



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## *PRACTICAL SKILLS EXAMINATION REPORT*

Skill Sheet #

**FO3-11**

Certification title

**Fire Officer 3**  
**ADMINISTRATION**  
***DEVELOPING RFPs, SOLICITING AND AWARDING BIDS***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 Edition**  
**6.4.3**

**Task**

Describe the agency's process for developing requests for proposals (RFPs) and soliciting and awarding bids, given established specifications and the agency's policies and procedures, so that competitive bidding is ensured.

**Conditions and Outcome**

Given established specifications, policies and procedures, the candidate shall describe the agency's process for developing requests for proposals and soliciting and awarding bids in which the candidate relates interpersonally as well as communicates orally or in writing.

**The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Describe department's policies, procedures, and the process for developing requests for proposal						
2	Prepare an announcement concerning the acceptance of sealed bids for a specific item.						
3	Research and prepare specifications for specific item.						
4	Describe the solicitation process to ensure competitive bid						
5	Describe the bid awarding process						
<b>Final Test Result for Entire Task</b>							

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