

## I. Vendor submission Portal Website:



Department of General Services  
Contract & Procurement Division

Please utilize the form below to submit your proposals. If you have questions regarding the submission process, please contact the DGS contract specialist listed in the solicitation.

**Before submitting this form, please ensure the required fields are completed.**

### VENDOR CONTACT INFORMATION

Vendor Name (Required)

Vendor Email Address (Required)

### DGS SOLICITATION INFORMATION

Solicitation ID (Required)

Project Name (Required)

DGS Contract Specialist Email Address (Required)

### UPLOAD FILES

Required field\* The maximum file size is 100MB

Choose File No file chosen

Optional field

Choose File No file chosen

Optional field

Choose File No file chosen

Describe the details of your request here

Submit

## II. Email sent to vendor

### Proposal Submission - DCAM-00ZZ-0010



dgs.notify @ dc.gov (via Quickbase)

Mon 2/8/2021 11:59 AM

To: Johnson, Donnie (DGS)

Dear Vendor:

Thank you for submitting your proposal to the Department of General Services - Contract & Procurement Division.

If additional information is needed, a member from our team will contact you. For immediate assistance, please contact the contract specialist listed in the solicitation.

Regards,

Contract & Procurement Division  
Department of General Services