MINA' TRENTA NA LIHESLATURAN GUAHAN 2010 (Second) Regular Session

Bill No. 7/4-30 (COR)

Introduced by:

Sur Mr. B.J.F. Cruz

AN ACT TO AMEND §§ 5004, 5008, 5030, 5121, 5122, 5215, 5216, 5233, 5425, 5480, 5481, 5601, AND 5707 OF TITLE 5, GUAM CODE ANNOTATED AND TO ADD NEW §§ 5126, 5425.1, AND 5634 TO TITLE 5, GUAM CODE ANNOTATED; RELATIVE TO GOVERNMENT OF GUAM PROCUREMENT.

1 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF

2 **GUAM:**

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4 Section 1. Legislative Findings and Intent. I Liheslaturan Guåhan finds that the existing 5 regulations and statutes governing the procurement of goods, services, supplies, and construction 6 by the agencies, autonomous and semi-autonomous agencies, public corporations and other 7 instrumentalities of the government of Guam are largely based on the American Bar 8 Associations (ABA) Model Procurement Code (MPC) of 1979, and that substantial problems and 9 issues have arisen through the years with the application of or non-compliance with these rules, 10 regulations and statutes. A number of such concerns, inter alia, include the following claims: (1) that the procurement statutes and regulations do permit local government agencies to obtain or 11 12 transfer goods, supplies, construction or services between each other unless they do so competitively under the procurement code, (2) that there are situations where professional 13 14 services are procured without or in the absence of formal written contracts which would 15 ordinarily require the additional safeguard of having an attorney review the same, (3) that price cannot be considered a factor in Request For Proposals (RFPs) for evaluating proposals because 16 17 it is not expressly provided for in the statutes or regulations, and (4) there are even more serious 18 claims that the current procurement protests statutes and regulations unnecessarily allow

1 frivolous, costly, and time-consuming litigation where delay of the procurement becomes a more 2 important aim than having a procurement system that provides for the fair, equitable and 3 expeditious treatment of all parties in the procurement system. The purposes or intent for the 4 proposed procurement amendments may also be found in the relevant notes below each 5 amendment.

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7 Section 2. Section 5004 of Title 5, Guam Code Annotated, is hereby repealed and re-8 enacted to read:

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10 § 5004. Application of this Chapter.

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(a) General Application. This Chapter applies only to contracts solicited or entered into
 after the effective date of this Chapter unless the parties agree to its application to a contract
 solicited or entered into prior to the effective date.

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16 (b) Application to Territorial Procurement. This Chapter shall apply to every expenditure of public funds irrespective of their source, including federal assistance funds except as 17 18 otherwise specified in §5501 of this Chapter, by this Territory, acting through a governmental body as defined herein, under any contract, except that this Chapter shall not apply to either 19 20 grants or contracts between the Territory and another government, or between one government of 21 Guam agency, autonomous agency, semi-autonomous agency, public corporation, or 22 instrumentality, and another government of Guam agency, autonomous agency, semiautonomous agency, public corporation, or instrumentality. Nothing in this Chapter or in 23 regulations promulgated hereunder shall prevent any governmental body or political subdivision 24

from complying with the terms and conditions of any grant, gift, bequest, or cooperative agreement.

27 **SOURCE:** GC § 6950.3. MPC § 1-104 modified.

28 COMMENT: The MPC assumes the existence of counties, municipalities having a separate government, and other 29 local governments. This Section has been modified to refer to Guam's structure, unified government, at the time of 30 enactment.

Note that this Chapter does not affect existing contracts. Also, it does not affect agreements with private parties, such as when a person gives something to the government with conditions as to its use. Also, agreements with other governments, such as the Federal Government in areas of, say, Intergovernmental Personnel Exchanges, are not affected by this Chapter. The reason is, of course, that the other government may very well place conditions upon the agreement which are not compatible with this Act, but which must be followed. Thus, federal regulations must be followed in federal agreements notwithstanding any local laws.

37 NOTE: There have recently been claims made that the procurement code must be utilized between local 38 government of Guam agencies when they obtain, offer, or exchange supplies, services, goods, etc. from each other, 39 and there is added a clause to subsection (b) that makes it clear that there is no such requirement.

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41 Section 3. Section 5008 of Title 5, Guam Code Annotated, is hereby repealed and re-42 enacted to read:

1 2 § 5008. Policy In Favor of Local Procurement. 3 4 All procurement of supplies and service shall be made from among businesses licensed to 5 do business on Guam and that maintain an office or other facility on Guam, whenever a business 6 that is willing to be a contractor is: 7 (a) a licensed bonafide manufacturing business that adds at least twenty-five 8 percent of the value of an item, not to include administrative overhead, using workers who are U. 9 S. Citizens or lawfully admitted permanent residents or nationals of the United States, or persons 10 who are lawfully admitted to the United States to work, based on their former citizenship in the 11 Trust Territory of the Pacific Islands; or 12 13 (b) a business that regularly carries an inventory for regular immediate sale of at 14 least fifty percent (50%) of the items of supplies to be procured; or 15 (c) a business that has a bonafide retail or wholesale business location that 16 regularly carries an inventory on Guam of a value of at least one half of the value of the bid or 17 One Hundred Fifty Thousand dollars (\$150,000) which ever is less, of supplies and items of a 18 similar nature to those being sought; or 19 20 (d) a service business actually in business, doing a substantial portion of its 21 business on Guam, and hiring at least 95% U.S. Citizens, lawfully admitted permanent residents or nationals of the United States, or persons who are lawfully admitted to the United States to 22 23 work, based on their citizenship in any of the nations previously comprising the Trust Territory 24 of the Pacific Islands. 25 Procurement of supplies and services from off Guam may be made if no business 26 for such supplies or services may be found on Guam or if the total cost F.O.B. job site, unloaded, 27 of procurement from off island is no greater than eighty-five percent (85%) of the total cost F.O.B. job site, unloaded, of the same supplies or services when procured from a business 28 29 licensed to do business on Guam that maintains an office or other facility on Guam and that is one of the above-designated businesses entitled to preference. This section shall not apply to 30 professional services which are awarded on the basis of best qualifications without pricing 31 32 pursuant to § 5216 of this Chapter. 33

COMMENT: Originally added by Committee on General Government Operations. Follows a similar provision in Executive Order 65-12A, the former Procurement Regulations for the government of Guam. The aim is to encourage local businesses to the maximum extent possible. However, some needs of the government must be procured from off-island, especially services, and often such businesses do not have a system of agencies. Also, while local businesses are to be encouraged, they are not to be encouraged at a too-great expense to the general treasury. A safeguard is added to ensure that the comparison is equalized - so that what is compared is the total, delivered cost,

1 2	not just the relative catalog costs between the on and off-island vendors. The formula "f.o.b. jobsite, unloaded" is taken from Hawaii law (HRS§103-43).
3 4 5 6	NOTE: However, it has been found that the local preference rule cannot be applied to professional services acquired pursuant to the procedures specified in § 5216. Section 5216 requires award to the best qualified based on evaluation factors so long as a compensation amount which is fair and reasonable can be negotiated. A comparison of prices or costs is not possible where an award is to be made to the best qualified.
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14 15	Section 4. Section 5030 of Title 5, Guam Code Annotated, is hereby repealed and re- enacted to read:
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17	§ 5030. Definitions.
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19 20 21	As used in this Chapter, unless the context in which they are used requires a different meaning, or unless a different definition is prescribed for a particular Chapter, Article or provision:
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23	(a) <u>Award means granting a contract; an award is the execution of a contract between</u>
24 25 26	the government and the bidder or offeror as the result of the procurement process; an award takes place at that moment when an enforceable contract exists between the government and the offeror or bidder.
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28	(b) Business means any corporation, partnership, individual, sole proprietorship, joint
29	stock company, joint venture, or any other private legal entity.
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31	(c) Change Order means a written order signed by the Procurement Officer, directing
32 33	the contractor to make changes which the changes clause of the contract authorizes the Procurement Officer to order without the consent of the contractor.
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35	(d) Chief Procurement Officer means the person holding the position created in
36	§5110 of this Chapter, as the head of the central procurement office of Guam.
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1	<u>(e)</u>	Contract means all types of territorial agreements, regardless of what they may be			
2	called, for the procurement or disposal of supplies, services or construction.				
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4	<u>(f)</u>	Contract Modification means any written alteration in specifications, delivery			
5	point, rate of	delivery, period of performance, price, quantity or other provisions of any contract			
6	accomplished by mutual action of the parties to the contract.				
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8	<u>(g)</u>	<i>Contractor</i> means any person having a contract with a governmental body.			
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10	<u>(h)</u>	Construction means the process of building, altering, repairing, improving, or			
11	demolishing	any public structure or building, or other public improvements of any kind to any			
12 13	public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.				
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15	<u>(i)</u>	Data means recorded information, regardless of form or characteristic.			
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17	(j)	Designee means a duly authorized representative of a person holding a superior			
18	position.				
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20	<u>(k)</u>	Employee means an individual drawing a salary from a governmental body,			
21 22	whether elected or not, and any noncompensated individual performing personal services for any governmental body.				
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24	<u>(1)</u>	Governmental Body means any department, commission, council, board,			
25	bureau, comr	nittee, institution, agency, government or public corporation, authority or other			
26	establishmen	t or establishment or official of the executive branch of the government of Guam,			
27 28	4	e Government of Guam Retirement Fund, Guam Community College, the University Department of Education, and the Guam Memorial Hospital Authority.			
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30	<u>(m)</u>	Grant means the furnishing by the Territory of assistance, whether financial or			
31	otherwise, to	any person to support a program authorized by law. It does not include an award			
32	whose prima	ry purpose is to procure an end product, whether in the form of supplies, services			
33 34	or construction; a contract resulting from such an award is not a grant but a procurement contract.				

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2	<u>(n)</u>	May denotes the permissive.
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4 5	<u>(o)</u>	Person means any business, individual, union, committee, club, other organization
6	or group of in	idividuals.
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8	<u>(p)</u>	Procurement means buying, purchasing, renting, leasing or otherwise acquiring
9	any supplies,	services or construction. It also includes all functions that pertain to the obtaining
10	of any supply	, service or construction, including description of requirements, selection and
11 12	solicitation c administration	of sources, preparation and award of contract, and all phases of contract n.
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14	<u>(q)</u>	Procurement Officer means any person duly authorized to enter into and
15	administer co	ntracts and make written determinations with respect thereto. The term also
16	includes an au	uthorized representative acting within the limits of authority.
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18	<u>(r)</u>	Purchasing agency means any governmental body of the Territory including but
19 20 21 22 23	public corpora Public Works	any government of Guam agency, autonomous agency, semi-autonomous agency, ation, or instrumentality other than the Chief Procurement Officer or the Director of which is authorized by this Chapter or its implementing regulations, or by way of om the Chief Procurement Officer, to enter into contracts.
24 25	<u>(s)</u>	Regulation shall have the meaning given in the Administrative Adjudication Law.
26	<u>(t)</u>	Services means the furnishing of labor, time or effort by a contractor, not
27	involving the	delivery of a specific end product other than reports which are merely incidental to
28 29	the required with	performance. This term shall not include any form of employment relationship
30 31 32	processing fo	ent or collective bargaining agreements. Services also includes printing and or printing finished products, such as books, reports, and other items which are, ed in finished form and are not to be further processed by the using agency.
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34	<u>(u)</u>	Shall denotes the imperative.
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1 (\mathbf{v}) Supplies means all property, including but not limited to equipment, materials, 2 printing of forms, stationery and the like which are designed for further use or processing by the 3 using agency, insurance, and leases of real property, excluding land and a permanent 4 interest in land. 5 Using agency means any governmental body of the Territory including but not 6 (\mathbf{W}) 7 limited to any government of Guam agency, autonomous agency, semi-autonomous agency, public corporation, or instrumentality which utilizes any supplies, services or construction 8 9 procured under this Chapter. 10 11 Entity means any department, agency whether line, autonomous or semi- (\mathbf{x}) 12 autonomous, board, commission, instrumentality, public corporation or branch of the government of Guam and any corporation or person expending funds appropriated from the 13 Government of Guam. 14 15 16 *Emergency* means a condition posing an imminent threat to public health, welfare, (\mathbf{v}) 17 or safety which could not have been foreseen through the use of reasonable and prudent management procedures, and which cannot be addressed by other procurement methods of 18 19 source 20 selection. 21 22 SOURCE: GC § 6952. MPC § 1-301 modified. Subsection (k) amended by P.L.17-27:2, P.L. 17-43:2, P.L. 29-23 109:10 (Aug. 26, 2008). Subsection (w) added by P.L. 18-15:X:27; amended by P.L. 18-32:6. Subsection (x) added 24 by P.L. 18-44:26. 25 COMMENT: Reference to Department of Education changed to Guam Public School System pursuant to P.L. 28-26 045:10 (June 6, 2005). 27 28 NOTE: The addition of a definition for the term "award" in subsection (a) attempts to clarify a term that has been varied when litigated and has major consequences on which remedies to apply. 29 30 Section 5. Section 5121 of Title 5, Guam Code Annotated, is hereby repealed and re-31 32 enacted to read: 33 § 5121. Authority to Contract for Certain Services and Approval of Contracts. 34 35 (a) General Authority. Notwithstanding any other provisions of law, for the purpose of 36 procuring the services of accountants, physicians, lawyers, dentists, licensed nurses, other 37 licensed health professionals, and other professionals, any governmental body of Guam may act 38 Page 7 of 21

as a purchasing agency and contract on its own behalf for such services, subject to this Chapter 1 2 and regulations promulgated by the Policy Office and that procurement of professional services 3 under this Section also requires a written contract in a form approved by the agency's attorney or 4 the Office of the Attorney General, but this Subsection shall not authorize the procuring of such 5 services where any given governmental body is otherwise prohibited from procuring such 6 services.

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(b) Approval of Contracts for Legal Services. No contract for the services of legal counsel

in the Executive Branch shall be executed without the approval of the Attorney General. 10 11 Nothing in this Section or Chapter shall preclude the Attorney General or his designee from 12 participating in negotiations for any contract upon the request of the government officer or 13 agency primarily responsible for such negotiations.

(c) Approval of Contracts Generally. The Chief Procurement Officer, or his designee, or 14 15 a procurement officer of an agency authorized to procure the services or supplies in question, as 16 stated in the Rules promulgated by the Policy Office, shall execute all contracts for the 17 government of Guam. The Chief Procurement Officer may approve standard form contracts or 18 purchase orders which shall include a demonstration of compliance with §§ 5801 & 5802 of this Chapter, where applicable, and once such approval of the standard form is given, contracts or 19 20 purchase orders made on such form may be executed without the further approval of the Chief 21 Procurement Officer unless he has reserved such power of approval pursuant to the applicable 22 rules promulgated by the Policy Office.

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24 (d) Approval of Contracts by Department of Revenue and Taxation. Notwithstanding any 25 other provision of law, the Director of the Department of Revenue and Taxation or his designee shall have exclusive authority to approve and execute all contracts for the procurement of 26 27 supplies, license plates, safety decals, tax forms, tax booklets, and printing services for the 28 department.

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30 (e) Approval of Contracts by Government of Guam Retirement Fund. Notwithstanding any other provision of law, the Board of Trustees of the Government of Guam Retirement Fund 31 32 shall have exclusive authority to approve and execute all contracts for the procurement of 33 professional services associated with the operation of the Fund.

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by the procuring department, and procurement is needed for the specific purposes of the department. However, the final clause is

added by the Committee on General Governmental Operations to make sure that this Subsection does not authorize the use of, for

³⁵ 36 SOURCE: GC § 6954.7. MPC § 2-302 modified. GC § 6107. Subsection (d) added by P.L. 18-15:X:43. Subsection (a) amended by P.L.25-121:5. Subsection (c) amended by P.L. 28-165:2 (Jan. 4, 2007). Subsection (e) added by P.L. 28-188:2(Jan. 29,2007).

³⁷ 38 39 40 NOTE: Subsection (a) amended by P.L. 25-121:5. However, P.L. 25-121:5 purported to amend 5 GCA § 5151(a). The language therein was identical to that in section 5121(a) but for the addition of "licensed nurses, other health professional" and the replacing of "Territory" with "Guam." Compiler believes the use of section 5151 to have been a manifest clerical or typographical error.

⁴¹ 42 43 COMMENT: Subsection (a) recognizes that the procurement of the services of professionals usually requires extended analysis

1 2	instance, legal services, where other law, i.e., that pertaining to the Attorney General, does not authorize an entity to use its own legal counsel.			
3	NOTE: Subsection (a) was amended further to mandate that procurement of professional services also include a written contract			
4 5	or agreement in a form approved by an attorney or the Attorney General in order to trigger review by an attorney as there have been problems with using purchase orders alone to procure professional services.			
6 7 8 9	Subsection (b) recognizes the general primacy of the Attorney General over all legal matters of the Government of Guam. Other laws provide what agencies may and may not hire their own counsel. Obviously, the Attorney General cannot act contrary to those laws, but he should have the authority to check and make sure an agency does not hire its own counsel when it is not authorized to do so.			
10 11 12 13 14	Subsection (c) recognizes that neither the Governor nor the Attorney General sign routine purchase orders - which are contracts. The Committee determined that neither the Attorney General nor the Governor should be required to sign procurement contracts. However, since existing law states that all contracts are not executed until signed by the Governor, this Section must state when procurement contracts are executed. If the Attorney General or the Governor wish to review any contracts, this Section will not prohibit it.			
15 16	Section 6. Section 5122 of Title 5, Guam Code Annotated, is hereby repealed and re- enacted to read:			
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18	§ 5122. U.S. Government.			
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20 21 22	The General Services Agency shall procure supplies from the United States when the cost to the General Services Agency, <u>F.O.B. job site</u> , <u>unloaded</u> , and <u>if required by specifications</u> , to <u>include maintenance</u> is less by ten percent (10%) than from other contractors.			
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24 25	SOURCE: GC § 6954.8. New Section. See Government Code § 6117, E.O. 65-12A. Organic Act 21-A permits the government of Guam to purchase through the General Services Agency of the U.S. Government.			
26 27 28 29	NOTE: The addition of the clause, "F.O.B. job site, unloaded, and if required by specifications, to include maintenance" is intended to assure that purchases from the federal catalogue are truly less by ten percent assuring that the cost of the supply in the federal catalogue, being compared with the cost of other contractors, includes the delivery costs to Guam and the cost of maintenance [See §5008(b)].			
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32 33	Section 7. A New Section 5126 of Title 5, Guam Code Annotated, is hereby added and enacted to read:			
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35	§ 5126. Joinder or Mutual Use of Contracts by Governmental Entities.			
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37	The Chief Procurement Officer, the Director of Public Works and any purchasing agency			
38	are authorized to join or use the contracts of other states or other government units within or			
39	outside of Guam, with the authorization of the contracting vendor. The other states or other			
40	government units wherever located are not liable for the obligations of the Guam governmental			
41	entity which joins or uses the contract. Before any joinder or mutual use may take place, the			
42 43	contracting officer must determine in writing that the other jurisdiction's contract has gone through a competitive procurement process.			

NOTE: A common practice among federal agencies and other states and local procurement units is to authorize the procuring authority to use a contract of another jurisdiction. The practice saves the government time and money.

Section 8. Section 5215 of Title 5, Guam Code Annotated, is hereby repealed and reenacted to read:

§ 5215. Emergency Procurement.

10 Notwithstanding any other provision of this Chapter, the Chief Procurement Officer, the Director of Public Works, the head of a purchasing agency, or a designee of either officer may 11 12 make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions as defined in regulations promulgated by 13 the Policy Officer; provided that such emergency procurements shall be made with such 14 competition as is practicable under the circumstances, and further provided that the procurement 15 agency must solicit at least three (3) informal price quotations, if time allows must give notice to 16 all contractors from the qualified bid list who have provided the needed supplies and services to 17 the government within the preceding twelve (12) months, and must award the procurement to the 18 firm with the best offer, as determined by evaluating cost and delivery time. If the emergency 19 20 procurement is of a service specified in § 5121(a) of this Chapter, then the procuring agency must solicit at least three (3) contractors for their qualifications and interest in providing the 21 22 emergency services, and their ability to perform the emergency services within the time frames specified by the procuring agency, and the procuring agency shall award the procurement to the 23 24 contractor who the procuring agency determines best meets the agency's requirements. No 25 emergency procurement or combination of emergency procurements may be made for an amount of goods or supplies greater than the amount of such goods and supplies which is necessary to 26 27 meet an emergency for the thirty (30) day period immediately following the procurement, except that emergency procurement of services specified in § 5121(a) may be for the time period 28 necessary to complete the project contemplated by the procuring agency. If the procuring 29 30 agency determines in writing that it is impractical to obtain goods or supplies for thirty (30) days because of the nature of the emergency, then the procuring agency may obtain an amount of 31 32 goods and supplies sufficient for up to ninety (90) days. A written determination of the basis for 33 the emergency and for the selection of the particular contractor shall be included in the contract The requirements for a written determination for the emergency shall be met if the 34 file. procurements are being made on the basis of the Governor's declaration of an emergency 35 36 situation by Executive Order if such Order states that emergency procurement may be resorted to 37 for the purposes of the Order. Unless authorized by an Executive Order declaring an emergency, 38 no emergency procurement may be made except on a certificate made under penalty of perjury by the Chief Procurement Officer, Director of Public Works or the head of a purchasing agency, 39 as the case may be. Certified copies of the certificate shall be sent, prior to award and as a 40 condition thereof, to the Governor and Speaker of the Legislature. The certificate shall contain 41 42 the following:

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- (1) a statement of the facts giving rise to the emergency;
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(2) the factual basis of the determination that an emergency procurement is necessary; and

(3) a statement that emergency procurement is not being used solely for the purpose of avoidance of the provisions of this Chapter.

In addition to any other requirement, the Governor must approve in writing all authorizations for emergency procurement.

10 NOTE: In practical application, this section has presented two problems which this amendment tries to resolve. 11 First, professional services are not solicited on the basis of price. Hence, this section must clarify that when there is 12 13 an emergency procurement of professional services, the basis of comparison of the contractors will be their qualifications and interest in performing the services, and their ability to perform the services within the time 14 required by the emergency. Also, professional services generally involve a specific project, such as an architect who 15 is needed to design a specific structure, or an attorney who is needed for representation in a particular court case. It 16 makes better sense to allow the professional to complete the project rather than to change professionals every thirty 17 days or until such time a permanent professional is acquired. Second, some times an emergency procurement is 18 necessary to cover the interim period until a more permanent procurement can be made. In this situation, generally, 19 government agencies need a bit more time to make the permanent procurement than thirty days if the government 20 agency is to issue an invitation to bid or request for proposals. The amendment will allow the agency to make a procurement for up to ninety days upon written determination stating the reasons why thirty days is insufficient. 21 22

Section 9. Section 5216 of Title 5, Guam Code Annotated, is hereby repealed and reenacted to read:

§ 5216. Competitive Selection Procedures for Services Specified in §5121 of this Chapter.

(a) Conditions for Use. The services specified in § 5121(a) of this Chapter shall be
 procured in accordance with this Section, except as authorized under 5214 or 5215 of this
 Chapter. Services for architecture, engineering, construction, land surveying, environmental
 assessment and other such services shall be procured by competitive sealed bidding and shall
 also follow the requirements in accordance with Article 5 of this Chapter.

(b) Statement of Qualifications. Persons engaged in providing the types of services
specified in § 5121(a) of this Chapter may submit statements of qualifications and expressions of
interest in providing such types of services. The Procurement Officer may specify a uniform
format for statements of qualifications. Persons may amend these statements at any time by filing
a new statement.

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41 (c) Public Announcement and Form of Request for Proposals. Adequate notice of the
42 need for such services shall be given by the purchasing agency through a Request for Proposals.
43 The Request for Proposals shall describe the services required, list the type of information and
44 data required of each offeror, and state the relative importance of particular qualifications.

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(d) Discussions. The head of the purchasing agency or a designee of such officer may
 conduct discussions with any offeror who has submitted a proposal to determine such offeror's
 qualifications for further consideration. Discussions shall not disclose any information derived
 from proposals submitted by other offerors.

6 (e) Award. Award shall be made to the offeror determined in writing by the head of the purchasing agency or a designee of such officer to be best qualified based on the evaluation 7 8 factors set forth in the Request for Proposals, and negotiation of compensation determined to be 9 fair and reasonable. If compensation cannot be agreed upon with the best qualified offeror, the negotiations will be formally terminated with the selected offeror. If proposals were submitted by 10 11 one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the 12 contract may be awarded to the offeror then ranked as best qualified if the amount of 13 14 compensation is determined to be fair and reasonable. 15

(f) Evaluation Factors. The Request for Proposals shall state the relative importance of
 factors and subfactors, if any. Price may be included as a factor or sub-factor if relevant.

19 SOURCE: GC § 6959.6. MPC § 3-207. Subsection (a) amended by P.L. 18-44:32.

- NOTE: Until the recent amendments to subsection (a), the reference in subsection (a) to Article 5 was confusing because Article 5 is about construction contracts and does not contain any information regarding the procurement of architecture, engineering, land surveying and environmental assessment services which are professional services that fall under § 5121(a).
- architecture, engineering, land surveying and environmental assessment services which are professional services that
 fall under § 5121(a).
 NOTE: Subsection (f) is based on §3-203(5) of the 2000 Model Procurement Code (MPC) and deemed to be
 necessary to allow price as a factor because former Rule 3-203 of GSA Procurement Regulations (now codified as 2
 GAR Division 4 §3110) was believed to be repealed by P.L. 18-8:8 [also see commentary note to 5 G.C.A.
 §5210(a)(1)].
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Section 10. Section 5233 of Title 5, Guam Code Annotated, is hereby repealed and reenacted to read:

33 § 5233. Disclosure of Major Shareholders.

35 (a) As a condition of submitting a bid or offer, any partnership, sole proprietorship or corporation doing business with the government of Guam shall submit an affidavit executed 36 37 under oath that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in said partnership, sole proprietorship or corporation 38 at any time during the twelve (12) month period immediately preceding submission of a bid, or, 39 40 that it is a not for profit organization that qualifies for tax exemption under the Internal Revenue Code of the United States or the Business Privilege Tax law of Guam, Title 12, Guam Code 41 Annotated, Section 26203[©]. With the exception of not for profit organizations, the affidavit 42 shall contain the number of shares or the percentage of all assets of such partnership, sole 43 44 proprietorship or corporation which have held by each such person during the twelve (12) month period. In addition, the affidavit shall contain the name and address of any person who 45

has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or offer and shall also contain the amounts of

any such commission, gratuity or other compensation. The affidavit shall be open and available 1 2 to the public for inspection and copying. 3

4 (b) As a condition of submitting a bid or offer, during the pendency of the bid or offer, 5 and as a condition of accepting an award of a contract with the government for supplies or 6 services, during the pendency of the contract, any partnership, sole proprietorship or corporation 7 that has a material change in the form of its business, or a material change in the interest or 8 shares of ownership in the sole proprietorship, partnership or corporation such that there is a 9 change in the identity of any person who holds more than ten percent (10%) of the outstanding 10 interest or shares in said partnership, sole proprietorship or corporation, shall submit an affidavit executed under oath setting out that information identified here that has changed since 11 12 submission of an affidavit previously submitted pursuant to this section. 13

14 (c) Any partnership, sole proprietorship or corporation that is a sub-contractor under a 15 contract with the government of Guam, and whose sub-contract has a value more than fifty-one 16 percent (51%) of the prime contract, shall be required to comply with subsection (a) and (b) of 17 this section. 18

19 20 21 22 23 SOURCE: Added by P.L. 18-44:44.

NOTE: This Section on the disclosure of major shareholders required amendments that updated it which included making it consistent with the tax code; not imposing the requirement on non-profit organizations; taking into account material changes of ownership of the corporations, partnerships, or sole proprietorships; and requiring disclosure of certain sub-contractors under a contract with the government of Guam.

24 25 Section 11. Section 5425 of Title 5, Guam Code Annotated, is hereby repealed and re-26 enacted to read: 27

28 § 5425. Authority to Resolve Protested Solicitations and Awards. 29

30 (a) Right to Protest. Any actual or prospective bidder, offeror, or contractor who may be is aggrieved in connection with the method of source selection, solicitation or award of a 31 32 contract, may protest to the Chief Procurement Officer, the Director of Public Works or the head of a purchasing agency. An aggrieved person or party means an actual or prospective bidder or 33 offeror, or contractor whose economic interest might be affected substantially and directly by the 34 35 issuance of a solicitation, the award of a contract, or by the failure to award a contract, and whether an actual or prospective bidder or offeror has economic interests will depend upon the 36 circumstances of each case. The protest shall be submitted in writing within fourteen (14) seven 37 38 (7) calendar days after such aggrieved person knows or should know of the facts giving rise thereto, and the written protest shall be accompanied by a protest bond in accordance with 39 40 §5425.1. Any issues raised by the protesting party after the seven (7) days shall not be 41 considered as part of the protest. 42

(b) Authority to Resolve Protests. The Chief Procurement Officer, the Director of 43 44 Public Works, the head of a purchasing agency, or a designee of one of these officers shall have the authority, prior to the commencement of an action in court concerning the controversy, to 45 settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, 46

concerning the solicitation or award of a contract. This authority shall be exercised in accordance
 with regulations promulgated by the Policy Office.

4 (c) Decision. If the protest is not resolved by mutual agreement, the Chief Procurement 5 Officer, the Director of Public Works, the head of a purchasing agency, or a designee of one of 6 these officers shall promptly issue a decision in writing within seven (7) calendar days of 7 receiving the written protest. The decision shall:

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- (1) state the reasons for the action taken; and
- (2) inform the protestant of its right to administrative and judicial review.

(d) Notice of Decision. A copy of the decision under Subsection \bigcirc) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

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15 (e) Appeal. A decision under Subsection © of this Section including a decision there 16 under regarding entitlement to costs as provided by Subsection (h) of this Section, may be appealed by the protestant, to the Public Auditor within fifteen (15) seven calendar (7) days after 17 receipt by the protestant of the notice of decision. The Public Auditor or his or her hearing 18 19 officer shall hold a hearing within forty (40) calendar days of receipt of protestant's notice of 20 appeal unless good cause requires an extension of time, in which case the hearing in the protestant's appeal shall be held within sixty (60) calendar days of receipt of protestant's appeal. 21 22 The Public Auditor shall render a written decision of the protestant's appeal within thirty (30) 23 calendar days of the completion of the hearing on the issue or issues on appealed from. 24

(f) Finality. A decision of the Public Auditor shall be is final and conclusive unless
 fraudulent, or unless an aggrieved person adversely affected by the decision commences an
 action in the Superior Court in accordance with Subsection (a) of §5480 of this Chapter.

(g) <u>Stay</u>. In the event of a timely protest under Subsection (a) of this Section or under
Subsection (a) of § 5480 of this Chapter, the Territory shall not proceed further with the
solicitation or with the award of the contract prior to final resolution of such protest, and any
such further action is void, unless:

(1) The Chief Procurement Officer or the Director of Public Works after
 consultation with and written concurrence of the head of the using or purchasing agency and the
 Attorney General or designated Deputy Attorney General, makes a written determination

that the <u>solicitation or award of the contract without delay is necessary to protect substantial</u>
 interests of the Territory agency, autonomous agency, semi-autonomous agency, public corporation, or instrumentality; and

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41 (2) Absent a declaration of emergency by the Governor, the protestant has been
42 given at least two (2) days notice (exclusive of territorial holidays); and
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44 (3) If the protest is pending before the Public Auditor or the Court, the Public
 45 Auditor or Court has confirmed such determination <u>of substantial interest was an abuse of</u>

discretion by the Chief Procurement Officer or the Director of Public Works or head of the 1 2 purchasing or using agency and the Attorney General or designated Attorney General, or if no 3 such protest is pending, no protest to the Public Auditor of such determination is filed prior to 4 expiration of the two (2) day period specified in Item (2) of Subsection (g) of this Section. 5 6 (h) Entitlement to Costs. In addition to any other relief or remedy granted under 7 Subsection © or (e) of this Section or under Subsection (a) of § 5480 of this Chapter, including 8 the remedies provided by Part B of Article 9 of this Chapter, when a protest is sustained, the 9 protestant shall be entitled to the reasonable costs incurred in connection with the solicitation and protest, including bid preparation costs, excluding attorney's fees, if: 10 11 12 (1) the protestant should have been awarded the contract under the solicitation but 13 was not; or 14 (2) there is a reasonable likelihood that the protestant may have been awarded the contract but for the breach of any ethical obligation imposed by Part B of Article 11 of this 15 16 Chapter or the willful or reckless violation of any applicable procurement law or regulation. The Public Auditor shall have the power to assess reasonable costs including 17 reasonable attorney fees incurred by the government, including its autonomous or semi-18 19 autonomous agencies, instrumentalities and public corporations, against a protestant upon its 20 finding that the protest was made fraudulently, frivolously or solely to disrupt the procurement 21 process. 22 23 24 25 26 27 SOURCE: GC '6975. MPC '9-101. Repealed and reenacted by P.L. 18-44:2. Subsections (e), (f),(g)(3),(h)(2) amended by P.L. 28-068:IV:67 (Sept. 30, 2005). 2 AAC (a) (7). NOTE: The amendments to Subsection (a) further define an aggrieved protestor who has a direct interest in the procurement, and also includes protest bond requirements and a shorter time line for protesting. The amendments to subsections (c) and (e) also provide specific time lines for expeditious decision making in 28 29 protests at the agency level and by the Office of the Public Auditor or Accountability [(See 2 GAR, Div. 4, §12104 (c) (3) and (4): in that the Agency Report is due 10 working days after a Notice of Appeal is filed (as many as 14 30 days), a comment on the Agency Report due 10 calendar days after the report is filed, and a reply to the comments 31 32 due 5 working days later (as many as 7 days). (A total of as many as 32 days)]. The amendment to subsection (g) is intended to clarify that the substantial interests are specifically those of the 33 using or purchasing agency, and a specific standard of review that acknowledges the need for deference and 34 consideration when reviewing the substantial interest determination of the Chief Procurement Officer, Director of 35 Public Works or the head of purchasing or using agency and the Attorney General rather than a 'de novo' standard 36 that has been previously utilized by the OPA ... 37 38 39 Section 12. A new Section 5425.1 of Title 5, Guam Code Annotated, is hereby added 40 to read: 41 42 § 5425. 1 Protest Bond. 43 44 (a) Any aggrieved person who files a protest under §5425(a) shall post a bond payable to the government agency or using agency or purchasing agency, autonomous agency, semi-45 autonomous agency, public corporation, or instrumentality in an amount equal to [five percent 46 47 (5%) of the lowest bid submitted or lowest cost proposal evaluated or five percent (5%) of the highest revenue proposal evaluated], which bond shall be conditioned upon payment of all costs 48

which may be adjudged against the protester in the administrative or appeal hearing before the
 Public Auditor in which the action is brought and in any subsequent court or appellate court
 proceedings.

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5 (b)Such protest bond shall be in a form and substance acceptable to the Chief 6 Procurement Officer or Director of the Department of Public Works or the using or purchasing 7 agency and shall be immediately payable to the government agency or using agency or 8 purchasing agency, autonomous agency, semi-autonomous agency, public corporation, or 9 instrumentality. In lieu of a bond, a cashier's check, certified bank check, bank certified 10 company check, irrevocable letter of credit, money order or U.S. currency would be acceptable 11 form of security.

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13 (c) If, after completion of the administrative hearing process before the Public Auditor 14 and any court or appellate court proceedings, the government or purchasing agency, autonomous 15 agency, semi-autonomous agency, public corporation, or instrumentality prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including 16 charges made by the Public Auditor Hearings, but excluding attorney's fees. Upon payment of 17 such costs and charges by the protester, if any, the protest bond or security shall be returned; 18 19 provided, however, that the Public Auditor or his or her hearing officer or the court has not determined that the protest was filed for a frivolous or improper purpose, including but not 20 21 limited to the purpose of harassing, causing unnecessary delay, or causing needless cost to the the government or purchasing agency, autonomous agency, semi-autonomous agency, public 22 corporation, or instrumentality, in which case the entire amount of the bond shall be forfeited. If 23 24 the protester prevails, he or she shall recover from the government or purchasing agency, autonomous agency, semi-autonomous agency, public corporation, or instrumentality all costs 25 26 and charges which shall be included in the final order of judgment, excluding attorney's fees. 27

28 29 30 NOTE: This new section is intended to require a protest bond by the protestant in an attempt to safeguard the procurement process against protests made for frivolous, malicious or improper purposes or delays.

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 33 Section 13. Section 5480 of Title 5, Guam Code Annotated, is hereby repealed and re 4 enacted to read:
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36 § 5480. Waiver of Sovereign Immunity in Connection with Contracts.

- 37 (a) Solicitation and Award of Contracts. The Superior Court of Guam shall have 38 jurisdiction over an <u>appeal from the administrative decision of the Chief Procurement Officer</u>. 39 Director of the Department of Public Works, head of the using or purchasing agency, or the 40 Public Auditor or his or her hearing officer or action between the Territory and a bidder, offeror, 41 or contractor, either actual or prospective, to determine whether a solicitation or award of a 42 contract is in accordance with the statutes, regulations, and the terms and conditions of the 43 solicitation. The Superior Court shall have such jurisdiction in actions at law or in equity, and 44 whether the actions are for monetary damages or for declaratory, or other equitable relief. 45 46
 - Page 16 of 21

1 (b) Debarment or Suspension. The Superior Court shall have jurisdiction over an action 2 between the Territory and a person who is subject to a suspension or debarment proceeding, to 3 determine whether the debarment or suspension is in accordance with the statutes and 4 regulations. The Superior Court shall have such jurisdiction, in actions at law or in equity, and 5 whether the actions are for declaratory, or other equitable relief. 6

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(c) In addition to other relief and remedies, the Superior Court shall have jurisdiction to grant injunctive relief in any action brought under Subsections (a), (b) or \mathbb{C} of this Section.

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10 (d) Limited Finality for Administrative Determinations. In any judicial action under this Section, factual or legal determinations by employees, agents or other persons appointed by the 11 12 Territory shall have no finality and shall not be conclusive, notwithstanding any contract 13 provision, or regulation, except to the extent provided in §§ 5245, 5705 and 5706 of this Chapter. 14

15 (e) For purposes of this Section a "prospective" bidder, contractor or offeror is one who 16 will actually submit a bid, contract or otherwise offer his services if, in the actions permitted by this Section, such person would prevail. 17

19 (f) All actions permitted by this Article shall be conducted as provided in the Government 20 Claims Act.

21 SOURCE: GC § 6978. MPC § 9-401 heavily modified. Subsection © as amended by P.L. 18-44:9 and (d) by P.L. 18-44:8.

22 23 24 25 26 27 28 COMMENT: The MPC envisions a waiver of sovereign immunity far in excess of what has been granted heretofore on Guam. Under existing law (before enactment of this Title) the Appellate Division of the District Court has held, in Alexander et al v. Bordallo (not yet reported) (January 8, 1979, Civil Appeal No. 78-038A) that:

"... sovereign immunity applies to specific performance actions against the Government; otherwise the government cannot operate effectively if its every act is subject to injunctive actions. See Larson v. Domestic and Foreign 29 30 Corporation, 337 U.S. 682, 69 S.Ct. 457, 93 L.Ed. 1629 (1948). Wright and Miller, Volume 14, 3655."

Further, the Government Claims Act, while not ideal (and substantially amended by P.L. 17-29, after the enactment

- 31 of this Chapter), has provided very adequate remedies in contract actions against the government. Therefore, this
- 32 33 Section has been amended to permit the additional action of declaratory judgment against the government and suits as specifically permitted in this Section, but not injunctions. If the government or its employees are to be stopped in 34 undertaking actions alleged (by them) to be lawful, the plaintiff must meet the more difficult standard of a writ of mandate or of prohibition.
- 35 36 Another change is to define "prospective" to limit it to a person who actually will submit a bid, contract or offer if he
- 37 succeeds in his suit rather than to permit wider suits by persons who may allege some vague interest in the 38 solicitation or contract, but who plan no immediate action.
- 39 The MPC is changed again to follow the Government Claims Act with respect to the procedure required in actions
- 40 against the government. Since this Section allows suits in certain specified cases, obviously claims need not first be 41 filed with the Attorney General, but at least the same court procedure must be followed.
- 42 A final change from the MPC is to delete references to "notwithstanding" provisions of other laws relative to finality
- 43 of decisions. While this Section does not permit executive action (contracts or rules of the Policy Office) to make
- 44 certain decisions of administrative officials unchallengable, the change does continue former general provisions of
- 45 law with respect to administrative decisions and limited finality. There is no good reason to, in practice, change the
- 46 law so drastically. It does not serve either this title or other provisions of law on Guam. The whole aim of this
- 47 Chapter is to centralize procurement. The enacted amendments (P.L. 17-29) to the Government Claims Act do the

48 same with claims.

- 49 If this Section were to follow the MPC exactly, the net effect would be to "decentralize" and confuse the legal
- 50 aspects of both claims and this Chapter. Changed by Committee on GGO.

NOTE: The amendment to subsection (a) is intended to preclude the possibility of initiating a protest action directly in the Superior Court rather than an agency should no longer be available.

Section 14. Section 5481 of Title 5, Guam Code Annotated, is hereby repealed and reenacted to read:

§ 5481. Time Limitations on Actions.

9 (a) Protested Solicitations and Awards. <u>Notwithstanding any other law, aAny appeal</u> 10 from the administrative decision of the protested procurement solicitation or award or action 11 between the Territory and a bidder, offeror, or contractor, either actual or prospective, to 12 determine whether a solicitation or award of a contract is in accordance with the statutes, 13 regulations, and the terms and conditions of the solicitation action under § 5480(a) of this 14 Chapter shall be initiated within fourteen (14) seven (7) days after receipt of a final 15 administrative decision.

(b) Debarments and Suspensions for Cause. Any action under §5480(b) of this Chapter
shall be commenced within six (6) months after receipt of the decision of the Policy Office under
§ 5651 of this Chapter, or the decision of the Procurement Appeals Board under § 5707 of this
Chapter, whichever is applicable.

(c) Actions Under Contracts or for Breach of Contract. Any action commenced under
5480© of this Chapter shall be commenced within twelve (12) months after the date of the
Procurement Appeals Board decision.

(d) The limitations on actions provided by this Section are tolled during the pendency of
 any proceeding brought pursuant to § 5485 of this Chapter.

SOURCE: GC § 6978.1. MPC § 9-402 modified (See also 2 GAR Division 4 §9102). Subsections (a), (b) and (c) amended, and (d) added by P.L. 18-44:10-13 respectively.

31 **COMMENT:** Subsection © retains the limitations contained in the Government Claims Act (as in effect at the time 32 of enactment of this Chapter).

NOTE: The possibility of a 30 day filing period for initiating a protest action in the Superior Court without being
 bound the seven (7) calendar days deadline to file a protest with the agency should no longer be available.

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Section 15. Section 5601 of Title 5, Guam Code Annotated, is hereby repealed and reenacted to read:

40 § 5601. Definitions.

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As used in this Chapter:

(a) *Blind Trust* means an independently managed trust in which the employeebeneficiary has no management rights and in which the employee-beneficiary is not given notice
of alterations in, or other dispositions of, the property subject to the trust.

1 Confidential Information means any information which is available to an (b)2 employee only because of the employee's status as an employee of this Territory and is not a 3 matter of public knowledge or available to the public on request. 4 5 (c) *Conspicuously* means written in such special or distinctive format, print or 6 manner that a reasonable person against whom it is to operate ought to have noticed it. 7 8 Direct or Indirect Participation means involvement through decision, approval, (d) 9 disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing 10 11 or in any other advisory capacity. 12 13 Financial Interest means: (e) 14 15 (1) ownership of any interest or involvement in any relationship from which, or as 16 a result of which, a person within the past year has received, or is presently or in the future 17 entitled to receive, more than Two Thousand Five Hundred Dollars (\$2,500) per year, or its 18 equivalent; 19 20 (2) ownership or such interest in any property or any business as may be specified 21 by the Ethics Commission; or 22 23 (3) holding a position in a business such as an officer, director, trustee, partner, 24 employee, or the like, or holding any position of management. 25 26 (f) Gratuity means a payment, loan, subscription, advance, deposit of money, 27 services, or anything of more than nominal value, present or promised, unless consideration of 28 substantially equal or greater value is received. 29 30 Immediate Family means a spouse, children, a child's spouse, parents, brothers (g) 31 and sisters, a spouse of a brother or sister, fathers- and mothers-in-law, brothers- and sisters-in-32 law, or parents-in-laws. 33 34 (h) Official Responsibility means direct administrative or operating authority whether 35 intermediate or final, either exercisable alone or with others, either personally or through 36 subordinates, to approve, disapprove, or otherwise direct territorial action. 37 38 Purchase Request means that document whereby a using agency requests that a **(I)** 39 contract be entered into for a specified need, and may include, but is not limited to, the technical 40 description of the requested item, delivery schedule, transportation, criteria for evaluation, 41 suggested sources of supply, and information supplied for the making of any written 42 determination required by this Chapter. 43 44 SOURCE: GC § 6980. MPC § 12-101. NOTE: Subsection (g) was amended to include an in-law of one's child or siblings and other in-laws as they are considered by 45 many people in our community to be a part of one's immediate family, and therefore expand the scope of conflicts of interest 46 relevant to unethical procurement conduct.

Section 16. A new Section 5634 of Title 5, Guam Code Annotated, is hereby added
 and enacted to read:

<u>§ 5634. Organizational Conflict of Interest.</u>

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6 7 (a) An organizational conflict of interest is a conflict of interest of a government 8 contractor that arises or might arise because the nature of the work to be performed may, absent some restriction on future activities, result in an unfair competitive advantage to the contractor, 9 10 impair the contractor's objectivity in performing the contract work, or make the contractor 11 unable or potentially unable to render impartial assistance or advice to the government. 12 13 (b) The contracting officer is responsible for resolving any significant potential conflicts before the award is made. Resolution may be by avoiding, neutralizing, or mitigating the 14 15 significant potential conflict, and shall be documented in writing in the procurement record. Contracting officers should obtain the advice of counsel in evaluating potential conflicts and in 16 17 developing any necessary solicitation provisions or contract clauses, and avoid unnecessary delays, burdensome information requirements, and excessive documentation. 18 19 20 (c) The contracting officer shall award the contract to the apparent successful offeror unless a conflict of interest is determined to exist that cannot be avoided or mitigated. Before 21 22 determining to withhold award based on a conflict of interest consideration, the contracting officer shall notify the contractor, provide the reasons therefor, and allow the contractor a 23 reasonable opportunity to respond. If the contracting officer finds that it is in the best interest of 24 the government of Guam to award the contract notwithstanding a conflict of interest, the 25 contracting officer may waive the requirements of this section and proceed with the award. The 26 determination to proceed shall be in writing and shall be included in the procurement record. 27 28 (d) If a contractor drafts, prepares or furnishes specifications to be used in an acquisition. 29 that contractor shall not be allowed to participate as a bidder or offeror in the acquisition of the 30 supplies or services specified. 31 32 (e) Contracts for the evaluation of bids or offers shall not be awarded to a contractor that 33 34 will evaluate its own bids or offers, or those of a competitor. 35 36 NOTE: This section is based on the Federal Acquisition Regulations Subpart 9.5 (48 CFR Chapter 1, Part 9) 37 concerning organization and consultant conflicts of interest. 38 39 40 41 42 43 44 45 Section 17. Section 5707 of Title 5, Guam Code Annotated, is hereby repealed and re-46 enacted to read:

§ 5707. Appeals and Review of Public Auditor Decisions.

3 (a) Appeal. Any person receiving an adverse decision, the government or any
autonomous agency or public corporation, or both, may appeal from a decision by the Public
Auditor to the Superior Court of Guam as provided in Article D of Chapter 9 of this Chapter Part
7 D of Article 9 of this Chapter.

9 (b) Authorization of Appeal by the Government. No such appeal shall be made by the 10 government or an autonomous agency or public corporation unless recommended by the Chief 11 Procurement Officer, the Director of Public Works, or the head of the Purchasing Agency 12 involved.

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- NOTE: Subsection (a) use to refer to "Article D of Chapter 9 of this Chapter", but there is no Article D of Chapter 9 in this Chapter of the Guam Code Annotated. This corrects an oversight error at P.L. 28-068:IV:65. At the time that the Government Code was recodified to the Guam Code Annotated, the original Article D of Chapter 9 became Part D of Article 9. With this amendment Section 5707 (a) now refers to the same section of the law as did the original
- 18 <u>enactment.</u>
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