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Joshua F. Tenorio
Administrator of the Courts

Gloria Long
Procurement & Fac. Mgt. Administrator

March 11, 2016

MEMORANDUM:

To: All Offerors

From: Administrator of the Courts

RE: **Amendment no. 1**
Ref: RFP 16-04; Technology Master Plan Consulting Services

This serves as a response to the questions submitted to my office:

1. **Question:** Please clarify whether offerors are to complete and return the cover page (Request for Proposal/Service Contract) with proposals. If so, please clarify which sections of the cover page are to be completed.

Response: Offerors shall complete the cover page and indicate whether he/she is an individual or partnership, if Corporation is incorporated in the state of, Name and Address of Offeror, and Signature and Title of Person Authorized to Sign this Proposal.

2. **Question:** The cover page of the RFP states "Sealed Proposals (1) original and (4) copies, SUBJECT to the..." However, page 1, Section I, Proposals, states "One (1) original and five (5) copies of the proposals must be submitted..." Please clarify how many copies of a proposal offerors shall submit.

Response: Offerors shall submit (1) Original and (4) copies of their proposal.

3. **Question:** Page 2, Section II, Qualifications, states "The Purchasing Officer will require Offerors to present satisfactory evidence that they have sufficient experience and are fully qualified." Please clarify for each item in this section (A through G) what proposers should submit as and what is considered "satisfactory evidence."

Response: Please submit a summary of work that substantiates your compliance with the items requested in items A thru G. We are looking for evidence in the form of similar contracts completed on time, resumes of persons to perform the work, work programs and projects similar to the services being requested. Testimonials of the quality and client satisfaction with work previously performed.

4. **Question:** Page 3, Section III, Amendments to the RFP and Modifications or Withdrawal of Proposals – At the top of the page, there are blanks to fill in for any amendments/addendums to the RFP that are issued. Please clarify whether offerors are to complete and return this page with proposals or whether acknowledgement of receipt of any amendments/addendums may instead be made in an offeror's proposal.

Response: Offerors shall complete this page to acknowledge of receipt of amendments/addendums if any, and return with offeror's proposal.

5. **Question:** Page 4, Section VII, Contents of Proposals, states "...Proposals must include price to be submitted in a separate and sealed envelope..." Please clarify whether offerors are to submit two (2) separate proposals – technical and cost – or how the Judiciary would like the information to be presented.

Response: Technical and Cost proposals can be submitted in one or two separate envelopes so long that the price is separate from the technical proposal, sealed and marked as cost proposal.

6. **Question:** Page 4 of the General Terms and Conditions, Item #23, has blanks where offerors are to designate a person to contact for prompt administration. Please clarify whether offerors are to complete and return this page with proposals or whether this information may instead be included in an offeror's proposal.

Response: Offeror does not have to complete this page and return with proposal so long that the information is in the offeror's proposal.

7. **Question:** Page 1 of the Offeror's Checklist, Item #5 states "Follow the format required by the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner." However, Section VII, Contents of Proposals, only states that "Proposals must address how the offeror will be able to provide the scope of services that are identified in Section IX" and does not specify a format. Please clarify the required format and which sections must be responded to in a point-by-point manner.

Response: Offeror shall follow Section VII, Contents of Proposals, when responding to this RFP.

8. **Question:** Page 1 of the Offeror's Checklist, Item #7 states "Use the forms provided, i.e., cover page, Bid Bond, Non-collusion Affidavit Form, Major Shareholder Affidavit, etc..." Is a bid bond required for this RFP? If so, please clarify what is needed to meet this requirement.

Response: Bid bond is not required by this RFP.

9. **Question:** Please clarify whether offerors are to complete and return the entire RFP document with proposals or as indicated by responses to questions 1, 4, and 6 above.

Response: Offeror does not have to complete and return the entire RFP document with proposals so long that the pages 1 (cover page) and 3 are completed and returned with the offeror's proposal.

10. **Question:** On page 3 of the RFP under "Evaluation of Proposals", there is a reference to "Exhibit A". Note that the package on the website does not contain Exhibit A, thus please let us know when we could receive it.

Response: There is no "Exhibit A" to this RFP. This is a typographical error.

11. **Question:** Considering that the project is of a specialized nature, and will require extensive preparation, a request for an extension of (10) calendar days changing the bid submission date from **2:00pm Friday, March 25, 2016 to 2:00pm Monday, April 4, 2016.**

Response: The Judiciary does not see a need to change the submission date, therefore, the deadline to submit proposals shall remain as scheduled which is March 25, 2016 no later than 2pm.

12. **Question:** As noted on page 2 of the RFP, a pre-proposal conference may conducted by the Purchasing Officer. A request for a pre-proposal conference be scheduled at the soonest.

Response: The Judiciary does not see a need for a pre-proposal conference.

Please be reminded that this amendment no. 1 shall be acknowledged in your proposal. Failure to acknowledge this amendment shall result in disqualification from this RFP.

If you have any questions, please contact Gloria Long, Procurement & Facilities Management Administrator at 475-3433/3393/3175 or email glong@guamcourts.org.


for JOSHUA F. TENORIO

CC: P&FMA
RFP File