

Procedures for the Professional Training Services Contract

The Professional Training Services Contract is a non-mandatory use contract (http://contracts.delaware.gov/contracts_detail.asp?i=1128); however, agencies are encouraged to utilize any of the pre-qualified vendors awarded on the contract. The advantage of using a vendor from this list is that a state contract is already executed for each of the vendors. Agencies simply need to negotiate the details of the training services and price in an agreement that is an addendum to the contract.

1. Determine the training topic or service needed by the agency.
2. Review the list of pre-qualified vendors on the Professional Training Services Contract Pricing Spreadsheet (http://bidcondocs.delaware.gov/GSS/GSS_12659_PS1.xls). This list includes vendor's contact information, services provided and pricing. Agencies are encouraged to negotiate the price of the services with the vendor based on the training services being provided. It is important to keep in mind the type and length of training, the size of the audience and additional costs including materials, supplies and any development costs.
3. Contact one or more vendors and request a quote for the requested services. Select the most qualified vendor with the best pricing.
4. Obtain agency approval for the service through your agency's normal contracting process.
5. If the training service is over \$5000, and meets the conditions outlined in [Director Visalli's Memorandum](#), a [Training Request Form](#) should be submitted to OMB/HRM Statewide Training for approval.
6. Statewide Training will provide a response within 48 hours of the request and either ask for clarification or approve the request. The approval is sent to the agency with a copy to OMB with instructions on forwarding the documentation through the purchase order process.