



Arecibo Observatory

Office of the Director

SUBJECT: Requirements for conducting the objective evaluation of contractor past performance and steps to eliminate unfair competitive advantage at AO.	Effective Date: 04-30-2020	Policy Number: AO-POPR15
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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 controls implemented by the AO Procurement Office in the pre-selection or selection of contractors or vendors doing business at the Arecibo Observatory.

DEFINITIONS

SAM – System for Award Management - A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. These include for-profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.

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POLICY STATEMENT

The Arecibo Observatory (AO) procurement office will follow applicable Government guidelines when selecting vendors or contractors that will provide services or goods to AO.

Vendor/Supplier Screening Process

1. Potential contractors and vendors interested in providing goods or services to AO must go through a screening process.
2. Local vendors or contractors must be registered with the Puerto Rico Department of Treasury and provide certificate to the purchasing office.
3. Out of Puerto Rico vendors or contractors must provide federal Tax Payer Identification Number or Employer Identification Number found in W-9 form
4. A SAM verification is also required on established companies on procurements of \$25,000.00 or more.
5. Local business that are not registered in the SAM system are required to complete a Vendor Request Certification form (see Vendor request Certification Form). They are required to self-identify as belonging to a particular business type such as large or small business or business type such as woman-owned, disable veteran, veteran owned. Data collected is kept in the AiM System.
6. To avoid any unfair advantage, individuals and or corporations providing professional services (lawyers, CPAs, consultant, instructors, etc.) must not be related to any employee that makes the Arecibo Observatory Management Team (YEI, UCF, UAGM). Contact HR department to provide input on this issue. See also conflict of interest section in YEI Personnel Manual (see YEI Personnel Manual)

Procurement of goods and professional services - YEI procurement office uses request for proposal (RFP) or request for quote (RFQ) as a tool to obtain goods or professional services.

Request for Quotes

1. An informal RFQ is used on procurements of small purchases, on time delivery from local vendors, stocked items. Verbal, catalogs, e-mail quotes are allowed. A record of the RFQ is added to the purchase order file.
2. A more formal RFQ is used for specialized, high cost procurements. Request for quote must contain description of desired product or salient characteristics of product or equal, quantity, suggested source(s). If procurement exceeds the minimum purchase threshold (\$3,000.00) established by YEI, then a bid analysis must be completed. Obtain at least three suggested pre-qualified sources from requester. A technical evaluation by the engineering and purchasing departments is performed, selection is based on best solution, cost and/or quality. If only one source can provide the goods, then a Sole Source Justification must be completed. Issue a purchase order to the selected source.

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Request for Proposal

1. RFPs are commonly used to obtain professional services. Requestors and Purchasing Office write RFPs. Purchasing Office obtain suggested pre-qualified sources information from requester. A technical evaluation by the engineering and purchasing departments is performed, selection is based on best solution, cost and/or quality of service. If only one source, then a Sole Source Justification must be completed. An award/non award notice is sent to all parties involved. RFPs must contain the following sections.
 - a. Abstract- what needs to be accomplished
 - b. Type of Contract – Fixed price
 - c. Period of Performance
 - d. Deliverables – reports, work completion document
 - e. Cost
 - f. RFP due date
 - g. YEI Terms and Conditions

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-POPR15 Requirements for conducting the objective evaluation of contractor past performance and steps to eliminate unfair competitive advantage at AO.	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____

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