


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Procurement Process	POLICY NO.: AD-F-06	Page 1 of 2
RESPONSIBILITY: Financial Management Branch		
APPROVED BY:  1/10/23 THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 06/16/2017	LAST REVIEWED/REVISED: 06/16/2017

PURPOSE

The purpose of this policy is to outline the procurement processes of the Guam Behavioral Health & Wellness Center (GBHWC) providing a guideline to employees, thus ensuring efficiency and appropriateness.

POLICY

As a line department of the Government of Guam, all procurement transactions of Guam Behavioral Health and Wellness Center are executed in accordance and guided by the General Services Agency (GSA) of the Department of Administration (DOA).

PROCEDURE

Department/Divisions:

A. INTERNAL REQUISITIONS/GRANT TRANSACTION REVIEW FORM:

1. Requestor/Division will submit internal requisitions for locally funded transactions and grant transaction review form for federally funded transactions. Requests must be submitted with at least 1 currently-dated quotation, or one dated within the previous 30 days from submission, from established Government of Guam vendors. If not, submit required documents to establish vendor record with Department of Administration.
Note: After requisition is processed through ONBASE, additional RFQ's (onbase generated) is sent to requestor to request a response from vendor. This is then submitted to financial staff for further processing.
2. Documents are logged, tracked, and routed to the assigned personnel to review for clarity and appropriateness, funds availability and process by keying into the AS400 system, etc.).
3. Document is sent to Certifying Officer for verification of availability of funds, to Director/Deputy for approval.

B. GSA Procurement

1. Once signatures are secured on all documents, they must be routed to the certifying officer for encumbrance.

2. Procurement below \$10,000 is delegated to Financial Management Branch assigned personnel. Procurement of articles of services and supplies above \$10,000 is the responsibility of General Services Agency.
 - i. The GSA will process accordingly and will then award a Purchase Order.
 - ii. Requestor/Division is responsible to obtain vendor acknowledgement of the initial Purchase Order from GSA and submits to FMB for routing to GSA for recording.
 - iii. Purchase Order is received by the FMB, logged, tracked, scanned, and disseminated accordingly (requestor/division & assigned personnel).
 - iv. Requestor/Division will be responsible for coordinating delivery of good/services according to the terms of purchase order. Requestor/Division will be responsible for submission of original invoices/delivery receipts to FMB.
 - v. Any remaining balance on purchase order/requisitions will be liquidated/de-encumbered as necessary and appropriately processed to GSA/DOA. This process should be done within a timely manner.
 - vi. Transactions are organized and easily retrievable and are physically/electronically filed in appropriate folders/cabinets/proper receptacles.

REFERENCES

5 Guam Code Annotated. *Chapter 5 Government Operations Guam Procurement Law.*
Hagatna, Guam.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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DO#010623-02688


REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

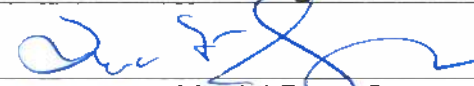
Policy Title: Procurement Process

Policy No.: AD-F-06

Initiated by: Financial Management Branch

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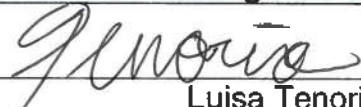
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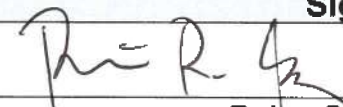
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