

**Proposed form:**

**Name of Agency/Organization**

(Name of agency or organization providing the bid opportunity.)

**Synopsis**

(A brief description of the bid opportunity.)

**NAICS Code**

(North American Industry Classification System code.)

**Response Deadline**

(Final date and time that your agency/organization will accept bids for the bid opportunity.)

**Anticipated Contract Award Date**

(Approximate date that the contract for the bid opportunity will be awarded.)

**Place of Performance State**

(State where the contractor performs duties as outlined in the bid opportunity.)

**Place of Performance City**

(City where the bid opportunity is located.)

**Place of Performance County**

(County in which the bid opportunity is located.)

**Place of Performance Zip Code**

(Zip code of the bid opportunity location.)

**Contracting Agency/Organization Address**

(Full Address of the contracting agency/organization with address, city, state, zip.)

**Type of Contract**

(Indicate the type of bid opportunity; e.g. new construction, rehabilitation, professional services, other.)

**Full Bid Opportunity Description**

(Full bid opportunity narrative. Agency/organization providing the bid opportunity can post links for additional info on the project and bid in this section. Many grantees will have bid documents and related information available in digital form. Grantees can include information on blueprint rooms or other facilities they or partners have set up to assist bidders.)

**Primary Contact Person**

(Name of the primary contact person in your agency/organization for this bid opportunity.)

**Primary Contact Phone Number**

(Primary contact phone number for the Primary Contact Person in your agency/organization for this bid opportunity.)

**Primary Contact Email**

(Primary contact email of the Primary Contact Person in your agency/organization for this bid opportunity.)

**Website URL of Agency/Organization**

(Website URL of your agency/organization or a URL where more information about the bid opportunity can be found; e.g.: <https://www.hudexchange.info/grantees/bidopportunity.html>)

**Procurement Method**

(Indicate the type of procurement method that will be used to award this bid opportunity; e.g. lowest-sealed bid, lowest responsive bidder, etc.)

**Reporting Requirements**

(List the federal reporting requirements and/or documentation required by your agency/organization for this bid opportunity. Bid opportunity submitter will be able to include a link to their website in a text box or provide the URL for federal reporting requirements in some manner.)

**Special Site Conditions (e.g. Environmental concerns)**

(Are there any special site considerations? e.g. toxic waste, mold, hazardous chemicals, etc.)

**Trades Required**

(List specialized trades required for this bid opportunity, if any.)

**Do Section 3 Requirements Apply?**

(Is this a bid opportunity covered by [Section 3](#) regulations? Yes or No. If this bid opportunity is a construction, rehabilitation, or professional service contract that will be funded with any HUD monetary assistance, the requirements of [Section 3](#) will apply.)

**Do Minority, Women and Disadvantaged Business Enterprise (M/W/DBE) Requirements Apply?**

(Is this a bid opportunity for Minority, Women and Disadvantaged Business Enterprise (M/W/DBE) eligible contractors? Yes or No.  
SBA certifications and the certifying authorities will be listed in this section.)

**Do Veteran-Owned or Service Disabled Veteran Owned Businesses Receive Preference?**

(Do Veteran-Owned or Service Disabled Veteran Owned Businesses Receive Preference: Yes or No.)

**Agreements with Labor Unions**

(Is this bid opportunity subject to a labor or collective bargaining agreement that prohibits the usage of non-union workers and businesses? Yes or No.)

**Project Labor Agreements (PLA) or Community Benefits Agreements (CBA)**

(Is this bid opportunity subject to a PLA or CBA? Yes or No.)