Public Procurement Committee (PPC)

Submission Check List

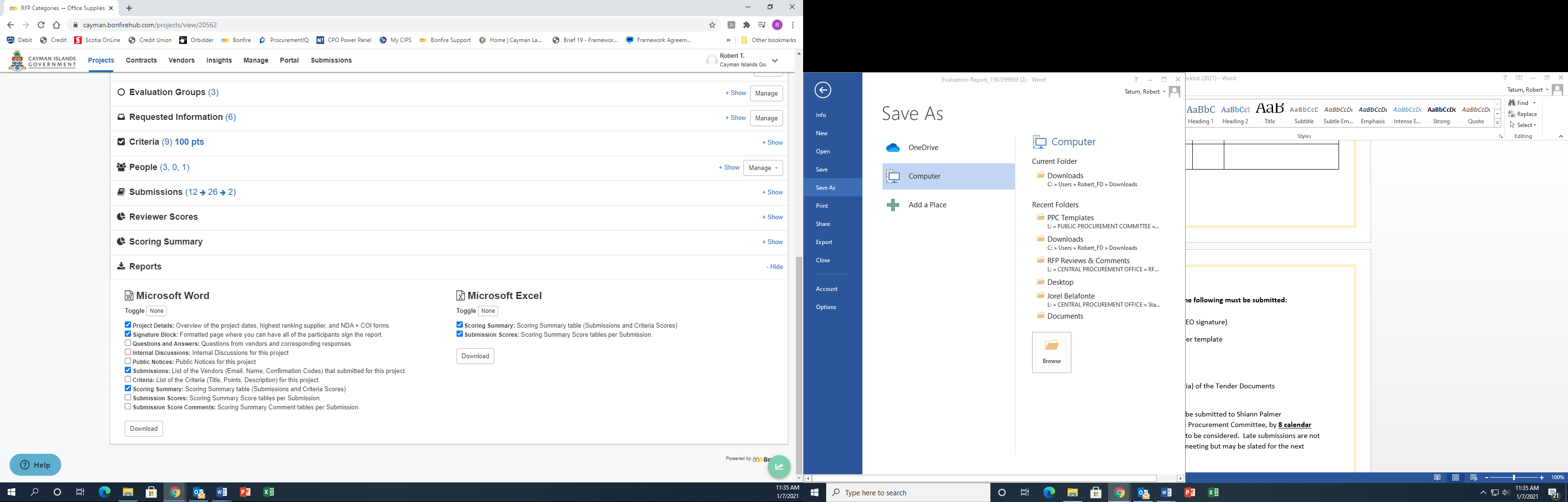
**Competitive Procurements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procurement #:** |  | | | |
| **Public Sector Agency:** |  | | | |
| **Project Name:** |  | | | |
| **Project Budget:** | KYD$ | | | |
| **Final Contract Price:** | KYD$ | | | |
| **All of the items in the below table must be “met” for a compliant procurement.** | | | | |
| **Requirement** | | **Status** | | **Comments** |
| **Met** | **Not Met** |
| **Pre-Procurement Approval** | | | | |
| Business Case developed and Local Impact Assessment Completed | |  |  |  |
| Business Case Reviewed by the EPC | |  |  |  |
| Business Case Approved by the CO/CEO | |  |  |  |
| **Pre-Tender Release** | | | | |
| Local Industry Impact Statement included in Tender Documents as a rated criteria | |  |  |  |
| Clear Submission Evaluation Criteria | |  |  |  |
| Tender Documents Reviewed & Approved by the EPC | |  |  |  |
| **Pre-Tender Closure** | | | | |
| 15 Working Day Advertisement Period (Minimum) | |  |  |  |
| Answer all questions received during the question period. Answers must be posted publicly to all suppliers (without identifying the source). | |  |  |  |
|  | |  |  |  |
| **Post Tender Closure** | | | | |
| Bid Evaluation in line with tender documents | |  |  |  |
| Justification for Vendor Eliminations Provided (If Any) | |  |  |  |
| Confirmation of top-ranked vendor’s pricing being within budget | |  |  |  |
| Evaluation Summary and Tender Award Recommendation (ESTAR) report submitted to EPC for review | |  |  |  |
| Evaluation Summary and Tender Award Recommendation (ESTAR) report submitted to PPC for review (>$250k) | |  |  |  |

**In order to secure a spot on the PPC Agenda, the following must be submitted:**

Business Case (inclusive of EPC Chair & CO/CEO signature)

Evaluation Summary Report from Bonfire with Reviewer Signatures – Report to only include sections with the BLUE TICKS as seen below.



Completed PPC Submission Check List (This Document) - Inclusive of EPC Chair & CO/CEO Signatures

Appendix D (Deliverables & Evaluation Criteria) of the Tender Documents

Please note that the above documents need to be submitted to Shiann Palmer ([Shiann.Naulty@gov.ky](mailto:Shiann.Naulty@gov.ky)), Secretary of the Public Procurement Committee, by **8 calendar days before** the meeting in which you intend it to be considered. Late submissions are not guaranteed to be considered at the requested meeting but may be slated for the next available meeting.

The scheduled PPC meetings for 2021 can be found here: <https://www.procure.gov.ky/ppc-meetings-2021>.

|  |  |
| --- | --- |
| **After review of the PPC Submission Checklist & the Evaluation Summary Report for this procurement, the EPC supports the recommendation of the Evaluation Team as seen in the Evaluation Summary Report presented with this submission to the Public Procurement Committee (PPC).** | **Chairperson of the Entity Procurement Committee (EPC)**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I support this recommendation and confirm that funding will be made available to support the contract award.** | **Chief Officer/Chief Executive Officer**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |