

Eddie Baza Calvo



GENERAL SERVICES AGENCY

Ray Tenorio

Governor

(Ahensian Setbision Hinirat)

Lt. Governor

Government of Guam

148 Route 1 Marine Drive, Piti, Guam 96915

Benita A. Manglona
Director

Anthony C. Blaz
Deputy Director

June 25, 2013

**Invitation for Bid GSA-096-13
For: Computer Software-Integrated case Management Workforce Development
System**

Amendment # 2

1. Amend to change the Invitation for Bid to now read: Multi-Step Bid GSA-096-13.
2. Amend to replace Invitation for Bid page 1, 2 and 3 with the attach revised Multi-Step Bid pages 1, 2 and 3.
3. Amend to include the attached page 51 (Technical Bid Evaluation Criteria) to the Multi-Step Bid.
4. Amend to change the required delivery date from: 45 days upon receipt of purchase order to now read: 90 days upon receipt of purchase order.
5. Amend to extend the bid opening time and date from: 10:00 a.m. June 28, 2013 to now read: 10:00 a.m. July 25, 2013.
6. All others remain unchanged.

Please Print

ACKNOWLEDGEMENT COPY (Re-fax to GSA)

Received By: _____

Date: _____

Vendor Name: _____

Fax #'s 472-4217/ 475-1727/ 1716

[Handwritten Signature]
 Claudia S. Acfalle
 Chief Procurement Officer



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

Government of Guam

148 Route 1 Marine Drive, Piti Guam 96915

Tel: 475-1713 * Telefax: 472-4217; 475-1716; 475-1727

Accountability * Impartiality * Competence * Openness * Value

MULTI-STEP BID NO. : GSA-096-13

DESCRIPTION:

Computer Software - Integrated Case Management Workforce Development System

SPECIAL REMINDER TO PROSPECTIVE BIDDERS

Bidders are reminded to read the Sealed Bid Solicitation and Instructions, and General Terms and Conditions attached to the Multi-Step Bid to ascertain that all of the following requirements checked below are submitted in the bid envelope, in duplicate, at the date and time for bid opening.

(X) **BID GUARANTEE (15% of Bid Amount) May be in the form of;**
Reference #11 on the General Terms and Conditions

- a. Cashier's Check or Certified Check
- b. Letter of Credit
- c. Surety Bond – Valid only if accompanied by:
 - 1. Current Certificate of Authority issued by the Insurance Commissioner;
 - 2. Power of Attorney issued by the Surety to the Resident General Agent;
 - 3. Power of Attorney issued by two (2) major officers of the Surety to whoever is signing on their behalf.

(X) **BROCHURES/DESCRIPTIVE LITERATURE;**

(X) **AFFIDAVIT DISCLOSING OWNERSHIP and COMMISSION**

- a. Date of signature of the person authorized to sign the bid and the notary date must be the same.

(X) **OTHER REQUIREMENTS:**

Non-Collusion Affidavit, D.O.L. Wage Determination Affidavit, Restriction against Sexual Offenders Affidavit, No Kickbacks or Gratuities Affidavit and Ethical Standards Affidavit, and Affidavit re Contingent Fees, Local Procurement Preference Application.

NOTE: TECHNICAL AND BID COST SHALL BE SUBMITTED IN A SEPARATE ENVELOPE LABELED "TECHNICAL BID" AND "BID COST". ALL REQUIRED FORMS AND AFFIDAVITS SHALL BE SUBMITTED IN THE ENVELOPE LABELED "TECHNICAL BID". REQUIRED BID BOND SHALL BE SUBMITTED IN THE ENVELOPE LABELED "BID COST". DO NOT INCLUDE BID COST WITH TECHNICAL BID PACKAGE.

***NOTE: IF BID COST IS INCLUDED WITH THE TECHNICAL PROPOSAL IT WOULD BE DEEMED AN AUTOMATIC DISQUALIFICATION AND REJECTION.**

This reminder must be signed and returned in the bid envelope together with the technical bid. Failure to comply with the above requirements may be cause for disqualification and rejection of the bid.

On this _____ day of _____, 2013, I, _____,

authorized representative of _____ acknowledge receipt of this special reminder to prospective bidders with the above referenced IFB.

Bidder Representative's Signature

Multi-Step Bid: GSA-096-13

Computer Software – Integrated Case Management Workforce Development System

ACKNOWLEDGEMENT RECEIPT FORM

Please be advised that to be considered a prospective bidder you must fill out this Acknowledgement receipt form. Please submit via fax form to 472-4217 OR 475-1727.

Name _____

Signature _____

Date _____

Time _____

Contact Number _____

Fax Number _____

Contact Person regarding IFB _____

Title _____

E-Mail Address _____

Company/Firm _____

Address _____

Note: GSA shall will not be liable for failure to provide notice to any party who did not register contact information.

All questions and concerns shall be submitted no later than 6/05/13 before close of business.

INVITATION FOR BID

ISSUING OFFICE:

GENERAL SERVICES AGENCY
GOVERNMENT OF GUAM
148 ROUTE 1, MARINE DRIVE
PITI, GUAM 96915

RAHL 4/25/13

CLAUDIA S. ACFALLE
Chief Procurement Officer

DATE ISSUED: May 21, 2013

MULTI-STEP BID NO: GSA-096-13

BID FOR: **Computer Software – Integrated Case Management Workforce Development System**

SPECIFICATION: **See Attached**

DESTINATION: Agency for Human Resources and Development

REQUIRED DELIVERY DATE: 45 Days Upon Receipt Of Purchase Order.

INSTRUCTION TO BIDDERS:

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP CORPORATION

INCORPORATED IN: _____

This bid shall be submit one original and three copies of the technical bid no later than (Time) **10:00 am** Date: **6/28/13**. The technical bid (one original and three copies) shall be submitted in a sealed envelope marked conspicuously with the bidder name and address, bid number and the type of proposal (Technical Bid). Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions and Computer Software-Integrated case Management Workforce Development System specifications for details. Technical bids submitted shall not be publicly opened.

The undersigned offers and agrees to furnish within the time specified, the articles and services at the price stated opposite the respective items listed on the schedule provided, unless otherwise specified by the bidder. In consideration to the expense of the Government in opening, tabulating, and evaluating this and other bids, and other considerations, the undersigned agrees that this bid remain firm and irrevocable within **60** calendar days from the date opening to supply any or all the items which prices are quoted.

NAME AND ADDRESS OF BIDDER:

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS BID:

AWARD: CONTRACT NO.: _____ AMOUNT: _____ DATE: _____

ITEM NO(S). AWARDED: _____

CONTRACTING OFFICER:

CLAUDIA S. ACFALLE
Chief Procurement Officer

NAME AND ADDRESS OF CONTRACTOR:

SIGNATURE AND TITLE OF PERSON
AUTHORIZED TO SIGN THIS CONTRACT:

Phase 1

TECHNICAL BID EVALUATION CRITERIA FOR THE COMPUTER SOFTWARE – INTEGRATED CASE MANAGEMENT WORKFORCE DEVELOPMENT SYSTEM

Each technical bid will be evaluated based on the following criteria:

CRITERIA:

1. **2 Points** will be awarded to the bidder who is able to meet the requirements (listed as **Standard Included** in the Requirements Document, Vendor Response Form). This applies to each individual section (i.e., 1:A, 16:D, 20:C, etc.).
2. **1 Point** will be awarded to the vendor who is able to meet the requirement only by customization (listed as **Requires Customization** in the Requirements Document, Vendor Response Form). This applies to each individual section (i.e., 1:A, 16:D, 20:C, etc.).
3. **0 Points** will be awarded to the vendor who is not able to meet the requirement (listed as **Not Available** in the Requirements Document, Vendor Response Form). This applies to each individual section (i.e., 1:A, 16:D, 20:C, etc.).

80-100	ACCEPTABLE
60-79	POTENTIALLY ACCEPTABLE
59 AND BELOW	UNACCEPTABLE

*Each bid will be evaluated on the three factors stated above. This is a Multi-Step Invitation to Bid (the sealed "Bid Cost" will only be opened and considered after the "Technical Bid" has been evaluated and determined by AHRD to be acceptable in the first phase. **2 GAR Section 3109(t)**).

*Oral or written discussion may be conducted on the unpriced "Technical Bid" offer. **2 GAR Section 3109(t)(1)(e)**

*Bidders may designate those portions of the unpriced "Technical Bid" offer which contain trade secrets or other proprietary data which are to remain confidential. **2 GAR Section 3109(t)(1)(f)**