



## Arecibo Observatory

Office of the Director

SUBJECT: Consideration of diverse resources for procurement and services at AO	Effective Date: 04-30-2020	Policy Number: AO-POPR18
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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

The Arecibo Observatory and its Procurement Office is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, and local business. Also, believes in the fair distribution of procurement actions. The Site depends from the surrounding business community to support our on-time delivery of material to replenish stocked inventory, and needed parts in support of the site's our on-going maintenance program. The majority of these vendors are classified as small, minority and/or woman owned business. AO selects these vendors on a routine basis, complying with the federal government mandate of selecting small, disadvantaged vendors as much as possible. Businesses are also classified according to their commodity, which makes it easier to obtain specialized materials and equipment. A data base of registered vendors is kept in the AiM System managed by UCF, a report is available upon request.

## POLICY STATEMENT

The Arecibo Observatory will award contracts and will make purchases to local small businesses, minority owned business enterprises (MBE), women owned business enterprises (WBE) when all business considerations are determined to be equal among competitive suppliers.

The site is encouraged to explore opportunities to obtain services and goods from certified diversity suppliers that can provide competitive quality and pricing.

## RESPONSIBILITIES

**Purchasing Personnel:** Encourage departments to explore opportunities to include and utilize small, minority-owned diversity suppliers (MBE/WBE) to compete for business and from whom to obtain goods and services whenever possible.

**Department Managers:** All department managers should explore opportunities to obtain goods and services from diversity suppliers.

## PROCEDURES

The Purchasing Department will participate with local initiatives in order to maintain awareness of resources and will encourage diversity suppliers to meet with staff to review product/service specifications, and review supplier qualifications including licenses, certification, and insurance requirements as appropriate.

The Purchasing Department will assist with the purchases and the development of contracts. Head Departments should search to identify diversity suppliers whenever possible.

Purchases using federal sponsored funds must be made in accordance with Uniform Guidance (2CFR 200): The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## CONTACTS

Operations and Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

**POLICY APPROVAL**

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

**Policy Number:** AO-POPR18 Consideration of diverse resources for procurement and services at AO

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

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

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

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