

## **INSTRUCTIONS FOR SUBMITTING APPLICATION**

Thank you for your interest in the Professional Services – Category B Pool

This A/E pool is for optional use by public bodies to procure professional A/E services using the Category B procedures for small projects where design fees are expected to be under \$80,000.

If you would like to be considered please download, fill in and submit the Rolling Application and applicable forms and submit to [Calisha.Williams@dgs.virginia.gov](mailto:Calisha.Williams@dgs.virginia.gov)

Email subject line “CAT B application”

Please review the Instructions for Use document for additional details regarding the scope of services and how this pool is utilized to create a contract. The list of firms is an Excel spreadsheet with the A/E’s information.

Instructions for using this pool may be found at <https://dgs.virginia.gov/procurement/statewideprocurement/BuildingandProfessionalServicesContracts/>