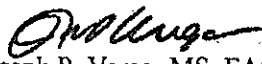


**GUAM MEMORIAL HOSPITAL AUTHORITY  
FISCAL SERVICES MANUAL**

<b>APPROVED BY:</b>  Joseph P. Verga, MS, FACHE Hospital Administrator/CEO	<b>RESPONSIBILITY:</b> Fiscal Services Materials Management Department	<b>EFFECTIVE DATE:</b> 9/19/2012	<b>POLICY NO.</b> 6440-1	<b>PAGE</b> 1 of 4
<b>TITLE: CONTRACTS – PROCEDURE AND EVALUATION</b>				
<b>LAST REVIEWED/REVISED:</b> 09/2012				
<b>ENDORSED:</b> EMC 09/2012				

**PURPOSE:**

To formalize the initiation, monitoring, and evaluation of Guam Memorial Hospital Authority contracts.

**POLICY:**

It is the policy of the Guam Memorial Hospital Authority to enter into contractual arrangements with any individual or group of suppliers for medical, administrative, personnel and other services as necessary for the operation of the Hospital. Contract planning, initiation, monitoring, evaluation, and renewal. Procedures shall be as outlined below. Off-island recruitment and employment contract procedures are outlined in Human Resources' Administrative Policy #6410-10 "Off-Island Recruitment".

**PROCEDURE:**

- I. The requesting department initiating a contractual arrangement shall classify the proposed arrangements into one of the five categories:
  - a. Professional Services
  - b. Equipment Maintenance
  - c. Personnel Service
  - d. Facility Services
  - e. Lease Purchase
  - f. Other (Required services that cannot be classified in any of the above categories and the Hospital Administrator or his designee has determined to be essential and necessary).
  
- II. The requesting department is responsible to ensure that the scope of work/services is in the format as required by both the Attorney General's Office and the Government of Guam Procurement Rules and Regulations. The requesting department is also responsible to ensure that the scope of work/services, compensation terms, and effective dates are in line with the operation and mission of the department.
  
- III. The requesting department head shall then coordinate with the Budget Office to determine whether funds are available to fund the contract and whether the proposed contract is in line with the department's budget for the year. The requesting department head shall be responsible to process any budget modifications necessary to ensure the proper funding for the proposed services and that certification of funds are available and certified by the Certifying Officer.
  
- IV. The certified requisition and draft contract shall be sent to the Hospital Materials Management Administrator for review.
  - a. Comments and concerns from the Associate Hospital Administrator shall be considered for incorporation into the draft contract.

- b. Only when such changes are fully incorporated shall the draft be resubmitted to the Associate Hospital Administrator.
  - c. The Associate Hospital Administrator shall initial the draft as validation of such review.
- V. The contract shall then be forwarded to the Hospital Materials Management Administrator for signature validating compliance with procurement rules and regulations.
- VI. After the completion of RFP (Request for Proposal), IFB (Invitation for Bid) or Multi-Step procurement on the most qualified or the lowest most responsible and most responsive offeror/bidder, the contract shall be forwarded to the Hospital Administrator/CEO for approval on the terms and conditions and returned to Materials Management.
- VII. Upon approval on the terms and conditions of the contract from the Hospital Administrator/CEO, the contract will be forwarded to the offeror/bidder for review and approval. Materials Management will process two (2) sets of the contract for signature from the offeror/bidder.
- VIII. Materials Management shall prepare transmittal letters as appropriate to secure the following signatures:
  - a. Hospital Administrator/CEO
  - b. Certifying Officer
  - c. President of the Board of Trustees
  - d. Hospital Legal Counsel
- IX. The final signed contract shall be forwarded to the Hospital Materials Management Administrator who will:
  - a. Prepare a transmittal letter which shall accompany the draft contract for review and clearance to:
    - i. Bureau of Budget & Management Research
    - ii. Attorney General's Office – for compliance to local laws
    - iii. Governor's Office – Final approving authority. Only upon the signature of the Governor of Guam shall the contract be considered valid and bona fide.
  - b. Monitor the status of contracts forwarded to the AG and Governor's office.
  - c. Maintain a Master Contract Listing and Calendar containing all contracts, their status (active or inactive), start date of the contract, and the termination date.
- X. Materials Management shall monitor the departments' submission on their quarterly evaluations for the life of the contract for compliance.
  - a. Each requesting department shall complete a contract evaluation by using the attached form or a similar form. This form shall be forwarded to the appropriate Division Head for review and to the Hospital Administrator/CEO for approval.
  - b. The original completed contract evaluations shall be returned to Materials Management to be included in the contractor's file.

- XI. In the event the contract has been deemed non-essential, it shall be the responsibility of the department head to draft a letter for the Hospital Administrator/CEO's signature informing the contractor of the change of status and Materials Management will prepare an amendment for any revisions to the contracts.
- a. The termination of the contract prior to the predestined termination date must be fully substantiated with both the completed contract evaluations and other supporting documentation.
  - b. It shall be the responsibility of the department head to provide evaluations of the Contractor and other supporting documentation to Materials Management.

GUAM MEMORIAL HOSPITAL AUTHORITY  
CONTRACT EVALUATION  
FOR QUARTER ENDING \_\_\_\_\_

INSTRUCTIONS: Please evaluate the services of the Contractor your department received. Payment shall be withheld despite the Contractor providing an invoice for services until an evaluation is completed and submitted to Accounting within *ten (10) days* after the end of the quarter.

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACT START DATE: \_\_\_\_\_

CONTRACT END DATE: \_\_\_\_\_

BRIEF DESCRIPTION OF SERVICES PROVIDED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Did the Contractor perform and execute the agreed upon deliverables as stipulated in the Scope of Service?

\_\_\_\_\_  
\_\_\_\_\_

2. Based on the scope of services, rate the Contractor's performance. List on a separate piece of paper the scope of services and rate the Contractor's performance from 1 to 5, (1 being poor and 5 being excellent). Attach the rating to this evaluation sheet and ensure to include observations of other employees from the department who are associated with the Contractor and the services provided.

3. Based on the above rating of the performance of the Contractor, do you recommend that the Contractor continue to provide services?

\_\_\_\_\_  
\_\_\_\_\_

4. What changes to the scope of services would you recommend to better meet the department's, Hospital's, and patient's needs?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print and Signature of the Department Head

\_\_\_\_\_  
Date

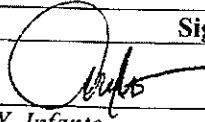

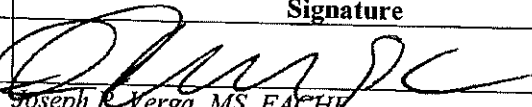
\_\_\_\_\_  
Print and Signature of Division Head

Note: Responses must be fully substantiated with supporting documentation and sent to Materials Management for processing.

**GUAM MEMORIAL HOSPITAL AUTHORITY  
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Fiscal Services and Materials Management Department
- Rules & Regulations Policy No.: 6440-1
- Policies & Procedures Title: Contract – Procedure and Evaluation

Reviewed/Endorsed	Date	Signature
Title	9/8/2012	 Aniceto Y. Infante Acting Chief Financial Officer
Reviewed/Endorsed	Date	Signature
Title	9/11/12	 Lola Pangelinan Acting Administrator, Materials Management
Reviewed/Endorsed	Date	Signature
Title	9/19/12	 Joseph R. Yerga, MS, FACHE Hospital Administrator/CEO
Reviewed/Endorsed	Date	Signature
Title		Name Title
Reviewed/Endorsed	Date	Signature
Title		Name Title
Reviewed/Endorsed	Date	Signature
Title		Name Title
Reviewed/Endorsed	Date	Signature
Title		Name Title

**\*Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**