



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. 2025-03 Purchase and Implementation of an Automated Time and Attendance System Response for Inquiries No. 1

This document addresses inquiries regarding RFP 2025-03. It provides clarifications and additional information for informational purposes. In the event that any responses result in modifications to the proposal documents, they should be considered as amendments to the original RFP 2025-03.

QUESTION/INQUIRY AS SUBMITTED:		GWA RESPONSE:
Questions from March 18, 2025		
1.	When we ship the proposal, will we need 3 booklets for all 8 evaluators? One for the proposal, one for the pricing proposal, and one to include pages from the proposal and pricing proposal that we would like redacted?	Eight (8) copies of both the proposal and pricing proposal are required. However, only one copy of the redacted version is needed.
2.	Will Guam Waterworks Authority and Guam Power Authority need their own databases and pricing or will both Authorities be on one database with one invoice? If two databases and invoices are needed, please answer the following questions for both Guam Waterworks Authority and Guam Power Authority	Guam Waterworks Authority and Guam Power Authority will each have separate databases, pricing, and invoicing to maintain distinct operational and financial records.
3.	How many total employees including full time, part time, and seasonal will be included in the scope of work?	<p>As of February, GWA has 358 full-time employees. We currently do not have any part-time or seasonal employees; however, the scope of work may potentially include such positions in the future. Including open vacancies, the total number of positions to be considered within the scope of work is approximately 400.</p> <p>As of March, GPA has 495 full-time employees, which includes 24 apprentices. We currently do not have any part-time or seasonal employees. Including authorized positions, the total number of full-time employees within the scope of work is approximately 502.</p>
4.	How many supervisors or managers oversee this group of employees?	<p>As of February, GWA has approximately 60 supervisors and managers overseeing its group of employees.</p> <p>As of March, GPA has approximately 115</p>

		supervisors and managers overseeing its group of employees.
5.	When is the desired project kickoff date? When is the desired Go Live date?	The desired project kickoff date is not later than July 1, with a Go-Live date of October 1.
6.	How many wall mounted time clocks should be included in the proposal?	The quantity and types of equipment/devices will be determined during contract negotiations with the top-ranked offeror.
7.	Is it desired for the mounted time clocks to use Facial Recognition Biometrics or Fingerprint Biometrics?	There is no preference at this time—all options should be presented for consideration. The final decision will be based on feasibility, functionality, and the availability of funds.
8.	Is FMLA Case Management Required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?	FMLA case management is not required but may be offered as an optional feature for enhanced tracking and automation of leave management.
9.	Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto populate based on their schedules? (these groups of employees would not punch in/out)	Employees must have their time recorded through an independent automated system that accurately registers their clock-in and clock-out times. Timesheets will not be manually filled out or auto-populated based solely on schedules.
10.	Is it desired for employees to request time off electronically at a computer or smart phone?	It is desired that employees can request time off electronically via computer or smartphone for added convenience; however, the end state will be subject to availability of funds.
Questions from March 19, 2025		
1.	How many employees does your Time & Attendance RFP pertain? I did not see that document.	<p>As of February, GWA has 358 full-time employees; however, the scope of work may potentially include such positions in the future. Including open vacancies, the total number of positions to be considered within the scope of work is approximately 400.</p> <p>As of March, GPA has 495 full-time employees, which includes 24 apprentices. We currently do</p>

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		not have any part-time or seasonal employees. Including authorized positions, the total number of full-time employees within the scope of work is approximately 502.
2.	Can you please also provide the RFP due date?	The submission deadline is April 11, 2025, at 3:00 p.m. (ChST) as referenced on the RFP packet.

Offerors are also notified to visit the GWA website: www.guamwaterworks.org to ensure that any addenda to the RFP, answers to questions, and reminders are communicated to all offerors during the solicitation process.



Miguel C. Bordallo, P.E.
General Manager

3/28/2025

Date