

# Memorandum

DATE: **September 6, 2023** CARRIE SMITH  
REPLY TO: CARRIE SMITH  
ATTN OF: **Carrie Smith, Readiness and Retrofit Program Manager  
Weatherization Assistance Program**  
SUBJECT: **Weatherization Procurement Resources**

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CARRIE SMITH  
Date: 2023.09.06  
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**WAP Memorandum 115**

TO: **Weatherization Assistance Program (WAP) Network**

SUPERSEDES: **Weatherization Memorandum 015: Weatherization Financial Toolkit – 2 CFR 200 Regulations and Procurement Procedures**

The U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP) has created *Procurement Resources* to assist WAP organizations in meeting the goals of the Program. The goal of procurement is “to get the best possible product and/or service at the best possible price.” The traditional role of procurement management is to ensure that there is a supply of goods and services to support the organization’s operations and save money in the process. The common tactic to accomplish this is through competitive bidding to ensure that suppliers provide their best price.

Cost reduction is only part of the procurement goal for organizations; the best use of procurement is to maximize the value of goods and services for the organization. To do this, the organization must define how procurement activities will be organized, conducted, and managed.

There are also specific Federal regulations, [2 CFR 200](#), that establish procurement standards that must be followed, and each Grantee will have their own set of requirements based on their state laws and agency practices. All of this must be incorporated into how the organization procures goods and/or services for WAP.

The purpose of the *Procurement Resources* is to provide examples, for illustrative purposes only, of documents that can be used in purchasing services and/or materials.

Questions regarding these materials should be directed to your respective DOE Project Officer.