

Memorandum



To: Architects and School District Business Managers

**Re: Application for System Access
Public Works Solicitation Drawing Submission**

In Government Support Services' ongoing efforts to provide superior Customer Service, a streamlined process has been developed for the submission of architectural plans to MyMarketplace to supplement the solicitation process.

Architects are requested to complete the information below and submit the application, wherein an account will be created for mailbox access. Please make note of the following points:

- You will receive a confirmation from the IT department of OMB once the account is established (usually in 1 or 2 business days).
- Your account is ongoing once established. You do not need to reapply for each project.
- Each architect at a specific firm will need to set-up his/her personal account – the account is for the individual, not the firm.

APPLICATION:

Company Name:

Company Contact:

Professional License #:

Contact Phone #

Contact Email:

Once you have received your confirmation from IT, the mail box is available for your use. However, please coordinate your submission of the plans with your school district contact. The Solicitation Request form submitted by the district will trigger the posting process.