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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
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September 16, 2022

GENERAL SERVICES AGENCY CIRCULAR NO.: 2022-002

To: All Department and Agency Heads
From: Chief Procurement Officer
Subject: **Submission of Projected Annual Procurement Plan**
Ref: **Fiscal Year 2023**

Håfa Adai! We are soliciting your assistance to review your Fiscal Year 2023 Budget to determine what funds are appropriate for equipment, services and supplies (e.g., vehicles, copiers, computers, heavy equipment, security, ground maintenance, janitorial and construction supplies, food supplies, etc.).

Pursuant to the FY2023 Budget Act, Public Law 36-107, Chapter XIII Administrative Provisions, Part I Section 4. Annual Procurement Plan Requirement states departments and agencies shall submit to the General Services Agency (GSA) a projected annual procurement plan at the start of each fiscal year.

We are requesting your cooperation in submitting your annual procurement plan requirements, **by category**, together with appropriate specifications or scope of work to the GSA via gsaprocurement@gsadoa.guam.gov **no later than October 28, 2022**. Departments with divisions or sections are required to submit a consolidated procurement plan by due date.

We look forward to your cooperation as we strive to save government funds through the bulk buying process. **Dångkolo na Si Yu'os Ma'åse!**


CLAUDIA S. ACFALLE