

INVITATION FOR BID

ISSUING OFFICE:

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

*Claudia S. Acfalle*  
CLAUDIA S. ACFALLE  
Chief Procurement Officer

DATE ISSUED: June 13, 2017

BID INVITATION NO: GSA-041-17

BID FOR: **COMPUTER LITERACY PROGRAM - MICROSOFT OFFICE WORD / EXCEL**

SPECIFICATION: **SEE ATTACHED**

DESTINATION: **DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES**

REQUIRED DELIVERY DATE: **Completion date 9/30/2017**

INSTRUCTION TO BIDDERS:

INDICATE WHETHER:  INDIVIDUAL  PARTNERSHIP  CORPORATION

INCORPORATED IN: GUAM

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) **10:00am** Date: **6/29/2017** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

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 **90** calendar days from the date opening to supply any or all the items which prices are quoted.

NAME AND ADDRESS OF BIDDER:

NEW HORIZONS GUAM  
674 Harmon Loop Rd Suite 310  
Core Tech Business Center  
Dededo Guam 96929

SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS BID:

*M. S. ...*  
President

AWARD: CONTRACT NO.: GSA-041-17 AMOUNT: \$19,948.25 DATE: \_\_\_\_\_

ITEM NO(S). AWARDED: 1.1 Computer Literacy Program, Microsoft Word/Excel

CONTRACTING OFFICER:

*Claudia S. Acfalle*  
CLAUDIA S. ACFALLE  
Chief Procurement Officer

NAME AND ADDRESS OF CONTRACTOR:

New Horizons Guam  
674 Harmon Loop Rd. Ste. 310  
Core Tech Business Center  
Dededo Guam 96929

SIGNATURE AND TITLE OF PERSON  
AUTHORIZED TO SIGN THIS CONTRACT:

*[Signature]*  
Account Manager  
New Horizons Guam

ITEM NO.	DESCRIPTION	QTY. UOM	UNIT PRICE	PRICE EXTENSION
1.1	<b>Computer Literacy Program</b> Microsoft Office Word/Excel As per the following specifications	35 EA.	\$ 609.95	\$ 19,948.25
		<u>Alt.</u> 35 EA.	\$ 713.95	\$ 24,988.25

**SPECIFICATIONS:**

**BIDDING ON / REMARKS:**

**COMPUTER LITERACY – MICROSOFT OFFICE WORD:**

Seven (7) to Eight (8) hour training:

- Level 1
  - Getting Started
  - Editing a Document
  - Formatting Text & Paragraphs
  - Adding Tables
  - Managing Lists
  - Inserting Graphic Objects
  - Controlling Page Appearance
  - Proofing a Document
  - Customizing the Word Environment
- Level 2
  - Working with Tables and Charts
  - Customizing Formats using styles and Themes
  - Using Images in a Document
  - Creating Custom Graphic Elements
  - Inserting Content Using Quick Parts
  - Controlling Text Flow
  - Using Templates
  - Using Mail Merge
  - Using Macros
- Level 3
  - Collaborating on Documents
  - Adding Reference Marks and Notes
  - Simplifying and Managing Long Documents
  - Securing a Document
  - Forms

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**COMPUTER LITERACY – MICROSOFT OFFICE EXCEL:**

Seven (7) to Eight (8) hour training:

- Level 1
  - Getting started with Microsoft Excel
  - Performing Calculations
  - Modifying a Worksheet
  - Formatting a Worksheet
  - Printing Workbook Contents
  - Managing Large Workbooks
  - Customizing the Excel Environment
- Level 2
  - Creating Advanced Formulas
  - Analyzing Data with Logical and Lookup Functions
  - Organizing Worksheet Data with Tables
  - Visualizing Data with Charts
  - Analyzing Data with PivotTables, Slicers, and Pivot Charts
  - Inserting Graphics
  - Enhancing Workbooks

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PLEASE SEE ATTACHMENTS FOR DETAILS

**SPECIFICATIONS:**

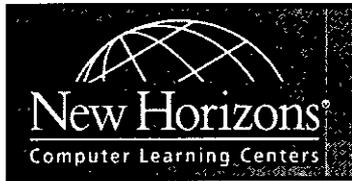
- Level 3
  - Automating Worksheet Functionality
  - Auditing Worksheets
  - Analyzing Data
  - Working with Multiple Workbooks
  - Exporting Excel Data

**BIDDING ON / REMARKS:**

comply

PLEASE SEE ATTACHMENT  
FOR DETAILS

These specifications were prepared by Angeline Barcinas, Admin. Assist., Christine P. San Nicolas, Social Services Supervisor I, Elsa S. Perez, Human Resources Program Administrator and approved by James W. Gillan, Director of the Department of Public Health & Social Services.



**UPGRADING PEOPLE EVERY DAY**

• Tel: (671)633-4811 • Fax: (671)633-4855 • E-mail: [nhclc@nhguam.com](mailto:nhclc@nhguam.com) • [www.nhguam.com](http://www.nhguam.com) / [www.newhorizons.com](http://www.newhorizons.com)  
Core Tech Business Center, 674 Harmon Loop Rd., Suite 310, Dededo, Guam 96929

**[ATTACHMENT #1]**

**General Services Agency  
Invitation for Bid No.: GSA-041-17  
(COMPUTER LITERACY PROGRAM  
MICROSOFT OFFICE WORD/EXCEL)**

Item No.	DESCRIPTION	QTY/UOM	UNIT PRICE	EXTENSION
1.1	Computer Literacy Program Microsoft Office Word/Excel	35 EA.	\$569.95	\$19,948.25

**Delivery of Training by NH Guam:**

**\*\*THIS PRICE COVERS 6 DAYS AT 35 STUDENTS PER DAY.**

**Course Material:** Customized manual with the Authorized Microsoft Office training manuals, authorized by the Microsoft Company.

**COMPUTER LITERACY-MICROSOFT OFFICE WORD**

Seven (7) to Eight (8) hour training:

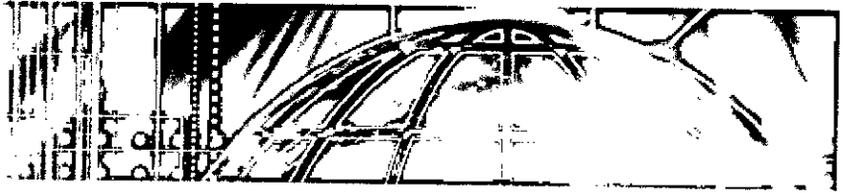
- **Level 1:**
  - Getting Started
  - Editing a Document
  - Formatting Text & Paragraphs
  - Adding Tables
  - Managing Lists
  - Inserting Graphic Objects
  - Controlling Page Appearance
  - Proofing a Document
  - Customizing the Word Environment
  
- **Level 2:**
  - Working with Tables and Charts
  - Customizing Formats using styles and themes
  - Using Images in a Document
  - Creating Custom Graphic Elements

- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates
- Using Mail Merge
- Using Macros
  
- **Level 3**
  - Collaborating on Documents
  - Adding Reference Marks and Notes
  - Simplifying and Managing Long Documents
  - Securing a Document
  - Forms

## **COMPUTER LITERACY - MICROSOFT OFFICE EXCEL**

Seven (7) to Eight (8) hour training:

- **Level 1:**
  - Getting Started with Microsoft Excel
  - Performing Calculations
  - Modifying a Worksheet
  - Formatting a Worksheet
  - Printing Workbook Contents
  - Managing Large Workbooks
  - Customizing the Excel Environment
  
- **Level 2:**
  - Creating Advanced Formulas
  - Analyzing Data with Logical and Lookup Functions
  - Organizing Worksheet Data with Tables
  - Visualizing Data with Charts
  - Analyzing Data with PivotTables, Slicers, and Pivot Charts
  - Inserting Graphics
  - Enhancing Workbooks
  
- **Level 3**
  - Automating Worksheet Functionality
  - Auditing Worksheets
  - Analyzing Data
  - Working with Multiple Workbooks
  - Exporting Excel Data



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Core Tech Business Center, 674 Harmon Loop Rd., Suite 310, Dededo, Guam 96929

**[ATTACHMENT #2]**

**General Services Agency  
Invitation for Bid No.: GSA-041-17  
(COMPUTER LITERACY PROGRAM  
MICROSOFT OFFICE WORD/EXCEL)**

Item No.	DESCRIPTION	QTY/UOM	UNIT PRICE	EXTENSION
ALTERNATE	Computer Literacy Program Microsoft Office Word/Excel	35 EA.	\$713.95	\$24,988.25

**Delivery of Training by NH Guam:**

**\*\*THIS PRICE COVERS 12 DAYS FOR 2 GROUPS; 17-18 STUDENTS EACH GROUP FOR 6 DAYS.**

**Course Material:** Customized manual with the Authorized Microsoft Office training manuals, authorized by the Microsoft Company.

**COMPUTER LITERACY-MICROSOFT OFFICE WORD**

Seven (7) to Eight (8) hour training:

- **Level 1:**
  - Getting Started
  - Editing a Document
  - Formatting Text & Paragraphs
  - Adding Tables
  - Managing Lists
  - Inserting Graphic Objects
  - Controlling Page Appearance
  - Proofing a Document
  - Customizing the Word Environment
  
- **Level 2:**
  - Working with Tables and Charts
  - Customizing Formats using styles and themes
  - Using Images in a Document
  - Creating Custom Graphic Elements

- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates
- Using Mail Merge
- Using Macros
  
- **Level 3**
  - Collaborating on Documents
  - Adding Reference Marks and Notes
  - Simplifying and Managing Long Documents
  - Securing a Document
  - Forms

## **COMPUTER LITERACY - MICROSOFT OFFICE EXCEL**

Seven (7) to Eight (8) hour training:

- **Level 1:**
  - Getting Started with Microsoft Excel
  - Performing Calculations
  - Modifying a Worksheet
  - Formatting a Worksheet
  - Printing Workbook Contents
  - Managing Large Workbooks
  - Customizing the Excel Environment
  
- **Level 2:**
  - Creating Advanced Formulas
  - Analyzing Data with Logical and Lookup Functions
  - Organizing Worksheet Data with Tables
  - Visualizing Data with Charts
  - Analyzing Data with PivotTables, Slicers, and Pivot Charts
  - Inserting Graphics
  - Enhancing Workbooks
  
- **Level 3**
  - Automating Worksheet Functionality
  - Auditing Worksheets
  - Analyzing Data
  - Working with Multiple Workbooks
  - Exporting Excel Data

## Word Part 1

Days of Training: 1

### Overview

In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

### Next Steps

Word- Part 2

3583LGEE-ILT

### Lesson 1: Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

### Lesson 2: Editing a Document

- Find and Select Text
- Modify Text
- Find and Replace Text

### Lesson 3: Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

### Lesson 4: Adding Tables

- Table
- Modify a Table
- Format a Table
- Convert Text to a Table

### Lesson 5: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

### Lesson 6: Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

### Lesson 7: Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

### Lesson 8: Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

### Lesson 9: Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

## Word - Part 2

Days of Training: 1

### Overview

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word .

### Prerequisites

Word - Part 1

### Next Steps

Word - Part 3

3602LGEE-ILT

### Lesson 1: Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

### Lesson 2: Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

### Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots

### Lesson 4: Creating Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

### Lesson 5: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

### Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

### Lesson 7: Using Templates

- Create a Document Using a Template
- Create a Template

### Lesson 8: Using Mail Merge

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word

### Lesson 9: Using Macros

- Automate Tasks Using Macros
- Create a Macro

## Word - Part 3

Days of Training: 1

### Overview

The student will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word enable you to revise, manage, and secure your business documents.

### Prerequisites

Students should be able to use Microsoft® Office Word to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work.

Word - Part 1

Word - Part 2

### Lesson 1: Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes

### Lesson 2: Adding Reference Marks and Notes

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

### Lesson 3: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

### Lesson 4: Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

### Lesson 5: Forms

- Create Forms
- Manipulate Forms

3824LGEE-ILT

## Excel - Part 1

Days of Training: 1

### Overview

In this course, students will use Microsoft® Office Excel® to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

### Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders

Windows XP Professional - Installation and Administration

### Next Steps

Excel - Part 2

3578LGEE-ILT

### Lesson 1: Getting Started with Microsoft Excel 2010

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

### Lesson 2: Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

### Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

### Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

### Lesson 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

### Lesson 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

### Lesson 7: Customizing the Excel Environment

- Customize General and Language Options
- Customize Formula Options
- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Functionality of Excel by Enabling Add-Ins
- Customize Advanced and Trust Center Options

## Excel - Part 2

Days of Training: 1

### Overview

This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

### Prerequisites

Excel - Part 1

### Next Steps

Excel - Part 3

3603LGEE-ILT

### Lesson 1: Creating Advanced Formulas

- Apply Range Names
- Use Specialized Functions

### Lesson 2: Analyzing Data with Logical and Lookup Functions

- Leverage Questions and Testing to Write Formulas
- Use Logical and Lookup Functions to Find Answers to Questions

### Lesson 3: Organizing Worksheet Data with Tables

- Create and Modify Tables
- Sort and Filter Data
- Use Summary and Database Functions to Calculate Data

### Lesson 4: Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Create a Trendline
- Create Advanced Charts

### Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Filter Data Using Slicers
- Analyze Data Using PivotCharts

### Lesson 6: Inserting Graphics

- Insert and Modify Graphic Objects
- Layer and Group Graphic Objects
- Incorporate SmartArt

### Lesson 7: Enhancing Workbooks

- Customize Workbooks
- Manage Themes
- Create and Use Templates
- Protect Files

## Excel - Part 3

Days of Training: 1

### Overview

The students will learn about some of the more advanced features of Excel including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

### Prerequisites

Students enrolling in this class should have experience working in Excel, creating, editing, and managing workbooks.

Excel - Part 1  
Excel - Part 2

3622LGEE-ILT

### Lesson 1: Automating Worksheet

#### Functionality

- Update Workbook Properties
- Create and Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

### Lesson 2: Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

### Lesson 3: Analyzing Data

- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Perform a Statistical Analysis with the Analysis ToolPak

### Lesson 4: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells In Different Workbooks
- Merge Workbooks

### Lesson 5: Exporting Excel Data

- Export Excel Data
- Import a Delimited Text File
- Integrate Excel Data with the Web
- Create a Web Query