



Government Support Services

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Government Support Services

Government Support Services is a section of the Office of Management and Budget and is comprised of eight business units, each with specific services to offer state agencies, school districts, non-profit agencies and the public. These units are:

- Fleet Services
- Messenger Services
- Contracting
- Printing and Publishing
- Surplus Property
- Federal Food Commodities Program
- Delaware Helpline
- PHRST

Web Site: <http://gss.omb.delaware.gov>



Fleet Services

Fleet Services provides transportation options to state agencies. The team operates an inventory of approximately 2,200 vehicles. The vehicles are dispatched, with 24-hour roadside assistance, from 24 pickup sites in all three counties.

Contact: Rich Cordrey 302-857-4532

Web site: <http://gss.omb.delaware.gov/fleet>



Types of Vehicles and Daily Rental Rates

➤ 4- Door Small Sedan	\$ 20.18
➤ Mini-van	\$ 26.72
➤ Cargo Van	\$ 29.95
➤ 15 Passenger Van	\$ 28.68
➤ 4 x 4 Pickup	\$ 35.72
➤ 4 x 2 Pickup	\$ 28.04
➤ SUV	\$ 33.20

*There is a 20% premium for reservations not received via the online reservation portal.

For more information visit the Fleet Handbook link from the Fleet web site



Messenger Services

Messenger Services maintains courier routes for all state agencies and some school districts. They sort and deliver more than 10,000 pieces of USPS and interdepartmental mail daily with a 24-hour turnaround time. They also offer USPS mail services with pre-sort rates available for qualifying mailings.

Discounts off full rate postage for pre-sorted mail is 6.5¢ a piece.

Contact: Dustin Yerkes 302-857-4523



Messenger Services

Web site: <http://gss.omb.delaware.gov/messenger>

Visit the [Agency Mail Self Tutorial](#) for more information including the proper way to address outgoing USPS mail to receive the deepest discounts and fastest delivery service.

Request for mail service can be obtained by completing the application at our web site.



Contracting

The State of Delaware's central contracting unit acts on behalf of State agencies, local government units, authorized volunteer fire companies and School Districts.

If requested, there are three levels of service that the Contracting unit will provide based on the needs of the agency.



Contracting

Central contracts are available for use by Charter Schools but not mandated. Contracting can also provide educational assistance for developing school specific contracts.

Details are available at their web site listed below or by speaking with the Contract Administrator.

Contact: Peter Korolyk 302-857-4559

Web Site : MyMarketplace.Delaware.gov



Contracting

There are currently over 200 central contracts that are available for use, including:

- Office and School Supplies
- Cleaning and Cafeteria Supplies
- Food including Milk, Meat, Poultry, Packaged Goods, Bread, and more
- Gas Card, allowing for tax free vehicle fuel purchases, and Fuel Oil
- Tools & Industrial Supplies

Resources for developing school bids include:

- Bid Templates
- Contract Forms, Checklists and Flow Charts
- Personnel Assistance

The MyMarketplace Team posts all required public procurements on
www.bids.delaware.gov



Office of Supplier Diversity

The Office of Supplier Diversity (OSD) promotes vendor diversification through outreach, education and certification to the following targeted businesses:

- Minority
- Women
- Veteran and Disabled Veterans
- Small Business Focus

The OSD co-delivers School District Supply Chain presentations to promote diverse vendor participation in public bids and under threshold procurement.

The OSD provides searchable databases for OSD and Small Business Focus certified businesses.

To find out more, please visit:



Printing & Publishing

Government Support Services provides for full service printing and publishing needs from design to production.

Contact: Dustin Yerkes 302-857-4520

Web site: <http://gss.omb.delaware.gov/ppo>



Surplus Services

The Delaware Surplus Services team is responsible for all Federal and State surplus property programs for the State of Delaware with the exception of Real Estate. Their goal is to simplify all of their services for their customers: declaring excess property, transferring excess property to another qualified agency, removal of excess property, or disposal of excess property.

Contacts: Normajane Davall 302-838-8073
Teresa Youngcourt 302-838-8060

Web site: <http://gss.omb.delaware.gov/surplus>



Surplus Services

AUCTIONS

Delaware Surplus Services has on-line Vehicle and Heavy Equipment Auctions through out the year. Visit their website for dates of each auction.

SURPLUS STORE

The Surplus Store is located at the Governor Bacon Health Center, Wilmington Avenue, Delaware City, DE. It is open to State Agencies and the general public Tuesday and Wednesday 8:00 – 4:00

Federal Property Eligibility Requirements

Surplus personal property may be donated through the State agency to public agencies and nonprofit, tax exempt activities.



Food Distribution

Government Support Services' Food Distribution section administers the USDA food commodity distribution program in Delaware. This program distributes food commodities to eligible schools and other child nutrition programs, elderly feeding programs, and to emergency feeding organizations serving the needy.

Contacts: Teresa Youngcourt 302-838-8060
Dan Ramsey 302-838-8064

Web site: <http://gss.omb.delaware.gov/food>



Food Distribution

In FY14 the Food Distribution program provided 3.6 million pounds of USDA and Bonus commodities to Delaware schools representing approximately 20% of food used for meals served.

USDA and Bonus commodities are not intended to be the sole source of food for the school but are there to supplement what the schools are already receiving.



Food Distribution

Examples of foods available through USDA

- Fresh fruit & vegetables (Apples, pears, oranges)
- Applesauce
- Frozen vegetables (broccoli, green beans, corn, carrots)
- Canned fruit (peaches, pears, mixed)
- Frozen fruit (strawberries, peaches, cherries)
- Assorted cheeses
- Assorted meat products (beef patties, beef crumbles, chicken, turkey breast)
- Spaghetti, spaghetti sauce, salsa
- Assorted juices (orange, apple, grape, grapefruit)
- Macaroni
- Peanut butter



Helpline

Helpline employs state telephone operators who can help connect parents and potential students toll-free with your school. Their hours of operation are Monday thru Friday 7:30am to 6pm.

They maintain a database of state government and community resources accessible to the public thru the website listed below. Helpline also publishes a Quick Reference Directory of human resources available for use by professionals such as school officials.

Call Delaware Helpline toll-free at 1-800-464-4357.

Contact: William Pickrum 302-857-4501

Website: www.delawarehelpline.org



PHRST

P – Payroll

H- Human

R- Resource

S- Statewide

T – Technology

The State of Delaware's central data repository and system of record for state agency and school payroll, HR and time and labor information.

Contact: Kevin Sclesky, Director, Financial Operations

Ruby Katcher, Director, PHRST

302-739-2260



PHRST- Key Stakeholders

- State Policy Makers
- 35 State Agencies
- 19 School Districts
- 26 Charter Schools
- 2 Institutions of Higher Education
- 41,000 State Employees paid by- weekly
- 35,600 employees serviced each payroll cycle
- First State Financials (FSF)



PHRST and ERP

- PHRST is the Human Capital Management (HCM) component of the State of Delaware Enterprise Resource Planning (ERP) system
- ERP- industry term for the broad set of activities supported by multi-module application software that helps the State of Delaware manage the important parts of its business
- PHRST system is an integrated software application consisting of four modules within Oracle (PeopleSoft): Human Resources, Benefits, Payroll and Time and Labor



PHRST Operations

- Central payroll operations for all state agencies, school districts, charters schools, and higher education institutions
- Analyze and provide functional and system support for Benefit and Salary Plans
- Apply routine PeopleSoft system updates
- Write and Maintain Functional Standard Operating Procedures involving state payroll and benefit policies
- Integrated workflow with First State Financials (FSF)
- Maintains two Help Desks (PHRST End User and Employee Self-Service support)
- Provides front line system support to Key End Users involving record updates and data corrections
- New user and recurring training for PHRST System