

## N.C. Weatherization/HARRP Weatherization Procurement Questionnaire

Agency Name:		Date:	
Completed by:		Title:	
Completed by:		Title:	
Completed by:		Title:	

Please fill out the following questionnaire. This questionnaire can be used for all procurement undertaken by your weatherization program.

**NOTE:** Be sure to include Attachments listed on Page 2 of this document.

Weatherization Services/Materials being procured in accordance with 2 CFR 200 for FY\_\_\_\_\_

### Outreach and Advertising

1) What advertising and/or outreach has your agency conducted to notify interested parties of your bid solicitation process? If local advertisements were placed, please **attach** a copy of the advertisement that ran. Also, please indicate the name of the publication and dates the advertisement was placed.

2) How were female owned businesses and minority businesses targeted in your outreach activities?

a) **2 CFR 200:** How have your procedures been to conform with §200.32(b)?

3) What bid instructions were given to potential bidders? **Attach** any written documentation.

a) Did bid instructions include Protest Procedures?

4) Who was the agency point of contact for the bidders?

5) What were the opening and closing dates for your bid solicitation or was there an open bid year round?

6) Please list all organizations that submitted bids below:

Organization	Location	Date Bid Submitted

