



GUAM WATERWORKS AUTHORITY
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P.O. Box 3010, Hagåtña, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

RFP No. 2024-01
Professional Services to Establish a Customized Apprenticeship Program
Response to Inquiries No. 2

This Addendum and Response to Request for Information (RFI) is issued to modify the previously issued RFP documents and/or given for informational purposes and to the extent the responses below modify the RFP documents, please treat them as an amendment to the RFP. The following responses are in response to RFIs received from potential bidders on October 24, 2023, and October 25, 2023.

REF:	QUESTION/INQUIRY AS SUBMITTED:	GWA RESPONSE:
Questions from October 24, 2023		
1.	What is the intended length (time allotment) for the program?	The length will be determined by the apprenticeable occupation. Typically, the apprenticeship program for both water and wastewater would last for a period of 2 years. This includes both classroom and on-the-job learning.
2.	Will this be an IDIQ type of contract?	No. This is a Request for Proposal with a specific scope of work. The scope may span more than one year.
3.	Does GWA propose to offer option year(s) for the contract?	See response to question #2.
4.	It is assumed that GWA not only wants the Apprenticeship Program established, but the offeror will be executing and managing the program as well, is this correct? Or not?	The offeror will be responsible for developing programs for GWA. Offeror may include activities such as check-ins, coaching, program evaluation, etc. GWA has not decided whether it will administer and manage the program at this time. Proposals may include options to execute and manage the program.
5.	Has GWA determined the minimum or maximum number of individuals that will be required to be processed through the program?	The apprenticeship program would have no more than 20 individuals in a cohort comprised of 10 existing employees and 10 non-employees. These numbers are subject to change.



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		Size of Bootcamp classes is subject to requirement of the Guam Community College.
6.	How many positions (FTEs) does GWA propose to fill in the course of this program?	GWA intends to employ all participants in the apprenticeship program. During the program, all participants will be required to work at GWA to obtain journeyman instruction to complement classroom activity.
7.	What grade levels are required for compliance for GWA both water and wastewater?	Level 2 certification for the respective area of operation that employee is assigned to.
8.	How many positions for each department is GWA expecting to fill in the allotted time period?	Positions are filled based on GWA's need to fill vacancies.
9.	Does GWA currently have a database of potential applicants?	There is no database of potential applicants for the Bootcamp program. Up to 10 GWA employees will be selected for the apprenticeship program. There is no database of potential applicants for the remaining 10 apprenticeship program slots.
10.	What platforms for potential applicants does GWA currently use, or does GWA intend for this program to determine/develop these platforms as well?	Posting announcements on the GWA website careers page and email blast to other HR partners and higher education institutions. In addition, GWA will attend career days at local high schools and also job fairs to recruit for the programs. Offeror may include recruitment strategies as part of proposal.
11.	Does GWA expect the Offeror to establish/develop connections/relationships with, and/or work with contacts with outside entities and authorities to help support the program?	Yes. It is the expectation that the Offeror will collaborate with stakeholders to ensure the program aligns with GWA goals and industry standards. Offeror will work closely with Guam Community College and the Guam Department of Labor.



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12.	<p>How will resources and materials for this program be procured and funded?</p> <p>a. Does GWA expect the proposal to include all costs for resources and materials needed for the program?</p> <p>b. Will the Program Administrator have a GWA funded budget for resources and materials for the program?</p>	<p>Resources and materials needed to implement programs will be the responsibility of GWA and the Guam Community College.</p> <p>Program Administrators will not have a GWA funded budget for resources and materials for the programs.</p>
13.	<p>Does GWA propose the Offeror to conduct classroom training as well as “in-the-field” “hands on” training and guidance?</p>	<p>The Offeror is responsible for developing a customized apprenticeship program for GWA. This includes the development of a structured and comprehensive curriculum. The classroom training and field work is not the responsibility of the Offer; however, the offeror may propose training, guidance, coaching to journeyman that are responsible to train apprentices.</p>
14.	<p>If the Offeror is an individual, is GWA willing to provide GWA staff support to assist the individual?</p>	<p>GWA may provide some basic administrative support, but it should not be counted on, nor tied in any way to program delivery requirements of the successful offeror.</p>
15.	<p>Will GWA support an individual offeror with a base office at the GWA administrative building?</p>	<p>GWA will not provide permanent office space to a successful offeror; however, rooms can be reserved in GWA facilities on an as needed basis to support logistics or program implementation. Training rooms are also available.</p>
16.	<p>Who at GWA will the offeror directly report to and work alongside?</p>	<p>The successful Offeror will report directly to the General Manager or his designee.</p>
17.	<p>How many hours per week will GWA allow for the Program to be conducted?</p>	<p>As guided by Department of Labor apprenticeship standards</p>
18.	<p>Has GWA recognized key individuals to be used as mentors?</p>	<p>Mentors must hold journeyman level status in specific positions. These positions have been identified but the employees have not been identified yet.</p>



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19.	How will GWA evaluate the success of the program?	Success of the apprenticeship program will be primarily based on the number of individuals successfully completing the program.
20.	Can the deadline for submission be extended to 6 Nov 2023? a. Time is needed to compose a detailed proposal. b. Time is needed for arrival of the mailed in proposal.	Refer to Amendment No. 3
21.	If the Offeror does not currently have Guam Business License will that affect the proposal consideration?	No; however, the successful offer is required to have a Guam Business License prior to awarding the RFP.
22.	I am requesting an extension of the cut-off date until COB 6 Nov 23. Based on the creation of the proposal and mailing in of the packet, I do not feel I can meet the 31 Oct 23 deadline.	Refer to Amendment No. 3
REF:	QUESTION/INQUIRY AS SUBMITTED:	GWA RESPONSE:
Questions from October 25, 2023		
1.	If I cannot find a Notary here where I am, will GWA accept my proposal?	Proposals require notarized documents to be completed. Proposals submitted without notarized documents may be rejected. Guam law does allow for remote online notarization. The relevant Guam law is provided as Attachment 1
2.	I am thinking I will have to send this to someone electronically so they print it out and mail it in for me, If I did that, all copies would be photo copies. Will this void the proposal?	No., GWA amends <u>Instruction to Proposers, Section C. Submission of Packages, Paragraph 1</u> Now reads: Sealed responses with 5 copies shall be submitted at GWA Procurement Office located at the Gloria B. Nelson Public Services Building in Mangilao. Failure to submit the required forms in the number required may be cause for rejection of offers due to non-responsiveness.



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Proposers are also notified to visit GWA website: www.guamwaterworks.org to ensure that addenda to the RFP, answers to questions, and reminders are communicated to all proposers throughout the solicitation process.

2023.11.27

Date

Miguel C. Bordaño, P.E.
General Manager