

Vendor Frequently Asked Questions

1. How do I do business with the State?

There are many ways to sell to the State. Information is available on our MyMarketplace procurement portal, <https://mymarketplace.delaware.gov/> . We also offer recurring Vendor Day workshops that explain the public procurement process in everyday language. Details on the next Vendor Day are posted on our blog, <https://contracting.blogs.delaware.gov/> .

2. How do I get a State Contract?

State Contracts are competitively bid, and vendors are invited to submit proposals for consideration of a contract award. Current bids are posted here: <http://bids.delaware.gov/> . Also please consider registering for our bid notification service as described at the top of current bids page.

3. Is there an approved vendor list?

We do not maintain a list of vendors approved to do business with the state. This is sometimes confused with our list of vendors awarded contracts at http://contracts.delaware.gov/vendor_list.asp . Vendors that have responded to a solicitation and received a contract award are listed here. They can now sell to the state for the products and services awarded within their specific contract(s) they have been awarded.

4. Are GSS awarded contracts mandatory use?

This is a complex question. The vast majority of contracts awarded by GSS are available for use by State Agencies, School Districts, Higher Education, Municipalities, and Fire Departments that receive significant funding from the State. Legislation mandates that most, but not all, State Agencies utilize contracts awarded by GSS. To more fully explore this topic, we suggest attending one of the quarterly vendor education workshops offered by GSS. Availability of these half-day workshops, known as Vendor Day, is communicated through the blog maintained by the GSS Contracting unit <https://contracting.blogs.delaware.gov/>

5. Can I do business with the State if I do not have a contract award?

Yes. Publicly advertised bids and contracts represent only a portion of the products and services the State procures. The requirement to publicly advertise a specific product or service need is based on the amount of money that will be spent over a defined period of time. There are frequently occurring smaller purchases that do not require the State to establish a formal contract. For more information about spend thresholds and Small Purchase Procedures refer to the information at <https://mymarketplace.delaware.gov/spp.shtml> .