

Procurement Checklist - Weatherization Assistance Program Procurement Toolkit (2015)

- Determine what you will be purchasing.
- Establish timeframe for the purchase(s).
- Identify the lead individual within the organization that will handle the purchase(s).
- Prepare general instructions.
- Prepare specifications and price quote sheets.
- Advertise the solicitation.
- Conduct bidders' conference.
- Receive quotations.
- Evaluate quotations.
- Select contractor(s)/vendor(s).
- Establish solicitation file.
- Enter into Agreements with contractor(s)/vendor(s), as appropriate.