



Procurement Checklist

Purchasing Team / 16 May 2023 / Johnny A

Complete

| | | | | | |
|-------|---------------|---------------|----------|---------|----------|
| Score | 90.48% | Flagged items | 2 | Actions | 1 |
|-------|---------------|---------------|----------|---------|----------|

Organization/Department Name

Purchasing Team

Location

10371 Park Ave, Garden Grove,
CA 92840, USA
(33.776592, -117.951581)

Conducted on

16.05.2023 07:30 PST

Prepared by

Johnny A

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Procurement Checklist / Bid required

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

No

To Do | Assignee SafetyCulture Staff | Priority Low | Due 23.05.2023 07:42 PST | Created by SafetyCulture Staff

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

Procurement Checklist / Bid required

Copy of the Third Party Contract (with required federal contract clauses, must be included with all contracts/purchase agreements)

No

No contract yet at this stage.

Other actions

0 actions

| | |
|---|-----------------------------|
| Procurement Checklist | 2 flagged, 1 action, 90.48% |
| Type of Procurement | Bid required |
| Bid required | 2 flagged, 1 action, 90.48% |
| 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 |
| To Do Assignee SafetyCulture Staff Priority Low Due 23.05.2023 07:42 PST Created by SafetyCulture Staff | |
| Hello Minni, Are the ads ready? We need this by next week... | |
| Bid requests mailed directly to potential bidders throughout the service area | Yes |
| Copy of the Request for Proposal (RFP) | Yes |
| We are expecting more after the ads are out. | |
| 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 |
| Still being revised but I have the draft. | |

| | |
|---|-----|
| 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 |

No contract yet at this stage.

Completion

Prepared by: Full Name and Signature



Johnny A
16.05.2023 07:43 PST