

SAMPLE Advertisement

(Contractor) PUBLIC NOTICE

[Administrator] has recently received a Contract award from the Texas Department of Housing and Community Affairs for the **[Comprehensive Energy Assistance and Weatherization Assistance Programs]**. Accordingly, **[Administrator]** seeks to contract with a qualified contractor, registered to work in the State of Texas.

Please contact the individual below to obtain the Request for Proposal documents:

[contact]

[address]

[Administrator] must receive proposals by no later than **[date and time]** to be considered. Bids received late or incomplete will not be considered. **[Administrator]** reserves the right to negotiate with any and all individuals or contractors that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

SAMPLE Advertisement

(INSERT AGENCY NAME) is accepting bids for the **(INSERT PROGRAM NAME)** Program. Please contact **(INSERT INDIVIDUAL'S NAME)** at **(INSERT TELEPHONE NUMBER)** to request an application and the Bid Instructions (or Request for Proposal). **(INSERT AGENCY NAME)** encourages minority and women business enterprises, and Labor Surplus Area Firms to apply. All applications must be received by **(INSERT AGENCY NAME)** by **(INSERT DATE AND TIME)**. Late bids will not be considered.