



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-31

Standard:	NFPA 1021 – 2020 edition – 5.4.3
Task:	Describe the process of purchasing, including soliciting and awarding bids.
Performance Outcome:	The needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.
Conditions:	Given established specifications in order to ensure competitive bidding.
Candidate Directive:	“Describe the process of purchasing, including soliciting and awarding bids.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	The process of purchasing was described	Description was accurate, detailed and complete	Description was mostly complete	Description was lacking detail	Description was incomplete or absent	
2	The needs of the organization were met within laws and regulations	The needs were completely met within laws and regulations	The needs were mostly met within laws and regulations	The needs were somewhat met within laws and regulations	The needs were not met within the laws and regulations	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date