



## Arecibo Observatory

Office of the Director

SUBJECT: Inclusion of applicable provisions in contracts at AO	Effective Date: 04-30-2020	Policy Number: AO-POPR22
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	Responsible Authority: Support Operations Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

### APPLICABILITY/ACCOUNTABILITY

This policy is applicable to the administrative staff and stakeholders at the Arecibo Observatory responsible for procurement of professional services and materials.

### GENERAL POLICY

This policy outlines the inclusion of Yang Enterprises Inc. (YEI) terms and conditions on all legal procurement actions.

### DEFINITIONS

**FAR – The Federal Acquisition Regulation (FAR)** is the principal set of rules in the Federal Acquisition Regulations System regarding [government procurement in the United States](#),<sup>[1]</sup> and is codified at Chapter 1 of [Title 48](#) of the [Code of Federal Regulations, 48 C.F.R.](#)

**Flow down clauses** – Prime’s contract requirements that also apply to a subcontractor.

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## POLICY STATEMENT

The Arecibo Observatory (AO) will follow applicable Government guidelines when issuing procurement actions by including established YEI terms and conditions on all legal procurement actions.

### Yang Enterprises Inc. (YEI) Terms and Conditions

YEI terms and conditions are included on all purchase orders, contracts for professional services, request for quotes and request for proposals. Contractors and/or potential contractors are required to acknowledge YEI Terms and Conditions as a condition of work or contract award. See AO-POPR15 Policy and Procedure and SOP AO SUP-01, Procurement Policies and Procedures.

Information provided to contractors or potential contractors include:

1. General terms and conditions
2. Acceptance
3. Delivery
4. Default
5. Compliance with laws
6. Price
7. Settlement of Disputes
8. Warranty
9. Flow down Clauses
10. FAR Government Clauses
  - a. David Bacon Act
  - b. Equal Opportunity
  - c. Equal Opportunity for Veterans
  - d. Small Business Subcontracting Plan
  - e. Utilization of Small Business Concerns
  - f. Service Contract Act
  - g. Subcontracts for Commercial Items

## CONTACTS

Operations and Maintenance Director, ext. 369

Support Operations Manager, ext. 257

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INITIATING AUTHORITY

Director of the Arecibo Observatory

**POLICY APPROVAL**

**(For use by the Office of the Director)**

**Policy Number:** AO-POPR22 Inclusion of applicable provisions in contracts at AO

**Initiating Authority:** \_\_\_\_\_

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

**Principal Investigator:** \_\_\_\_\_

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