Bid Process and Forms

Delaware State University, Purchasing Bid Process and Forms

Delaware State University (DSU) works closely with Government Support Services (GSS) who offer their services to Agencies on a consulting basis or as a partner in the entire process. The services provided by GSS allows DSU to focus on the critical task of criteria evaluation without being distracted by the formal administrative needs of the bid process.

Levels of Contracting Assistance - PDF [1] or Word [2]
- Level III Participation Form [3]

In a continuing effort to seek out the most number of prospective bidders, DSU ask GSS to post RFPs/ITBs and related documents on their bid page. You may contact DSU Purchasing Department or the GSS Contracting Staff [4] for further information.

All sample documents are in Word format for your convenience. Please make the appropriate changes to the documents.

Bid Documents

- Request for Proposal
- Invitation to Bid
- Professional Services Request for Proposal
- RFP or ITB Addendum [5]
- Pre-Bid Conference Attendance Sheet [6]
- Bid Opening Registrar [7]
- Public Works Construction Services [8]
- Front End Documents (.zip) [9]
- Bid Bond [10]
- Payment Bond [11]
- Performance Bond [12]
- Public Works Professional Services [13]
- Owner and Architect Agreement B101 [14]
- Errors and Omissions Policy [15]

My Marketplace Input Documents

Agency Solicitation Request - Word Version

- Contract Award [16]
- Supplemental Documents
- Vendor Information [17]

Award Documents

- Agency/Vendor Contract [18]
- Bid Bond [19]
- Bid Rejection Non-Responsive Letter [20]
- Contract Award Letter [21]
- Contract Award Letter - Multiple Awards [22]
- Contract Award Letter with Bond [23]
- Contract No Award Letter [24]
- Contract Extension (One Year) Bond Renewal [25]

- Contract Extension Letter to Vendor [26]
- Contract Extension (One Month) Letter to Vendor [27]
- Performance Bond [28]

Miscellaneous Documents

- Delaware Business License Letter to Division of Revenue [29]
- Opportunity Buy [30]
- User Committee Attendance Sheet [31]

If you have any questions or need guidance, you may contact DSU Purchasing Department or the GSS Contracting staff [4].

Delaware State University Forms

1. Contract Review [32]
2. DSU Speaker-Consultant Contract [33]
3. Purchase Order Cancellation [34]
4. Purchase Order Modification [35]
5. Purchase Order Terms and Conditions [36]
6. Purchase Requisition [37]
7. Requisition Cancellation [38]
8. Vendor Certification Procedure

Source URL: http://desu.edu/purchasing/bid-process-and-forms

Links
[1] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/levels_of_assistance_051507.pdf
[2] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/levels_of_assistance_051507.doc
[3] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/level_3_090607_enabled.pdf
[4] http://gss.omb.delaware.gov/contracting/contact.shtml
[5] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/ad.DOC
[6] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/prebid_attendance_032206.doc
[7] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/bidregistrar.doc
[8] http://dfm.delaware.gov/construc/index.shtml
[9] http://dfm.delaware.gov/docs/frtenddoc.zip
[10] http://dfm.delaware.gov/docs/bondfrm1.pdf
[11] http://dfm.delaware.gov/docs/bondfrm2.pdf
[12] http://dfm.delaware.gov/docs/bondfrm3.pdf
[13] http://dfm.delaware.gov/profsrv/psae.shtml
[14] http://dfm.delaware.gov/profsrv/documents/B101.pdf
[15] http://dfm.delaware.gov/profsrv/documents/erroromission.pdf
[16] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/contract_award_053111rev.doc
[17] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/vendor_information_053111.doc
[18] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/contract.doc
[19] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/bid_bond_102110.doc
[20] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/non.DOC
[21] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/al_070109.doc
[22] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/alm_070109.DOC
[23] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/alb_070109.doc
[24] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/na.doc
[25] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/ex_bond_1yr.DOC
[26] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/ex1.DOC
[27] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/ex3.DOC

[28] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/performance_bond_102110.doc
[29] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/lc.DOC
[30] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy.doc
[31] http://gss.omb.delaware.gov/contracting/documents/agencyboilers/user_group_attendance.doc
[32] http://desu.edu/sites/default/files/u536/Contract%20Review%20Form%20web%2011-8-2012.pdf
[33] http://desu.edu/sites/default/files/u536/DSU%20Speaker-Consultant%20Contract%20web%2011-8-2012.pdf
[34] http://desu.edu/sites/default/files/u536/PO%20Cancellation%20Form%20web%2011-8-2012.pdf
[35] http://desu.edu/sites/default/files/u536/PO%20Modification%20Form%20web%2011-8-2012.pdf
[36] http://desu.edu/sites/default/files/u536/PO%20Terms%20and%20Conditions.pdf
[37] http://desu.edu/sites/default/files/u536/Purchase%20Requisition%20web%2011-8-2012.pdf
[38] http://desu.edu/sites/default/files/u536/Requisition%20Cancellation%20Form%20web%2011-8-2012.pdf