

**John M. Weisenberger**  
*Attorney General*



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## Office of the Attorney General

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June 23, 2010

### **PROCUREMENT CIRCULAR NO. 2010-02**

**TO:** All Government of Guam Agencies  
**FROM:** Attorney General of Guam  
**SUBJECT:** **Procurement over \$500,000**

The recent enactment of P.L. 30-72 requires our Office to assist all government agencies with all phases of the procurement process when the cost of an acquisition is over \$500,000. We understand that some of the funds which the government receives must be encumbered or spent by the deadlines dictated by the funding source.

Because we have received a high volume of requests for assistance thus far, and expect to receive many more in the near future, we will be prioritizing the requests based on deadlines tied to the funding.

To accommodate all requests for assistance made pursuant to P.L. 30-72, we will require that each request be accompanied by certain information as set out below. If you currently have a pending request already submitted to our Office, please submit the information as soon as possible. If you are planning to submit a request in the future, please do not forget to submit the information with your request. A preferred response is one which is in memorandum form, brief and to the point, with documentation:

1. Identify the services or items being acquired.
2. State the estimate of the cost of services or items being acquired.
3. State whether the source or sources of funding are federal or local, or a combination.
4. For federal funding sources, identify the federal agency, federal grant name, and award number.
5. For federal funding sources, cite the applicable federal regulations [CFR].
6. Identify, in detail, each and every deadline tied into the funding source or sources.
7. Attach evidence of deadlines [usually found in documents from funding source or laws].

If you have any questions regarding this memorandum, please contact Ms. Marie Cruz at 475-3324, extension 130, or at [mcruz@guamattorneygeneral.com](mailto:mcruz@guamattorneygeneral.com).

**JOHN M. WEISENBERGER**  
**Attorney General**