



# DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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**K. ERIK SWANSON, PHD.**  
Superintendent of Education

## STANDARD OPERATING PROCEDURES

SOP#: 200-026  
Amended 8/2023

**I. SUBJECT**                      **Competitive Sealed Bidding – Indefinite Quantity Bid**

**II INQUIRIES**                    **Office of Supply Management (“Procurement Office”)**

### **III. PURPOSE**

These Standard Operating Procedures (“SOP”) for Competitive Sealed Bidding – Indefinite Quantity Bid are intended to establish and prescribe procedures to procure an indefinite amount of supplies or services to be furnished at specified times or as ordered, that establishes unit prices of a fixed price type. Generally, an approximate quantity is stated in the solicitation. The contract may provide a minimum quantity the department is obligated to order and may also provide for a maximum quantity that limits the department’s obligation to order. Such Contracts will be reviewed every six (6) months for a determination of the continued need for such a contract.

In an effort to ascertain the supplies and services are procured competitively, indefinite quantity contracts shall not be used more than twice per fiscal year for such supplies and services. Should the department or agency continue to require the supplies or services, the procurement for such supplies or services must comply with the Invitation for Bid (“IFB”) Process Competitive Sealed Bidding, in accordance with applicable local and federal statutes and regulations.

### **IV. APPLICABILITY**

Except as otherwise provided by law, these Procedures shall apply to the management of all Guam Department of Education (“GDOE”) purchases, paid with GDOE local funds or out of monies under the control of GDOE; for example, US Department of Education (“USDOE”) grant funds and other US federal grant funds.

This SOP supersedes all previous SOPs relevant to this topic.

### **V. REFERENCES**

To fully understand what is required for the proper procurement of goods, services and construction, the Standard Operating Procedures contained throughout this document must be consulted and carefully followed. A working knowledge of the prerequisites contained below will also be helpful.

- A. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- B. USDOE Special Conditions issued annually in June
- C. Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law
- D. Guam Administrative Rules and Regulations, Title 2, Division 4, Procurement Regulations

## VI. KEY TERMS

The words defined are commonly used purchasing terms. The following terms are not intended to be legal definitions.

**Bid:** A competitive pricing offer made by a bidder in response to an IFB.

**Bid Cost Form:** A breakdown of the price listing and description of how much the bidder will charge the Government for their products or services. (Appendix A-3)

**Bid Opening:** Stage in a bidding process where the received bid-envelopes of an IFB are opened and examined by Procurement Officials in a public bid opening; the bidders, and other parties, are allowed to witness the process.

**Bidder:** A person or business who submits a bid in response to an IFB.

**Determination of Need (“DON”):** A questionnaire required to be completed and submitted by the End User which justifies the requested procurement. (Appendix A-2)

**End User:** A party (School/Division) that initiated the request for the purchase of goods, services, or construction.

**End User’s Processing Form:** This form is to be utilized by the End User as a checklist for required documents or attachments for the IFB process. (Appendix A-4)

**End User Memorandum (“EUM”):** A questionnaire required to be completed and submitted by the End User which justifies the requested procurement and provides information that will be used by Legal Counsel (“legal”) to properly review and assess the IFB process. (Appendix A-1)

**Indefinite Quantity Bid (“IQB”):** A type of Invitation for Bid for an indefinite quantity of supplies or services to be furnished at established unit prices of a fixed price type at specified times or as ordered for a fixed period of time.

**Invitation for Bid (“IFB”):** A formal competitive solicitation or a competitive sealed bid. It is the preferred method for procurement of supplies, non-professional services and construction. This includes leasing of office space, buses, etc.

**Price Listing:** A price listing is generated after the IQB has been successfully completed and distributed to End Users. The End User will include the IQB number and enter descriptions and prices from the price listing on the requisition.

**Scope of Service/Work or Specification:** A detailed description developed by the end-user which includes the deliverables, services to be rendered, or work to be performed. The specification is a document which clearly, accurately, and completely describes the essential requirements of the goods or service being purchased. The specification is the basis of all offers and is the foundation for the contract.

## VII. COMMODITY OR SERVICE AMOUNTS

An Indefinite Quantity Bid is typically used for procurements of supplies over the small purchase limit. The small purchase limit is \$25,000 and below for local and non-USDOE federally funded procurements, \$100,000 and below for construction, and \$250,000 and below for USDOE federally funded procurements.

### Thresholds by Funding Source:

- A. Local Funds and Non-USDOE Federal Funds: \$500 and below (1 quote required)
- B. Local Funds and Non-USDOE Federal Funds: \$25,000.00 and below (3 quotes required)

- C. Local Funds: \$25,000.01 and above (Formal Solicitation)
- D. USDOE Federal Funds: \$250,000 and below (3 quotes required)
- E. USDOE Federal Funds: \$250,000.01 and above (Formal Solicitation)
- F. Construction Services: \$100,000 and below (3 quotes required)
- G. Construction Services: \$100,000.01 and above (Formal Solicitation)

## VIII. STEP-BY-STEP INVITATION FOR BID (IFB) PROCESS

### A. Step 1: End User's Responsibility

1. A requisition must be entered in the MUNIS system and released into workflow. The documents identified below should be attached to the requisition in MUNIS.
2. The End User must complete the following items listed below, attach said documents to the requisition on MUNIS, and submit a hard copy to the assigned buyer who will be handling the IFB:
  - a. **End User Memorandum (EUM)** Form (Appendix A1)
  - b. **Determination of Need (DON)** Form (Appendix A-2)
  - c. **Grant Award Notification (GAN)** (if federally funded)
  - d. **Bid Cost Form** (Appendix A-3)
  - e. A detailed **Scope of Service/Work/Specifications** must be provided. It is the End User's responsibility to put the Scope of Service/Work/Specifications together.
  - f. **All materials used in the development of the specifications and/or scope of work**, to include but not limited to:
    - Brochures and submittals of potential vendors, manufacturers or contractors
    - All Drafts, signed and dated by the draftsman
    - Other papers or materials used in the development of specifications and/or scope of work
  - g. **End User's Processing Form** (Appendix A-4)

Note: In some cases, the Procurement Division may take the lead in processing the IQB, e.g., for administrative supplies. In this case, Procurement will prepare the documents normally prepared by End Users.

### What is the purpose of the specification?

The purpose of the specification is to:

- communicate the department's requirements to potential suppliers;
- guide supplier responses; and
- help the buyer to evaluate offers by providing a basis for comparability.

Preparing the specification can be a long and complex process. It is important, however, that adequate time is devoted to this task as it is the single most critical aspect of a successful purchasing process. A poor specification may result in:

- the required product or service not delivered;
- difficulties in evaluating offers;
- offers from unsuitable suppliers or no offers because the department's requirements are unclear;
- the need to clarify the specification to potential vendors during the procurement process;
- wide cost variances in offers; and
- contract discrepancies.

Timing. Consideration must be given regarding the timing of the procurement. While the IFB must remain open for at least 15 calendar days, other factors should be considered:

- Funding deadlines including encumbrance and expenditure deadlines as well as the time necessary to deliver the product or service

- Adequate time for vendors to prepare a bid particularly if the product or service is technical in nature
- Scheduling a site visit or pre-bid conference if needed to assist vendors in preparing responsive bids
- Adequate time for vendors to develop questions and time for the End User to respond

**B. Step 2: Buyer's Responsibility**

1. Verify that the requisition has been entered into the MUNIS system.
2. Ensure that the **EUM, DON, Bid Cost Form, Scope of Services/Work/Specifications, all materials used in the development of the specifications, and the End User's Processing Form** have been completed and attached to requisition.

**C. Step 3: Preparing the DRAFT IFB Packet**

1. The buyer responsible for preparing the IFB packet will input all the pertinent information into the IFB template utilizing the supporting documentation attached to requisition.
2. The buyer must ensure that all pertinent Affidavits and forms are attached:
  - a. Affidavit Disclosing Ownership & Commissions (AG Procurement Form 002) (Appendix B-1)
  - b. Affidavit re: Non-Collusion (AG Procurement Form 003) (Appendix B-2)
  - c. Affidavit re: No Gratuities or Kickbacks (AG Procurement Form 004) (Appendix B-3)
  - d. Affidavit re: Ethical Standards (AG Procurement Form 005) (Appendix B-4)
  - e. Declaration re: Compliance with US DOL Wage Determination (AG Procurement Form 006 and most recent Wage Listing for Guam) (Appendix B-5a & B-5b)
  - f. Affidavit re: Contingent Fees (AG Procurement Form 007) (Appendix B-6)
  - g. Bid Cost Form (Appendix A-3)
  - h. Bid Bond Form (GDOE Procurement Form 001) (Appendix B-7)
  - i. Sex Offender Form (GDOE Procurement Form 002) (Appendix B-8)
  - j. Proprietary Data – Designation Form (GDOE Procurement Form 004) (Appendix B-9)
  - k. Local Procurement Preference Application Form (GDOE Procurement Form 005) (Appendix B-10) (Not applicable for USDOE Federally Funded Procurement)
  - l. Other attachments if applicable to IFB
3. The buyer will prepare AG Form 014, Declaration of Compliance with 5 GCA § 5150 (Appendix B-12) authorizing publication of the IFB, which will be routed to the Superintendent by Legal Counsel.
4. If the procurement is over \$500,000, the buyer will prepare AG Form 012 – Notification of Procurement over \$500,000 (Appendix B-11), which will be forwarded to the Attorney General's Office by Legal Counsel.
5. The buyer will then submit the Draft IFB Packet to the End User, Legal Counsel, and Supply Management Administrator (SMA).

**D. Step 4: IFB Review Process**

**End User Review**

1. Ensure that the Scope of Service/Work/Specifications and Bid Cost Form in the Draft IFB are complete and correct.
2. When review has been completed, End User will forward the Draft IFB to buyer with any changes, if applicable. If no changes are required, buyer will forward Draft IFB and all supporting documents (i.e. DON, EUM, Scope, etc.) to Legal Counsel for review.

### **Legal Review**

1. Legal will review the Draft IFB packet and, if any changes/corrections are deemed necessary, return Draft IFB packet to the assigned buyer to make the changes/corrections. Once the changes/corrections have been completed, the buyer will resubmit to legal for final review and approval.
2. IFBs for construction or nonprofessional services must include a sample contract prior to publication. This document will be provided by the GDOE legal office.
3. Once review is complete, Legal Counsel will forward AG Form 014 authorizing the publication of said IFB to Superintendent for signature. The signed form, along with the IFB packet is then returned to the designated buyer.
4. If the Procurement is over \$500,000, Legal will forward the AG Form 012 to the Office of the Attorney General.
5. Once Buyer receives the IFB packet, Buyer will forward to SMA for review.

### **Supply Management Administrator (SMA) Review**

1. SMA must ensure the Draft IFB is in compliance with the Procurement Regulations and the Scope of Work/Services/Specifications and Bid Cost Form are complete and correct.
2. If any changes or corrections are needed, SMA will return the Draft IFB to buyer.
3. Once review is complete, SMA will return signed IFB Packet to Buyer for publication.

## **E. Step 5: Publication**

Once the SMA signs the IFB and the AG Form 014 has been signed by the Superintendent, the buyer may proceed in publishing the IFB advertisement. The procurement office will usually have a blanket purchase order for publication.

### **1. Advertisement for Public Advisement Requirements**

- a. Local and Federal non-USDOE: One (1) print media (one day advertisement)
- b. Federal USDOE: Two (2) print media (one day advertisement but in separate papers)

### **2. Types of Print Media**

- a. A newspaper of general circulation on Guam;
- b. A newspaper of local circulation in the area pertinent to the procurement;
- c. Industry media; or in a government publication designed for giving public notices.

### **3. Submission of Ad**

- a. The standard size for the ad is 2" x 6". The ad is not a camera ready advertisement.
- b. It is advisable to submit the ad at least two (2) days prior to publication in a local newspaper. If the advertisement is scheduled to be published on a Friday, the ad and purchase order must be submitted to the print media no later than Wednesday before 12 pm (noon).

If the ad is scheduled to run on a holiday, or directly after a holiday, check with the procurement office for the submission deadline.

If the request to run the ad is submitted after the deadline, the newspaper may not be able to run the advertisement or additional fees will be charged for late submission.

- c. The buyer will have to proofread the advertisement before giving the print media the final approval to run the advertisement.

- d. The buyer responsible for running the ad must make sure a copy of the actual advertisement is posted on the procurement bulletin board and a copy is kept in the procurement file.
- e. For other forms of print media, consult media representative for deadlines.

#### **F. Step 6: Preparing the Final IFB Packet for Distribution to the Public**

##### **BUYER MUST:**

1. Submit an electronic copy of the Signed IFB packet to the designated staff to have it uploaded to the GDOE Website. The IFB must be available on the website the day of the actual public release or the day before.
2. Ensure that the deadlines are entered in the GDOE Procurement Calendar (Public), which is posted on the Procurement Website.
3. Ensure a copy of the actual advertisement is posted on the Procurement bulletin board the day the advertisement is published.
4. Ensure a copy of the actual advertisement is posted on the Procurement Website the day the advertisement is published.
5. Ensure a procurement file is prepared for prospective bidders who would rather pick up a bid packet instead of downloading it from the website. A \$10.00 fee will be charged to prospective bidders that pick up a hard copy. This file will contain the following:
  - a. Bid Register
  - b. At least two (2) copies of the bid packet for prospective bidders to pick up. (Be sure to indicate the IFB number on the envelope).
  - c. The original signed Bid Packet must be kept in the procurement folder to ensure additional copies can be made.
  - d. Receipts from prospective bidders who picked up and paid for their packets.
  - e. All amendments to IFB.
  - f. Online register: A copy can be obtained from the SMA Secretary or designated staff. The buyer must request for an updated online register before each amendment is issued to ensure all interested vendors are provided copies of the amendment.
  - g. A copy of the published advertisement.

#### **G. Step 7: Pre-Bid Conference/Site Visit**

End user may have included requirement for pre-bid conference or site visit in the IFB.

1. If the pre-bid conference or site visit was not included in the IFB, a vendor may submit a request for a pre-bid conference/site visit. The request must be in written form.
2. Pre-bid conferences/site visits are at the discretion of GDOE and not the bidder.
3. GDOE will review the request to determine if the conference/site visit is pertinent to the IFB and whether, if the request is denied, it might affect the bidding process.
4. If GDOE decides that the request is justified, the buyer is responsible for sending out an amendment to notify all prospective bidders that a pre-bid conference/site visit will be held.
5. The amendment for the pre-bid conference/site visit must include the following:
  - a. Date
  - b. Time
  - c. Location at which the pre-bid will be held
6. The buyer will be responsible for preparing a sign-in sheet to keep attendance of the participants and the End User must prepare an agenda. It is a requirement that any pre-bid conference/site visit must be recorded **at all times**.
7. At the start of the pre-bid conference/site visit, the buyer will be responsible for the introductions and announcement of all the house rules.
8. After pre-bid conference/site visit has been conducted, an amendment must be sent to all prospective bidders, which must include a summary of the pre-bid conference/site visit.
9. All documents and recordings must be kept in the procurement file for said IFB.

#### **H. Step 8: Monitoring Deadlines**

The buyer must keep track of the deadlines stated in the IFB packet. See examples of deadlines listed below. The minimum timeline for IFB's is fifteen (15) calendar days after publication.

**1. Deadline for Questions**

Prospective bidders will have the opportunity to submit questions pertaining to the IFB.

The questions **MUST** be submitted in written form. Written questions must be submitted on or before the deadline stated in the IFB.

**Acceptable written formats are as follows:**

- E-Mail
- Fax
- US Postal (Mail) or preferred carrier (Fed-Ex, DHL, etc.)
- Hand delivered correspondence (Drop-off)

**2. Deadline for GDOE Response to Questions**

- a. Questions regarding the IFB will be forwarded by the Buyer to the End User.
- b. All questions regarding policies and procedures will answered by the Procurement Official.
- c. The Buyer shall set a deadline for the responses in order to meet the deadline to respond to questions.
- d. The response time for GDOE to reply is at least three (3) work days from the time prospective bidders are required to submit questions regarding the IFB.
- e. Buyer is responsible for preparing the Amendment containing the GDOE responses.

**I. Step 9: Amendment Process**

An amendment must be prepared for any changes to the IFB.

1. The buyer must keep track of how many amendments are processed. Each amendment is sequentially numbered.
2. Once the buyer has prepared an amendment, the SMA must sign, showing approval.
3. The Buyer must provide an electronic copy to the designated staff so it can be uploaded to the procurement website for said IFB.
4. Amendments must be sent to all prospective bidders listed on the website register and the bid register kept in the procurement file for individuals who picked up the bid packet.

**J. Step 10: Communication Log**

The buyer must keep a communication log of all communications pertaining to the IFB. This includes all the amendments and related acknowledgements received from prospective bidders and all written communications such as emails, facsimiles or memos between the department and bidders. See separate SOP-200-025, Procedures for Maintaining the Procurement File, for more information.

**ALL COMMUNICATIONS REGARDING THE IFB SHOULD ONLY BE HANDLED BY THE ASSIGNED BUYER. SHOULD A PROSPECTIVE BIDDER REQUIRE ANY TYPE OF INFORMATION, THE ASSIGNED BUYER MUST HANDLE IT.**

**K. Step 11: Deadline for Submittal**

1. Deadline for submittal can be extended, depending on the situation and upon the buyer's and End User's judgment.
2. GDOE's Procurement Office maintains the official time for the IFB bid submission. Any bids submitted past the time of submission will not be accepted.
3. A bid opening will be conducted on the day of the IFB submittal deadline.

**L. Step 12: Bid Opening**

1. **Two Procurement Officials must be present**

One (1) official will verify if all documents required have been submitted and one official will tally the information being verified.

**2. Bid Abstract for IFB**

- a. Buyer must prepare a Bid abstract a day prior to the bid opening, to ensure all information indicated on the Bid Cost Form is listed.
- b. If the buyer will be utilizing the actual bid cost form that was issued with the IFB, buyer must create a signature and date block for the two procurement officials and the bidders submitting a bid packet. Buyer must annotate on the bid abstract that a separate sheet will be utilized to tally the dollar amount offered by the participating bidders who submitted a bid packet.
- c. During the bid opening, never disqualify a bidder publicly.

**M. Step 13: End User Responsibility after the Bid Opening**

1. Buyer will provide the End User copies of the IFB packets submitted by the participating bidders for review of technical specifications and concurrence.
2. End user must provide the buyer with an internal memorandum indicating which vendor meets the department's needs based on the IFB requirements. This document must be kept in the Procurement File.
3. If only one responsive bid submission is received, End User must provide the buyer with an internal memorandum indicating whether the bidder's prices are fair and reasonable.

**N. Step 14: Final Selection Process**

1. Prior to notifying successful bidder, buyer must check the "Excluded Parties Listing" on the website to ensure vendor is not listed. If the company is operating under a DBA (Doing Business As), both names should be checked. If the company is listed, consult SMA before proceeding.
2. The buyer handling the IFB will have to do a final review of all bid submittals and prepare an Analysis and Recommendation, Bid Status, Letter of Intent and any other relevant memorandums to file (i.e. Determination regarding procurement approval or denial of proprietary data designation, Determination of one bid received and Determination of Minor informality) for SMA's review and signature.
3. After the SMA affixes his/her signature on said documents, the buyer will send out the Bid Status and Letter of Intent to all participating bidders.
4. Buyer cannot complete his/her procurement file until the acknowledgements for the above documents have been returned by the participating bidders. Additionally, all vendor-required documents must be received before buyer can move forward.
5. A Purchase Order or Contract may be used as prescribed by Guam Procurement laws, rules, and regulations, but must first be reviewed and approved by the legal division. If the IFB is \$500,000 and over the buyer will have to submit the procurement file to legal for review prior to processing a Purchase Order.
6. If the IFB is for construction or non-professional services, buyer will prepare the procurement file, provide to Legal, and request that Legal begin contract preparation.
7. Once Legal reviews the procurement file, the contract is sent to the Buyer who then routes for Internal Review. This includes the following approvals:
  - a. End User / Project Manager
  - b. Program Compliance (for federally funded procurements only)
  - c. Third Party Fiduciary (for USDOE federally funded procurements only)
  - d. Deputy Superintendent, Finance & Administrative Services
8. A contract or purchase order may be used as prescribed by Guam Law, but first must be reviewed and approved by the legal division. For Contracts, once a contract is reviewed internally, it is then submitted to Legal Counsel, who prepares the final contract for signatures. This is then routed to the following:
  - a. Vendor
  - b. Third Party Fiduciary (for USDOE Federally funded procurements)
  - c. Certifying Officer



- d. Supply Management Administrator
  - e. Legal Counsel
  - f. Superintendent
  - g. Attorney General's Office
  - h. Governor's Office
9. The purchase order will be issued after contract has been signed by all parties. A copy of the contract will be maintained in the procurement file and attached to the requisition.
  10. A purchase order should not be processed until 14 calendar days after sending the Bid Status to participating bidders in case of any potential protests.
  11. Once the procurement file and all the pertinent documents have been received and the 14 calendar days have passed, the buyer can then process the requisition for Purchase Order conversion and issuance to the successful bidder. The buyer must attach the following into Requisition Attachments on MUNIS prior to processing:
    - a. IFB Advertisement
    - b. Original IFB
    - c. Complete submittal of the winning bidder(s)
    - d. Bid Status (acknowledged)
    - e. Letter of Intent (acknowledged)
    - f. Executed Contract (if applicable)
  12. Buyer must then submit required documents to the designated individual(s) handling the Contracts Module. The individual must then create a contract entry into the module and attach all supporting documents.
  13. Buyer must also submit a list of IQB items in excel format to the designated individual(s) handling the Purchasing Plus Module. The individual must then import the list of items into the module.
  14. Once contract entry is posted and items have been added to the Purchasing Plus Module, the Buyer must input the contract number and pertinent items into the requisition and process the Purchase Order.
  15. Once a Purchase Order is processed, a Buyer will prepare a Congratulatory Letter and send it to the winning bidder(s).
  16. The list of products and related prices, i.e., price listing, along with instructions will be distributed to End Users so that additional requisitions may be processed against the IQB. End Users will be able to requisition items on the IQB using the Purchasing Plus features. Separate POs are processed for each requisition indicating the appropriate IQB number on the face of the requisition and PO.

**O. Step 15: Recertification Every Six (6) Months**

Every six (6) months, the buyer must consult with the End User to determine if the IQB should remain in place. Significant changes in price or upgrades in technology are some reasons to cancel an IQB.

A determination letter should be drafted and submitted to the SMA. The SMA will review the determination letter and ensure that appropriate support is provided before signing and placing in the procurement file.

**P. Step 16: Extensions and Expirations**

Indefinite Quantity Bids can only be in place for a period of one (1) year with the option to extend for no more than 90 days when the SMA determines in writing that it is not practical to award another contract at the time of such extension.

The End User must monitor the expiration date. Before the contract expires, the End User should decide whether a new procurement should be initiated.

**Q. Protests**

If a vendor registers a complaint, the buyer should immediately consult with the SMA so that a determination can be made as to whether or not a protest exists. The buyer should work towards a timely resolution to the complaint to prevent it from escalating and causing delays in the procurement

process. Consultation with the SMA is necessary and a determination of the finding should be placed in the file.

A protest may be launched at any time during procurement. If an official protest is lodged against the Department, the relevant documents must be forwarded to Legal immediately. The applicable SOP, SOP 200-040, should be consulted. As timing is crucial, a protest should be immediately dealt with. Failure to adhere to deadlines could result in penalties lodged against the Department.

## **IX. ROLES and RESPONSIBILITIES**

The following are the key personnel in the Procurement process. The specific responsibilities and expectations of these individuals are delineated as follows:

### **A. Procurement Office:**

The role of the Procurement Office is to provide leadership, guidance, and enforcement of the policies, regulations and procedures as stipulated in this document. The Procurement Office is the main point of contact for all questions or concerns regarding the Department's procurement activity.

### **B. End User:**

Schools and Divisions are the ultimate End Users of the procured services, supplies, materials and equipment. End Users are responsible for initiating the purchase requisitions in the MUNIS system and for causing their approval. End Users may assign particular individuals for initiating requisitions in MUNIS.

### **C. MUNIS System:**

The financial management information system purchased from Tyler Technologies in September 2011 and operational in April 2012. Tyler's MUNIS is a resource planning solution which integrates our core financial functions, among them are procurement, fixed assets receiving and fixed assets inventory.

### **D. Vendor:**

The vendor is approved by the GDOE Procurement Office to provide goods, services, and/or construction to GDOE schools and divisions.

### **E. Superintendent of Education: (Chief Procurement Officer for GDOE)**

The Superintendent of Education, as head of the Guam Department of Education, shall have general supervision of all procurement activity within the Guam Department of Education (GDOE), its schools and divisions. This responsibility shall not, however, relieve any school or division of their accountability for the procurement roles under its control. The Superintendent:

1. Shall ensure that all of those in a management capacity below him/her enforce the requirements contained in these Standard Operating Procedures.
2. Shall be responsive to violations and shall take appropriate action.

### **F. Third Party Fiduciary (TPFA):**

The TPFA is responsible for providing guidance, management leadership, and accountability of USDOE funded procurements. The TPFA has the final approval of all US Department of Education funds awarded to the Department.

## **X. NON COMPLIANCE**

The Superintendent, Deputy Superintendent of Finance & Administrative Services, and the Supply Management Administrator will be advised of any violations to procurement procedure. Non-compliance of any of the regulations set-forth in this document may result in disciplinary action, up to termination. For questions or concerns regarding compliance, contact the Procurement Office.

## **XI. CONTACT INFORMATION**

The Office of Supply Management is located at:

501 Mariner Avenue,  
B-Building, 1<sup>st</sup> Floor, Suite 116  
Barrigada, Guam 96913

TELEPHONE: (671) 475-0438

EMAIL: [procurement@gdoe.net](mailto:procurement@gdoe.net)

WEBSITE: [www.gdoe.net/procurement](http://www.gdoe.net/procurement)

## **XII. APPENDIX A & B – PROCUREMENT FORMS**

The following forms and samples are provided to assist and ensure that the forms are properly filled out correctly to prevent unnecessary processing delays.

- A-1 End User Memorandum “EUM”
- A-2 Determination of Need “DON”
- A-3 Bid Cost Form
- A-4 End User’s Processing Form
  
- B-1 Affidavit Disclosing Ownership & Commissions (AG Procurement Form 002)
- B-2 Affidavit re: Non-Collusion (AG Procurement Form 003)
- B-3 Affidavit re: No Gratuities or Kickbacks (AG Procurement Form 004)
- B-4 Affidavit re: Ethical Standards (AG Procurement Form 005)
- B-5a Declaration re: Compliance with US DOL Wage Determination (AG Procurement Form 006)
- B-5b Most Recent Wage Listing for Guam
- B-6 Affidavit re: Contingent Fees (AG Procurement Form 007)
- B-7 Bid Bond Form (GDOE Procurement Form 001)
- B-8 Sex Offender Form (GDOE Procurement Form 002)
- B-9 Proprietary Data – Designation Form (GDOE Procurement Form 003)
- B-10 Local Procurement Preference Application Form (GDOE Procurement Form 005)
- B-11 Notification of Procurement over \$500,000.00 (AG Form 012) – if applicable
- B-12 Declaration Re Compliance with 5 GCA § 5150 (AG Form 014)

The Procurement Office will maintain complete, printable copies of the forms listed.

## **XIII. INTERNAL CONTROL**

The Supply Management Administrator and Buyer Supervisors are charged with ensuring the validity of these procedures and their compliance. The Internal Audit Office (“IAO”), through its Management Internal Controls (“MIC”) program, will periodically validate these SOPs and recommend improvements where needed.

## **XIV. TRAINING**

The Supply Management Administrator will ensure training is conducted and available for all GDOE and Private, Non-Public (“PNP”) End Users (school administrators, division heads and staff) in these procurement procedures at least once yearly. The Supply Management Administrator will seek opportunities for Procurement Office staff to be trained and updated on methods and regulations of procurement.

## **XV. REPORTS & MEETINGS**

The Supply Management Administrator will submit the following reports to the Deputy Superintendent of Finance & Administrative Services:

**Requisition Processing Report:** To End Users weekly

**Open Purchase Order Report:** To End Users monthly

**Price Listing:** To End Users upon completion of IQB

**Procurement Calendar / Status Report:** To End Users monthly

Regular meetings will be scheduled with End Users as necessary to provide updates and follow-up on ongoing procurement activities. Meetings with vendors should be scheduled at least annually.

#### **XVI. PENALTY**

Failure to adhere to this SOP may result in disciplinary action, up to and including termination, in accordance with the DOE Personnel Rules & Regulations.

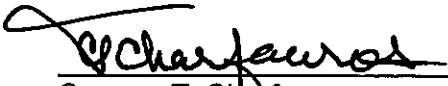
#### **XVII. EFFECTIVE DATE**

Upon date of approval and signature, unless otherwise noted.

#### **XVIII. CHANGES**

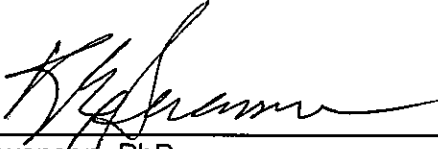
A formal review of this SOP should be conducted at least once every two years to determine if updates are necessary. Changes to this policy shall be effectuated by the Superintendent of Education.

Approved by:



Carmen T. Chafauros  
Supply Management Administrator

8/4/23  
Date:



K. Erik Swansen, PhD  
Superintendent of Education

8/4/23  
Date:

# **APPENDIX**

## **A-1 THROUGH A-4**

# Appendix A-1

GDOE PROCUREMENT FORM – END USER MEMO • REVISED 11/2013

## END USER MEMO

1. Has a written Determination of Need been completed? (5 GCA 5249) ☐ Y ☐ N ☐
  - a. By Whom? \_\_\_\_\_
2. Is the procurement for professional services? (5 GCA 5216/2 GAR 3114) ☐ Y ☐ N ☐
  - a. What type of services? \_\_\_\_\_
  - b. Are the services available from existing GDOE personnel? ☐ Y ☐ N ☐
  - c. If not, has the need for services been explained in the written Determination of Need? ☐ Y ☐ N ☐
3. What will be the relationship between the vendor and GDOE? (examples: consultant, direct service provider) (2 GAR 3114)  
\_\_\_\_\_  
\_\_\_\_\_
4. Are there requirements in law or regulation regarding this procurement? ☐ Y ☐ N ☐
  - a. If yes, cite law or regulation: \_\_\_\_\_
  - b. Describe the requirement: \_\_\_\_\_  
\_\_\_\_\_
5. Are the services or products needed for more than one year? (5 GCA 5237/2 GAR 3121) ☐ Y ☐ N ☐
  - a. If yes, for how long? \_\_\_\_\_
  - b. How was this determination made? \_\_\_\_\_  
\_\_\_\_\_
6. Who developed the specifications/scope of work for this solicitation?

- 
- a. Were technical literature or manufacturer's brochures used in developing the specifications/scope of work? ☐ Y ☐ N
- b. If yes, list the literature or brochures: \_\_\_\_\_  
\_\_\_\_\_
7. Is there a trade publication, website, or other method to publish the RFP/IFB to vendors who provide the services described in the solicitation? ☐ Y ☐ N
- a. If yes, describe the method: \_\_\_\_\_  
\_\_\_\_\_
- b. Are there vendors known to be interested in performing the services or providing the product in the RFP/IFB? ☐ Y ☐ N
- If yes, list the vendors: \_\_\_\_\_  
\_\_\_\_\_
8. Do the specifications include only essential functions required to meet GDOE's needs? (5 GCA 5268/2 GAR 4102) ☐ Y ☐ N
9. Are the specifications/scope of work unduly restrictive? (5 GCA 5265) ☐ Y ☐ N
10. Do the specifications/scope of work contain features peculiar to one provider? (5 GCA 5268/2 GAR 4106 & 4102) ☐ Y ☐ N
11. Is this recommended for restricted competition or for sole source procurement? ☐ Y ☐ N
- a. If yes, explain the need for restricted competition (5 GCA 5268/2 GAR 4106):  
(example, grant specific/ govt – govt)  
\_\_\_\_\_  
\_\_\_\_\_
- b. If grant specific, is relevant grant narrative and approval attached ☐ Y ☐ N



12. Do specifications/scope of work describe relevant technical requirements or desired performance? (5 GCA 5268/2GAR 4102&4109) ☐ Y N ☐
13. Do specifications/scope of work contain restrictions that do not affect performance? ☐ Y N ☐
14. Do specifications/scope of work permit maximum practicable competition? (5 GCA 5265/2 GAR 4102) ☐ Y N ☐
15. Is solicitation for a product that is biodegradable, reusable, recyclable, made from recycled material, or a combination of these qualities? (2 GAR 1102) ☐ Y N ☐
16. Is solicitation for concrete or asphalt paving, or construction/repair of highways? (5 GCA 5218) ☐ Y N ☐
17. Is solicitation for horticulture products? (5 GCA 5008) ☐ Y N ☐
18. Is solicitation for produce or fish from local farmers or fishermen? (5 GCA 5001) ☐ Y N ☐
19. Is solicitation for lease of equipment, supplies, or real property? (2 GAR 3119) ☐ Y N ☐
20. Is solicitation for an indefinite quantity? (2 GAR 3119/6101) ☐ Y N ☐
- a. If yes, why is an indefinite quantity needed? \_\_\_\_\_
- b. What is the approximate minimum quantity needed? \_\_\_\_\_
- c. Can product be broken into unit prices? ☐ Y N ☐
- d. Will the product be purchased over a specific period of time? (example: an indefinite quantity over six months or a year?) ☐ Y N ☐
- e. If yes, what period of time? \_\_\_\_\_

21. Were the specifications/scope of work developed by or in consultation with an existing GDOE vendor? (2 GAR 4103) ☐ Y ☐ N
22. Do specifications/scope of work specify “brand name or equal”? (2 GAR 4103) ☐ Y ☐ N
- a. If yes, is there a written determination by GDOE Superintendent or SMA? ☐ Y ☐ N
- b. Are three or more different brands identified as “or equal”? ☐ Y ☐ N
- c. Do specifications/scope of work state that substantially equivalent products will be considered for award? ☐ Y ☐ N
- d. Do specifications/scope of work include the particular design, function, or performance characteristics required? ☐ Y ☐ N
- e. Do specifications/scope of work explain that use of brand name is for purpose of describing standard of quality, performance, and characteristics, and not to restrict competition? ☐ Y ☐ N
23. Do specifications/scope of work specify a “brand name” product? (2 GAR 4103) ☐ Y ☐ N
- a. If yes, is there a written determination by GDOE Superintendent or SMA? ☐ Y ☐ N
24. Are draft specifications or scope of work attached? ☐ Y ☐ N
25. For IFB, is draft bid form attached? ☐ Y ☐ N

COMPLETED BY:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

# Appendix A-2

GDOE PROCUREMENT FORM – DETERMINATION OF NEED - REVISED 11/2013

## RECORD OF PLANNING AND DETERMINATION OF NEED

1. Describe the need for the services or supplies to be procured:

---

---

---

2. Who determined the need for the services or supplies:

---

3. What is the funding source for this procurement:

---

4. Were the services or supplies requested and approved in a grant application/award:

☐ Y    N ☐

- a. If yes, what grant application and year:

---

- b. When do grant funds expire?

---

5. Is this procurement mandated by statute or regulation?

☐ Y    N ☐

- a. If yes, cite: \_\_\_\_\_

### COMPLETED BY:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

Ref: 5 GCA § 50105 & 5249(e)

**BID FORM****GDOE IFB No. OXX-2018  
PURCHASE OF ADMINISTRATIVE SUPPLIES**

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION PRICE
1	Batteries, Alkaline, Long-lasting, Lasts Up to 10 Years in Storage, Size: AA, 8 Per Pack  Manufacturer: _____ Catalog No./Brand: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	100	PK		
2	Batteries, Alkaline, Long-lasting, Lasts Up to 10 Years in Storage, Size: AAA, 8 Per Pack  Manufacturer: _____ Catalog No./Brand: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	100	PK		
3	Binder Clips, 1 1/4", 12 Per Box  Manufacturer: _____ Catalog No./Brand: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	100	BX		
<b>BID TOTAL</b>					

☐ CHECK BOX IF YOU ARE CLAIMING STATUS AS A SERVICE-DISABLED VETERAN OWNED BUSINESS UNDER 5 GCA § 5012.

**BIDDER REPRESENTATION:**

By signing below, I represent that I am an authorized representative of:

PRINT COMPANY NAME

and that by submission of this bid the company is making an offer to perform the work described in GDOE IFB No. OXX-2018 for the price stated above. I hereby confirm that the bid price shall remain firm and irrevocable for ninety (90) days from the opening of this bid.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_

## Appendix A-4



JON J. P. FERNANDEZ  
Superintendent of Education

### DEPARTMENT OF EDUCATION OFFICE OF SUPPLY MANAGEMENT

[www.gdoe.net/procurement](http://www.gdoe.net/procurement)  
500 Mariner Avenue  
A-Building, Suite A-13  
Barrigada, Guam 96913  
Telephone: (671) 475-0438/Fax: (671) 472-5001  
Email: [procurement@gdoe.net](mailto:procurement@gdoe.net)



CARMEN T. CHARFAUROS  
Supply Management Administrator

#### End User's Processing Form

Requisition No.: \_\_\_\_\_

Title of the Procurement Request: \_\_\_\_\_

Type of Procurement: ☐ Invitation for Bid (IFB) ☐ Request for Proposal (RFP) ☐ Small Purchase Contract

- ☐ Requisition must be entered into the system to encumber the funding  
(Must be submitted with End User's Processing Form)
- ☐ End User Memorandum must be completed and submitted to Procurement  
(Request for this form from Procurement. This is also available at [www.gdoe.net/procurement](http://www.gdoe.net/procurement))
- ☐ Record of Planning & Determination of Need  
(Request for this form from Procurement. This is also available at [www.gdoe.net/procurement](http://www.gdoe.net/procurement))
- ☐ Specifications/Scope of Work must be submitted with End User's Processing Form  
(Electronic workable file must be emailed to the buyer in charge of this procurement)
- ☐ All materials used in the development of specifications and/or Scope of Work to include, but not limited to:
  - ☐ Brochures and submittals of potential vendors, manufacturers or contractors (including price quotes)
  - ☐ All Drafts, signed and dated by the draftsman
  - ☐ Others used in development of specification scope of work.Specify: \_\_\_\_\_
- ☐ Bid Cost Form (for IFBs)  
(Electronic workable file must be emailed to the buyer in charge of this procurement)
- ☐ Evaluation Criteria breakdown equal to 100 points (for RFPs)
- ☐ Federally Funded: ☐ USED Funded
  - ☐ USED Approval
  - ☐ Budget Narrative
  - ☐ Program Narrative
- ☐ Federally Funded: ☐ USDA & HHS Funded
- ☐ Locally Funded

#### **End User Responsible for Preparing this Request:**

\_\_\_\_\_  
Print Name of End User

\_\_\_\_\_  
Division & Title

\_\_\_\_\_  
Signature of End User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Print Name of Division Head

\_\_\_\_\_  
Division Head Signature & Date

**All documents listed herein must be attached to the End User's Processing Form for the review and approval of the Procurement Official responsible for preparing this request.**

# **APPENDIX**

## **B-1 THROUGH B-12**

## Appendix B-1

## **AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS**

CITY OF \_\_\_\_\_ )  
 ) SS.  
ISLAND OF GUAM )

- A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the officer and that *[please check only one]*:

- [ ] The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.**

- [ ] The offeror is a corporation, partnership, joint venture, or association known as \_\_\_\_\_ [please state name of offeror company], and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows [if none, please so state]:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>

- B.** Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
-------------	----------------	---------------------

- C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

**Signature of one of the following:**

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_

## Appendix B-2

## AFFIDAVIT RE NON-COLLUSION

CITY OF \_\_\_\_\_ )  
 ) SS.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is [state name of company]

2. The proposal for the solicitation identified above is genuine and not collusive or a sham. The offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any other offeror or person, to put in a sham proposal or to refrain from making an offer. The offeror has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the government of Guam or any other offeror, or to secure any advantage against the government of Guam or any person interested in the proposed contract. All statements in this affidavit and in the proposal are true to the best of the knowledge of the undersigned. This statement is made pursuant to 2 GAR Division 4 § 3126(b).

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

**Signature of one of the following:**

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY PUBLIC**

**My commission expires** \_\_\_\_\_, \_\_\_\_\_.



## Appendix B-3

### AFFIDAVIT RE GRATUITIES OR KICKBACKS

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_[state name of affiant signing below], being  
first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [state name of offeror company]  
\_\_\_\_\_. Affiant is \_\_\_\_\_ [state one  
of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing  
identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have violated, are violating the prohibition against  
gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of  
offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4 §  
11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have offered, given or agreed to give, any  
government of Guam employee or former government employee, any payment, gift, kickback, gratuity or  
offer of employment in connection with the offeror's proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of  
the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Appendix B-4

**AFFIDAVIT RE ETHICAL STANDARDS**

CITY OF \_\_\_\_\_ )  
 ) SS.  
ISLAND OF GUAM )

\_\_\_\_\_ [state name of affiant signing below], being first  
duly sworn, deposes and says that:

The affiant is \_\_\_\_\_ [state one of the following: the offeror,  
a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the  
best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or  
employees of offeror have knowingly influenced any government of Guam employee to breach any of the  
ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or  
she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence  
any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article  
11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

## DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION

AG Procurement Form 006 (Feb. 16, 2010)

WD 15-5694 (Rev.-6) was first posted on [www.wdol.gov](http://www.wdol.gov) on 01/16/2018

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Daniel W. Simms                      Division of  
Director                      Wage Determinations

Wage Determination No.: 2015-5694  
Revision No.: 6  
Date Of Revision: 01/10/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts)

States: Guam, Northern Marianas, Wake Island

Area: Guam Statewide  
Northern Marianas Statewide  
Wake Island Statewide

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.53
01012 - Accounting Clerk II		15.19
01013 - Accounting Clerk III		17.00
01020 - Administrative Assistant		17.67
01035 - Court Reporter		17.01
01041 - Customer Service Representative I		10.13
01042 - Customer Service Representative II		11.39
01043 - Customer Service Representative III		12.43
01051 - Data Entry Operator I		11.49
01052 - Data Entry Operator II		12.54
01060 - Dispatcher, Motor Vehicle		14.37
01070 - Document Preparation Clerk		13.53
01090 - Duplicating Machine Operator		13.53
01111 - General Clerk I		10.29
01112 - General Clerk II		11.28
01113 - General Clerk III		12.32
01120 - Housing Referral Assistant		18.94
01141 - Messenger Courier		10.30
01191 - Order Clerk I		12.41
01192 - Order Clerk II		13.48
01261 - Personnel Assistant (Employment) I		15.57
01262 - Personnel Assistant (Employment) II		17.25
01263 - Personnel Assistant (Employment) III		19.22
01270 - Production Control Clerk		20.05
01290 - Rental Clerk		11.10
01300 - Scheduler, Maintenance		15.19
01311 - Secretary I		15.19
01312 - Secretary II		17.01
01313 - Secretary III		18.94
01320 - Service Order Dispatcher		12.73
01410 - Supply Technician		17.67

01420 - Survey Worker	15.26
01460 - Switchboard Operator/Receptionist	9.67
01531 - Travel Clerk I	12.77
01532 - Travel Clerk II	13.83
01533 - Travel Clerk III	14.78
01611 - Word Processor I	13.48
01612 - Word Processor II	15.13
01613 - Word Processor III	16.92
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	13.34
05010 - Automotive Electrician	13.06
05040 - Automotive Glass Installer	12.10
05070 - Automotive Worker	12.10
05110 - Mobile Equipment Servicer	10.13
05130 - Motor Equipment Metal Mechanic	13.71
05160 - Motor Equipment Metal Worker	12.10
05190 - Motor Vehicle Mechanic	13.71
05220 - Motor Vehicle Mechanic Helper	10.12
05250 - Motor Vehicle Upholstery Worker	12.10
05280 - Motor Vehicle Wrecker	12.10
05310 - Painter, Automotive	12.87
05340 - Radiator Repair Specialist	12.10
05370 - Tire Repairer	9.45
05400 - Transmission Repair Specialist	13.39
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	10.76
07042 - Cook II	12.49
07070 - Dishwasher	8.78
07130 - Food Service Worker	9.08
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	9.12
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.17
09040 - Furniture Handler	9.87
09080 - Furniture Refinisher	16.17
09090 - Furniture Refinisher Helper	11.97
09110 - Furniture Repairer, Minor	14.07
09130 - Upholsterer	16.17
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.00
11060 - Elevator Operator	9.00
11090 - Gardener	12.32
11122 - Housekeeping Aide	9.23
11150 - Janitor	9.23
11210 - Laborer, Grounds Maintenance	9.34
11240 - Maid or Houseman	8.78
11260 - Pruner	8.36
11270 - Tractor Operator	11.32
11330 - Trail Maintenance Worker	9.34
11360 - Window Cleaner	10.31
12000 - Health Occupations	
12010 - Ambulance Driver	17.52
12011 - Breath Alcohol Technician	17.52
12012 - Certified Occupational Therapist Assistant	24.03
12015 - Certified Physical Therapist Assistant	24.03
12020 - Dental Assistant	13.38
12025 - Dental Hygienist	32.84
12030 - EKG Technician	23.96
12035 - Electroneurodiagnostic Technologist	23.96
12040 - Emergency Medical Technician	17.52
12071 - Licensed Practical Nurse I	15.66
12072 - Licensed Practical Nurse II	17.52
12073 - Licensed Practical Nurse III	19.52
12100 - Medical Assistant	11.54

12130 - Medical Laboratory Technician	15.55
12160 - Medical Record Clerk	12.37
12190 - Medical Record Technician	13.84
12195 - Medical Transcriptionist	15.66
12210 - Nuclear Medicine Technologist	38.49
12221 - Nursing Assistant I	11.03
12222 - Nursing Assistant II	12.43
12223 - Nursing Assistant III	13.54
12224 - Nursing Assistant IV	15.22
12235 - Optical Dispenser	17.52
12236 - Optical Technician	15.66
12250 - Pharmacy Technician	14.18
12280 - Phlebotomist	15.22
12305 - Radiologic Technologist	22.64
12311 - Registered Nurse I	20.70
12312 - Registered Nurse II	25.32
12313 - Registered Nurse II, Specialist	25.32
12314 - Registered Nurse III	30.64
12315 - Registered Nurse III, Anesthetist	30.64
12316 - Registered Nurse IV	36.72
12317 - Scheduler (Drug and Alcohol Testing)	21.69
12320 - Substance Abuse Treatment Counselor	21.69
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.12
13012 - Exhibits Specialist II	22.43
13013 - Exhibits Specialist III	27.43
13041 - Illustrator I	18.12
13042 - Illustrator II	22.43
13043 - Illustrator III	27.43
13047 - Librarian	24.84
13050 - Library Aide/Clerk	14.42
13054 - Library Information Technology Systems Administrator	22.42
13058 - Library Technician	15.13
13061 - Media Specialist I	16.18
13062 - Media Specialist II	18.12
13063 - Media Specialist III	20.19
13071 - Photographer I	15.51
13072 - Photographer II	17.33
13073 - Photographer III	21.48
13074 - Photographer IV	26.29
13075 - Photographer V	31.82
13090 - Technical Order Library Clerk	15.49
13110 - Video Teleconference Technician	15.62
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.71
14042 - Computer Operator II	15.76
14043 - Computer Operator III	17.56
14044 - Computer Operator IV	19.50
14045 - Computer Operator V	21.81
14071 - Computer Programmer I	(see 1) 15.73
14072 - Computer Programmer II	(see 1) 19.50
14073 - Computer Programmer III	(see 1) 23.84
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.23
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.71
14160 - Personal Computer Support Technician	19.50
14170 - System Support Specialist	21.24
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	33.30
15050 - Computer Based Training Specialist / Instructor	24.23

15060 - Educational Technologist	22.82
15070 - Flight Instructor (Pilot)	33.30
15080 - Graphic Artist	20.47
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	32.62
15086 - Maintenance Test Pilot, Rotary Wing	32.62
15088 - Non-Maintenance Test/Co-Pilot	32.62
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.78
16030 - Counter Attendant	9.78
16040 - Dry Cleaner	11.30
16070 - Finisher, Flatwork, Machine	9.78
16090 - Presser, Hand	9.78
16110 - Presser, Machine, Drycleaning	9.78
16130 - Presser, Machine, Shirts	9.78
16160 - Presser, Machine, Wearing Apparel, Laundry	9.78
16190 - Sewing Machine Operator	11.94
16220 - Tailor	12.44
16250 - Washer, Machine	10.24
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.17
19040 - Tool And Die Maker	20.32
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.96
21030 - Material Coordinator	20.05
21040 - Material Expediter	20.05
21050 - Material Handling Laborer	11.37
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	13.96
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.93
21150 - Stock Clerk	19.55
21210 - Tools And Parts Attendant	13.96
21410 - Warehouse Specialist	13.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23019 - Aircraft Logs and Records Technician	16.09
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23070 - Aircraft Survival Flight Equipment Technician	18.50
23080 - Aircraft Worker	17.38
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	17.38
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	19.70
23110 - Appliance Mechanic	16.17
23120 - Bicycle Repairer	11.78
23125 - Cable Splicer	18.67
23130 - Carpenter, Maintenance	14.09
23140 - Carpet Layer	15.12
23160 - Electrician, Maintenance	17.68
23181 - Electronics Technician Maintenance I	15.12
23182 - Electronics Technician Maintenance II	16.17
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	14.07
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	13.03

23311 - Fuel Distribution System Mechanic	17.22
23312 - Fuel Distribution System Operator	13.03
23370 - General Maintenance Worker	11.96
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	13.03
23392 - Gunsmith II	15.12
23393 - Gunsmith III	17.22
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.58
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	17.63
23430 - Heavy Equipment Mechanic	17.27
23440 - Heavy Equipment Operator	16.21
23460 - Instrument Mechanic	17.22
23465 - Laboratory/Shelter Mechanic	16.17
23470 - Laborer	11.37
23510 - Locksmith	16.17
23530 - Machinery Maintenance Mechanic	19.12
23550 - Machinist, Maintenance	17.22
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	17.22
23592 - Metrology Technician II	18.31
23593 - Metrology Technician III	19.39
23640 - Millwright	17.22
23710 - Office Appliance Repairer	15.82
23760 - Painter, Maintenance	13.95
23790 - Pipefitter, Maintenance	17.47
23810 - Plumber, Maintenance	16.40
23820 - Pneudraulic Systems Mechanic	17.22
23850 - Rigger	17.22
23870 - Scale Mechanic	15.12
23890 - Sheet-Metal Worker, Maintenance	15.28
23910 - Small Engine Mechanic	15.12
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	17.31
23965 - Well Driller	17.22
23970 - Woodcraft Worker	17.22
23980 - Woodworker	13.03
24000 - Personal Needs Occupations	
24550 - Case Manager	14.15
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	13.93
24620 - Family Readiness And Support Services Coordinator	14.15
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	17.22
25040 - Sewage Plant Operator	17.53
25070 - Stationary Engineer	17.22
25190 - Ventilation Equipment Tender	11.97
25210 - Water Treatment Plant Operator	17.53
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	8.90
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	8.92



27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.53
28042 - Carnival Equipment Repairer	12.20
28043 - Carnival Worker	9.03
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.76
28515 - Recreation Specialist	18.26
28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.39
29020 - Hatch Tender	18.39
29030 - Line Handler	18.39
29041 - Stevedore I	17.14
29042 - Stevedore II	19.67
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.52
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.87
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.49
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	21.93
30051 - Cryogenic Technician I	23.08
30052 - Cryogenic Technician II	25.49
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.74
30064 - Drafter/CAD Operator IV	24.21
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.36
30084 - Engineering Technician IV	22.34
30085 - Engineering Technician V	27.83
30086 - Engineering Technician VI	33.66
30090 - Environmental Technician	21.10
30095 - Evidence Control Specialist	20.84
30210 - Laboratory Technician	20.74
30221 - Latent Fingerprint Technician I	23.08
30222 - Latent Fingerprint Technician II	25.49
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.44
30362 - Paralegal/Legal Assistant II	23.68
30363 - Paralegal/Legal Assistant III	28.99
30364 - Paralegal/Legal Assistant IV	33.88
30375 - Petroleum Supply Specialist	25.49
30390 - Photo-Optics Technician	21.93
30395 - Radiation Control Technician	25.49
30461 - Technical Writer I	22.17
30462 - Technical Writer II	27.10
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	23.85
30492 - Unexploded Ordnance (UXO) Technician II	28.85
30493 - Unexploded Ordnance (UXO) Technician III	34.58
30494 - Unexploded (UXO) Safety Escort	23.85
30495 - Unexploded (UXO) Sweep Personnel	23.85
30501 - Weather Forecaster I	23.08
30502 - Weather Forecaster II	28.08
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.74

Surface Programs	
30621 - Weather Observer, Senior	(see 2) 23.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	28.85
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	8.97
31260 - Parking and Lot Attendant	8.12
31290 - Shuttle Bus Driver	9.99
31310 - Taxi Driver	9.18
31361 - Truckdriver, Light	9.43
31362 - Truckdriver, Medium	11.61
31363 - Truckdriver, Heavy	13.89
31364 - Truckdriver, Tractor-Trailer	13.89
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.07
99030 - Cashier	9.03
99050 - Desk Clerk	9.70
99095 - Embalmer	23.85
99130 - Flight Follower	23.85
99251 - Laboratory Animal Caretaker I	19.65
99252 - Laboratory Animal Caretaker II	20.61
99260 - Marketing Analyst	19.10
99310 - Mortician	23.85
99410 - Pest Controller	14.61
99510 - Photofinishing Worker	12.53
99710 - Recycling Laborer	11.84
99711 - Recycling Specialist	17.90
99730 - Refuse Collector	11.26
99810 - Sales Clerk	9.46
99820 - School Crossing Guard	15.82
99830 - Survey Party Chief	21.30
99831 - Surveying Aide	12.11
99832 - Surveying Technician	15.74
99840 - Vending Machine Attendant	21.42
99841 - Vending Machine Repairer	27.06
99842 - Vending Machine Repairer Helper	21.42

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.41 per hour computed on the basis of all hours worked by service employees employed on the contract.

**HEALTH & WELFARE EO 13706:** Minimum employer contributions costing an average of \$4.13 per hour computed on the basis of all hours worked by service employees employed

on the covered contracts. \*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformance may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\*****Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted

classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

**AFFIDAVIT RE CONTINGENT FEES**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_[*state name of affiant signing below*], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is [*state name of company*]  
\_\_\_\_\_.

2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).

3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 11108(h).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

## Appendix B-7

GOVERNMENT OF GUAM  
GUAM DEPARTMENT OF EDUCATION  
500 MARINER AVENUE, SUITE A-13  
BARRIGADA, GUAM 96913  
TEL: 671-475-0438 | FAX: 671-475-5001



### BID BOND

No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS that we \_\_\_\_\_, as Principal hereinafter called the Principal, and Bonding Company, \_\_\_\_\_

\_\_\_\_\_ a corporation duly organized the laws of the Territory of Guam, as Surety, hereinafter called the Surety, are held firmly bound unto the Territory of Guam for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for Payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for IFB No. 000-2018: BID TITLE HERE

NOW, THEREFORE, if the Territory of Guam shall accept the bid of the Principal and the Principal shall enter into a Contract with the Territory of Guam in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Territory of Guam the difference not to exceed the penalty hereof between the amounts specified in said bid and such larger amount for which the Territory of Guam may in good faith contract with another party to perform work covered by said bid or an appropriate liquidated amount as specified in the Invitation of Bids then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(PRINCIPAL) (SEAL)

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(WITNESS)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(SURETY) (SEAL)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(ATTORNEY-IN-FACT)

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH THE FORMAL BID DOCUMENTS IF THE BIDDER IS PROVIDING A SURETY BOND FOR SECURITY.

GDOE Procurement Form 001

SPECIAL PROVISIONS



RE: GDOE IFB 000-2018  
BID TITLE HERE

**Restriction against Sex Offenders Employed by Service Providers to  
Government of Guam from working on Government Property**

(COMPANY NAME, hereafter the "Bidder") hereby warrants that if awarded a contract or purchase order pursuant to the IFB referenced above, it shall comply with the provisions of 5 GCA §5253, specifically that no person in its employment who has been convicted of a sex offense under the provisions of chapter 25 of Title 9 of Guam code Annotated or of an offense defined in Article 2 of chapter 28 of Title 9 of the Guam Code annotated, or who has been convicted in any other jurisdiction of an offense with the same elements as heretofore defined, or who is listed on the Sex Offender Registry, shall provide services pursuant to the IFB while on government of Guam property, with the exception of public highways. If any employee is providing services on government property and is convicted subsequent to an award of a contract, then the bidder warrants that it will notify the Guam Department of Education ("GDOE") of the conviction within twenty-four (24) hours of the conviction, and will immediately remove such convicted person from providing services on government property. If the bidder is found to be in violation of any of the provisions of this paragraph, then GDOE will give notice to the bidder to take corrective action. The bidder shall take corrective action within twenty-four (24) hours of notice from the Government, and shall notify the Government when action has been taken. If the bidder fails to take corrective steps within twenty-four (24) hours of notice from GDOE, then GDOE in its sole discretion may temporarily suspend the contract or purchase order.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
NAME OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE/DATE

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH THE FORMAL BID DOCUMENTS.  
GDOE Procurement Form 002



## Appendix B-9

DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT  
[www.gdoe.net/procurement](http://www.gdoe.net/procurement)  
500 MARINER AVENUE, SUITE A-13  
BARRIGADA, GUAM 96913  
Telephone: (671) 475-0438/Fax: (671) 472-5001



### INVITATION FOR BID - PROPRIETARY DATA DESIGNATION FORM

BID TITLE HERE

INVITATION FOR BID (IFB): 000-2018

Pursuant to 2 GAR §3109(l)(2),

Bids and modifications shall be opened publicly in the presence of one or more witnesses, at the time, date, and place designated in the Invitation for Bids.

The opened bids shall be available for public inspection *except to the extent the bidder designates trade secrets or other proprietary data to be confidential* as set forth in 2 GAR §3109(l)(3).

*Material so designated shall accompany the bid and shall be readily separable from the bid* in order to facilitate public inspection of the non-confidential portion of the bid.

*Prices and makes and models or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary.*

Disagreements as to whether information will be considered proprietary will be resolved pursuant to 2 GAR §3109(l)(3).

Bidders wishing to designate information as proprietary must clearly mark such sections within the bid and identify the corresponding sections and page numbers below and return this form with the bid.

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_, hereby request that the sections and page numbers listed below of the bid submitted in response to GDOE IFB No. 000-2018 be considered a trade secret or proprietary data and therefore exempt from public disclosure:

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature

Title: \_\_\_\_\_

Company: \_\_\_\_\_

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH THE FORMAL BID DOCUMENTS.  
GDOE Procurement Form 004

## Appendix B-10

DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT  
[www.gdoe.net/procurement](http://www.gdoe.net/procurement)  
500 MARINER AVENUE, SUITE A-13  
BARRIGADA, GUAM 96913  
Telephone: (671) 475-0438/Fax: (671) 472-5001



### LOCAL PROCUREMENT PREFERENCE APPLICATION

Based on the law stipulated below, please place a check or mark an "x" on the (1-4) block indicating the section that applies to your business:

SGCA, Chapter 5, Section 5008 titled "Policy in Favor of Local Procurement" of the Guam Procurement Law and the Department of Education Procurement Regulations Section 1.7 States that all procurement of supplies and services shall be made from among business licensed to do business on Guam and that maintain an office or other facility on Guam, whenever a business that is willing to be a contractor is:

- ☐ 1. A licensed bona fide manufacturing business that adds at least twenty-five percent (25%) of the value of an item, not to include administrative overhead, using workers who are U.S. Citizens or lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to work, based on their former citizenship in the Trust Territory of the Pacific Islands;
- ☐ 2. A business that regularly carries an inventory for regular immediate sale of at least fifty percent (50%) of the items of supplies to be procured;
- ☐ 3. A business that has a bona fide retail or wholesale business location that regularly carries an inventory on Guam of a value of at least one half of the value of the bid or one hundred fifty thousand dollars (\$150,000), whichever is less, of supplies and items of a similar nature to those being sought; or
- ☐ 4. A service business actually in business, doing a substantial portion of its business on Guam, and hiring at least ninety-five percent (95%) U.S. Citizens lawfully admitted permanent residents or nationals of the United States to work, based on their citizenship in any of the nation's previously comprising the Trust Territory of the Pacific Islands.

Procurement of supplies and services from off-Guam may be made if no local agent for such supplies or services may be found on Guam or if the total cost F.O.B. job-site, unloaded, of procurement from off-island is not greater than eighty-five percent (85%) of the total cost F.O.B. job-site, unloaded, of the same supplies or services when procured from a local source. Justification for off-island procurement must be submitted in writing to the Superintendent of Education or his designee.

1. I, \_\_\_\_\_, representative for \_\_\_\_\_, have read the requirements of the law cited above and do hereby qualify and elect to be given the Local Procurement Preference for IFB No. 000-2018. By filing in this information and placing my signature below, I understand that Guam Department of Education will review my application and shall determine whether or not the fifteen percent (15%) preference will be applied for GDOE IFB No. 000-2018.
2. I, \_\_\_\_\_, representative for \_\_\_\_\_, have read the requirements of the law cited above and do not wish to apply for the Local Procurement Preference for GDOE IFB No. 000-2018.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel #: \_\_\_\_\_

Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH THE FORMAL BID DOCUMENTS.  
GDOE Procurement Form 005



# Office of the Attorney General of Guam



## **NOTIFICATION OF PROCUREMENT OVER \$500,000**

(FOR USE ONLY IF AGENCY HAS AN APPOINTED SAAG)

**To:** Office of the Attorney General

**Attention:** Deputy Attorney General, Solicitor Division

**From:** \_\_\_\_\_  
[Agency Name]

**Name of Attorney for Agency:** \_\_\_\_\_

**Type of Procurement:** \_\_\_\_\_  
[IFB, RFP, etc.]

**Description of Procurement:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**ARRA:** \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes, federal agency:** \_\_\_\_\_

\_\_\_\_\_  
Procurement Officer (Print  
Name)

\_\_\_\_\_  
Signature of Procurement Officer

**Date:** \_\_\_\_\_

## Appendix B-12

### **DECLARATION RE COMPLIANCE WITH 5 GCA § 5150**

I, \_\_\_\_\_, make this declaration on \_\_\_\_\_  
*[print name clearly]* *[enter today's date]*  
regarding Procurement No. \_\_\_\_\_, and do hereby certify under penalty of perjury that:  
*[enter procurement no.]*

(1) I am the procurement officer (Chief Procurement Officer; Director of Public Works; or head of a purchasing agency) for this procurement;

(2) I have caused an estimate to be made of the cost of the services or supplies being procured, and for which a contract will be entered into or a purchase order will be issued, whichever is appropriate as the case may be;

(3) My estimate of the total cost of the contract or purchase order, whichever is appropriate as the case may be, is *[please check one]*:

☐ less than \$500,000; or

☐ \$500,000 or more;

(4) If the total estimated cost of the procurement is \$500,000 or more, I understand that I must be advised by legal counsel designated by the Attorney General (which may be an Assistant Attorney General or other legal counsel designated as Special Assistant Attorney General ("SAAG") under 5 GCA § 5150) during each and every phase of the procurement process, beginning with the planning stage and before any request for proposal or invitation to bid is issued or notice published, or before any sole source procurement or emergency procurement is undertaken;

(5) If the total estimated cost of the procurement is \$500,000 or more, I understand I may not proceed with any phase of the procurement unless I have been advised by an Assistant Attorney General or a SAAG to proceed;

(6) If the total estimated cost of the procurement is less than \$500,000 initially when the procurement is begun, but the total cost increases to \$500,000 or more at some later point in time, I understand I must contact the Attorney General's Office as soon as I become aware that the procurement will actually cost \$500,000 or more, and that I may not proceed further without the assistance of the Attorney General's Office or a SAAG; and

(7) I understand if I do not comply with the requirements of 5 GCA § 5150 and the Attorney General's Office or a SAAG has not acted as legal counsel during all phases of a procurement estimated to cost \$500,000 or more, the Attorney General or SAAG may disapprove the contract, or the procurement may be subject to cancellation, or any award, contract or purchase order made or entered into may be subject to termination.

\_\_\_\_\_  
*[Declarant's Signature]*