



EXECUTIVE SUMMARY
Government of Guam Procurement Training and Certification Follow-Up Audit
OPA Report No. 20-09, December 2020

Our follow-up review of the Government of Guam’s (GovGuam) compliance with the Guam Community College (GCC) Procurement Training and Certification Program found that as of September 30, 2020, an additional 201 GovGuam employees obtained Module 1 training, 31 obtained Module 2, 27 obtained Module 3, and 31 obtained Module 4. This brings the overall total of GovGuam employees to 575 for Module 1, 228 for Module 2, 201 for Module 3, and 204 for Module 4.

Title 5 of the Guam Code Annotated (GCA) Chapter 5 §5141 mandates all GovGuam personnel responsible for procuring goods, services, or construction to receive the training and continuing education through the GCC Procurement Training and Certification Program or equivalent. GCC has administered this program since Calendar Year 2012. GovGuam purchasing personnel are required to complete the following modules depending on the purchasing capacity they perform.

Procurement Training & Certification Program Roadmap



* Pass written examination(s)
** Obtain minimum number of years of purchasing experience as prescribed by the Department of Administration (DOA)

Increased Demand for More Training and Continuing Education Program

GCC saw an increase in demand for the procurement training when the new administration began in January 2019. Unfortunately, GCC has been facing challenges meeting the demand due to the limited number of instructors coupled with the Coronavirus Pandemic. To address these challenges, GCC moved towards an e-learning platform to provide the procurement training modules online. During January 2019 to September 2020, GCC conducted seven Module 1 classes, one Module 2 class, one Module 3 class, and one Module 4 class. GCC is working on scheduling more trainings in all four modules to meet the demand.

As GCC continues providing the mandated procurement training, they also need to implement the continuing education program for the 149 GovGuam employees already certified in all four modules as recommended in the prior audit. According to GCC, an alternative to achieve the continuing education requirement is for those certified individuals to attend Modules 2 to 4 as a refresher course.

Procurement Training and Certification Statistics

Seventeen of the 56 newly appointed directors and administrators obtained Module 1 certification. However, only the Guam Department of Education Superintendent obtained procurement training certification in all four modules. Compared to the previous administration, with nine having obtained procurement training in all modules. No agency head may act as the responsible head of procurement (Level 3) without receiving training in Module 3 or 4.

- Of the 11 GovGuam autonomous agencies, only five directors/administrators obtained Module 1 certification.
- Five autonomous agencies have a deputy or Chief Procurement Officer (CPO) who obtained all four modules.
- 10 of the 11 autonomous agencies have employees who obtained certification on all four modules.

Of the 50 line agencies, 13 directors/administrators obtained Module 1 certification, with only one obtaining certification in all four modules. However, most line agencies' procurement goes through the General Services Agency (GSA). Only four of the 12 employees who obtained certification in Module 1 remain with GSA. Of the four employees, only the CPO and Buyer Supervisor obtained certification in all four modules. Based on GSA's September 30, 2020 staffing pattern, 11 additional employees have not taken any procurement training.

Our review also found that the:

- Mayor's Council of Guam (MCOG) has 19 employees who obtained Module 1 certification, but no employee is certified in all four modules.
- Judiciary of Guam has seven employees certified in all four modules.
- Guam Legislature has five employees certified in all four modules.
- Office Public Accountability (OPA) has eight of the 11 employees who have obtained certification in all four modules.

Conclusion and Recommendations

Other than the OPA compliance audits, there is no entity monitoring agency compliance with the procurement training. Until such time an entity is established to monitor compliance, we recommend the Legislature amend the law to require all agencies to submit a report summarizing procurement training compliance of its employees responsible for procurement annually to OPA, 30 days after the end of each fiscal year.

We recognize that GovGuam agencies are continuing to work on complying with the procurement training and certification requirements. This training program's continued purpose is to ensure that employees are knowledgeable of the Guam Procurement Law to effectively and efficiently perform their agency procurement functions. GovGuam's continued compliance with the procurement training and certifications may have contributed to the continued decline in procurement appeals and the likelihood of protests.

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