



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

148 Route 1 South Marine Corps Drive, Piti, GU 96910

Telephone (Telifon): (671) 475-1707/1729 • Fax (Faks): (671) 472-4217/1727
Email: gsaprocurement@gsadoa.guam.gov; Website: www.gsa.doa.guam.gov



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhl)

December 16, 2020

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-006

To: All Department and Agency Heads

From: Chief Procurement Officer

Subject: **Periodic Review of Blanket Purchase Agreement (BPA) Purchase Orders**

Håfa Adai! This is a reminder to all departments and agencies that the General Services Agency may conduct periodic reviews to ensure adherence to the Blanket Purchase Agreement (BPA) procedures.

Pursuant to 2GAR-Administration, Div. 4 – Procurement Regulations, §3112.14. Review Procedures

(a) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.

(b) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, that entered into the BPA for the Government shall –

(i) Ensure that each BPA is reviewed at least annually and, if necessary, updated at that time.

Therefore, copies of invoices pertaining to FY2020 BPA purchase orders must be forwarded to General Services Agency **no later than December 28, 2020**. Failure to comply with this requirement may cause to cease any issuance of BPA's to your department/agency for FY2021.

Your kind attention and full cooperation in this matter is greatly appreciated. If you have any questions regarding this matter, please call me at 475-1720/1707. ***DångkoloYu'os Ma'åse.***


CLAUDIA S. ACFALLE

COMMITTED TO EXCELLENCE