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STANDARD OPERATING PROCEDURE

GUAM EPA SOP #06

Request for Proposal Procedures (RFP)

VERSION 1

Effective Date: _____

APPROVED:

Administrative Service Officer

04/28/2017

Date

For

Deputy Administrator

04/28/17

Date

Administrator

04/28/17

Date

EPA Program Manager

4/28/2017

Date

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ATTACHMENTS

1. REQUEST FOR PROPOSAL (RFP) CHECKLIST
2. SCOPE OF WORK
3. CERTIFICATION OF COMPLETED PROCUREMENT RECORD
(ATTORNEY GENERAL CHECKLIST)
4. DETERMINATION LETTER
5. USEPA APPROVAL LETTER

I. PURPOSE

To provide standard policies and procedures governing the RFP process of procurement in conformity with 5 GCA Chapter 5 the Guam Procurement Act.

II. APPLICABILITY AND SCOPE

This procedure applies to all GEPA employees requesting for services outside of the invitation for bid process.

III. SUMMARY OF PROCEDURE

This procedure describes all steps related to all RFPs from start to finish.

IV. DEFINITION OF TERMS

Request for Proposal (RFP) Checklist: A form used to document required approval for procurement, identifies estimated costs, contract description and purpose, availability of funds, advertisement dates, proposal open and close dates, pre-proposal conference dates, and documents complete submission of required documentation. Information required on the RFP Checklist is determined by GEPA's AA and may be changed as information and compliance needs are evaluated.

Scope of Work (SOW): A Statement of Purpose explaining purpose of the agreement being made. SOW also explains the steps of the task, clarification of each party's role, and the desired goal.

Certification of Completed Procurement Record: A checklist that is comprised of items required by law for an RFP and therefore every item must be checked for the resulting contract to be considered legally sufficient. This process will assist in the organization of the binder required by the AG.

GEPA:	Guam Environmental Protection Agency
US EPA:	United States Environmental Protection Agency
Staff:	Employee of GEPA
ASO:	Administrative Service Officer
AA:	Administrative Assistant
DOA:	Department of Administration
B B M R :	Bureau of Budget and Management Research
AG:	Attorney General of Guam
ASD:	Administrative Services Division
ASD Drive:	Admn > [Select Appropriate Folder(s) for Use]
RFP:	Request for Proposal

V. RFP PROCEDURE

Listed below are the steps for the RFP Process. All requests for proposals require the approval of the Supervisor/Head of the Division and other approving officials and must be outlined on the RFP checklist, which can be found in the ASD shared drive: Admn > Forms.

1. Staff identifies a need for an RFP, prepares the SOW and checklist identifying projected cost for contract and advertising, then submits to their immediate supervisor for approval.

If approved: Packet moves to next reviewer/approver.

If not approved: Packet is returned to AA for file.

2. Division Head signs and dates the RFP checklist and submits to the AA for processing.
3. AA initials and dates upon receipt of the RFP checklist and verifies budgeted qualification using the shared drive: Admn > ASD2 > Budgets > [Select current Fiscal Year].

- If RFP does not qualify, inform ASO, and return RFP checklist to requestor advising of issue.

4. AA prepares the determination letter to be submitted to the Administrator for approval.
5. Administrator initials and dates upon receipt of the RFP checklist and if determination letter is approved, signs and returns to the AA for processing.
6. AA makes copy of the approved determination letter and if funding source is under the US EPA Consolidated Grant, the AA will send the SOW and the US EPA Travel / Procurement Approval / Notification Form to GEPA's US EPA Program Manager for approval via email.

If approved: AA documents US EPA approval date on RFP checklist and packet moves on through process.

If not approved: AA documents US EPA's disapproval and notifies the Administrator & ASO; Packet is returned to the appropriate division head and a copy is kept for file.

7. Once all approvals have been received, AA delivers RFP Determination Letter and SOW to DOA.

8. DOA stamps GEPA's copy with date received and returns to GEPA for file.
9. If DOA's response identifies requested services are available within Government of Guam, GEPA will proceed with DOA on RFP.
10. If DOA's response indicates that requested services are NOT available within the Government of Guam, AA begins coordinating public notice advertisement to announce the pre-proposal conference dates.
11. AA prepares RFP packet for potential bidders for pickup at reception area of GEPA Admin and online website.
12. Any amendments determined at the pre-proposal conference meeting are provided to the AA to be made part of the RFP packet.
13. Once proposals are received by GEPA, AA provides original packets to requestor.
14. Requestor initials and dates upon receipt of the RFP checklist and packets. And creates the committee for review and selection of bidder.
15. Once selection is made, the RFP packet is given back to the AA for preparation of selection/non-selection letters to bidders.
16. AA initials and dates upon receipt of the RFP checklist and routes RFP packet to the Administrator for review and approval of the selection/non-selection letters to bidder.
17. Administrator initials and dates upon receipt of the RFP checklist, reviews selection letter, and if approved signs the selection/non-selection letters to bidder and returns to AA for processing.
18. AA initials and dates upon receipt of the RFP checklist, makes copy of the selection/non-selection letters to bidder for inclusion to packet, notifies requestor and mails out letters.
19. Staff contacts selected bidder via phone to schedule negotiation meeting.

20. Once selected bidder presents his final cost proposal to staff, staff submits to AA for RFP packet inclusion and submits to GEPA Attorney and US EPA for review.
21. GEPA Attorney initials and dates upon receipt of the RFP checklist and reviews the RFP packet. Once RFP packet is approved, Attorney submits to staff for selected bidder signature.
22. Staff initials and dates upon receipt of the RFP checklist and secures selected bidders signature on approved final contract.
23. Once staff receives signed final contract, staff submits contract to AA for inclusion to RFP packet.
24. AA initials and dates upon receipt of the RFP checklist and submits the RFP packet to the Administrator for review and final approval.
25. Administrator initials and dates upon receipt of the RFP checklist, reviews final RFP contract, and if approved signs and returns to AA for processing.
26. AA initials and dates upon receipt of the RFP checklist and routes RFP packet to the ASO for certification of funds.
27. ASO certifies funds, dates, and returns to AA for processing.
 - If funding is not available for certification, ASO will work with requestor on next step.
28. AA initials and dates upon receipt of the RFP checklist and prepares final contract with original signature for delivery to BBMR.
29. BBMR stamps received copy and returns to GEPA for file.
30. Once BBMR signs original contract, original contract is returned to GEPA for processing.
31. AA makes copy of BBMR signed original contract and includes the original copy in the binder required for submission to the AG's office.

32. AG's Office stamps received copy for GEPA file.
33. Once AG signs original contract, original contract and binder are returned to GEPA for processing.
34. AA makes copy of BBMR & AG signed contract to include to the GEPA RFP packet for file. Original BBMR and AG signed contract is then sent to the Governor's Office for the Governor's signature.
35. Once Governor signs contract, original contract is returned to GEPA to be copied and included in GEPA RFP packet for file. Original final BBMR, AG, Governor's signed contract is then routed to DOA for account set up.
36. Once account is set up, DOA returns copy with contract number to GEPA.
37. AA prepares notice to proceed letter and mails to selected bidder.
38. Project begins.

VII. TRACKING

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

VIII. 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.

VIII. REFERENCES

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