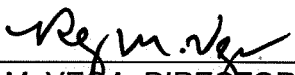


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Procurement Process	POLICY NO: AD-F-06	PAGE: 1 of 4
RESPONSIBILITY: Financial Management Branch, & Patient Affairs		
APPROVED BY:  REY M. VEGA DIRECTOR	EFFECTIVE: JUN 16 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

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

POLICY:

- A. The Government of Guam is centralized in its procurement of supplies and services (non-professional) by the Chief Procurement Officer of the General Services Agency (GSA) and in its procurement of construction by the Director of the Department of Public Works, with a small number of agencies excepted out of the centralized system. Each agency is authorized to procure professional services on its own.
- B. Guam Behavioral Health and Wellness Center (GBHWC) procurement transactions of goods, supplies, vehicle, construction and professional services are in accordance with, and regulated by *5 GCA, Chapter 5, Guam Procurement Law* as published and available at (www.guamcourts.org/compileroflaws/).

RESPONSIBILITIES:

- A. GSA Chief Procurement Officer:
 - 1. Guides purchases of vehicles, supplies, materials and goods.
- B. Director of Department of Public Works:
 - 1. Guides purchases of construction.
- C. GBHWC Director:
 - 1. Guides recruitment/hiring of professional services.
- D. Attorney General:
 - 1. Approves contracts as to form and legality.
 - 2. Act as legal advisor during all phases of procurement for acquisitions of \$500,000 or more.

PROCEDURE:

I. Procurement

Procurement is done through small purchases, competitive sealed bids or proposals, sole source, or emergency declaration. Awards are made through purchase orders, contracts, government claims or court orders by coordinated efforts and/or approvals with General Services Agency (GSA), Bureau of Budget, Management and Research (BBMR), Guam Attorney General (AG), and Governor of Guam (GOG).

A. General Procedures (Small Purchases)

1. The requestor submits an internal requisition with at least one (1) currently-dated quotation. The requisition is logged, tracked and routed to the assigned personnel to review for clarity and appropriateness; then a GSA requisition is printed for certification of funds and approval by GBHWC director, deputy or designee.
2. After approvals, the requisition is routed to the assigned Financial Management Branch (FMB) staff for entering into the AS400 Financial Management System within one week from receipt.
3. The requisition is encumbered and cleared by the FMB Supervisor (or designee) within one week from entry date into the system, and the hard copy is returned to the assigned FMB staff for submission of required supporting document(s) to the GSA and/or follow-ups as necessary.
4. The requisitions and supporting document(s) are filed temporarily.
5. The requisition is processed by the GSA buyer and a purchase order is generated for the approval of the CPO.
6. The approved purchase order is received by FMB, logged, tracked, scanned, and disseminated to requestor/division & assigned personnel, as necessary.
7. The assigned FMB staff coordinates with divisions and vendors for delivery of the goods and/or services according to purchase order.
8. The purchase order is filed with the requisition and supporting documents within the current fiscal year.
9. The purchase order and the supporting documents are stored and disposed in accordance with GBHWC Records Management Policy.

B. Special Procedures for Invitation for Bids (IFB \$15,000 or more)

1. For the major purchases of goods, supplies, materials and vehicles or construction, an invitation for bids is issued by GSA or the Director of Public Works (DPW), as appropriate. The procedure mentioned hereinabove as C.1 to C.4 applies for the IFB.

2. The GSA buyer will inform the CPO or DPW and the requisition will be converted into the IFB format. The AG will also be informed as necessary.
3. The IFB will be submitted to GBHWC for review and approval; then returned to GSA.
4. GBHWC will provide the funds for the public notice advertisement in a local printed media of general circulation. The notice will appear on the GSA and GBHWC websites. The FMB assigned staff will inform GSA buyer which GBHWC purchase order to charge against.
5. GBHWC director or designated representative(s) may participate in any or all of the following bid steps:
 - a. Bid opening
 - b. Bid acceptance and bid evaluation
 - c. Correction or cancellation of bid
 - d. Award (purchase order or contract)

C. Special Procedures for Request for Proposals (RFP \$15,000 or more)

1. For the procurement of professional services \$15,000 or more, a request for proposal is issued by the GBHWC director in conjunction with CPO, DPW and AG.
2. An internal requisition, memorandum or email is sent to the Director or Administrative Services Officer (ASO) or designee from the requestor (program manager, department head or supervisor) stating the need or justification for the new or renewed professional service and the specification or scope of work required.
3. Upon the approval from the Director and acknowledgment from the ASO or designee, the Procurement Record & Communications Log will be created (binder and emails), and the correspondence will be filed.
4. The AG is required to act as a legal advisor and a declaration regarding compliance with 5 GCA §5150 (AG Procurement Form 014) is prepared for the Director's signature and sent to AG. The acknowledgment copy is filed in the Procurement Record. The AG will assign a special assistant attorney general (SAAG) to monitor GBHWC procurement.
5. For RFP's over \$500,000, the phase steps with corresponding determinations entail but not limited to the following:
 - a. Initial planning meeting
 - b. Request to DOA to determine availability of positions
 - c. Public notice
 - d. Pre-proposal conference
 - e. Issuance of RFP
 - f. Evaluation of RFP
 - g. Ranking and rating notices
 - h. Contract negotiation
 - i. Notice of intent to award contract

- j. Contract execution, clearance and approval
- k. Registration of contract
- l. Order to proceed

- 6. Each phase of procurement over \$500,000 must be cleared by the SAAG. Guidelines and a reference checklist are provided at www.guamag.org/procurement.html
- 7. The Procurement Record is confidential and shall remain in a secured but accessible location.

II. Records for Special Procurement (over \$15,000)

- A. All procurement records are retained and disposed of in accordance with 5 GCA Chapter 5, §5246. The ASO or designee shall keep the records in a neat, clean and organized manner. A directory of RFP's and contracts shall be posted in the GBHWC Patient Affairs Repository and GBHWC website.
- B. Electronic mail (e-mail) correspondence are retained for five (5) years and the MIS Supervisor or designee shall maintain a special folder or repository for all RFP, IFB, Sole Source, Emergency Procurement-related correspondence from current and former officials and employees.

REFERENCE(S):

5 GCA, Chapter 5, Guam Procurement Law as published and available at (www.guamcourts.org/compileroflaws/).

RELATED POLICY (IES):

SUPERSEDES: Title; Policy No.; Effective Date/signature date; Approving individual's name

ATTACHMENT(S):

