**Procurement – Publicity Plan Worksheet**

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| **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. |

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| **Publicity Plan Worksheet– Part 1***Completed and submitted prior to launching publicity plan* |

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| **Publicity Plan – Competitive Procurements** (2 CFR §200.320(b))All formal purchase procurement methods, those procurements that are estimated to exceed the recipient’s procurement policy simplified acquisition threshold, require advertisement. Recipients may also decide to advertise Micro Purchase or Small Purchase procurements. |
|  | **True** | **False** |
| **Publicity Plan – Informal Purchase, Not Advertised**The procurement is estimated to fall below the recipient’s procurement policy simplified acquisition threshold and is not required to be advertised and a publicity plan will not be completed? |[ ] [ ]
|  | **N/A** | **True** | **False** |
| **Publicity Plan – Informal Formal Purchase, To Be Advertised**The procurement is estimated to fall below the recipient’s procurement policy simplified acquisition threshold, however, the recipient has chosen to advertise and a publicity plan will be completed? |[ ] [ ] [ ]
| **Publicity Plan – Formal Purchase**The procurement is estimated to exceed the recipient’s procurement policy simplified acquisition threshold and is required to be advertised and a publicity plan is required? |[ ] [ ] [ ]
| **Publicity Plan Recipient Review to Prevent Restriction of Competition**The procurement will be advertised and the recipient has reviewed the solicitation specifications and requirements prior to announcing or advertising the procurement to confirm that the design of the solicitation does not unduly restrict competition? |[ ] [ ] [ ]

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| **Publicity Plan – 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. |
| 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. |

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| **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. |

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| **Publicity – Rolling Stock In-State Dealers**The recipient may not limit its third party bus procurements to its in-state dealers.(4220.1F.IV.2.e.(e)) (49 U.S.C. Section 5325(i)) |
|  | **N/A** | **True** | **False** |
| The solicitation does not limit bus procurements to in-state dealers? |[ ] [ ] [ ]

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| **PART 1 – End Check Point***Completed and submitted prior to launching publicity plan* |

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| Before requesting price or rate quotations or advertising the procurement, submit the planning and solicitation documents to TDOT for review and to receive the letter to proceed with request for price quotes or publicity. After receiving letter to proceed, request price or rate quotations or start solicitation publicity plan. Prior to making an award, see Part 2 for next steps. |
|  | **True** | **False** |
| Before requesting price or rate quotations or advertising the procurement, will the Publicity Plan Worksheet planning documents be submitted to TDOT for review and to issue a letter to proceed with the price quotes or publicity?  |[ ] [ ]

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| **Publicity Plan Worksheet – Part 2***Completed and submitted prior to issuing purchase order or executing contract* |

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| **Publicity Plan – Competitive Procurements**All formal purchase procurement methods require advertising.(2 CFR §200.320(b)) |
|  | **True** | **False** |
| **Publicity Plan**Documentation of the completed advertising and publicity plan is attached to be submitted for review? |[ ] [ ]
| **Publicity Plan – Determination Competition was not Restricted**After the offers have been received, evaluations completed, and vendor selections made, the solicitation was reviewed by the recipient to confirm that competition was not unduly restricted? |[ ] [ ]

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| **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. |

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| **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. |

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| **Publicity – Rolling Stock In-State Dealers**The recipient may not limit its third party bus procurements to its in-state dealers.(4220.1F.IV.2.e.(e)) (49 U.S.C. Section 5325(i)) |
|  | **N/A** | **True** | **False** |
| The solicitation did not limit bus procurements to in-state dealers? |[ ] [ ] [ ]

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

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| **PART 2 – End Check Point***Completed and submitted prior to issuing purchase order or executing contract* |
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| Prior to issuing a purchase order or executing a contract with selected vendor(s), submit the evaluation and award documents to TDOT for review and to receive the letter to proceed with award. After receiving letter to proceed, a purchase order can be issued, or contract can be executed with selected vendor(s). |
|  | **True** | **False** |
| Before issuing a purchase order or executing a contract, will the procurement publicity plan evaluation and award documents be submitted to TDOT for review and to issue a letter to proceed with the award?  |[ ] [ ]