

**Phase Review Form  
for Competitive Bidding Procedure (Invitation for Bid)  
for Procurement \$500,000 and Over**

Purchasing Agency: \_\_\_\_\_ Bid No.: \_\_\_\_\_

Using Agency (if different): \_\_\_\_\_

Brief Purchase Description: \_\_\_\_\_

Printed Name of Procurement Officer or Designee: \_\_\_\_\_ Printed Name of Assistant Attorney General: \_\_\_\_\_

**Instructions:** When the Purchasing Agency has completed each of the phases described below, and is able to certify that the records for a phase are complete and that all procedural and legal requirements have been met, the Procurement Officer for the Purchasing Agency, or his designee, should initial and date this Checklist in the left hand column. As each phase is completed, please forward this Checklist and the procurement record to the assigned Assistant Attorney General (AAG). When the assigned AAG has completed his or her review, he or she will initial and date this Checklist and return it and the procurement record to the Purchasing Agency to signify that the AAG has completed his or her review of the phase. If the AAG is unable to initial off for a phase, he or she will inform the Purchasing Agency. **Disclaimer:** By initialing and dating this Checklist, the AAG is signifying that he or she has reviewed the phase. Initialing the Checklist does not mean that the AAG has approved, concurred, or cleared a procurement phase. Pursuant to 5 GCA § 5150 the AAG functions as an advisor and not an administrator. The Purchasing Agency remains solely responsible for administering the procurement in compliance with law.

<u>Purchasing Agency</u>		<b>Description of Phase</b>	<u>Attorney General</u>	
Initials	Date		Initials	Date
_____	_____	<b>1. Planning and Drafting Phase:</b> - begins when using agency identifies need - interim events include drafting of specifications - ends when invitation for bid (IFB) package is ready for issuance	_____	_____
_____	_____	<b>2. Solicitation and Bidding Phase:</b> - begins with the official issuance of IFB and publication of notice - interim events include amendments to IFB, pre-bid conferences, and handling of questions and answers - ends at the time and date set for submission of bids	_____	_____
_____	_____	<b>3. Opening and Evaluating Bids Phase:</b> - begins immediately after the submission time and date - interim events include bid opening, evaluations of bids for responsiveness and responsibility, and abstracting and analysis of results - ends when recommendation for award or other action has been prepared, and using agency concurs with action to be taken	_____	_____
_____	_____	<b>4. Decision to Award and Contract Signing Phase:</b> - begins upon issuance of notice of intent of possible award - interim events includes drafting of purchase order or written contract - ends upon issuance of a purchase order or signing of written contract by parties and all other	_____	_____