

ILLUSTRATIVE SAMPLE / NOT FOR SUBMISSION

Public solicitation requirements brief

A demonstration of the ShallBook structure using a closed, publicly indexed City of Houston opportunity. It is not a review of a live solicitation and does not replace the complete official source packet.

SAMPLE STATUS: Closed opportunity. Do not use this document to prepare or submit a response.

File identity

Field	Recorded value
Agency	City of Houston - District J (public index summary)
Solicitation	INF-2026-0310 - beautification and abatement services
Method	Informal bid
Indexed deadline	August 7, 2026 - CLOSED
Illustrative customer	Fictional small property-services contractor
Brief prepared	August 28, 2026

Decision snapshot

The public index identifies line-item pricing, a signature page, an equipment list, and three references. The official packet, terms, addenda, insurance requirements, and submission instructions were not supplied, so a real ShallBook brief would remain gated until those materials were available.

Standard deliverable

Output	Purpose
Requirement matrix	Maps each identified administrative item to a page, attachment, or official portal source.
Deadline ledger	Separates submission, question, meeting, site-visit, and addendum dates.
Submission checklist	Tracks forms, signatures, certifications, exhibits, uploads, bonds, and insurance evidence.
Missing-information report	Stops the review when source materials are absent, conflicting, unreadable, or ambiguous.
Decision brief	Summarizes stated burden and unresolved questions without deciding eligibility or bid strategy.

02 / REQUIREMENT MATRIX

What the supplied record appears to require

ID	Administrative item	Source	Status / action
R-01	Supplier registration	S-03	Confirm active account before attempting a response.
R-02	Line-item pricing	S-04	Indexed as required; official pricing form not supplied.
R-03	Signed signature page	S-04	Indexed as required; official form not supplied.
R-04	Equipment list	S-04	Required; scope and format unverified.
R-05	Three references	S-04	Required; reference form and recency rules unverified.
R-06	Official addenda review	S-01	Customer checks the official posting before submission.
R-07	Applicable supplier forms	S-02	Cannot select forms without the official solicitation packet.

Deadline and meeting ledger

Milestone	Recorded date	Source	Control
Posted	August 3, 2026	S-04	Historical only
Questions due	Not in supplied index	-	Official packet required
Meeting / visit	Not in supplied index	-	Official packet required
Response due	August 7, 2026	S-04	Closed - no action
Addenda check	Before any real submission	S-01	Customer responsibility

Missing-information report

- Complete official solicitation and scope are absent.
- Signature page, line-item form, equipment-list format, and reference form are absent.
- Terms, insurance, bonding, wage, certification, and contract requirements cannot be determined.
- Question deadline, meeting or site-visit rules, time zone, and portal fields are unverified.
- Addenda and official Q&A history were not available.

03 / SOURCE REGISTER AND HANDOFF

Every conclusion gets a source - or a visible gap

ID	Source	Used for
S-01	City of Houston Strategic Procurement Division Open official page	Official opportunity channel and procurement context
S-02	City of Houston supplier forms Open forms	Universe of commonly applicable supplier forms
S-03	City of Houston supplier registration Open portal instructions	Supplier registration requirement
S-04	Public index for closed INF-2026-0310	Illustrative scope, dates, and indexed submission items

Customer verification handoff

- Obtain and review the complete official posting and every attachment directly from the agency.
- Confirm registration, eligibility, insurance, bonding, certifications, and contract requirements with the agency or qualified advisers.
- Prepare all technical and price content independently; ShallBook does not estimate, write, certify, sign, or submit.
- Check the official posting for addenda immediately before submission.

BOUNDARY: This sample demonstrates administrative organization only. It is not legal or procurement advice, an eligibility decision, a complete bid review, or a guarantee of acceptance or award.

Standard offer: \$99 plus applicable tax for one complete customer-supplied public solicitation. One administrative revision included. Target return is one business day after complete intake is confirmed.