



**RESEARCH CORPORATION**  
of the UNIVERSITY OF GUAM

**RESOLUTION NO. 16-04**

**RELATIVE TO AMENDING THE RCUOG PROCUREMENT POLICY TO ALIGN WITH FEDERAL MICRO-PURCHASE AND SMALL PURCHASE THRESHOLDS**

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

**WHEREAS**, the RCUOG Procurement Policy was initially adopted by the Board of Directors on October 30, 2014; and

**WHEREAS**, the RCUOG seeks to align its micro-purchase threshold with the Federal base threshold; which has been increased to \$3,500; and

**WHEREAS**, the RCUOG seeks to align its small purchase threshold with the Federal government's simplified acquisition threshold as stated in CFR 200.88, which is the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods; and

**WHEREAS**, the RCUOG Procurement Policy, section 1. Micro-purchase has been amended to read \$3,500; and section 2. Small Purchase has been amended to read between \$3,501 and \$150,000; and section 3. Competitive Sealed Bidding has been amended to read \$150,000; and

**WHEREAS**, the threshold of \$90,000 for scientific instrumentation has been deleted from the RCUOG Procurement Policy, section 2. Small Purchase, and section 3. Competitive sealed bidding.

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

Adopted this 2nd day of December, 2016.

  
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Dr. Robert A. Underwood, Chairperson

**ATTESTED:**

  
\_\_\_\_\_  
Dr. Kate Moots, Secretary



## **RCUOG PROCUREMENT GUIDELINES 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 will avoid purchasing unnecessary items. All procurement transactions must be conducted in a manner providing full and open competition, consistent with CFR Procurement Standards 200.317 through 200.326.

### **Procurement Officer**

The RCUOG Chief Business Officer will serve as the RCUOG Procurement Officer. The Procurement Officer ensures that RCUOG purchases follow RCUOG procurement policies as well as federal regulations applicable to grants and contracts, including but not limited to OMB Circular A-21 and CFR Procurement Standards 200.317 through 200.326.

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

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

### **Summary of Procurement Methods and Solicitation Requirements**

#### **1. Micro-purchase: \$3,500 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, or (d) Internet printout of price list. If asked by the RCUOG Procurement Officer, Requestor is responsible to establish price reasonability as per #8.

#### **2. Small purchase: between \$3,501 and \$150,000**

**Requirement:** Require no less than three written 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 quotes, (b) Written quotes provided by vendors, (c) Internet printout of three price lists, or (d) Facsimile/email confirmation to show solicitation was sent to a non-responsive vendor.

- c. The Bid is awarded to the responsible, responsive bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
- d. An evaluation report which includes a price analysis will be signed by the Evaluation Committee chair and submitted to the RCUOG Executive Director for approval.
- e. A notification of award will be sent to successful bidder within ten days of the approval of the evaluation report to the RCUOG Director.

4. **Competition selection procedures for Request for Proposals for professional services above \$60,000 (architecture, engineering, land surveying, accounting, etc.)**

- I. **Requirement:** Requirements for services will be in the form of a Request for Proposal (RFP). Competitive RFPs shall follow procurement standards set forth in the Federal Register Vol.78, No.248, CFR Procurement Standards 200.320 ( d ) and the following RFP Process:
- II. Adequate public notice shall be made at least Fifteen (15) days before the proposal due date. Proposals must be solicited from an adequate number of companies/individuals known to deliver the required service to secure competition.
- III. **Acceptable Quote Documentation:** Proposals submitted by vendor to the RCUOG Office.
- IV. Offerors have (15) working days to respond from the date of public notice (unless unusual circumstances prevail; reason must be documented). RFPs must be posted on the RCUOG website fifteen (15) days before the due date and must include:
  - a. The type of services required
  - b. Type of contract to be used
  - c. Description of the work involved
  - d. Expected start date and duration of services
  - e. Submission deadline
  - f. A statement that only written RFPs will be accepted
  - g. A statement indicating that price quotes for proposals must be submitted in a separate, sealed envelope to be opened only after the proposals have been evaluated
  - h. A statement that offerors may designate portions of the proposals which contain trade secrets or other proprietary data to remain confidential
  - i. A statement regarding the minimum information proposals must contain including:
    - i. Offeror contact information and principal place of business
    - ii. The abilities, qualifications, and experience of all persons assigned to provide the required services
    - iii. Description of past performance on similar contracts
    - iv. Detailed plan explaining how the services will be performed
  - j. Evaluation factors.
- V. RFPs submitted after the deadline will not be accepted.
- VI. Pre-RFP conferences may be scheduled as necessary. Pre-RFP conference information will be contained in the bid packet.
- VII. Questions from offerors will be accepted in writing by the RCUOG Procurement Officer up to five (5) days before the submission deadline. Responses will be shared with all offerors.
- VIII. The RCUOG Procurement Officer may extend the deadline for submission beyond 15 days of public notice. Deadline extension must be documented and posted on the RCUOG website.
- IX. Receipt and Handling of RFP submissions

- I. RCUOG must post a Request for Information (RFI) soliciting a specific product(s), service, or material on its website for a period of fifteen (15) days. A submission deadline will be included in the RFI. To ensure maximum participation, the RFI should be sent via email or fax to multiple offerors. In addition to the website posting, RCUOG may decide to announce via a media or social media outlet to ensure maximum participation.
  - II. The RFI must contain clear and accurate description of the requirements for the material, product, or service procured and identify all requirements which offerors must fulfill in order to participate in the pre-qualified pool.
  - III. All offerors who submit their required documents prior to the published deadline and who meet RCUOG requirements may qualify to participate in the pre-qualified pool.
  - IV. All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and free competition.
  - V. All offerors in a pre-qualified pool will be utilized on a rotating basis by RCUOG when making purchases for specific product(s), service or material as indicated in the initial RFI.
  - VI. Each pre-qualified pool must be updated on an annual basis.
- 7. Composition, Roles and Responsibilities of a Bid Evaluation Committee**
- The Bid Evaluation Committee is an ad hoc committee comprised of a minimum of three individuals including the principal investigator who initiated the bid, an RCUOG administrator, and an administrator from the UOG unit that initiated the bid. Other RCUOG or UOG administrators and faculty may be invited to sit on the Bid Evaluation Committee to provide expertise as warranted. Administrators and employees in the UOG Procurement Office may also be invited to sit on a Bid Evaluation committee as necessary.

Roles and responsibilities include ensuring that the Bid was conducted in a manner providing full and open competition as specified in CFR Procurement Standards 200.317 through 200.326.

**8. Price and Cost Analysis for Evaluation Purposes**

Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices, and discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

**I. Price Analysis for Bids**

Price analysis is the process of determining whether the price is reasonable and acceptable. The analysis should include an evaluation of price for the same or similar products or services, details of the research conducted, details of negotiations with the vendor or contractor, or details of other efforts made by the program to validate price reasonableness. Price comparisons, not limited to the following, may be used in the price analysis:

- a. Comparison with bids in the current procurement action
- b. Comparison with prior price quotations for the same or similar items or services
- c. Comparison with a published catalog price or published price list (a vendor's quotation or correspondence does not qualify as a published price list)
- d. Comparison with prices available on the open market
- e. Comparison with an in-house estimate (e.g., the cost of the work if performed by own staff) or an independent cost estimate (e.g., cost review by a third party expert)
- f. Comparison with prevailing rates in the industry

Local purchases are encouraged where possible. Local procurement preference shall apply to local funds as specified in 5 GCA Section 5008.

**11. Cancellation of an RFP or Bid**

RFPs and IFBs may be cancelled due to lack of funding, lack of an adequate number of respondents, when public notice timelines were not followed, or other reason documented by the Procurement Officer. If an RFP or IFB is cancelled, RCUOG will notify those offerors who responded to the RFP or IFB of the cancellation. Public notice of cancellations will also be posted on the RCUOG website.

**12. Rejection of Bid or Proposal**

RFPs and IFBs may be rejected if they do not contain the basic information as stated in #3 and #4 above.