

## Marlena Montague

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**From:** Vera De Oro [vera.deoro@guamcc.edu]  
**Sent:** Thursday, May 15, 2014 4:19 PM  
**To:** Marlena Montague  
**Subject:** Fwd: Standard 3

For AIP 3D2f

----- Forwarded message -----

From: Carmen K. Santos <[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)>  
Date: Thu, May 15, 2014 at 2:27 PM  
Subject: RE: Standard 3  
To: Vera De Oro <[vera.deoro@guamcc.edu](mailto:vera.deoro@guamcc.edu)>, [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu)

Vera,  
Contracts less than \$250K are reviewed internally. Departments write up the contract and submit for my review and then the Presidents.

For contracts over \$500K, based on Public Law, the AG is required to review.  
However, the agency can request that they assign the agencies attorney to review to expedite the process.  
The AG provides a checklist that the attorney must fill out and review with the contract and submit for AG approval.

Joleen, please provide Vera the latest one for Building 200 and a copy of the electronic contract if you can.

Hope this helps.

Thanks,  
Carmen K. Santos  
VP of Finance and Administration

Phone: 735-5548  
Fax: 734-2942  
[carmen.kweksantos@guamcc.edu](mailto:carmen.kweksantos@guamcc.edu)

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"Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia."

-----Original Message-----

From: Vera De Oro [<mailto:vera.deoro@guamcc.edu>]

Sent: Thursday, May 15, 2014 12:37 PM

To: [joleen.evangelista@guamcc.edu](mailto:joleen.evangelista@guamcc.edu); Carmen Santos

Subject: Re: Standard 3

Attached is the response from Joe and Marlana on how to respond to this AIP regarding strengthening out contract instrument.

Please help me.

Thanks

Vera

On Thu, May 15, 2014 at 9:35 AM, Vera De Oro <[vera.deoro@guamcc.edu](mailto:vera.deoro@guamcc.edu)> wrote:

> Hafa Adai Joleen,

>

> I hate to bother you but... I seem to have lost the documents you  
> shared with me via email about 3 months ago. I thought I saved your  
> email and attachments but can't find them.

>

> I remember one document was a lengthy checklist for contractors and a  
> sample bid and contract showing attorney signatory. I have a bid  
> specification outlining needs for computer, assessment TRACDAT  
> information.

>

> I know that you are busy but would you mind sending me the checklist,  
> sample bid and contract showing attorney signature? The feedback I  
> got from Joe and Marlana on previous AIP report recommends these be  
> included.

>

> Thanks Joleen.

>

>

> Vera