**Procurement – Publicity Plan Worksheet**

|  |  |
| --- | --- |
| **Grantee:** | Click or tap here to enter text. |
| **Completed by:** | Click or tap here to enter text. |
| **Item to Procure:** | Click or tap here to enter text. |
| **Date Completed:** | Click or tap to enter a date. |

|  |
| --- |
| **Publicity Plan – Part 1***Reviewed prior to advertising* |

|  |
| --- |
| **Publicity Plan – Competitive Procurements** (2 CFR §200.320(b))All formal purchase procurement methods require advertising. |
|[ ]  **Publicity Plan Description to evaluate solicitation prior to advertisement.** The solicitation specifications and requirements should be reviewed prior to announcing or advertising the procurement to confirm that the design of the solicitation does not unduly restrict competition. |

|  |
| --- |
| **Publicity – Description**Describe the publicity plan to be used. Attach documentation of proposed text copy and dates and times of advertisements, announcements, etc. for documentation. List schedule placements of notices. If reviewing after evaluation, attach copies of placements in publications, etc. |
| Describe the publicity plan to be used. Attach documentation of proposed text copy and dates and times of advertisements, announcements, etc. for documentation. List schedule placements of notices.  |
| Click or tap here to enter text. |

|  |
| --- |
| **Publicity - Small and Minority Firms and Women’s Business Enterprises**The solicitation must take steps to ensure that it uses small and minority firms and women’s business enterprises, irrespective of whether they qualify as DBEs, to the fullest extent practicable. The following steps demonstrate compliance.* Is information about the procurement opportunity available to potentially qualified firms and are they included on solicitation lists?
* Have considerations been made as to the delivery schedule which encourage small, minority, and women’s business enterprise participation?
* Are services of the TDOT Civil Rights Division DBE Section, SBA, and Dept of Commerce Minority Business Development Agency consulted regarding the procurement?
* Are the preceding provisions required to be included in third party contractor’s provisions for sub-contracts?

(4220.1F.IV.2.a.(6)(b)) (2 CFR 200.321) |
|  | **True** | **False** |
| In publicity plans are small, minority, and women’s business enterprises solicited as a potential source? |[ ] [ ]
| Describe the publicity plan steps planned to ensure small and minority firms and women’s business enterprises will be used to the fullest extent practicable. |
| Click or tap here to enter text. |

|  |
| --- |
| **Publicity Plan – Part 2***Reviewed prior to award* |

|  |
| --- |
| **Publicity Plan – Competitive Procurements**All formal purchase procurement methods require advertising.(2 CFR §200.320(b)) |
|[ ]  **Publicity Plan Execution to evaluate solicitation after evaluation of offers.** After the offers have been received and evaluations made the solicitation should be reviewed to confirm that competition was not unduly restricted in the execution of the procurement. |

|  |
| --- |
| **Publicity – Description**Describe the publicity plan executed. Attach documentation of the text copy and dates and times of advertisements, announcements, etc. for documentation. For review after evaluation, attach copies of placements in publications, etc. |
| For review after evaluation, attach copies of placements in publications, etc. Compare the execution described in Part 2 to the publicity planned in Part 1. |
| Click or tap here to enter text. |

|  |
| --- |
| **Publicity - Small and Minority Firms and Women’s Business Enterprises**The solicitation must take steps to ensure that it uses small and minority firms and women’s business enterprises, irrespective of whether they qualify as DBEs, to the fullest extent practicable. The following steps demonstrate compliance.* Was information about the procurement opportunity available to potentially qualified firms and were they included on solicitation lists?
* Were considerations been made as to the delivery schedule which encourage small, minority, and women’s business enterprise participation?
* Were services of the TDOT Civil Rights Division DBE Section, SBA, and Dept of Commerce Minority Business Development Agency consulted regarding the procurement?
* Were the preceding provisions included in third party contractor’s provisions for sub-contracts?

(4220.1F.IV.2.a.(6)(b)) (2 CFR 200.321) |
|  | **True** | **False** |
| Were small, minority, and women’s business enterprises used to the fullest extent practicable? |[ ] [ ]
| Describe the publicity plan steps taken to ensure small and minority firms and women’s business enterprises were used to the fullest extent practicable. |
| Click or tap here to enter text. |

|  |
| --- |
| **Publicity Plan – Competitive Procurements**  |
|  | **True** | **False** |
| The procurement required advertising and appears to have resulted in free and open competition. (2 CFR §200.319(a)) (2 CFR §200.320(b))  |[ ] [ ]