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FOR IMMEDIATE RELEASE

OAG Hosts 4th Procurement Workshop No. 101

May 28, 2013- Hagatna, Guam-The Office of the Attorney General, in its continued efforts to educate government agencies on procurement methods and processes, will be hosting its fourth Workshop No. 101 titled *Acquisition of Professional Services: Developing a Request for Proposal and Conducting Procurement* tomorrow, May 29, 2013 from 8:00am to 5:00pm at the University of Guam's School of Business Lecture Hall.

Personnel from the Department of Public Health and Social Services and the Mayor's Offices will gain a better understanding of acquiring professional services through request for proposals (RFP) and the personal liability incurred if the RFP's are handled incorrectly.

Assistant Attorneys General Laura Mooney, Fred Nishihira, Shannon Taitano and John Weisenberger will discuss the requirements of the procurement process for an RFP and break it down into 5 basic phases: planning; solicitation; receipt and evaluation of proposals; negotiation with best offeror; and finalizing a contract. Instruction will also include better business practices in creating accurate and complete records, handling confidential materials and avoiding conflicts of interest with respect to procurement documents.

"Through educating government departments on the procurement process, it will help to save valuable resources like time, money and staff. It is the taxpayers' money we want to save during the procurement phase every agency is constantly going through," said Attorney General Leonardo M. Rapadas.

To date, the following agencies have attended Workshop No.101: Bureau of Statistics and Planning, Department of Administrations, Department of Corrections, Department of Education, Department of Integrated Services for Individuals with Disabilities, Department of Labor, Department of Mental Health and Substance Abuse, Department of Public Works, Department of Revenue and Taxation, Department of Youth Affairs, Guam Economic Development Authority, Guam Environmental Protection Authority, Guam Fire Department, Guam International Airport Authority, Guam Memorial Hospital Authority, Guam Police Department and Guam Regional Transit Authority.

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While the current focus is on educating as many agencies as possible on the material included in Workshop No. 101, future workshops with subject matters on Memorandum of Understanding (MOU) and Invitation for Bid (IFB) are in the early phases of planning.

Visit www.guamag.org to view forms and other resources available to aid departments in the procurement process.

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