



Arecibo Observatory

Office of the Director

SUBJECT: Consideration of Responsible Contractor	Effective Date: 04-30-2020	Policy Number: AO-POPR13
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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 proposed contracts with any prospective contractor for the Arecibo Observatory.

GENERAL POLICY

Establish the minimum requirements for consideration of a responsible contractor/vendors when awarding a purchase order or contract at the Arecibo Observatory.

To be determined responsible, a prospective contractor must:

1. Have adequate financial resources to perform the contract, or the ability to obtain.
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commitments.
3. Have:
 - a. satisfactory performance record.
 - b. satisfactory record of integrity and business ethics.
 - c. necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

- d. necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

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. 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.
3. Responsible Contractor is a Contractor that has the capability in all material respects to perform the specifications of the Contract.
4. SAM: System for Award Management.

POLICY STATEMENT

The Arecibo Observatory (AO) Support Operations Branch will follow applicable guidelines in awarding a contract or purchase order to responsible contractors and/or vendors. The purchases shall be made from, and contracts shall be awarded to, responsible prospective contractors only. No purchase shall be made unless the purchasing manager makes an affirmative determination of responsibility.

PROCEDURE

1. Contracts and/or purchase order will be awarded to responsible contractors or vendors that demonstrate integrity, compliance with public policy, record of past performance, and financial and technical resources.
2. Contractors and/or vendors will follow Yang Enterprises (YEI) Terms and Conditions agreed upon signing the purchase order or contract. (See YEI Terms and Conditions)
3. Perform a check of the SAM System for debarment and suspension.
4. A self-verification is required on all vendors and contractors doing business at AO. Provide vendor with a Vendor Request Certification form. (See Vendor Request Certification form)
5. Review Vendor Request Certification form for completeness, and if acceptable, assign a vendor number and add information to Purchase Control System.
6. For vendors located and doing business in Puerto Rico, a Merchant Certificate issued by the Government of Puerto Rico is required.
7. The purchasing agent will rate vendor's performance by completing the Vendor/Supplier Evaluation Form. (See Vendor/Supplier Evaluation Form)

REFERENCES

<..\..\..\..\..\Desktop\Policies\Vendor Request-Certification Form.pdf>

<..\..\..\..\..\Desktop\Policies\vendor supplier eval form.pdf>

<..\..\..\..\..\Desktop\Policies\YEI-TERMS AND CONDITIONS-revised-20jan20.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-POPR13 Consideration of Responsible Contractor

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____