



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO2-5**

Certification title

**Fire Officer 2**  
**ADMINISTRATION**

***DESCRIBE THE PROCESS OF PURCHASING***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 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	Provide options for source and availability of funds						
4	Create 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"> <li>• Issuing bid requests to qualified vendors</li> <li>• Setting date for opening of bids</li> <li>• Handling bids</li> </ul>						
8	Describe orally and in writing the process of awarding bids, including						
9	Evaluate certified bid proposals based on the original specifications						
10	Scoring certified bid proposals						
11	Awarding purchase contract						
<b>Final Test Result for Entire Task</b>							

**Continued on next page**

**DESCRIBE THE PROCESS OF PURCHASING****PAGE 2**

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 04/2021

Approved by NJ SME Committee 06/15/2021.