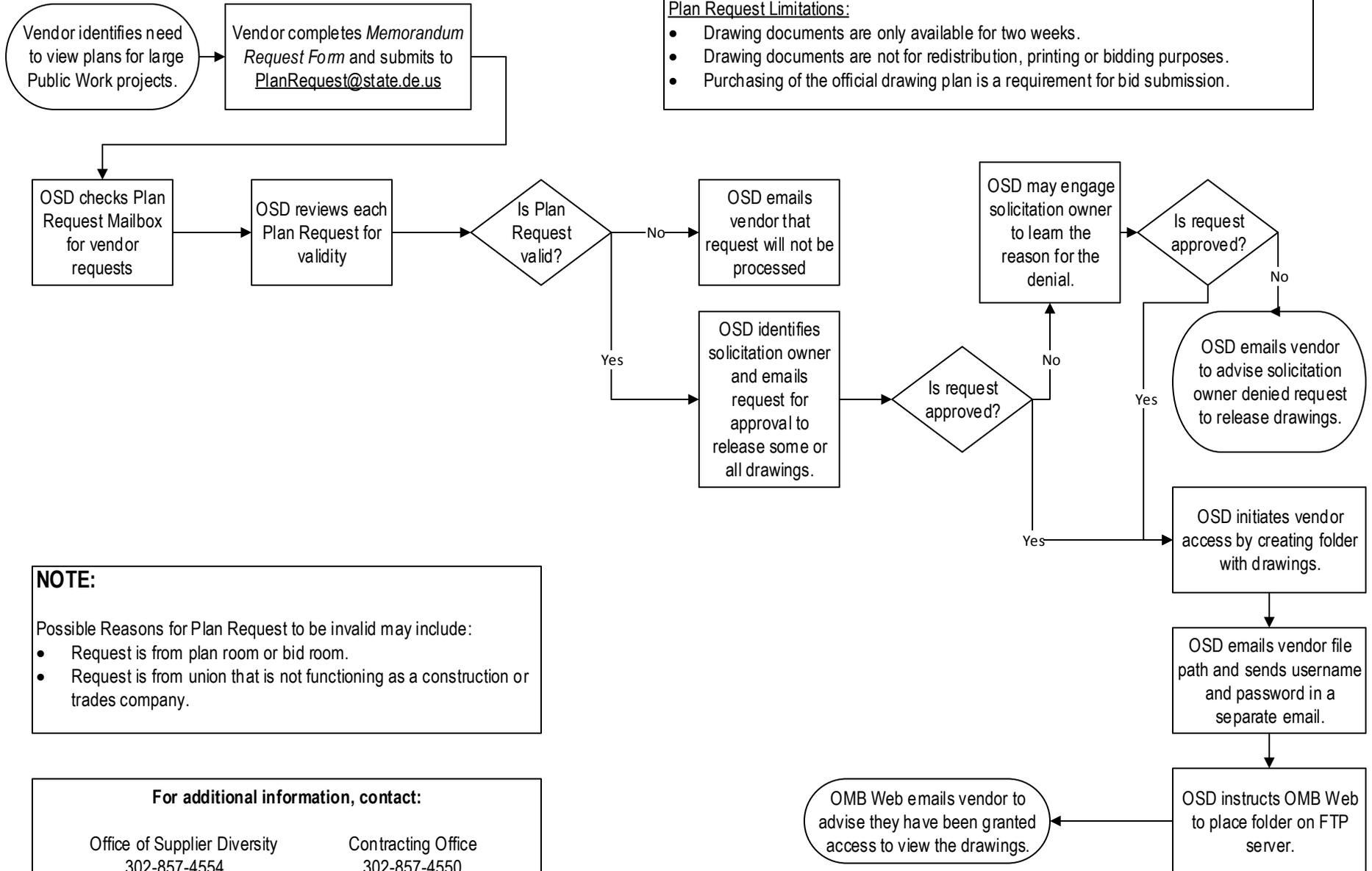


**State of Delaware  
Office of Supplier Diversity  
Processing Procedures for Plan Requests**

Plan Request Limitations:

- Drawing documents are only available for two weeks.
- Drawing documents are not for redistribution, printing or bidding purposes.
- Purchasing of the official drawing plan is a requirement for bid submission.



**NOTE:**

Possible Reasons for Plan Request to be invalid may include:

- Request is from plan room or bid room.
- Request is from union that is not functioning as a construction or trades company.

**For additional information, contact:**

Office of Supplier Diversity  
302-857-4554

Contracting Office  
302-857-4550