

NOTICE TO PROPOSERS

There may be one or more amendments to this Request for Proposal solicitation. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to the Government of Guam Solid Waste Management Division. Please send this information to Linda Ibanez via fax at 671-649-3777 or by e-mail at lindaibanez@gmail.com. **The Government of Guam will send amendments only to those firms that complete and return this form in a timely manner via fax or provide the requested information by timely e-mail.**

RFP name	SW-09-04 Services to procure temporary staffing for Solid Waste Management Division
Company name	_____
Mailing address	_____ _____ _____
Phone number	_____
Fax number	_____
Contact person	_____
E-mail address	_____

Send amendments by (check one): fax

e-mail

Amendments will be posted on the Solid Waste Management Receiver web site (<http://www.guamsolidwastereceiver.org>) in a PDF format.

Scope of Work

The Solid Waste Management Division (SWMD) currently has a customer base of approximately 15,000 and plans to implement a registration drive that will require one or more temporary employees to assist in one or more of the following tasks:

- Helping current and prospective customers to fill out registration form,
- Help customers find their pick-up location on a map.
- Input registration and other data into customer service data base.

These temporary employees should have one or more of the following skill-sets:

- Knowledge of administrative and clerical procedures and
- Knowledge of systems such as Microsoft Word and Excel spreadsheets,
- Ability to manage files and records
- Proficient in stenography and transcription,
- Ability to design forms;
- Knowledge of business and management principles involved in strategic planning, resource allocation , human resources modeling, leadership technique, production methods and coordination of people and resources.
- Process contract and Personnel Actions Forms, maintain and audit employee time work/time missed records, analyze payroll data and prepare journal entries.

Bidder will demonstrate in the proposal, how entity, as a Vendor, will ensure delivery of each of the following items:

- Bidder will show that it has the means to accommodate payroll services including employer of record, time cards, payment to employee, tax withholding, worker compensation, and all other activities associated with employee management;
- Provide staff with required knowledge and work experience to fill short term needs of the Solid Waste Management Division will determine if applicant meets skill and experience level requirements for each assignment.

**Temporary Staffing for Solid Waste Management Division,
Technical Assistance Services Contract**

Proposal Bid Form

Name of Bidder _____

Address of Bidder _____

Telephone Number _____

Contact Person _____

September 30, 2009 – September 30, 2010

Temporary Staff Salary \$ _____ / hour

Vendor Unit Rate for Services \$ _____ /hour

Total Hourly Rate \$ _____ /hour

Percent markup from temporary staff rate _____ %

Total Dollar Amount Requested for Contract \$ _____ /hour

REPRESENTATIONS, ASSURANCES, AND CERTIFICATES

Company Name: _____

Company Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

1. The name and telephone number of the person(s) who had the authority to submit proposals:

2. The name and telephone number of the person(s) who has the authority to sign contracts:

3. The legal status of the bidder's organization (e.g. corporation, sole proprietorship, post-secondary education institutions, et cetera):

Date of establishment/incorporation _____

Federal Employer Identification Number _____

Worker's Compensation Account Number _____

Unemployment Insurance Account Number: _____

Is the company co-owned or controlled by a parent company?

Yes

No

If yes, name of parent company: _____

Is the bidder authorized/licensed to do business in the Territory of Guam?

Yes

No

Is the bidder bound by Federal and/or Territory Affirmative Action or Equal Employment Opportunity rules?

Yes

No

If yes, has the company filed all required EEO reports to the necessary agencies?

Yes

No

The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal or territory funds?

Yes

No

Does the company have current or future plans for a buyout or sale?

Yes

No

The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete the work to this Request for Proposals

Yes

No

The company certifies it will not use the contract funds to lobby?

Yes

No

The company certifies that it is a drug free work place?

Yes

No

The company certifies it is not delinquent on any Federal dept.

Yes

No

Proposal Submission:

All proposals are to be delivered before September 11, 2009, Guam local time, on 4:00 p.m.

To:

GBB Receiver Office
2nd Floor, Solid Waste Management Building
Department of Public Works
542 North Marine Corps Drive
Tamuning, Guam 96913

GovGuam will not accept any Proposals received after 4:00 p.m., and shall return unopened such late proposal to the Proposer.

Proposers must submit one (1) original and six (6) copies of the Proposal.

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, names of any Proposers submitted a proposal will be read aloud.

Selection Process and Evaluation Criteria:

The evaluation of Proposals received will be performed by a committee made up of personnel from the SWMD and Receiver. The process will be reviewed by Government of Guam's Chief Procurement Officer of the General Services Agency.

GovGuam will first examine Proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, proposers should exercise particular care in reviewing the format and contents required for this RFP. GovGuam reserves the right to accept or reject in whole or in part any or all Proposals submitted. Reasons for which Proposers may be disqualified and their proposals not considered include:

GovGuam determines that the Proposer's Proposal is not responsive.

GovGuam determines that the Proposer is not responsible, due to the unreasonable failure of the Proposer to promptly supply information in connection with a determination of responsibility.

The Proposer fails to complete the Proposal in it's entirety.

Reasonable grounds exist for believing that any Proposer has a proprietary or pecuniary interest in more that one proposal or that collusion exists among the Proposers.

Proposer has defaulted on any previous performance contracts with any company, organization or governmental unit within the past five (5) years.

Proposer, in GovGuam's opinion, is determined to be non-responsible, i.e., does not have the capacity to perform.

Proposer or Proposer Team Member has been found to have misrepresented.

The evaluation committee shall then score all proposals based upon the evaluation factors detailed in below in this section of this RFP. Upon completion of the scoring, the committee may recommend short-listing the Proposals that are "potentially acceptable" and "acceptable." The detailed evaluation may result in more than one finalist. At this point, Metro may request additional presentations by Proposers, carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed Proposers.

The Receiver will then review the evaluation documentation and issue a Notice of Intent to Award to all Proposers advising them of the Proposer selected.

The factors to be considered in the evaluation of proposals are listed below. While Metro believes all these items to be of importance, they are ranked in descending order of importance, together with the percentage weighting of the total score represented by each one:

Overall quality of the Technical Plan presented in the Proposal (35%)

Qualifications, background and experience of the Proposer Team (30%)

Total cost of goods and services provided (25%)

Quality of the Project Management Plan (10%)

The factors that go into each of these criteria are listed below in the same order as presented above.

Quality of Technical Plan:

Proposers will be judged on the completeness, clarity and quality of their overall technical approach for achieving the goals and objectives of GovGuam with regard to this procurement. Does the proposal meet or exceed all of the critical functional requirements listed in the RFP? Important aspects of this review include: the reliability of the service being proposed, including the capacity, technology, and quality of the functionality to ensure continuous service; qualifications and experience of the designated Expert and support team to provide the support services.

Qualifications, Background and Experience:

Proposers will be evaluated on the basis of their demonstrated competence to undertake and provide each and every component of the system at the desired levels of quality, timeliness and cost effectiveness. The following dimensions of Proposer qualifications will be analyzed:

Corporate Profile – Does the Proposer have the necessary expertise and available resources to provide the services? Does the Proposer Team have experienced managers available to lead the proposed project successfully?

Proposer Experience – What is the quality and quantity of experience of the Proposer in technical assistance, implementation for temporary staffing? For what duration, how recently and with what success? What has been the Proposer’s track record in providing support services for this contract? What specific innovations, awards and other achievements can the Proposer document?

Financial Strength - Has the Proposer ever declared bankruptcy or failed to meet a financial obligation for past projects? The insurability, short-term funding capability and general financial strength of the Proper Team will be considered.

Cost:

The evaluation of the Proposer’s cost proposal will be made through a cost analysis to include the following: itemized and total submitted costs.

Quality of Project Management Plan:

The evaluation team will review the Proposer’s project Management Plan, considering implementation, scheduling, deliverables, task resourcing, project detail, proposed staff, post implementation support.

