

Ralph M. Perrey, Executive Director

MEMORANDUM: WAP 23-01

TO: Weatherization Assistance Program Subgrantees

FROM: Felisha Nichols, Housing Program Manager - Weatherization ^{FN}

DATE: September 13, 2023

SUBJECT: Subgrantee Opt-In to Reduce Bidding Period from Ten to Five Business Days

Purpose: The current program year is continuing to experience challenges that will likely impede program performance for an extended period of time. The reduced bidding period will potentially allow a greater number of bids to be awarded in a shorter amount of time.

Guidance: Subgrantees may opt to reduce the number of days a bid is posted from ten to five business days. This reduction can only be granted after request from the subgrantee; it is a temporary alternative to the current policy and will remain active until at least June 30, 2024.

Subgrantees interested in requesting this alternative will complete the attached form and return to THDA. Upon THDA's confirmation of receipt, the subgrantee may begin using a five day posting for all jobs yet to be bid.

The option to reduce bidding period is a THDA WAP policy and all other local, state, and federal procurement policies must still be followed.

WEATHERIZATION ASSISTANCE PROGRAM

Subgrantee Revised Bidding Period

Subgrantee:

Date:

Current Bid Posting Range: Business Days
Proposed Bid Posting Range: Business Days

Number of Impacted Units:
OR
Active Through:

Justification for Request:

Subgrantees Must Acknowledge:

All approved WAP contractors have been notified of this change in writing.

All established local procurement policies will continue to be followed.

Subgrantee Representative Printed Name

Subgrantee Representative Signature