



Will the new vehicle(s) will be used for any other program?  Yes  No

**Other Program Use:** If yes, explain what program and how the Weatherization Program will be compensated for the use (e.g. mileage charges, rental fee, etc.).

Was the bid proposal advertised in a newspaper or other media?  Yes  No  N/A

*\* Not applicable if bid was not advertised in a newspaper or other media.*

*\* Advertisement must be sent along with this form.*

If applicable, in which media did you advertise? \_\_\_\_\_

If applicable, dates advertised. From \_\_\_\_\_ To \_\_\_\_\_

Number of bid proposals sent to vendors. \_\_\_\_\_  N/A

*\* Not applicable if bid request was advertised.*

Number of bids received back from vendors. \_\_\_\_\_ Selected vendor was low bidder.  Yes  No

Selected Vendor Name: \_\_\_\_\_

**Bid Specifications:** (*\* In ALL cases, bid requests must be sent along with this form for review.*) If vendor selected was not low bidder, explain the reason the vendor was chosen.

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**Agency Review:**

Agency Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Entering your name serves as your digital signature)*

Agency Representative Title: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

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**DCAA Review:** DCAA Approval:  Yes  No

DCAA Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Entering your name serves as your digital signature)*

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**DOE Review:** DOE Approval Needed:  Yes  No DOE Approval:  Yes  No

DOE Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Entering your name serves as your digital signature)*

DOE Representative Title: \_\_\_\_\_

**Notes:**