



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-5

Certification title

Fire Officer II
ADMINISTRATION

DESCRIBE THE PROCESS OF PURCHASING

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 edition
5.4.3

Task

Describe the process of purchasing, including solicitation and awarding of bids, in order to ensure competitive bidding

Conditions and Outcome

Given established specifications the candidate shall be able to clearly describe the process of purchasing including soliciting and awarding bids both orally and in writing. **The candidate will complete this task with a minimum of 9 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Gather all applicable information						
2	Describe orally and in writing the purchasing process including:						
3	Determining source and availability of funds						
4	Creating bid specifications to include technical and legal requirements						
5	Describe orally and in writing the bid solicitation process, including:						
6	Pre-bid meeting to explain vendor requirements						
7	The Purchasing department function, including <ul style="list-style-type: none"> • Issuing bid requests to qualified vendors • Setting date for opening of bids • Handling bids 						
8	Describe orally and in writing the process of awarding bids, including						
9	Evaluating certified bid proposals based on the original specifications						
10	Scoring certified bid proposals						
11	Awarding purchase contract						
Final Test Result for Entire Task							

Continued on next page

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Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013