



Arecibo Observatory

Office of the Director

SUBJECT: Procurement price competition	Effective Date: 04-30-2020	Policy Number: AO-POPR024
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	Responsible Authority: Support Operations Manager	

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

APPLICABILITY/ACCOUNTABILITY

This policy applies to all procurements for supplies and/or services in excess of the simplified acquisition threshold at the Arecibo Observatory.

GENERAL POLICY

Establish the requirements for price completion when requesting goods and services from vendors and contractor for the Arecibo Observatory.

DEFINITIONS

1. **Corporate:** Yang Enterprises main office in Florida.

POLICY STATEMENT

The Arecibo Observatory (AO) Procurement Office will follow applicable Corporate guidelines when implementing the simplified acquisition threshold established. All procurements in excess of \$3,000 will be competed unless a sole source is the only alternative available.

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PROCEDURES

1. All purchases in excess of \$3,000 must have at least two (2) quotes with a preference of three (3) from different vendors.
2. E-mail Request for Quote (RFQ) to vendors that offers goods or services. Describe material or services requested, essential characteristics and standards. Avoid detailed product specifications. If it's necessary to be specific on a product write "brand name or equal" on the requirement. Oftentimes area supervisors obtain quotes from vendors, the purchasing agent should use this information to initiate bid analysis process.
3. Establish a response date to the RFQ.
4. Capture applicable information on Bid Analysis Form (See Bid Analysis form). Ensure each vendor's, price, date and POC (Point of Contact) is clearly legible.
5. If price quotes are equal, ask each vendor for their Best and Final Offer.
6. Use current catalogs, published price lists, and cut sheets to determine fair and reasonable quotes.
7. Select the vendor that offers the best price, quality, delivery date, warranty. Use external sources i.e. technicians, engineers, scientist to help in your selection. Annotate reason for selecting one vendor over another.
8. Document all actions on the Bid Analysis Form.
9. Notify vendors of selection.
10. Award the procurement to the selected vendor following AO-SUP-01 Procurement Policies and Procedures.

REFERENCES

bid analysis form.pdf

CONTACTS

Support Operations Manager, ext. 257

Yang Enterprises Corporate Office, 407-365-7374

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL

(For use by the Office of the Director)

Policy Number: AO-POPR024 Procurement price competition

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____