

EL PASO COUNTY PURCHASING REVIEW FORM

| Procurement Item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|--------------------------|--|-------|--|--|-----------|--|--|----------|--|--|--------------------|------------------|---------------------|-------|--|--|------------|------------|------------|---|--|----------------------------|--|--|-------------|------------------------|--------------------------|--|--|--|
| Agenda Date: | Department: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item Description: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; border-bottom: 1px solid black;"><u>Item Information</u></th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Specs</td> <td></td> <td></td> </tr> <tr> <td>Bid Award</td> <td></td> <td></td> </tr> <tr> <td>Contract</td> <td></td> <td></td> </tr> <tr> <td>Contract Amendment</td> <td style="text-align: center;">Price Bid</td> <td style="text-align: center;">Construction</td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>RFP</td> <td style="text-align: center;">RFI</td> <td style="text-align: center;">RFQ</td> </tr> </tbody> </table> | <u>Item Information</u> | | | Specs | | | Bid Award | | | Contract | | | Contract Amendment | Price Bid | Construction | Other | | | RFP | RFI | RFQ | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left; border-bottom: 1px solid black;"><u>Previous PRP Action</u></th> </tr> </thead> <tbody> <tr> <td style="width: 33%; text-align: center;"><u>Date</u></td> <td style="width: 33%; text-align: center;"><u>Approved for CC</u></td> <td style="width: 33%; text-align: center;"><u>Returned To Dept.</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | | <u>Previous PRP Action</u> | | | <u>Date</u> | <u>Approved for CC</u> | <u>Returned To Dept.</u> | | | |
| <u>Item Information</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bid Award | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract Amendment | Price Bid | Construction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RFP | RFI | RFQ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Previous PRP Action</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Date</u> | <u>Approved for CC</u> | <u>Returned To Dept.</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ACTION TAKEN BY PROCUREMENT REVIEW PANEL

Reviewed and Accepted (as is) for Commissioners Court Action
 Recommend Award to Vendor and accept for Commissioners Court Action
 Return to Department for further action/information/documentation (*reason specified below)
 Not Accepted/Other (*reason specified below)

Item requires contract/contract review. Dept. needs to contact County Attorney's Office for more information.

Placement on Commissioners Court Agenda By:

Auditor's Verification of Funds:

Department Purchasing Department

Funds Verified No Funds

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator/Designee: Accept | Not Accept: _____

County Auditor/Designee Accept | Not Accept: _____

County Purchasing Agent/Designee Accept | Not Accept: _____

County Department Head Accept | Not Accept: _____

County Attorney Reviewer: Approved for further action: Y / N: _____

Subject Matter Expert (as needed) Accept | Not Accept: _____

Other Meeting Attendees (PLEASE PRINT NAME):

- | | | |
|-----------|-----------|-----------|
| 1.) _____ | 2.) _____ | 3.) _____ |
| 4.) _____ | 5.) _____ | 6.) _____ |