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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
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October 21, 2026

GENERAL SERVICES AGENCY CIRCULAR NO. 2027-003

To: All Line Department and Agency Heads

From: Chief Procurement Officer

Subject: Documents Required for Submission Based on Procurement Method

Håfa Adai!

The General Services Agency (GSA) is now accepting requisitions related to all procurement methods for Fiscal Year (FY) 2027. Pursuant to Title 5 of the Guam Code Annotated (GCA) Chapter 5 § 5010, "all procurements of supplies and services shall, where possible, be made sufficiently in advance of need for delivery or performance to promote maximum competition and good management of resources".

In accordance with the Guam Procurement Law and regulations promulgated through the Procurement Policy Office, for a requisition to be accepted, required documents **must** be uploaded to the Guam Financial Management Information System (GFMIS) for the following methods:

- **Competitive Sealed Bid:** Any procurement of supplies or services in excess of \$250,000, subject to the nature of the commodity and GSA's determination of the appropriate procurement method.
- **Procurement from Nonprofit Corporations:** A contract may be awarded for a supply or service without competition when the contractor is a nonprofit corporation employing disabled persons.
- **Small Purchase:** Any procurement of supplies or services not exceeding \$250,000, subject to the nature of the commodity and GSA's determination of the appropriate procurement method.
- **Sole Source:** Any procurement for a supply or service without competition when it has been determined that there is only one source available for the required supply or service.
- **Blanket Purchase Agreement:** A simplified method to be used only if supplies or services cannot be properly identified as to the quantity and type or services or supplies required.
- **Multi-Term Contracts (Continuing Contracts):** A contract for supplies or services may be entered for any period of time deemed to be in the best interests of Guam provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available.
- **Government-to-Government Contracts:** An agreement between two government entities in which one government entity provides goods, services, or other resources to another government entity.

Departments and agencies are responsible for ensuring that all procurement requests are complete, accurate, and sufficiently justified prior to submission to GSA to prevent unnecessary delays in procurement processing. Any requisition(s) containing any of the following deficiencies will be returned to the originating department or agency for correction:

- Brand-Specific or Restrictive Specifications without Justification
- Incomplete Supporting Documentation
- Incorrect Submission Format
 - All requisitions should be named in this format: Agency Acronym – Procurement Method – Description (Example: DOA – SP – Office Supplies)
- Incorrect Agency Information
 - Agency address must be entered in the designated address tab in the GFMIS.
- Incomplete GFMIS Item Description
 - A clear and correct description of the requested goods and/or services must be entered in the designated line description field in the GFMIS.
- Inadequate Justification of Need
 - Agency must provide adequate justification substantiating the necessity, purpose, and intended use of the requested goods or services.
- Insufficient Funding
 - Displays “(X)” in the GFMIS
- No Clearance from the Office of Technology (OTECH)
 - Agency should tag the requisition as “IT – Equipment”, “IT – Miscellaneous”, or “IT – Telephone” for any request requiring approval from OTECH and upload the signed Technology Acquisition Review form.

We look forward to your cooperation as we strive to fulfill the needs of the government. **Si Yu’os Ma’åse!**



Andriana Quitugua, CFE
Chief Procurement Officer

Attachments: Supporting Document(s) Checklist by Procurement Method



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Competitive Sealed Bid Procurement Method

Authority Code: §3109

Checklist – Twelve (12) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Copy of Advertisement Purchase Order	
3.	Specifications with Approval Signature from Agency Director	
4.	Specifications Submitted in "Word" Form	
5.	Transmittal of Planning Procurement Records to GSA (GSA Website)	
6.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
7.	Declaration of 5 GCA §5150 (AG's Form 14)	
8.	Market Research <i>The process of gathering, analyzing, and interpreting information about a product or service. The information obtained through market research is used to build specifications that will meet the department/agency's minimum needs.</i>	
9.	Communication Log from Agency in Accordance with 5 GCA §5249 (b) <i>Any communication regarding the procurement of supplies or services required (between government employees and any member of the public, potential bidder, vendor or manufacturer which is any way related to the procurement) either by phone or email must be logged – time, date, name, and brief description (example: follow-ups; market research; or telephonic calls)</i>	
10.	Request for Supplies Availability from GSA in Accordance with 5 GCA §5130 (d) <i>Verification and Purchase of Surplus Items. The Policy Office shall establish as part of its regulations that using agencies, including autonomous agencies, obtain written verification from the General Services Agency (Guam State Agency for Surplus Property) whether items they intend to purchase are available. [Email: gsaprocurement@qsadoa.guam.gov]</i>	
11.	Grant Documentation (If Applicable) <i>For federally funded procurement requests, a copy of the applicable Grant Award Letter must be submitted as supporting documentation to verify that the proposed procurement is consistent with the authorized use of grant funding.</i>	
12.	Clearance from the Office of Technology (If Applicable) <i>For procurement requests involving data or information technology, a completed Technology Acquisition Review Form must be signed by the Office of Technology.</i>	

Note: Any Requisition \$500,000 and above will be prepared and forwarded to the Attorney General's Office for review and approval.



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Non-Profit Corporations

Authority Code: §3110.1

Checklist – Five (5) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
3.	Certificate of Existence <i>The Non-Profit Corporation must be duly incorporated with the Guam Department of Revenue and Taxation.</i>	
4.	Guam Business Privilege Tax Exemption Certificate <i>The Non-Profit Corporation must hold a valid Exemption Certificate verifying their status.</i>	
5.	Certification Letter <i>The Non-Profit Corporation must certify that labor on the project will be performed by disabled persons except that supervisory personnel do not have to be disabled.</i>	



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Small Purchase Procurement Method

Authority Code: §3111

Checklist – Six (6) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
3.	Market Research <i>The process of gathering, analyzing, and interpreting information about a product or service. The information obtained through market research is used to build specifications that will meet the department/agency's minimum needs.</i>	
4.	Communication Log from Agency in Accordance with 5 GCA §5249 (b) <i>Any communication regarding the procurement of supplies or services required (between government employees and any member of the public, potential bidder, vendor or manufacturer which is any way related to the procurement) either by phone or email must be logged – time, date, name, and brief description (example: follow-ups; market research; or telephonic calls)</i>	
5.	Grant Documentation (If Applicable) <i>For federally funded procurement requests, a copy of the applicable Grant Award Letter must be submitted as supporting documentation to verify that the proposed procurement is consistent with the authorized use of grant funding.</i>	
6.	Clearance from the Office of Technology (If Applicable) <i>For procurement requests involving data or information technology, a completed Technology Acquisition Review Form must be signed by the Office of Technology.</i>	



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Sole Source Procurement Method

Authority Code: §3112

Checklist – Twelve (12) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
3.	Compatibility/Justification Letter from the Agency	
4.	Sole Source Letter from the Vendor	
5.	Quote	
6.	Negotiation Letter from the Agency (to the Vendor)	
7.	Negotiation Letter Response from the Vendor	
8.	Market Research <i>The process of gathering, analyzing, and interpreting information about a product or service. The information obtained through market research is used to build specifications that will meet the department/agency's minimum needs.</i>	
9.	Cost Analysis (GSA Website) <i>The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed. The cost analysis is used evaluate the reasonableness of the total cost or price.</i>	
10.	Grant Documentation (If Applicable) <i>For federally funded procurement requests, documentation showing a pre-approval by the Grantor is required.</i>	
11.	Purchase Order for Advertisement in Accordance with 5 GCA §5214 (e) <i>If the award is in excess of \$50,000, a notice of the contract shall be published in a newspaper of general circulation on Guam within 14 days of awarding any contract.</i>	
12.	Clearance from the Office of Technology (If Applicable) <i>For procurement requests involving data or information technology, a completed Technology Acquisition Review Form must be signed by the Office of Technology.</i>	

Note: If more than one potential vendor is able to respond to your market research, **the sole source procurement method shall not be used.**



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Blanket Purchase Agreements (BPA)

Authority Code: §3112.1

Checklist – Five (5) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director) <i>In accordance with 2 GAR §3112.12 (h), the following information must be included on the requisition:</i> <i>1. A description of the agreement.</i> <i>2. The extent of the obligation.</i> <i>3. A statement that the prices to the Government of Guam shall be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.</i> <i>4. A statement that specifies the dollar limitation for each individual purchase under the BPA.</i> <i>5. Individuals authorized to purchase under the BPA, identified either by title of position or by name of individual, organizational component, and the dollar limitation per purchase for each position title or individual.</i> <i>6. A requirement that all shipments under the agreement must be accompanied by delivery tickets or sales slips. This must include: vendor name, PO number, date of purchase, itemized list of supplies or services furnished, quantity, unit price, price extension of each item, and date of delivery or shipment.</i> <i>7. A statement indicating the type of invoices to be submitted by vendors awarded through the BPA.</i>	
2.	Name(s) of Vendor(s) to be Awarded in Accordance with 2 GAR §3112.13 (c)	
3.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
4.	Justification Letter <i>Director must justify in writing how the use of BPAs would be advantageous to the Government of Guam.</i>	
5.	Grant Documentation (If Applicable) <i>For federally funded procurement requests, a copy of the applicable Grant Award Letter must be submitted as supporting documentation to verify that the proposed procurement is consistent with the authorized use of grant funding.</i>	



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Multi-Term Contracts

Authority Code: §3121

Checklist – Four (4) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
3.	History Sheet <i>The usage of the contract must be tracked. The history sheet must identify all purchase orders associated with the contract, including the corresponding period of coverage for each purchase order.</i>	
4.	Option to Renew Letter (If Applicable) <i>A letter requesting to utilize the option to renew must be signed by the Agency Director.</i>	



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Government to Government

Authority Code: §5004(b)

Checklist – Three (3) Supporting Documents

Description: _____

1.	Manual Requisition (Signed by Certifying Officer and Agency Director)	
2.	Determination of Need Letter in Accordance with 5 GCA §5249 (e)	
3.	Copy of Agreement or Memorandum of Understanding <i>A copy of the contract, agreement, or memorandum identifying the parties, scope of work, responsibilities, deliverables, contract period, and payment terms.</i>	