

AMENDMENT 1

Request for Proposal (RFP)  
UOG RFP No. P22-01

Date Issued: December 30, 2021

**TECHNICAL AND ADMINISTRATIVE SERVICES**

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

- 1.1 **REPLACE** pg.2 & pg.3 with EXHIBIT A as set forth in the attached.
- 1.2 **DELETE Appendix A**
- 1.3 **Deadline for submission should read as follows: Monday, January 10, 2022 at 4:00 p.m. (your bid submission must be submitted electronically to the Bid Share folder provided by UOG Procurement Office on or before 4:00 p.m.)**

All other terms and conditions remain the same.



Emily G. Gumataotao  
Supply Management Administrator

---

Please acknowledge receipt and email: [uog.bids@triton.uog.edu](mailto:uog.bids@triton.uog.edu):

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

---

Print Name/Signature/date

**III. RFP TIMETABLE**

Information package for interested parties available at the UOG Consolidated Procurement Office through electronic request	After 9 a.m. December 22, 2021
Deadline for receipt of proposals to the Share folder link by 4 p.m. Provided by Procurement Office on day of submission (both Technical and Cost)	January 5, 2022
Evaluation of un-priced technical proposals	TBD
Oral interviews, as needed and at UOG's discretion	as needed
Cost and contract negotiations	TBA
Selection	TBA
Award of contract and Notice to Proceed	TBA

**IV. SCOPE OF WORK**

**A. Technical and Administrative Services: (Anticipated)**

- ON-SITE Field Monitoring
- For CIP projects below \$50,000.00, provide coordination of work needed with end-user, prepare scope of work and provide estimates on SOW;
- Coordinate with FMS director on whether to proceed if funding is available to proceed with CIP project;
- Coordinate with Using Units the conditions the CIP improvement or repair that will be prepared;
- Provide recommendation for payments based on contractor invoices and prepare UOG's Inspection Report based on On-Site Inspection & Monitoring.
- Advise the FMS Director with information on corrective Items that need to be addressed based on field assessments.
- Assist and coordinate on required corrective actions by providing the Director with information from submittals and data collected from the actual field verification/monitoring.
- Provide owner (UOG) with ON-SITE monitoring or representation while collecting data to use in verification of contractor's monthly progress payments.
- Conduct market research on industry related information regarding available resources for upcoming CIP projects to provide relevant information for Director's decision-making options.
- Administrative support services on coordination, documentation, and presenting information to Director and all shareholders.

**V. RFP SUBMITTAL REQUIREMENTS**

Please prepare and submit the proposal in accordance with the following requirements.

1. *Technical and Priced/Cost Proposals:*
  - a. **Technical Proposals:** The Technical section shall consist of one (1) original un-priced written presentation addressing all the items shown in the Scope of Work (Section IV), Proposal Requirements (**Attachment H**), any supplementary information the Offeror desires to include, and the completed Offeror's Questionnaire (**See Attachment G**). The Technical Proposal should clearly state the experience and methods the Offeror will make available to the University to assure it can satisfactorily deliver the required work product. The

evaluation committee will determine if the Offerors are considered to be responsible and responsive based on their written technical proposal and oral interviews if requested.

- b. **Priced/Cost Proposals:** Cost proposals shall be submitted at the same time as the Technical Proposal, but in a separate password protected file from the Technical Proposal. The Priced Proposal should indicate the fees that the Offeror proposes to charge for the work.

**Fee Schedule**

- Please outline your fee structure for the proposal services. Please indicate all services you propose to provide and their associated fees.
  - The stated fee schedule must include all charges associated with your service provisions; the above fees must reflect your costs in their entirety.
2. *Transmittal Letter:* The proposals shall be transmitted with a cover letter describing the Offeror’s interest and commitment to the proposed project. The letter shall state that the proposals shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person to negotiate a contract with UOG shall sign the cover letter.

Address the cover letter as follows:

**Dr. Thomas W. Krise, Ph.D.**  
**President**  
**University of Guam**  
**UOG Station**  
**Mangilao, Guam 96923**

3. *Submission of Proposals:* One (1) electronic copy of your Technical Proposal is due at the UOG Procurement Office to the SHARE folder provided and one (1) original copy delivered to procurement office no later than the time and date specified in Section III RFP Timetable. Electronic files containing the proposals should be clearly marked, **“Technical Proposal UOG RFP-P22-01”**. Proposals must be submitted electronically and one (1) original copy delivered to the procurement office. Concurrently, one copy of a priced proposal shall be submitted in a separate password protected pdf file named **“Priced Proposal UOG RFP P22-01”**. A separate email with password for the priced proposal should be sent to [uog.bids@triton.uog.edu](mailto:uog.bids@triton.uog.edu). Deadline for submission of proposal is Wednesday, January 5, 2022 on or by 4:00 P.M. to the UOG Procurement Office via the electronic SHARE folder link provided to all registered offerors.

**VI. EVALUATION AND SELECTION**

1. The University of Guam will assemble a selection committee to determine whether the Offerors are considered to be responsible and responsive based on their written Technical Proposal. As such, Offerors should be very careful to comply all sections of the Technical Proposal and completely supply all requested information and materials. The selection committee can waive minor irregularities to form, but not as to substance. Only responsible and responsive Offerors will be evaluated by the selection committee on the Technical Proposals submitted and responses to oral Interviews, if requested, and will be ranked by the selection committee based on the following 100 point criteria basis:
- a. Qualifications and specific experience of Offeror (35 pts)
  - b. Understanding and approach to Services (20 pts)
  - c. Experience providing similar services (35 pts)
  - d. Clarity of RFP Submittal (10 pts)
- Total 100 pts**