



Vendor eBlast Form

To request an eBlast to send notification to specific M/WBE certified vendors from our Online Directory, please complete all fields listed below and forward to buyer@sbs.nyc.gov.

Agency: Bid/Project Solicitation Date: Bid Due Date:

Bid/Project Title: Bid PIN: Bid Project Number:

Event Date and Time: Event Type (i.e.: Pre-Bid, Networking, Workshop)

If Pre-Bid / Pre-Proposal, is it Mandatory: Event Location:
:

Prime or Subcontract Solicitation Information Can Be Found:

Scope of Goods/Services Required: NIGP Codes associated with the scope of work:

Contact/RSVP Contact Information: RSVP Date (if applicable):

Special Requirements:

Additional Notes: