



Arecibo Observatory

Office of the Director

SUBJECT: Monitor Contractor/Vendors Performance	Effective Date: 04-30-2020	Policy Number: AO-POPR07
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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 the Support Operations branch at the Arecibo Observatory.

GENERAL POLICY

Establish the minimum requirements for the management and monitoring of contractor/vendors performance at the Arecibo Observatory.

DEFINITIONS

1. Contractor or vendor: Individual or Company contracted to perform any work at AO. Including but not limited to delivering goods to the site, perform any manual work, consulting, training.
2. SAM: System for Award Management
3. Purchase Order: is an official document issued by a buyer committing to pay the seller for the sale of specific products or services to be delivered in the future.

POLICY STATEMENT

The Arecibo Observatory (AO) Support Operations Branch will follow applicable guidelines in the monitoring of contractors and/or vendors performing work at the Arecibo Observatory.

PROCEDURES

- A. Vendors delivering supplies
 1. Contractors and/or vendors will follow Arecibo Observatory's Terms and Conditions agreed upon signing the purchase order or contract.
 2. A SAM verification will be done on all vendors and contractors doing business at AO.
 3. A self-verification is required on all vendors and contractors doing business at AO.
 4. When receiving materials from vendors at the warehouse, the Supply Technician will verify, part number and quantity against purchase order. The condition of the material received will be verified.
 5. The Supply Technician will sign the packing slip and will make a note of any discrepancy.
 6. The unsolved discrepancies at this level will be forwarded to the Purchasing Agent for final resolution.
 7. A conversation record will be initiated to capture resolution of problem.
 8. The Finance Office at corporate level will receive the invoices from vendors and receiving documentation from the supply technician to proceed with the payment.
 9. The purchasing agent will rate vendor's performance by completing the Vendor Evaluation Form.
- B. Contractors
 1. Contractors will send task completion documents to the project manager to verify work done.
 2. The Project Manager will sign the documents and will send a copy to receiving for processing.
 3. The Finance Office at corporate level receives invoices from vendors and receiving documentation from the Supply Technician to proceed with the payment.

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-POPR07 Monitor Contractor/Vendors Performance

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____