



# Office of the Attorney General of Guam



## REFERENCE CHECKLIST FOR INVITATION FOR BID (IFB)

This is an official Office of the Attorney General procurement form consisting of a list of questions designed as a reference tool of the items to be considered in the invitation for bid procurement process. The list is not exhaustive of all the considerations that may be involved in procurement. It is only a tool to assist Government of Guam employees as to questions and sections of the law involved at different stages in the procurement process.

The form is used by the Office of Attorney General Civil/Solicitor Attorneys who handle procurements and is handed out to government employees who participate in an all day procurement workshop: AG Procurement Workshop 101, Acquisition of Professional Services: Developing a Request for Proposal and Conducting a Procurement, along with AG Procurement Form 018 Reference Checklist for Request for Proposals.

Workshop participants are taken through procurement basics beginning with where the Guam Procurement Laws and Regulations are found online at the Supreme Court of Guam, Office of Compiler website; URL <http://www.justice.gov.gu/compileroflaws/>. The words in the checklist, such as “record” and “determination”, are explained with examples so that the participants learn fundamental key concepts and practices in Government of Guam procurement.

**Disclaimer:** This document is only a guide. This document is not necessarily complete. It is a work-in-progress and will be updated periodically. This document does not apply to all procurements. A working knowledge of the Guam procurement law and regulations is necessary to successfully use this document. *The checklist paraphrases law and regulation – please read the specific law and regulation.*

The user is requested to advise the Guam Office of the Attorney General if corrections or improvements can be made to this document.

You may contact the procurement attorneys at [paag@guamag.org](mailto:paag@guamag.org) with your comments, improvements, criticisms or complaints. Please visit the OAG procurement website for further information. URL: [www.guamag.org/procurement](http://www.guamag.org/procurement). All official OAG procurement forms are available on the OAG web site.



yes   no   n/a

**INITIAL QUESTIONS**

- 1.   Is there a record of planning for this procurement? [5GCA § 5010; 2 GAR, Div. 4 § 1102.03]
- 2.   Is there a record of the requesting agency's determination of need? [5 GCA § 5249(e)]
- 3.   Is this procurement mandated by statute? If so, cite: \_\_\_\_\_

**STATUTORY PREFERENCES**

- 4.   Can matter being procured be a product that is biodegradable, reusable, recyclable, made from recycled material, or some combination of the foregoing? [2 GAR, Div. 4 § 1102.02]
- 5.   If matter being procured includes concrete or asphalt paving, construction or repair of highways, does IFB give notice that bids must include use of available recycled glass, and require bidders to identify and certify in writing the percentage of recycled glass contained in the material offered? [5GCA § 5218]
- 6.   Does IFB give notice about local preference policy? [5GCA § 5008; 2 GAR, Div 4. §1104] If "not applicable" is checked, please state why: \_\_\_\_\_  
\_\_\_\_\_
- 7.   If horticulture products are being procured, does IFB give notice that 75% must be native grown or grown-in-Guam? [5GCA § 5008.1]
- 8.   Is this an acquisition of local produce and/or fish from local farmers and fishermen? [5 GCA §5001(e)]
- 8.1.   If the answer is "yes," make determination whether this acquisition is exempted from the procurement law.
- 9.   Does IFB give notice about service-disabled veteran preference? [5 GCA §§5011, 5012]

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