



RESEARCH CORPORATION
of the **UNIVERSITY OF GUAM**

RESOLUTION NO. 14-08

RELATIVE TO ADOPTING THE RCUOG PROCUREMENT POLICY

WHEREAS, The Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and,

WHEREAS, the purpose of RCUOG includes the promotion of assigned educational, scientific and literary pursuits of the University of Guam's grants and contracts through aiding in the development of study, training, and research and to furnish the means and methods to do so; and,

WHEREAS, Public Law 32-114 states that the affairs of RCUOG shall be under the general management and control of the RCUOG Board of Directors (Board) and that the Board shall adopt a procurement policy that is aligned with sound business practices and is consistent with federal program rules and regulations as applicable; and,

WHEREAS, a procurement policy has been developed that supports an efficient and flexible grants management environment that complies with the federal funding agency program rules and regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the RCUOG Procurement Policy, as attached.

Adopted this 30th day of October, 2014.

Dr. Robert A. Underwood, Chairperson

ATTESTED:

Dr. Kate Moots, Secretary



RESEARCH CORPORATION
of the UNIVERSITY OF GUAM

PROCUREMENT POLICY AND PROCEDURES

All persons engaging in purchasing and purchasing-related activities shall conduct business dealings in a manner that is above reproach in every respect. Expenditures should be customary and reasonable in the conduct of RCUOG business. Questionable disbursement requests will be submitted to the RCUOG Executive Director for review and approval.

The PI will serve as his/her own purchasing agent and avoid purchasing unnecessary items. PIs are encouraged to obtain bids/quotes to ensure compliance with open, fair, and competitive procurement practices.

The UOG Procurement Office will serve as a resource in providing advice on bidding and identification of vendors, when requested.

NOTE: New thresholds will be effective for Federal awards received after December 26, 2014.

Summary of Procurement Methods and Solicitation Requirements

1. Micro-purchase: \$3,000 and below

Requirement: Solicitation of one quote is allowed if price is considered reasonable. Additional quotes are encouraged.

Acceptable Quote Documentation: a) Facsimile quote b) Written quote provided by vendor c) Memo documenting oral quotation by vendor – must include vendor name, vendor representative, date and amount of quote d) Internet printout.

2. Small purchase: between \$3,001 to \$30,000

Requirement: Require no less than three written or oral quotes from vendors. This generally requires that specifications be emailed/faxed to at least three vendors. Award shall be made to the lowest responsible and responsive bidder.

Acceptable Quote Documentation: a) Facsimile quote b) Written quote provided by vendor c) Memo documenting oral quotation by vendor – must include vendor name, vendor representative, date and amount of quote d) Internet printout e) Facsimile/email confirmation to show solicitation was sent to a non-responsive vendor.

3. Competitive sealed bidding: Purchases \$30,001 and above

Requirement: Invitation for bid (IFB) shall be mailed or furnished to sufficient number of vendors to secure competition. Vendors must be given fifteen (15) working days to respond (unless unusual circumstances prevail, reason must be documented). Bids above \$50,000 must be advertised in the newspaper at least once and at least seven (7) days before bid due date. Bids must be opened publicly at a location specified in the IFB. Competitive bidding shall follow procurement standards set forth in the Federal Register Vol.78, No.248.

Acceptable Quote Documentation: Written quotes delivered by vendor to the RCUOG Office.

4. Competition selection procedures for professional services (architecture, engineering, land surveying, accounting, etc.)

Requirement: Requirements for services will be in the form of a Request for Proposal (RFP). Adequate public notice shall be made at least ten (10) days before proposals are due.

Acceptable Quote Documentation: Proposals submitted by vendor to the RCUOG Office.

5. Sole source/noncompetitive procurement

Requirement: All sole source procurements require written explanation as to why no other bidder will be suitable or acceptable to meet the need. Sole source procurements are approved by the Executive Director and allowed only in the following situations:

- 1) compatibility of equipment, accessories, or replacement parts is of paramount consideration;
- 2) sole supplier's item is needed for trial use or testing;
- 3) sole supplier's item is to be procured for resale;
- 4) public utility services are to be procured;
- 5) supplies are offered through bankruptcy or receivership sales, or other disposition at lower than prevailing market prices;
- 6) public exigency or emergency will not permit a delay resulting from competitive solicitation;
- 7) the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the PI; 8) after solicitation of a number of sources, competition is determined inadequate.

Acceptable Quote Documentation:

a) Facsimile quote b) Written quote provided by vendor c) Internet printout.

Source: Federal Register and UOG Procurement Policy

6. Where appropriate, PI will provide an analysis of lease versus purchase alternatives to determine which would be the most economical and practical procurement method to follow.
7. Competition: All solicitation must contain clear and accurate description of the technical requirements for the material, product, or service procured and identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals. All prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
8. When possible, all necessary affirmative steps must be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used.

Procedures

- | |
|---|
| <ol style="list-style-type: none">1. Requestor<ol style="list-style-type: none">a. Determine supplies or services neededb. Solicit required number of quotes and select a vendor (for purchases falling under the micro-purchase and small purchase thresholds)c. Create on-line requisition orderd. Forward/email required documentation (quotes or memo) to RCUOG office |
|---|

- | |
|--|
| <ol style="list-style-type: none">2. RCUOG Office<ol style="list-style-type: none">a. Perform compliance review and funds certification for the purchaseb. If noncompliant with contract/grant/procurement requirements, return to requestor for more information or additional documentationc. If compliant, requisition is approved and purchase order is createdd. Approved purchase orders are forwarded to requesting department |
|--|