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[1] 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.
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

AO-POPR22 Inclusion of applicable provisions in contracts at AO
**INITIATING AUTHORITY**

Director of the Arecibo Observatory

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<th>POLICY APPROVAL</th>
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| Initiating Authority: ______________________________ | Date: _____________ |
|-----------------------------------------------------|
| Principal Investigator: ____________________________ | Date: _____________ |