



DEPARTMENT OF EDUCATION  
OFFICE OF SUPPLY MANAGEMENT

[www.gdoe.net/procurement](http://www.gdoe.net/procurement)

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Superintendent of Education

CARMEN T. CHARFAUROS  
Supply Management Administrator

**End User's Processing Form**

Requisition No.: \_\_\_\_\_

Title of the Procurement Request: \_\_\_\_\_

Type of Procurement: \_\_\_\_\_ Invitation for Bid (IFB) \_\_\_\_\_ Request for Proposal (RFP) \_\_\_\_\_ Small Purchase Contract

\_\_\_\_\_ Requisition must be entered into the system to encumber the funding  
(Must be submitted with End User's Processing Form)

\_\_\_\_\_ End User Memorandum must be completed and submitted to Procurement  
(Request for this form from Procurement. This is also available at [www.gdoe.net/procurement](http://www.gdoe.net/procurement))

\_\_\_\_\_ Record of Planning & Determination of Need  
(Request for this form from Procurement. This is also available at [www.gdoe.net/procurement](http://www.gdoe.net/procurement))

\_\_\_\_\_ Specifications/Scope of Work must be submitted with End User's Processing Form  
(Electronic workable file must be emailed to the buyer in charge of this procurement)

\_\_\_\_\_ All materials used in the development of specifications and/or Scope of Work to include, but not limited to:  
\_\_\_\_\_ Brochures and submittals of potential vendors, manufacturers or contractors (including price quotes)  
\_\_\_\_\_ All Drafts, signed and dated by the draftsman  
\_\_\_\_\_ Others used in development of specification scope of work.  
Specify: \_\_\_\_\_

\_\_\_\_\_ Bid Cost Form (for IFBs)  
(Electronic workable file must be emailed to the buyer in charge of this procurement)

\_\_\_\_\_ Evaluation Criteria breakdown equal to 100 points (for RFPs)

\_\_\_\_\_ **Federally Funded:** \_\_\_\_\_ USEd Funded  
\_\_\_\_\_ USEd Approval  
\_\_\_\_\_ Budget Narrative  
\_\_\_\_\_ Program Narrative

\_\_\_\_\_ **Federally Funded:** \_\_\_\_\_ USDA & HHS Funded

\_\_\_\_\_ **Locally Funded**

***End User Responsible for Preparing this Request:***

\_\_\_\_\_  
*Print Name of End User*

\_\_\_\_\_  
*Division & Title*

\_\_\_\_\_  
*Signature of End User*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Office Phone Number*

\_\_\_\_\_  
*Print Name of Division Head*

\_\_\_\_\_  
*Division Head Signature & Date*

***All documents listed herein must be attached to the End User's Processing Form for the review and approval of the Procurement Official responsible for preparing this request.***