**SAMPLE**

**BID Notification/Solicitation**

**For the Kentucky Procurement Technical Assistance Center (PTAC)**

**General title of work:** *(i.e., RFP for fencing and landscaping)*

**Section:** USABID or SMALL *(Choose USABID if you are entering a bid opportunity for a state, county or city government organization. Choose SMALL if you are entering a bid opportunity for a federal agency. This classification of your bid will place the opportunity in the appropriate database for the Bid Match search process.)*

**Today's Date: [***Month, Day, Year]*

**Agency Name: [***Your company goes here]*

**Agency Address: [***Your Company address goes here]*

**City: [***City, State, Zip]*

**BID DUE DATE: [***Month, Day, Year]*

**BID DUE TIME: [***Time to include AM or PM]*

"[**Your Company Name Goes Here**.]” is inviting quotes on the following.

**Project:**

**Solicitation number (i.e., RFP-132-17)**

**Solicitation title (i.e., Town Water Plant Sediment Basin)**

**Performance State:** *(Sometimes an agency will issue a bid that needs to be performed in a state other than where the agency is located. Use this field to identify where the work will be performed or where the goods will be delivered.)*

**Text:** *(The more details you include in the text field the better the responses will be from your clients. Include any mandatory pre-bid meetings or on-site inspections that might be important to your clients and also identify how they may obtain more information such as the complete bid package, if possible. You can enter up to 2 Gigabytes of data, although we don't recommend quite this much information! Unfortunately, you cannot include any attachments and the text entered in this field should not include any special formatting such as bolding or color.)*

**NAICS/SIC/FSC:** *(These fields are optional and many agencies don't use them, however, if you happen to know one or all of the codes that best describe this bid opportunity, please include the information.)*

**FSG:** *(Choose the appropriate Federal Supply Group that best describes the bid opportunity. You may only choose one code per bid.)*

**Contact Information:**

Name:  **Opie Taylor**

Phone:  **888.888.8888**

Email: **Opie@mayberry.gov**