

INSTRUCTIONS FOR BEING ADDED TO BIDLIST
For
Small Business Set Aside Architect Engineering Services

If your firm would like to be added to the bidlist for the subject procurement, e-mail the following to shillingsag@ornl.gov.

Subject Line of E-mail: Small Business Set Aside Architect Engineering Services

Body of E-mail to include:

1. Name of firm
2. Business Size (indicate Big or Small) based on NAICS Code specified for this particular procurement
3. Any Socioeconomic Considerations (such as, woman-owned, disadvantaged, etc.)
4. Point of Contact (POC) Name
5. POC E-mail Address
6. POC Phone Number
7. ORNL Vendor Code Number (if applicable)
8. City and State where firm is located

DO NOT SEND ADDITIONAL INFORMATION OR ATTACHMENTS.