AEPA Solicitation Audit Checklist

Proposal: 024-D Computer Maintenance Management Systems

Awarded Vendor(s): Brightly; Facilities Management Express

Award Date: _____ **Contract Number:** 024-D

- ☑ 1 Legal Affidavit(s)
- ☑ 2 Release of Solicitation
- ☑ 3 Copy of Solicitation Documents
- ☑ 4 Copy of Questions & Answers
- ☑ 5 Copy of Addenda
- ☑ 6 Closed Notification
- ☑ 7 Notification Report
- ☑ 8 Access Report
- ☑ 9 Opening Record
- ☑ 10 Copy of Qualified Vendor Responses
- ☑ 11 Recommendation for New Contracts
- ☑ 12 Copy of Signed Contract(s)