



**AMENDMENT 1**

**Request for Proposals (RFP)  
UOG RFP No. P20-02**

Date Issued: June 17, 2020

**PISBDCN INDEPENDENT CONTRACTOR SERVICES FOR CARES ACT**

This is to notify all prospective offerors of the following amendment set forth below:

**1.1 Question & Answer Sheet No. 1 set forth in attachment.**

**1.2 Deadline for submission should read as follows: Monday, June 29, 2020 on or by 4:00pm.**

All other terms and conditions remain the same.

Emily G. Gumataotao  
Supply Management Administrator

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Please acknowledge receipt and fax to 735-3010 or via email: [procurementoffice@triton.uog.edu](mailto:procurementoffice@triton.uog.edu):

Name of company: \_\_\_\_\_

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Print Name/Signature/date

**QUESTIONS & ANSWER SHEET NO. 1**  
**June 17, 2020**

*Submittal of Written Questions and/or Request for Clarification Received as of June 14, 2020*

**Question 1: June 14, 2020 (2:16 PM)**

*Question:* How many current clients does the PISBDCN have currently?

*Answer:* **Some existing clients in need of the independent contractor's (IC) expertise will be provided however the IC will also have to search out new clients to assist.**

**Question 2: June 14, 2020 (2:16 PM)**

*Question:* Who administers this program now? UOG Staff? UOG Business Majors?

*Answer:* **The Guam Small Business Development Center administers this program.**

**Question 3: June 14, 2020 (2:16 PM)**

*Question:* Would UOG consider extra credit for Business Majors to gain experience by co-administering this program?

*Answer:* **This program will not be co-administered; plus is separate from the University's educational program.**

**Question 4: June 14, 2020 (2:16 PM)**

*Question:* Please elaborate on the SOW in regards to the level of counseling; as it is open ended? Assisting is to give help and direction but not doing it entirely for the business owner. So, again at what level should the consultant step back to all the owners to implement the recommendations of the consultant?

*Answer:* **The counseling should be as indicated, to provide help, guidance, information and direction. Any implementation or actual work in the business needs to be done by those in their respective businesses.**

**Question 5: June 14, 2020 (2:16 PM)**

*Question:* Please clarify if the entire Technical and Price Proposals are to be submitted in paper along with an electronic copy? Or submitted in its entirety via electronic only?

*Answer:* **Please refer to RFP section IV #3.**

**Question 6: June 14, 2020 (2:16 PM)**

*Question:* Will UOG consider a one week extension?

Answer: **Request granted. New submission deadline is Monday June 29, 2020 on or by 4:00pm.**

**Question 7: June 14, 2020 (9:14 PM)**

Question: I have one question regarding UOG-RFP P20-02. It is stated in page 4, Section IV #3 that a copy of the technical proposal will be sent via email no later than 4:00pm on June 22, 2020 as an official submission of proposals. Would I still need to submit hard copies of the proposal to the Procurement Office per page 7, Section VIII - Special General Provisions #4 - Opening of proposals and page 8, #16 - proposal envelope?

Answer: **DELETE** Section VIII #16 in its entirety.

**REPLACE** Section VIII #1 with the paragraph below:

**1. REQUESTS FOR PROPOSALS.** The Proposer is required to read each and every page of the Request for Proposals (RFP) and by the act of submitting a proposal shall be deemed to have accepted all conditions contained therein. In no case will failure to inspect constitute grounds for claim or for the withdrawal of an RFP after opening. Proposals shall be typewritten electronically. Erasures or other changes in a proposal must be explained or noted over the signature of the Proposer. Proposals containing any conditions, omissions, unexplained erasure or alterations or items not called for in the RFP, or irregularities of any kind may be rejected by the University as being incomplete.

**REPLACE** Section VIII #17 with the paragraph below:

**17. FORM OF PROPOSAL.** All proposals must be submitted electronically. It should include a listing of current and former business clients and a description of the type of work performed or is being performed. At a minimum, if the Proposer is an individual, the proposal should include a complete resume of the individual. If the Proposer is a firm, the proposal should include a resume of the firm's principal(s). The proposal shall also indicate any current or historical engagement or relationships with any public or private party that could potentially create a conflict of interest with UOG, the Government of Guam or any of its Agencies or Instrumentalities.