



Purchasing Team / 02 Oct 2019 / Johnny A

Procurement Checklist

Complete

Inspection score	Failed items	Created actions
90.48%	2	1
Organization/Department Name Purchasing Team		
Location 10371 Park Ave, Garden Grove, CA 92840, USA		
Conducted on 📅 2nd Oct, 2019 ⌚ 3:33 PM +08		
Prepared by Johnny A		

Failed items

2 Failed

Procurement Checklist / Bid required

Bid requests advertised in at least one newspaper with general daily circulation within the project's service area	No
<p>– Actions</p> <hr/> <p>To Do Hello Minni, Are the ads ready? We need this by next week...</p>	
Copy of the Third Party Contract (with required federal contract clauses, must be included with all contracts/purchase agreements)	No
<p>– Notes</p> <p>No contract yet at this stage.</p>	

Actions

1 Action

SafetyCulture Staff created a Medium priority action

To Do  4th Oct, 2019 8:00 AM +08

Hello Minni,

Are the ads ready? We need this by next week...

Hello Minni,

Are the ads ready? We need this by next week. Thanks! - J

Bid requests advertised in at least one newspaper with general daily circulation within the project's service area

Procurement Checklist / Bid required

Procurement Checklist

2 Failed 1 Action 90.48%

Type of Procurement	Bid required
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Bid required

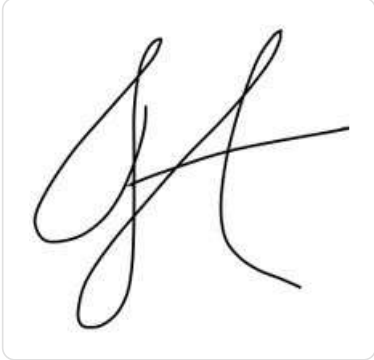
2 Failed 1 Action

Copy of written request of the organization to purchase equipment, property, supplies or services \$50,001 and above	Yes
Advertising for competitive bids once a week for (2) consecutive weeks in a regular newspaper (published in the county or municipality in which such agency or governing authority is located	Yes
Proposed purchase terms, conditions, technical specifications and bid advertisement(s) of the organization	Yes
Bid requests advertised in at least one newspaper with general daily circulation within the project's service area	No
<p>– Actions</p> <hr/> <p>To Do Hello Minni, Are the ads ready? We need this by next week...</p>	
Bid requests mailed directly to potential bidders throughout the service area	Yes
Copy of the Request for Proposal (RFP)	Yes
<p>– Notes</p> <p>We are expecting more after the ads are out.</p>	
Copy of Cost Estimate (Prepared prior to RFP Release)	Yes
Copy of Cost Price Analysis (Prepared after receipt of Proposals	Yes
Copy of RFP evaluation of proposal	Yes
Copy of explanation of the basis for selection of contractor – including evaluation criteria and results of the grantee's technical evaluation	Yes
Copy of a list of all proposals received	Yes
Copy of a cost breakdown for the proposed contract	Yes
Copy of the bid advertisement	Yes
<p>– Notes</p> <p>Still being revised but I have the draft.</p>	
Copy of the final bid specifications	Yes

Written notice to proceed (and recommendations) from the organization (prior to the execution of an agreement between the sub-recipient and the selected bidder)	Yes
Recommendation(s) made by the project as to bid award	Yes
Documentation of search on debarred or suspended bidders	Yes
Copies of the bids submitted along with any pertinent correspondence relating to exceptions to the approved specifications	Yes
Documentation of agency procedures for processing change orders in equipment purchased	Yes
Documentation/notice to the organization for change orders (that affect the contract price)	Yes
Copy of the Third Party Contract (with required federal contract clauses, must be included with all contracts/purchase agreements)	No
<p>– Notes</p> <p>No contract yet at this stage.</p>	

Completion

Prepared by: Full Name and Signature



Johnny A

2nd Oct, 2019 3:42 PM +08