



Procurement Checklist

Purchasing Team / 16 May 2023 / Johnny A

Complete

Score	19 / 21 (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 May 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 May 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, 19 / 21 (90.48%)
Type of Procurement	Bid required	
Bid required	2 flagged, 1 action, 19 / 21 (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 May 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) We are expecting more after the ads are out.	Yes	
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 Still being revised but I have the draft.	Yes	

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 May 2023 07:43 PST