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Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

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January 7, 2016

GENERAL SERVICES AGENCY CIRCULAR No.: 2016-006

Memorandum

To: All Line Department/Agency Heads
Executive Director, Guam International Airport Authority
Executive Director, Mayors' Council of Guam
General Manager, Guam Port Authority
President, Guam Housing Corporation

From: Chief Procurement Officer

Subject: Transmittal of Planning Procurement Record to GSA

Buenas yan Hafa Adai!

Please be informed that you are hereby required to complete and submit the Transmittal of Planning Procurement Record to GSA. This document must be completed and submitted for every planned procurement of \$15,000 and above, and must be accompanied with the department's requisition and market research (when applicable) upon submission to the General Services Agency.

Should you have any questions, please contact our office at (671) 475-1707 or (671) 475-1720.

Un Dangkolo na si Yu'os Ma'ase for your attention and cooperation.


CLAUDIA S. ACFALLE

Attachment

TRANSMITTAL OF PLANNING PROCUREMENT RECORD TO GSA

Instructions: After ascertaining the statement's veracity, the head of agency must sign the Certification below to indicate that the agency: Has kept and will keep a complete procurement record of all documents required by law as to its planning of the procurement; and Is transmitting a full and complete record of the planning of the procurement to GSA as of the date of signature.

Requesting/Using Agency: _____

Re: _____

5 GCA §5249 Record of Procurement Actions

Each procurement officer shall maintain a complete record of each procurement. The record shall include the following:

- (a) the date, time, subject matter and names of participants at any meeting including government employees that is in any way related to a particular procurement;
- (b) a log of all communications between government employees and any member of the public, potential bidder, vendor or manufacturer which is in any way related to the procurement;
- (c) sound recordings of all pre-bid conferences; negotiations arising from a request for proposals and discussions with vendors concerning small purchase procurement;
- (d) brochures and submittals of potential vendors, manufacturers or contractors, and all drafts, signed and dated by the draftsman, and other papers or materials used in the development of specifications; and
- (e) the requesting agency's determination of need.

5 GCA §5132. Retention of Electronic Mail Correspondences

All incoming and outgoing electronic mail (email) correspondences pertaining to matters related to the procurement of goods and services as governed by this Chapter shall be retained for a period of not less than five (5) years. Such electronic mail (email) correspondences may be used for evidentiary purposes in the appellate procedures contained in this Chapter.

5 GCA § 10102 (d). Definition of Public Records

Public Records includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained by any state or local agency in any format, including in electronic format.

The specifications for this procurement were prepared by: _____, in compliance with the above and all other applicable Guam Procurement Laws and Regulations. In addition to the record requirements listed above, the agency has included in the procurement planning record the following: (i) all records, meeting notes and any other materials related to the development of the specifications, statement of work, scope of services and technical specification; (ii) board or commission approval of this procurement, if applicable; (iii) research material as to the market ability of the product or services being procured; and (iv) notice of grant award and any applicable federal terms, conditions and forms, if the procurement is funded in whole or in part by federal funds.

CERTIFICATION: I hereby certify under penalty of perjury that I am responsible for the planning procurement record and I have caused to be prepared and now transmit a full and complete record of the planning procurement records as required by law. I have obtained the signed verification of all individuals involved as the preparation of the specification that this is a true and accurate statement, and that this transmittal to GSA is complete. I acknowledge that there are continuing responsibilities within the requesting/using agency as to public records related to this procurement and will make sure they are maintained as required above.

Signature: _____ Date: _____

Print Name: _____ Title: _____