



EDWARD M. BIRN
Director (Direktot)

BERNADINE C. GINES
Deputy Director (Sigunda Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)

Telephone *(Telifan)* (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigunda Maga'håhi)

PROCUREMENT POLICY OFFICE (PPO)

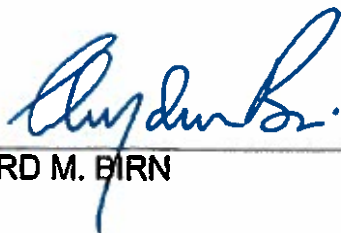
Resolution: 2021-003

April 5, 2021

Policy regarding Sections (b) (1) and (2) of §5110, GCA

1. General Services Agency is a department within Department of Administration (DOA)
2. §5110 Creation of General Services Agency sets forth the duties of the Chief Procurement Officer and the Director of Administration, respectively.
3. DOA has therefore compiled the attached Department of Administration Policy.
4. Procurement Policy Office (PPO) at a meeting of the members held at 2:00 p.m., April 5, 2021 has adopted this policy for use by the Director of Administration and Chief Procurement Officer.

AGREED HERETO:



EDWARD M. BIRN

March 15, 2021

Date

STEPHANIE G. FLORES

Date

VINCENT P. ARRIOLA

Date

YUKA R.I. HECHANOVA

Date

TOMMY C. TAITAGUE

Date

AGREED HERETO:

EDWARD M. BIRN

Date



STEPHANIE G. FLORES

29 April 2021

Date

VINCENT P. ARRIOLA

Date

YUKA R.I. HECHANOVA

Date

TOMMY C. TAITAGUE

Date

AGREED HERETO:

EDWARD M. BIRN

Date

STEPHANIE G. FLORES

Date



VINCENT P. ARRIOLA

4.5.21

Date

YUKA R.I. HECHANOVA

Date

TOMMY C. TAITAGUE

Date

AGREED HERETO:

EDWARD M. BIRN

Date

STEPHANIE G. FLORES

Date

VINCENT P. ARRIOLA

Date



YUKA R.I. HECHANOVA
YUKARI



Date

TOMMY C. TAITAGUE

Date

AGREED HERETO:

EDWARD M. BIRN

Date

STEPHANIE G. FLORES

Date

VINCENT P. ARRIOLA

Date

YUKA R.I. HECHANOVA

Date



TOMMY C. TAITAGUE

APR 05 2021

Date

DEPARTMENT OF ADMINISTRATION POLICY

Director will:

1. Require reports on requisitions, received, processed and procured on a regular basis.
2. Discuss with CPO reasons for delays/rejections when so notified by other agency directors.
3. Determine staffing levels/requirements for GSA.
4. Review (or delegate review) of completed procurements to determine compliance with statute and PPO policy, including post costing.
5. Determine optimum Tenda levels and categories and monitor accordingly.
6. Direct administration of Surplus Property System.
7. Direct administration of Record Retention/ Distinction System

Director will not:

1. Solicit, contact or determine bidders for Government supplies and services, which are the responsibility of GSA.
2. Instruct CPO to award or withhold a contract or purchase order unless by operation of another chapter of GCA.
3. Afford preferential treatment with respect to payment or compliance to any vendors or potential vendors.

Based on §5110 (6) (2), amended by P.L. 34-132:2, Director may request access to documentation regarding specific procurements as long as Director does not use this information included in such documentation to initiate, change or determine the outcome of such procurement.