



TODO Y NILALA Y TANO MAN UNO
ALL LIVING THINGS OF THE EARTH ARE ONE

STANDARD OPERATING PROCEDURE

GUAM EPA SOP# 01

Procurement Procedures: Purchase Order/Invitation for Bid

VERSION 1

Effective Date: _____

APPROVED:

[Signature]
Administrative Service Officer

04/28/2017
Date

for *[Signature]* for
Deputy Administrator

04/28/17
Date

[Signature]
Administrator

04/28/17
~~04/28/17~~
Date

[Signature]
EPA Program Manager

4/28/2017
Date

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ATTACHMENTS

1. REQUEST FOR USE OF SPECIAL/FEDERAL FUNDS (RFF) CHECKLIST
2. REQUISITION COVER PAGE FORM
3. PROCUREMENT INVENTORY TRACKING (PIT) REPORT
4. IFB SPECIFICATION FORM
5. US EPA APPROVAL FORM

I. PURPOSE

To provide standard policies and procedures governing the procurement, management, control, and disposal of supplies, services, and construction for the territory in conformity with 5 GCA Chapter 5 (Guam Procurement Act).

The underlying purpose of this written procedure is for all documents processed and routed to and from other government agencies are in accordance with the current routing policies and procedures.

II. APPLICABILITY AND SCOPE

This procedure applies to all GEPA staff applying for the use of Funds for any procurement.

III. SUMMARY OF PROCEDURE

This procedure describes all steps related to any procurement from start to finish.

IV. DEFINITION OF TERMS

Procurement Inventory Tracking (PIT) worksheet. : A worksheet used by the AA to track procurement status for all RFFs. The PIT worksheet identifies, account name, account number object class, requisition number, preferred vendor, encumbered amount, encumbered date, inventory description, status of PO, selected vendor, PO number PO amount number and PO date.

The PIT worksheet is also used to notify the Property Manager once items requiring tagging are received.

Request for Use of Funds (RFF) Checklist: A form used to document required approval for Procurement, identifies estimated costs per unit, and indicate, description and purpose, availability of funds and document complete submission of required documentation. Information required on the PIT is determined by GEPA's AA and may be changed as information and compliance needs are evaluated.

GEPA: Guam Environmental Protection Agency
US EPA: United States Environmental Protection Agency
Staff: Any person employed by GEPA
ASO: Administrative Service Officer
AA: Administrative Assistant
IFB: Invitation for Bid
PO: Purchase Order

ASD: Administrative Services Division
GSA: General Services Agency
CPO: Chief Procurement Officer
SOP: Standard Operating Procedure

V. PROCUREMENT P.O. PROCEDURE

Listed below are the steps for the request of PO and IFB. All staff require the approval of the Supervisor/Head of the Division and other approving officials prior to any request for POs or IFBs. All requests must be filled out on the RFF. The RFF can be found in the ASD shared drive: Admn > Forms > Procurement, RFP, IFB, and Inventory.

1. Staff identifies needs, obtains one (1) quotation, completes the RFF checklist and submits to Supervisor/Div. Head for approval.
2. If Supervisor/Div. Head approves the RFF, he/she signs, dates and submits to the ASO for review.
3. If approved, ASO dates, certifies fund availability and checkmarks the pre-budgeted requirement box using the AS400 and ASD shared drive (Admn > ASD2 > Agency Budgets > [Select appropriate folder]) to verify. ASO submits RFF packet to the Administrator for review.
4. If approved, Administrator dates, signs and submits to the AA for processing.
5. If item or service is not pre-approved via budget, AA prepares US EPA approval form and sends to US EPA Guam program manager via email, with copy of RFF checklist.
 - If approved: RFF checklist and supporting documents moves to next reviewer/approver.
 - If not approved: RFF checklist and supporting documents are returned to AA for file and staff is notified.
6. AA initials and dates upon receipt of the RFF checklist and processes requisition using the AS400.
7. AA submits RFF checklist and packet to the ASO for encumbrance and directors clearance in the AS400.

8. AA initials and dates upon receipt of the RFF checklist, prints the cover page of the encumbered requisition, and submits to AA for processing.
9. AA initials and dates upon receipt of the RFF checklist, scans the encumbered requisition cover page and quotation and submits to GSA via email for processing.
10. GSA processes PO using the AS400. GSA contacts the vendor for updated quotations and prepares PO for CPO signature.
11. AA picks up PO, scans copy of PO, and sends to Division Head via email. AA files hard copy within ASD.
12. When inventory arrives, AA contacts requestor to make arrangements for disbursement per the Inventory SOP
13. If the AA enters inventory within the 450 and 250 category of the PIT worksheet, a dialog box will prompt the AA to choose yes or no to transfer inventory to the worksheet of the Property Manager indicating item needed to be tagged.
14. Any inventory categorized under 450 and 250 will require tagging by the GEPA Property Manager.

VI. PROCUREMENT IFB PROCEDURE

1. If Procurement requires IFB, AA will follow steps 1 to 7 of the Procurement PO process and include the details using the IFB specification form.
2. AA will scan the specification form, encumbered requisition cover page and a copy of an advertisement PO, and quotation, and submit to GSA via email for processing.
3. GSA reviews specifications, makes necessary edits, and sends GSA approved version to GEPA for approval.
4. AA initials and dates upon receipt of the RFF checklist, includes revised specifications, and submits to Administrator for approval.

5. Administrator initials & dates upon receipt of the RFF checklist. If GSA revised specifications are approved, Administrator signs and returns to AA for processing. If denied packet is returned to AA for file and staff is notified.
6. Once GSA selects vendor, GEPA is notified and AA follows steps 9 – 13 of the Procurement PO process.

VII. REPORTING

AA/ASO to submit monthly PIT report to US EPA Program Manager.

VIII. TRACKING

Tracking of documents are available in the ASD shared drive. Note that these are occasionally updated based on the routing process and revisions made on the procedures.

IX. RECORDS MANAGEMENT

All Procurement documents are kept in a filing cabinet located at the Administrative Office. All other reading files, etc. are scanned and filed in the Administrative Scanned Documents network folder. Administrative staff makes it an internal policy to keep files for five (5) years only, with the exception of personnel and travel files for audit and information purposes.

IX. REFERENCES

- Procurement Policies & Procedures Presented by Department of Administration and General Service Agency
- 5 GCA Chapter 5 (Guam Procurement Act)
- Gov. Guam Rules and Regulations

GUAM ENVIRONMENTAL PROTECTION AGENCY

REQUEST FOR USE OF FUNDS CHECKLIST

DATE: _____

TO: Administrator

QTY	Cost Per Unit	ITEMS	AMOUNT
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			\$0.00

Item	Date	Description	
1		Advertisement	

ACCOUNT NUMBER	ACCOUNT NAME	FISCAL YEAR

NOTE: xxx (object class)

220 -Travel / 230 -Contract 240 -Supply / 250 -Equipment

450 -Capital Outlay

Submitted By: _____
Employee *date & sign*

Reviewed By: _____
Supervisor/Div Head *date & sign*

Meets Budget Requirements /Certified By: _____
Connie B. Afleje, ASO *date & sign*

Recommended By: _____
Yvette Marie .L.G. Cruz, Deputy Administrator *date & sign*

Date	AA Initial

	APPROVED
	DISAPPROVED

Administrator *date & sign*



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
 REGION IX
 Pacific Islands Office (CED-6)
 75 Hawthorne Street
 San Francisco, CA 94105**

TRAVEL / PROCUREMENT APPROVAL / NOTIFICATION FORM

In accordance with Amended Grant M-00906314-0, Date of Award: 09/26/2013, Programmatic Condition "S13. *Prior approval requirements under 2 CFR §200.407, the recipient shall obtain prior review and written approval from the EPA Project officer for the following: a) All off-island travel funded under this assistance agreement; and, b) All contracts (as defined at 2 CFR §200.22) or subawards (as defined at 2 CFR §200.92) funded under this assistance agreement with the exception of small purchase contract (e.g. purchase orders) below \$500.00.*

Name: _____

Position Title/Program: _____

Description / Dates of Travel: _____

Purpose/Justification: _____

Estimated Cost **TOTAL Cost: \$ 0.00**

Travel	:	\$ 0.00
Per Diem	:	\$ 0.00
Ground Transportation	:	\$ 0.00
Registration	:	\$ 0.00
Procurement	:	\$ 0.00

Certified by: _____ Date: _____
 Connie Afleje, Administrative Services Officer, Guam EPA

Approved by: _____ Date: _____
 Walter S. Leon Guerrero, Administrator, Guam EPA

Concurred by: _____ Date: _____
 Michael Mann, Guam Program Manager, U.S. EPA Region 9

