Effective Date: March 30, 2020 / Revised April 15, 2020

To the Business Partners/Vendors of the State of Delaware:

The U.S. and Countries around the world are experiencing an unprecedented risk of exposure to CoViD19 (Corona Virus Disease). In order to ensure the highest level of safety to its business partners, the State of Delaware is implementing a virtual procurement process, replacing all of its "in person" encounters with "virtual experiences". We are here to keep your team connected on any internet-enabled device, maintaining the highest level of process integrity while mitigating your risk of exposure.

Effective today, the Team of the Office of Management and Budget (OMB), Government Support Services (GSS) and the Division of Facilities Management (DFM) will begin this new virtual procurement process on Monday, March 30, 2020. The following processes will be done by electronic means in lieu of in-person gatherings:

1. Pre-Bid meetings
2. Bid submissions
3. Bid Openings

Pre-Bid meetings

Participation in pre-bid meetings will continue to be mandatory. Participants must download the WebEx application (this is free, can be downloaded to your phone or computer devices, and can be found at https://www.webex.com/).

The bid advertisement posted at bids.delaware.gov will identify the date and time for the pre-bid. Participants will be provided a meeting number to access the meeting at Webex.com. Both video & voice features will be available. "In-person" pre-bid attendance will not be available.

When the virtual meeting begins, participants will be required to state their *name*, *title* and *company name* at the beginning of the meeting and again at the end of the meeting.

Participants must remain for the duration of the entire meeting. If a participant becomes disconnected from WebEx, the participant will need to call back immediately and announce that they've returned to the meeting.

Prior to speaking to make observations or ask questions, the participant must identify themselves and their company name.

If a "walk through" is conducted, it will be scheduled by the Project Manager (PM) in groups of ten (10) or less participants and be strictly conducted under the Host Agency's (HA) visitation procedures. Participants will be informed of those procedures prior to the scheduled "walk through".

Bid submissions

"In-person" bid/proposal submissions will no longer be accepted.

Bids must be sent by email to DFM-BID@delaware.gov. and one (1) full hard copy by mail. The hard copy must be received within five (5) business days from the bid submission deadline. The email bid submission must be received timely or the bid will be rejected.

Bid advertisements at bids.delaware.gov will indicate a bid submission due date and time as well as a bid opening date and time. These dates/times must be met in order for the submission to be considered responsive.

Bid openings

Interested parties can log to listen/watch by utilizing Webex.com and the meeting number associated. Guests **will not be admitted into a facility** for a bid opening. Bid openings will be recorded and posted to bids.delaware.gov. as an addendum. A link and password will be provided at the bottom of the bid tabulation sheet.

Final Word

Thank you for bearing with us during this change. As we move forward in this evolving environment, each of us will have to do our part to mitigate that transmission of COVID- 19. Please remember to:

- Follow Governor Carney's orders (https://governor.delaware.gov/health-soe/)
- Wash your hands frequently
- Cover your cough with a tissue or inside of your elbow
- Disinfect surfaces frequently
- Stay home if you are sick
- Get your flu shot, if you haven't already.

If you have any questions concerning this change in process, please contact the Project Manager listed as the contact on the bids.delaware.gov website.

Best Regards,

OMB/DFM