

# Direct Award Contact

## Summary

Award Contact lets you skip the full bidding process and immediately assign a subcontractor to a contact you already know and trust.

Use this when you have a preferred contact, don't need competing quotes, and want them on the job right away. The subcontractor still receives a formal award notification and must accept before they are officially added to the project and assignments become active.

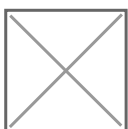
This is the fastest way to bring a known trade partner onto your project while keeping everything tracked inside BuilderPal.

## Prerequisites

- You are an Admin, Team Business Manager, or Team Project Manager on the project.
- The person you want to assign is already saved in your **Contacts**.
- You are working inside an active project.

## Steps

1. **Open the Subcontractors section** — In your project, click **Subcontractors** in the left sidebar.
2. **Choose the Subcontractor** — Click the subcontractor you want to assign (e.g., Electrician, Plumbing, Debris Hauler, etc.).
3. **Start the direct award** — In the subcontractor panel that opens, click the **Award Contact** button (usually at the top next to "Create Bid Package").
4. **Select your contact** — Your Contacts list will appear. Find and select the company or person you want to award. They must be a connected contact.
5. **Confirm the award** — Click **Award Contact** in the modal. The award is sent instantly.



## Confirmation

After awarding:

- The subcontractor now shows the contact's company name with an "Awaiting acceptance" tag.
- You will see an **Unaward Job** button in case you need to reverse it.

- Any Actions, work items, or responsibilities you already assigned to that subcontractor automatically carry over and will become visible to the contact once they accept.

The contact receives a notification in their Inbox and accepts via the Bid Conversation panel (not from their own Subcontractors page).

## FAQ

### **Q: What's the difference between Award Contact and inviting bidders?**

A: Award Contact skips bidding entirely and goes straight to award. Inviting bidders or posting a bid package is for collecting multiple quotes and comparing pricing.

### **Q: Do previously assigned Actions carry over?**

A: Yes — everything you already assigned to that subcontractor (Actions, files, schedule items, etc.) instantly becomes visible to the contact after they accept.

### **Q: Can I undo the award?**

A: Yes. Before they accept, click **Unaward Job**. After acceptance, remove them via normal participant/subcontractor management.

### **Q: What if my contact isn't in my Contacts list yet?**

A: You must first add them as a contact (or invite them). Award Contact only works with existing contacts.

### **Q: Will the subcontractor see the award right away?**

A: Yes — they get an Inbox notification immediately and can accept from the Bid Conversation panel in their account.

## Related Articles

- [Create a Bid Package Basics](#)
- [Bid Conversations](#)
- [Message in Job Chat](#)
- [Communication with Actions](#)
- [Communication in Bids \(Subcontractor View\)](#)

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