

STATE OF DELAWARE SOLICITATION REQUEST

All department or agency solicitations must be listed on the Delaware.gov web portal in accordance with the provisions of 29 Del. C., §6902. The following form must be completed and sent electronically to the Director of Government Support Services for review and approval to post the solicitation.

Request for approval to post the solicitation must include a 15 work 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.

Please complete this form within Word and save it to your computer. After saving the form, please sent it as an e-mail attachment to contracting@state.de.us.

1. Name of Agency/Department/School District: Department of Health and Social Services
2. Division: Public Health
3. Point of Contact: Bill Ingram and Sandra Skelley
4. Telephone: 744-4706
5. Email: william.ingram@state.de.us
6. DDS Code: 35-05-20

THE FOLLOWING INFORMATION IS INTENDED TO COMPLY WITH THE REQUIREMENTS OF THE ERP SYSTEM.

7. What is the title of this solicitation (must not exceed 30 characters)?
HIV Prev Serv to African Am in Wilm
8. What is the anticipated date of award? 9/30/2009
9. What is the anticipated date of expiration? 9/29/2010

10. Contract ID: HSS [Codes](#) - 09 4 HIVPREV
Agency Yr Nbr Description Vendor Sequence

Contract ID = Organization contract id must consist of no more than 6 digit alpha agency code {click on the [Codes](#) link to be directed to a listing of the applicable codes}, a dash before the contract award year, last two digits of the contract award year, 3 digit contract #, short description (10 digits - Alpha). The last 3 characters are reserved for vendor sequence upon award. Contract ID can NOT exceed 25 characters, including the vendor sequence.

Example: GSS-09129PlumbsupplV01

11. What is the UNSPSC description and code for the commodities or services intended to be solicited? Contracts may be solicited at the 4 digit level consistent with the overall purpose of the intended solicitation (example: Item Office Supplies Code 4412) (www.unspsc.org) (<http://www.unspsc.org/Search.asp>)

Item AIDS Prevention or Control Services Code 8511(at least 4 digits, maximum of 8)

12. Is this commodity or service available on a central contract? (<http://gss.omb.delaware.gov/contracting/index.shtml>) (29, Del. C. §6911(a)) Yes No

If yes, please provide justification why a separate solicitation is needed

13. Are there any central contracts or agency contracts that could be expanded to include this need? Yes No

If yes, please provide the following information:
Name:
Expiration Date:
Responsible Agency for Contract Administration:

Contract officer assigned for review: _____
Date due to Director, Government Support Services: _____

Approved for posting as submitted: _____
Director, Government Support Services Date

Approved for posting with the following modifications:
Expiration date not to exceed _____
Upon expiration contract is expected to become aggregated with _____ central contract

Refused for posting/agency action required:
Additional information requested for consideration/review (identify) _____

Existing contract _____ meets the described need and should be utilized instead of a new award.

Standardized offering provided in contract _____. Agency is required to use standard offering or provide additional justification why standard offering is not in the best interest of the State.