

Ralph M. Perrey, Executive Director



MEMORANDUM: Wx 24-01

TO: Weatherization Program Subgrantees
FROM: Felisha Nichols, Weatherization Program Manager^{JN}
DATE: September 27, 2024
SUBJECT: Waiver for Insufficient Bids

Purpose: This Memo allows for agencies to submit a waiver on a **quarterly** basis for Insufficient Bids rather than per job.

The Subgrantee is expected and required to pursue new contractors in between each quarter and will need to provide evidence of their efforts to their assigned Coordinator. If no efforts are made, the quarterly waiver will not be renewed and the Subgrantee must revert to per-job submissions.

Guidance: Subgrantees should use the current Waiver template and mark “Other”. The description must include a list of the current and approved contractor pool and a written request to proceed with awarding jobs with the current contractor pool of less than three. Each approval will only be eligible for approval for a quarter.

Example: A waiver for Insufficient Bids is submitted and approved on September 9th, the approval will only be in effect for Quarter 1 and will expire on September 30th.

Quarter 1: 7/1/24-9/30/24	Quarter 2: 10/1/24-12/31/24	Quarter 3: 1/1/25-3/31/25	Quarter 4: 4/1/25-6/30/25
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All other procurement policies must be followed.

Subgrantees are expected to pursue expansion of their approved contractor pool and the intent of this Memo is to alleviate frequent submissions of waivers.

Please reach out to your agency’s assigned coordinator with any questions or clarifications. As a reminder, Memos are specific to the Program Year in which they are issued.