

Nathan Deal

Governor

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Kevin Clark

Executive Director

**EXHIBIT “A”**

**PROCUREMENT APPROVAL REQUEST**

*To be used for all procurement of services or goods over $5,000*

Sub-grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the beginning of each DOE weatherization program year, sub-grantees are required to engage in a solicitation for bid and submit to GEFA a “Procurement Approval Request”. Our agency is requesting permission to procure the following item(s): (Please provide a brief description)

In order to obtain this item we are going to participate in the following process: (Please check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | Request for Proposal (RFP) for project | |
|  |  | a. | The required components for the bid process is attached for review |
| 2. |  | Request for written price quotes for goods | |
| 3. |  | We are participating in a Memorandum of Understanding | |
| 4. |  | Sole-Source Justification after competitive solicitation is conducted {10CFR600.236(4)}. | |
|  |  | a. | There is only one(1) vendor that is qualified to provide this particular item |

Attached documents for approval:

* + Development of specifications
  + Advertisement of bid offering
  + Solicitation of bid submission
  + Compilation of bids
  + Analysis of responsible bidders and bids
  + Compliance with other Federal and State requirements
  + Award of the contract

For GEFA Use Only

This is to verify that your procurement procedures are in compliance with the Georgia Weatherization Assistance program prescribed procurement requirements.

Reviewed by: GEFA Procurement: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your request has been approved by: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*GEFA Program Officer*