



**GUAM BEHAVIORAL  
HEALTH AND WELLNESS  
CENTER**

(formerly Department of Mental Health & Substance Abuse)

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**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER**

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**Request for Proposals  
No: RFP #GBHWC-05-2015**

**TITLE: PREVENTION EDUCATION AND COMMUNITY EMPOWERMENT (PEACE)  
PARTNERSHIPS FOR SUCCESS  
Community Action Plan Implementation and Evaluation**

**Issued: August 11, 2015**

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**790 Governor Carlos G. Camacho Road  
Tamuning, Guam 96913  
Phone: (671) 647-1901 Fax: (671) 647-5402**

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## I. PUBLIC NOTICE

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### REQUEST FOR PROPOSALS NO. RFP #GBHWC-05-2015

#### **TITLE: PREVENTION EDUCATION AND COMMUNITY EMPOWERMENT (PEACE) PARTNERSHIPS FOR SUCCESS Community Action Plan Implementation and Evaluation**

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The Guam Behavioral Health and Wellness Center (GBHWC) is inviting qualified non-profit organizations (school, faith, sports, cultural, village, community, civic-based or others) to join in *Partnerships for Success* to achieve Guam's PEACE vision: *An island community empowered and committed to making informed decisions towards a healthier (mental, physical, spiritual) future for ourselves and others on Guam.*

Interested qualified Guam-based non-profit organizations, whose mission and purpose are aligned with PEACE Partnerships for Success (PFS), are invited to respond to this Request for Proposal (RFP), to be contracted as PEACE PFS Partners funded by the SAMHSA (Substance Abuse and Mental Health Services Administration) Partnerships for Success (PFS) grant for PEACE (Grant Number 5U79SP090157-02, 09/30/2014-09/29/2015 and Grant Number 5U79SP090157-03, 09/30/2015-09/29/2016).

PEACE PFS Partners will be required to follow the Strategic Prevention Framework (SPF) 5-step process and to work together to reach PEACE PFS goals: 1) Prevent or reduce consumption and consequences of underage drinking and problem drinking among 12-20 years old and problem drinking among adults; 2) Prevent or reduce youth and adult tobacco use. To achieve these goals and the overall PEACE Vision, PEACE PFS Partners will collaboratively build upon the PEACE Pillars for Success, the community-generated logic model that drives the 5-Year Prevention Plan for Guam: *Youth Empowerment, Effective Communication, Strong Leadership, Grassroots Engagement, and Safe and Healthy Environment.*

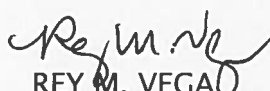
PFS Partners will implement and evaluate their PEACE-endorsed Community Action Plans (CAP) to prevent substance use and abuse and promote positive mental health. The interventions to be used with persons and groups of high need are to be described in their CAP; to build resilience, address risk and protective factors, and strengthen culturally and linguistically appropriate services on Guam. PEACE PFS Partners will also attend trainings and technical assistance meetings to build upon prevention knowledge, skills and resources that will support the successful implementation of their CAP and sustain interventions beyond the life of the grant.

RFP packages may be picked up at the Guam Behavioral Health and Wellness Center Office, located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam, 96913 Monday through Friday, excluding holidays, between 8:00 a.m. and 5:00 p.m. or the RFP may be downloaded from GBHWC's website at [www.gbhwc.guam.gov](http://www.gbhwc.guam.gov). GBHWC recommends all potential offerors register contact information with the agency to ensure they receive any notice regarding any changes or updates to the RFP. GBHWC will not be

liable for failure to provide notice to any party who did not register contact information. The deadline for receipt of proposals is not later than 3:00 p.m., Friday, August 21, 2015, Guam Standard Time. All proposals must be submitted to the attention of the Director, Guam Behavioral Health and Wellness Center.

GBHWC shall have the right to reject all proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP at any time, if the Director determines such to be in the interest of GBHWC and/or for whatever reason allowed by law and/or regulation, and/or for whatever reason whatsoever.

For additional information, contact the GBHWC Prevention and Training Branch by phone at (671) 477-9079 thru 9083 or by facsimile at (671) 477-9076.

  
REY M. VEGO  
Director 8/19/15

## II. REQUEST FOR PROPOSALS INFORMATION

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Issued By:

GUAM BEHAVIORAL HEALTH  
AND WELLNESS CENTER

Proposal No.:

NO. RFP #GBHWC-05-2015

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Location of Operations:

790 Governor Carlos G. Camacho Road  
Tamuning, Guam 96913

Division of Agency:

CLINICAL SERVICES DIVISION  
*TITLE:* PREVENTION EDUCATION  
AND COMMUNITY EMPOWERMENT  
(PEACE) PARTNERSHIPS FOR SUCCESS  
Community Action Plan  
Implementation and Evaluation

The Guam Behavioral Health and Wellness Center (GBHWC) serves as the single state agency authority for mental health and substance abuse prevention and treatment services for the U.S. Territory Government of Guam (P.L. 17-21). In line with this public policy of the Government of Guam, GBHWC encourages the development of public-private partnerships and collaboration in the development of school and community-based programs for mental health promotion, substance abuse prevention and early intervention services.

The Prevention and Training Branch of the Guam Behavioral Health and Wellness Center (GBHWC) applied for and received a 5-year Partnerships for Success (PFS) grant awarded by the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). All of the services described herein will involve the implementation and evaluation of Community Action Plan through the PFS grant. The project periods will be four successive years:

The first period will be from Effective Date to September 29, 2015

The second period will be from September 30, 2015 to September 29, 2016

The third period will be from September 30, 2016 to September 29, 2017

The fourth period will be from September 30, 2017 to September 29, 2018.

Prospective applicants for PEACE PFS grant are required to meet the criteria set forth by SAMHSA (Section 516 Public Health Act).

These funding are being used to support the implementation of Guam's State Prevention Enhancement (SPE) Comprehensive Strategic Plan (2014-2018) in partnership with the Governor's PEACE Council, the Guam State Epidemiological Outcomes Workgroup (SEOW), the Guam Non-Communicable Disease Consortium and PEACE PFS Non-Government Organizational (NGO) Partners.

GBHWC is inviting qualified Guam-based non-profit organizations (school, faith, sports, cultural, village, community, civic-based or others) with a shared Vision for 2018: *An island community empowered and committed to making informed decisions towards a healthier (mental, physical, spiritual) future for ourselves and others on Guam*, to respond

to this RFP. Qualified non-profit organizations responding to this Request For Proposal will be called Offerors, offerors who are awarded funds as part of this Request for Proposals will be known as PEACE Partnerships for Success (PFS) Partners.

PEACE PFS Partners will collaboratively and strategically build upon the PEACE Pillars for Success:

- 1) *Youth empowerment*: engage and empower our youth: providing a safe and healthy future for our youth;
- 2) *Effective communication*: implement a social media and communications plan that is inclusive and culturally responsive;
- 3) *Strong leadership*: demonstrating strong leadership through integrity, transparency, and follow-through;
- 4) *Grassroots engagement*: foster community involvement through meaningful outreach, inclusion and engagement with all communities; and
- 5) *Safe and healthy environment*: securing a sustainable, healthy environment for Guam.

and apply SAMHSA's Strategic Prevention Framework (SPF) 5-step processes:

- 1) *Needs Assessment*: identify resources, needs, readiness and risk and protective factors to be addressed in the community.
- 2) *Capacity Building*: develop fiscal, human and organizational resources that will raise awareness on substance abuse and suicide prevention, increase community readiness and mobilization to address problems identified through the needs assessment.
- 3) *Planning*: develop a comprehensive strategic plan that describes what specific problems have been prioritized and how they will be addressed.
- 4) *Implementation*: carry-out prevention interventions (programs, policies, and practices) that are comprehensive, data-driven and culturally and linguistically appropriate.
- 5) *Evaluation*: systematically collect and analyze information to monitor processes and evaluate interventions; to increase effectiveness, make informed decisions and sustain effective interventions and positive outcomes.

to achieve PEACE PFS goals to:

- 1) Prevent alcohol consumption and consequences of underage drinking among 12-20 years old and reduce problem drinking among adults; and
- 2) Prevent or reduce youth and adult tobacco use, resulting in an increase in a healthier environment and chosen lifestyles, and a decrease in non-communicable diseases.

RFP applicants will describe in their written proposal, what needs and resources exist in their organization and community, what risk and protective factors contribute to and protect individuals from alcohol, tobacco and/or suicide and related consequences among family and community members, and how they will implement and evaluate substance abuse prevention and mental health promotion interventions that build resilience, address risk and protective factors, with respect to culture and language appropriateness.

Applicants are required to read and become familiar with Guam's Epidemiological profile and Guam's SPE Comprehensive Strategic Plan (2014–2018) available online at [http://peaceguam.org/Data/docs/statistics/Guam\\_Epi\\_Profile\\_2012\\_FINAL.pdf](http://peaceguam.org/Data/docs/statistics/Guam_Epi_Profile_2012_FINAL.pdf) and [http://peaceguam.org/Prevention/docs/SPF-SIG/PEACE\\_SPE5-YearComprehensiveStrategicPlan\\_FINAL.PDF](http://peaceguam.org/Prevention/docs/SPF-SIG/PEACE_SPE5-YearComprehensiveStrategicPlan_FINAL.PDF) which serve as the framework for determining Guam's strategic priorities for substance abuse, suicide prevention and early intervention, and mental health promotion.

### **III. BACKGROUND AND SERVICES REQUIRED**

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Substance abuse and suicide data presented in the Guam Epidemiological Profile (2012 Update) and highlighted in the Guam's SPE Comprehensive Strategic Plan (2014–2018) provide direction and justification for Guam's PEACE PFS goals. PEACE PFS Partners must adhere to the Strategic Prevention Framework (SPF) 5–step process and demonstrate that they have:

- 1) documented evidence of what is happening with whom their organization serves, with regard to identified PEACE PFS priorities;
- 2) received formal training in prevention and have some organizational level of readiness to address selected priorities; and
- 3) a Community Action Plan that describes what they will implement and evaluate (to address identified risk and protective factors; to lead in the implementation and evaluation of comprehensive and culturally relevant interventions; to mobilize community members and partners, to strengthen community readiness and active involvement of organization members, volunteers, community stakeholders in serving individuals and groups in high needs; and to sustain interventions that are culturally relevant and address PEACE PFS Goals).

RFP applicants are required to submit a **Needs Assessment Report** and a **Community Action Plan (CAP)** that describe the following:

- 1) Organizational background, vision and mission, population it serves/reaches, structure, resources, partnerships and collaborations;
- 2) Planning process: how the organization developed its CAP with community participation;
- 3) Assessment of what contributes to and protects their service recipients from alcohol, tobacco and/or suicide and related consequences and what priorities the organization selected to address;
- 4) Action Steps that detail the organization's goals, objectives, PEACE Pillars for Success to be addressed, and evidence-based prevention strategies to be implemented and evaluated for each selected risk and protective factors;
- 5) Adherence to the National Standards for Culturally and Linguistically Appropriate Services;
- 6) A Communication Plan that describes communication objectives, strategies, work plan and evaluation;
- 7) How selected interventions will be sustained beyond the life of the PFS grant;
- 8) Evaluation component with process and outcome measures to be tracked; and

- 9) Logic Model that provides a roadmap of what the applicant proposes to address for each of its goal(s).

## **SCOPE OF WORK**

Applicants will continue to adhere to the Strategic Prevention Framework (SPF) 5-step process to:

- 1) Implement their Community Action Plan, and with guidance from the PEACE PFS Evaluator and Staff, evaluate activities that capture process and outcomes measures to be tracked.
- 2) Participate in training and technical assistance activities to strengthen the organization and community's prevention capacity and readiness to implement prevention interventions and sustain positive outcomes.
- 3) Complete and submit bi-monthly and year-end reports to GBWHC documenting the PFS work accomplished as well as challenges and lessons learned.
- 4) Work in collaboration with the PEACE PFS Staff, Evaluator and SEOW Lead to collect and report process and outcome data measures, using GBWHC prescribed reporting templates and timelines, and report on required National Outcome Measures and PFS National Cross-Site Evaluation.

## **CONTRACTOR QUALIFICATIONS**

GBWHC requires respondents to be legally licensed and/or registered with the Guam Department of Revenue and Taxation to do business on Guam as a non-profit organization.

Additionally, GBWHC requires respondents to present satisfactory evidence that he or she has sufficient experience and is fully qualified. The PEACE PFS Partners must be able to demonstrate the following:

- a. An assessment of community risk and protective factors that contributes to or protects them from alcohol, tobacco and/or suicide and related consequences.
- b. Prevention knowledge, skills, competence and readiness among staff, community volunteers, and other stakeholders in prevention topics such as:
  - SAMHSA's Strategic Prevention Framework 5-step process
  - Culturally and Linguistically Appropriate Services (CLAS)
  - Gathering Of Native Americans Curriculum (GONA)
  - Program Evaluation (Process and Outcomes)
  - Data Collection, Management and Analysis
  - Substance Abuse Prevention Skills Training (SAPST)
  - safeTALK (Tell, Ask, Listen, KeepSafe)
  - ASIST (Applied Suicide Intervention Skills Training)
  - Strategic Health Communication

- c. Capacity to mobilize staff, volunteers, partners and other community stakeholders to address PEACE PFS priorities as it relates to them.
- d. A Community Action Plan (CAP) specific to their target population that describe what appropriate data-driven interventions will be implemented and evaluated, comprehensive and sustainable to address identified needs among targeted populations.

Proposer must submit no less than two (2) letters of support from key community organizations whom the Proposer intends to involve in the implementation and evaluation of their Community Action Plan and who state their commitment (in relation to personnel time, cost-sharing and/or other resources).

### CONTRACT, DURATION, COMPENSATION, RELEASE OF CLAIMS

#### Type of Contract

The contract that results from this solicitation will be a multi-year contract cost reimbursement contract in keeping with the terms of the federal grant.

#### Duration of Contract or Term of Service

(A) Initial Term. The initial term of the contract shall begin upon the date that the Governor approves the contract, as signified by his execution of the contract (the "Initial Term"). After the Governor has approved the contract, the government will issue a notice to proceed, or notify the PEACE PFS Partner in some other manner that services are to begin. The initial term of the contract shall end September 30, 2016. Within the Initial Term there are two performance periods: the first period will be from the date of the Governor's signature until September 29, 2015, (First Period); and second period will be from the September 30, 2015 or the Governor's signature whichever comes later (Second Period).

- The First Period is funded with federal grant Budget Period: September 30, 2014 – September 29, 2015; Project Period: September 30, 2013 – September 29, 2018 federal funds.

- The Second Period is funded with federal grant Budget Period: September 30, 2015 – September 29, 2016 federal funds; Project Period: September 30, 2013 – September 29, 2018 federal funds; (and in the event the federal granting agency SAMSHA awards a carry-

over of the Budget Period: September 30, 2014– September 29, 2015 federal funds, those funds may also be included in the Second Period.

(B) Renewal Term. At the option of the government, and as agreed to by the PEACE PFS Partner, the contract may be renewed for two (2) additional (1) year (being a “Renewal Term”). Upon expiration of the Renewal Term, this contract shall expire, unless sooner terminated. The potential two (2) additional one (1) years Renewal Periods will be funded with two additional performance periods (the Third and Fourth Periods)

- The Third Period: is anticipated to be funded with federal grant Budget Period September 30, 2016 – September 29, 2017 federal funds; Project Period: September 30, 2013 – September 29, 2018 federal funds.

- The Fourth Period: is anticipated to be funded with federal grant Budget Period: September 30, 2017 – September 29, 2018 federal funds; Project Period September 30, 2013.

No Cost Extension – and Carry-Over Federal Funds; in the event the federal granting agency SAMSHA allows or awards additional no cost extension period and/ or carry-over of federal funds from the prior Budget Period they shall apply in the applicable Renewal Third or Fourth Period.

The terms and condition of the contract shall remain in effect for any Close-Out period of the federal grant.

(C) Monthly Extension Periods. At the option of the government, and as agreed to by the PEACE PFS Partner, the contract may be extended after the Renewal Term on a month-to-month basis (each being a “Monthly Extension Period”), to begin immediately after the expiration of the Renewal Term, provided that in no event may the parties agree to more than six (6) Monthly Extension Periods. The Monthly Extension Periods may be agreed to by the parties only if the government is unable to continue the services under a new contract after a new solicitation and procurement is undertaken by the government.

Multiple Term Contract Multiple Certification of Funds.

The Initial Term and subsequent terms of this contract are subject to the availability of funds. The funds for the first twelve (12) months (or pro-rated fiscal year if applicable) of the Initial Term of the contract are certified as part of the execution of the contract. In the event that funds are not allocated, appropriated or otherwise made available to support continuation of performance in any period of time after the first twelve (12) months (or pro-rata fiscal year if applicable) the contract shall be cancelled; however, this does not affect either GBHW's rights or the vendor's rights under any termination clause of the contract. GBHW shall notify the vendor on a timely basis in writing that funds are, or are not, available for the continuation of the contract for each succeeding period. In the event of cancellation of this multi-term contract as provided above the vendor will be reimbursed its unamortized, reasonably incurred, nonrecurring costs.

There may be multiple certifications of funds by GBHWC during any term of the contract.

#### Compensation.

The PEACE PFS Partner shall be compensated monthly upon the clearance of monthly invoices by GBHWC.

(A) Invoices. In any reporting month there exists a discrepancy in the statistical, narrative or financial reports submitted by the PEACE PFS Partner to GBHWC, ten percent (10%) of the invoice amount after applying any penalties or disallowed costs, shall be withheld until the discrepancy has been resolved to the satisfaction of GBHWC.

(B) Final Payment and Release of Claims. Final payment shall be made upon satisfactory delivery and acceptance of all services herein specified and performed. Prior to final payment and as a condition precedent thereto, the PEACE PFS Partner shall execute and deliver to GBHWC a release, in the form provided by GBHWC of claims against GBHWC and the government of Guam arising under and by virtue of the contract.

The Initial Term and subsequent terms of this contract are subject to the availability of funds. The funds for the first twelve (12) months (or pro-rated fiscal year if applicable) of the Initial Term of the contract are certified as part of the execution of the contract. In the event that funds are not allocated, appropriated or otherwise made available to support continuation of performance in any period of time after the first twelve (12) months (or pro-rata fiscal year if applicable) the contract shall be cancelled; however, this does not affect either GBHW's rights or the vendor's rights under any termination clause of the contract. GBHW shall notify the PEACE PFS Partner on a timely basis in writing that funds are, or are not, available for the continuation of the contract for each succeeding

period. In the event of cancellation of this multi-term contract as provided above the vendor will be reimbursed its unamortized, reasonably incurred, nonrecurring costs.

There may be multiple certifications of funds by GBHWC during any term of the contract.

#### Independent Contractor Status

The potential offeror understands that its relationship with the GBHWC is as an independent contractor and not as an employee of the GBHWC. No employee benefits such as insurance coverage, participation in the government retirement system, or accumulation of vacation or sick leave shall accrue to the potential offeror or its individual employees, if any. No type of tax will be withheld from payments made to the awarded potential offeror.

#### Confidential/Proprietary Information

Any restrictions of the use or inspection of material within the proposal shall be clearly stated in the proposal itself. The offeror must state specifically which elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identifiable, marked and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. If a proposal contains confidential information, a redacted copy of the proposal must also be submitted. **Any proposal copyrighted or marked as confidential and proprietary in its entirety shall be deemed materially non-responsive to the RFP, and may be rejected by the GBHWC as being non-compliant/non-responsive with the RFP.** Any information that will be included in any resulting contract cannot be considered confidential. The GBHWC will make a written determination as to the apparent validity of any request for confidentiality. In the event the GBHWC does not concur with the Offeror's request for confidentiality, the written determination will be sent to the offeror.

## **IV. PROPOSAL PROVISIONS**

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### **GENERAL INTENTION**

The Guam Behavioral Health and Wellness Center is requesting the contractual services from non-profit organizations (school, faith, sports, cultural, village, community, civic-based or others) legally licensed and/or registered with the Guam Department of

Revenue and Taxation to do business on Guam. Eligible applicants must possess the qualifications stated under Section III. Contractor Qualifications.

### **DESCRIPTION OF THE WORK INVOLVED**

A preliminary scope of work, which describes the tasks to be accomplished, is contained in Section III. Upon final selection of a proposal, the scope of services may be modified and refined during coordination and negotiation meetings with GBHWC.

Consultants, partners, sub-grantees, sub-recipients and/or sub-contractors shall ensure that no prevention messages, curricula, programs, strategies, materials, speakers, presentations, sponsorships and/or contracts with entities associated with or receiving funds from tobacco and/or alcohol industries are utilized. Consultants, partners, sub-grantee, sub-recipient and/or sub-contractor will also ensure that these industries are not partnered with in the planning process, delivery and evaluation of prevention services. Approval from GBHWC must be obtained for any and all questionable situations. In addition, consultants, partners, sub-grantee, sub-recipient and/or sub-contractor agree not to partner or receive funds or materials from said industries.

### **AUTHORITY FOR PROCUREMENT**

All agencies of the Government of Guam are required to follow the Guam Procurement Law when spending public funds to purchase "supplies or services" as these terms are described in the Guam Procurement Law. The Guam Procurement Law is codified at Title 2, chapter 5 GCA, and the Guam Procurement Regulations are codified at Title 2, Division of the Guam Administrative Rules and Regulations ("GAR"). The foregoing statutes and regulations are available online at <http://www.guamcourts.org/CompilerofLaws/GCA/05gca/5gc005.PDF>. This RFP is issued by the Guam Behavioral Health and Wellness Center, an agency of the Government of Guam, as authorized by the Guam Procurement Law; GBHWC shall act as the "purchasing agency" for the purpose of procuring the services described in Section III, scope of work. Any party who submits a proposal is known as a "proposer or offeror".

### **RESTRICTION ON EMPLOYMENT OF SEX OFFENDERS**

In addition, the Applicant who is awarded the contract warrants that no person in its employment who has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated, or of an offense defined in Article 2 of Chapter 28 of Title 9 of the Guam Code Annotated, or who has been convicted of an offense with the same elements as heretofore defined in any other jurisdiction, or who is listed on the Sex Offender Registry shall provide services on behalf of the contractor while on government of Guam property, with the exception of public highways. If any employee of the Contractor is providing services on government property and is convicted subsequent to an award of a contract, then the Contractor warrants that it will notify the Government of the conviction within twenty-four (24) hours of the conviction, and will remove immediately such convicted person from providing services on government property. If

the Contractor is found to be in violation of any of the provisions of this paragraph, then the Government will give notice to the Contractor to take corrective action. The Contractor shall take corrective action within twenty-four (24) hours of notice from the Government, and the Contractor shall notify the Government when action has been taken. If the Contractor fails to take corrective steps within twenty-four (24) hours of notice from the Government, then the Government in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.

### PROHIBITION ON PERSONAL SERVICES CONTRACTS

Pursuant to Guam Public Law 27-106 the government's FY'2005 appropriations act prohibits personal services contracts. Exempted from the prohibition are contracts with services providers, which are not normally handled by government employees. Pursuant to the procurement law, government of Guam departments and agencies may enter into agreements with independent contractors provided that *no* such agreement may contract for services ordinarily provided by the positions defined in the classified services, unless permitted by the Organic statute of an agency.

### RECEIPT OF PROPOSALS

The deadline for receipt of proposals by GBHWC is not later than 3:00 p.m., Friday, August 21, 2015, Guam Standard Time. All proposals must be submitted to the attention of the Director, Guam Behavioral Health and Wellness Center:

Mailing & Delivery Address:

Guam Behavioral Health and Wellness Center  
Attn.: Rey M. Vega, Director  
790 Governor Carlos G. Camacho Road  
Tamuning, Guam 96913

Envelopes containing Proposals shall be sealed and marked on the face with the name and address of the Proposer, the Proposal number and the time and date of submission. Telegraphic Proposals will not be considered, nor modification by telegraph of Proposals already submitted. Proposals may be hand carried and received at GBHWC, Office of the Director, on or before the deadline date and time. Proposals received through the mail will not be accepted if such mail is received at the address shown after the submission date and time. Under no circumstances will GBHWC accept a late Proposal. Late submission of proposal is considered non-responsive and will be rejected.

A Budget Proposal (3 years) must be submitted in a separate envelope, which shall be sealed and marked on the face with the name and address of the Proposer, the Proposal number and the time and date of submission (GAR 3114). A budget proposal (template attached) must describe justifiable expenditures that will support the accomplishment of the objectives of Guam's PEACE PFS project and the work described in the Scope of Work) and documented in the Applicant's Community Action Plan.

The two (2) envelopes must be submitted at the same time and place, together.

### **PRE-PROPOSAL CONFERENCES**

There currently is not a Pre-Proposal Conference scheduled or planned for this RFP. In the event a Pre-Proposal Conference is scheduled, it will be conducted only to explain the procurement requirements for this Request for Proposal. GBHWC will notify all offerors of any substantive clarification provided in response to any inquiry. GBHWC will extend the due date if such information significantly amends the solicitation or makes compliance with the original proposed due date impractical.

### **PROPOSALS**

The Offeror is required to read each and every page of the Proposal and by the act of submitting a Proposal shall be deemed to have accepted all conditions contained therein except as noted elsewhere. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a Proposal after opening. Proposals shall be filled out in ink or typewritten and signed in ink. Erasures or other changes in a Proposal must be explained or noted over the signature of the Proposer. Erasures, strikeouts, or other types of changes that are evident on their face made to a proposal must be explained or noted over the signature of the offeror. Proposals containing any conditions, omissions, unexplained erasures or alterations or items not called for in the Proposal or irregularities of any kind shall be rejected by GBHWC as being incomplete.

### **FORM OF PROPOSAL**

All submitted proposals must be typewritten. It may include a listing of current and former community-based projects and descriptions of the type of work performed or 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 an organization, the Proposal should include its principal's resume.

### **CONTENTS OF THE PROPOSAL**

The offeror's response to the items mentioned in Section III for Scope of Work shall be considered the offeror's proposal. Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to fulfill the requirements of the proposal. Offerors may designate those portions of the proposals which contain trade secrets or other proprietary data which may remain confidential. In order to ensure a uniform review process and to obtain the maximum degree of comparability, at a minimum, each proposal shall (when applicable) complete the attached template and contain:

1. Title Page:
  - a. Name of the offeror
  - b. Location of the offeror's principal place of business
  - c. Telephone and facsimile numbers and e-mail address;

2. **Table of Contents;**

3. **Designations of Contact Person:** his/her title, mailing address and contact numbers, including email address, if different from the offeror's. The designated person must be able to answer any questions regarding the offeror's proposal and must be able to negotiate the fee and other contract terms;

4. **Business License:**

- a. License or registration as on-profit organization with the Guam Department of Revenue and Taxation
- b. Federal employer identification number (EIN), or tax identification number (TIN);

5. **Statement of understanding and willingness:**

- a. A statement of understanding of the work to be accomplished as specified in Section III Scope of Services, and
- b. A statement of positive commitment and willingness to perform the services;

6. **Background Summary:**

- a. A **Needs Assessment Report** that documents evidence of what contributes to and protects from alcohol, tobacco and/or suicide and related consequences in the targeted community.

7. **Skills, Experience and Service Delivery:**

- a. Proposed Services (what the Offeror will undertake to accomplish the objectives of this project and the work described in the Scope of Work) in the form of a **Community Action Plan** that describes the following:
  - Organizational background, vision and mission, population served/reached, structure, resources, partnerships and collaborations.
  - Planning process: how the organization developed its community-driven plan.
  - Prioritization and selection of risk and protective factors for alcohol, tobacco and/or suicide and related consequences to be addressed in their community.
  - A plan of actions that details the organization's goals, objectives, PEACE Pillars for Success to be addressed, and evidence-based prevention strategies to be implemented and evaluated for each selected risk and protective factors.
  - Adherence to the National Standards for Culturally and Linguistically Appropriate Services.
  - A Communication Plan that strategically describes communication objectives, strategies, workplan and evaluation.
  - How selected interventions will be sustained beyond the life of the grant.
  - Evaluation component with process and outcome measures to be tracked.
  - Logic Model that provides a roadmap of what the applicant proposes to address for each of its goal(s).

**8. Project Personnel and Community Partners:**

- a. Project Leader's background (education and specialized training), skills (abilities and qualifications) and state and community development work experience with similar projects;
- b. Staff Position Titles/Description of work responsibilities;
- c. Project Staffs' Resumes;
- d. Community Partners – organizations/volunteers

**9. Letters of Support, Awards and Certificates that demonstrate confidence in the Offeror's work and experience:**

- a. At least two (2) letters of support from key community members and/or organizations whom the Proposer intends to involve in the implementation and evaluation of selected prevention interventions and who state their commitment (in relation to personnel time, finances and/or other resources) and active participation in reaching out to underserved populations.

**10. Reporting System:**

- a. Tracking of Process and Outcome measures reporting mechanism and Performance measures contained in a Community Action Plan;
- b. Tracking of Financial Activities for completion of services contained in Section III.

**11. Disclosure Affidavit**

**12. Non-Collusion Affidavit**

**13. Affidavit re No Gratuities and Kickbacks**

**14. Affidavit re Ethical Standards**

**15. Declaration re Compliance with U.S. DOL Wage Determination**

**16. Affidavit re Contingent Fees**

**17. Civil Rights Requirements**

**18. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**19. Limited English Proficiency Certification**

**20. Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations SMA 170**

**21. GBHWC Proposal Signature**

## 22. GBHWC Submission of Licenses

### CONTENTS OF THE BUDGET PROPOSAL

The offeror's budget proposal shall be submitted as a 3-year budget with justifiable expenditures that will support the accomplishment of the objectives of Guam's PEACE PFS project and the work described in the Scope of Work) and documented in the Applicant's Community Action Plan. Each budget proposal shall complete the attached template and contain:

- a. Name of the offeror
- b. Table with budget line items for each of the 3 years
- c. Budget narrative with justifiable expenditures that will support the accomplishment of the objectives of Guam's PEACE PFS project and the work described in the Scope of Work) and documented in the Applicant's Community Action Plan.

### DISCLOSURE AFFIDAVIT

Pursuant to P.L. 18-44 and in compliance with Guam Code Annotate, Chapter 5, Article 3 §5233 proposer must submit an affidavit executed under oath that lists the name of any persons who has held more than ten percent (10%) of the outstanding interest or shares in the partnership or corporation at any time during the twelve (12) month period immediately preceding submission of the proposal and shall contain the number of shares or the percentage of all assets of such partnership or corporation which have been held by each such person during the twelve (12) month period. In addition, the affidavit shall contain the name and address of any person who has received and is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the proposal and shall also contain the amounts of any such commission, gratuity or other compensation.

### NON-COLLUSION AFFIDAVIT

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an affidavit, in the form provided with the Proposal, and to the effect that he has not colluded with any other person, firm or corporation in regard to any Proposal submitted. Such affidavit shall be attached to the Proposal.

### AFFIDAVIT RE NO GRATUITIES AND KICKBACKS

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an Affidavit Re No Gratuities and Kickbacks. The offeror represents that it has not violated, is not violating and will not violate the

prohibition against gratuities and kickbacks set forth in the Guam Procurement Law. The prohibition is as follows:

*It is a breach of ethical standards for any persons to offer, give or agree to give any government employee or former government employee, or for any government employee or former government employee to solicit, demand, accept or agree to accept from another person, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereof. Further it shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement of the award of a subcontractor or order.*

#### **AFFIDAVIT RE ETHICAL STANDARDS**

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an Affidavit re Ethical Standards. The offeror represent that it has not knowingly influenced and promises that it will not knowingly influence, a government employee to breach any of the ethical standards set out in Guam Procurement Code or regulations pertaining to ethics in public contracting.

#### **WAGE AND BENEFITS DETERMINATION**

Pursuant to 5GCA, §5211(b), Invitation for Bids, an invitation for Bids shall be issued and shall include a purchase description, a recitation of the Wage Determination most recently issued by the U.S. Department of Labor, and all contractual terms and conditions applicable to the procurement including, a demonstration of compliance with §§ 5801 and 5802, 5GCA, Ch. 5, Guam Procurement Law, if applicable.

#### **COVENANT AGAINST CONTINGENT FEES**

The offeror warrants that he has not employed any person to solicit or secure any resultant contract upon agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give GBHWC the right to terminate the selected proposer or in its discretion to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commission payable by proposers upon contracts or sales secure or made through bona fide established commercial or selling agencies maintained by the proposers for the propose of securing business.

## **LIABILITY FOR COSTS TO PREPARE PROPOSAL**

GBHWC is not liable for any costs incurred by any offeror in connection with the preparation of its proposal. By submitting a proposal, the offeror expressly waives any right it may have against the government for any expenses incurred in connection with the preparation of its proposal.

## **COMPETENCY OF PROPOSERS**

Proposal will be considered only from such Proposers who, in the opinion of GBHWC, can show evidence of their ability, experience, equipment, and facilities to render satisfactory service.

## **FORM OF SUBMITTAL**

All proposals must be submitted in writing in the English language. One (1) original and three (3) sets copies are required. The name and contact numbers for the principal point of contact regarding the proposal shall be specified. Copies of company brochures or other information that will assist GBHWC in the selection process can be submitted.

## **PROPOSAL ENVELOPE**

Proposal envelope shall be sealed and marked with the Request for Proposal Number, Proposer Name, Proposal opening Date and Time, and Place of Proposal opening.

## **OPENING OF PROPOSALS**

Proposals may be opened publicly, and in the presence of two (2) or more procurement officials. Proposals and modifications shall be time stamped upon receipt and held in a secured place until the established due date. After the date established for receipt of Proposals, a Register of Proposals shall be prepared which shall include for all Proposals the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the service item offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Proposals and modifications shall be shown only to personnel having a legitimate interest in them.

## **MULTIPLE OR ALTERNATE BIDS OR PROPOSALS**

Multiple or alternate bids or proposals shall not be accepted, and shall be rejected. If a bidder clearly indicates a base bid, it shall be considered for award as though it were the only bid or proposal submitted by the bidder or offeror [2 GAR, Div. 4 §§ 3102(d)].

## REJECTION

GBHWC shall have the prerogative to reject Proposals in whole or in part if a determination is made such in the public interest as provided in the procurement law and rules and regulations.

## DETERMINATION OF RESPONSIBILITY OF OFFERORS

GBHWC reserves the right to secure from the Offeror information necessary to determine whether or not they are responsible and to determine the responsibility in accordance with "Standard for Determination of the Most Qualified Offeror" section of the General Terms and Conditions.

## EVALUATION CRITERIA FOR SELECTION

After official receipt and determination of acceptability of all proposals, a selection team will be convened to evaluate the most responsive and responsible proposals. Each proposal will be evaluated according to the following evaluation factors and their relative importance designed by a number of points totaling 100.

a. The completeness of the Proposal for performing the required services and the thoroughness of the proposal that the Contractor will undertake to accomplish the project, managing and operating of the objectives described in the Scope of Work.	30 Points
b. The qualifications and ability to perform the services as reflected by technical training and education, general and specific experiences of the key personnel proposed to be assigned to perform the services, the demonstrated support and commitment by key community leaders and other prevention stakeholders who represent key ethnic, social, demographic, and geographic populations.	30 Points
c. Experience in successfully administering the services, inclusive of similar work accomplished or underway.	20 Points
d. The personnel, software tools, and equipment to perform the services currently available or demonstrated to be available at the time of contracting.	10 Points
e. Schedule of activities and timelines.	10 Points
Total	100 Points

GBHWC will be guided by the following in determining most qualified offerors:

1. The ability, capacity, and skills of the proposed project team to perform the work (work performed is not required to be under the offeror);
2. Whether the offeror can perform promptly or within the specified time;
3. The character, integrity, reputation, judgment experience, and efficiency of the Project Leader and staff identified in the proposal;
4. The quality of performance with regards to work performed by the proposal (work performed is not required to be under the offeror);
5. The previous and existing compliance by the offeror with laws and regulations relative to procurement;
6. The sufficiency of available resources and ability of the offeror to perform;
7. Capacity to meet the specifications of the Request for Proposal (RFP);
8. If requested, the offeror must meet all American with Disabilities Act and CLAS (Culturally and Linguistically Appropriate Services) regulations and requirements.

#### **RANKING OF OFFERORS AND DETERMINATION OF BEST QUALIFIED OFFEROR**

Upon conclusion of the evaluations, the Evaluation Committee will tabulate the points assigned by the Evaluation Committee, and rank the offerors from the highest number of points received to the lowest number. The maximum point an offeror may receive from a single evaluator is 100 points. The minimum points considered acceptable is 60, but the Director of GBHWC has the discretion to lower the threshold if none of the offerors receive more than 60 points, or if the number of offerors responding to this Request for Proposals is less than three. The highest ranked offeror is considered the best qualified.

In case of a two-way tie, the Director of GBHWC has the discretion to decide which of the two tied offerors is better qualified. In the case of a three-way tie, or more, the Director of GBHWC has the discretion to decide the ranking of those tied.

However, this section and ranking only have relevance if there are two or more offerors offering the exact or nearly the same services, and only one service provider will be selected. The government expects that none of the services offered will be the same, and that, therefore, the assignment of points during evaluation will be irrelevant except to the extent of determining acceptability of the proposal based on a minimum threshold number.

#### **NEGOTIATIONS WITH BEST QUALIFIED OFFERORS**

This section regarding ranking is applicable only if among the proposals received, more than one offeror has proposed exactly or nearly the same services.

Negotiations for rates and other terms of a contract will begin with the highest ranked offeror with the opening of the sealed envelope containing the Offeror's rate schedule/proposed budget. The Director of GBHWC his designee or designees may conduct the negotiations. If an agreement can be reached as to a fair and reasonable rate, and as to any other contract terms which require negotiation, then GBHWC shall send the best qualified offeror a Notice of Intent to Award in electronic form or by facsimile, and a contract will be prepared for signatures by the parties.

If negotiations with the highest ranked offeror fail, the GBHWC shall notify such offeror of the termination of negotiations in writing within one week of such failure, either in electronic form or by facsimile. Upon delivery of Notice of Termination of Negotiations, the GBHWC may begin negotiations with the second highest ranked offeror. If negotiations again fail, the same procedure shall be used until negotiations are successful and a contract results. As used herein the term "award" refers to an actual contract signed by all the required parties as required by law.

Notwithstanding any of the foregoing, the GBHWC reserves the right to award contracts for each or any number or combination of the services for which a proposal is submitted.

If more than one contract will be awarded, then negotiations with those offerors to be awarded may be conducted simultaneously.

### **MODIFICATION / ALTERATION**

After the receipt and opening of Proposals and at its option, GBHWC may conduct discussions with responsible Proposers who have submitted Proposals reasonably susceptible of being selected for awards with the purpose of clarification to assure full understanding and responsiveness to the solicitation requirement. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision to Proposals and such revisions shall be permitted after submission and prior to award for the purpose of obtaining best and final offers. However, bear in mind that Proposals should be submitted initially on the most favorable terms. In conducting discussions there shall be no disclosure of any information derived from Proposals submitted by competing Proposers.

## MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn upon written request by the offeror prior to the conclusion of discussion with the offeror after selection and prior to award.

## AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the Guam Behavioral Health and Wellness Center may require, to revise, or amend, the specifications prior to the date set for opening Proposals. Such revisions and amendments, if any, will be announced by an amendment or amendments to this Request for Proposals and shall be identified as such and shall require that Offerors acknowledge receipt of all amendments issued. The amendment shall refer to the portions of the Request for Proposal it amends. Amendments shall be sent to all prospective proposers known to have received a Request for Proposal. Amendments shall be distributed within a reasonable time to allow prospective Offerors to consider in preparing their Proposals. If the time and date set for receipt of proposals will not permit such preparation, such time shall be increased to the extent possible in the amendment or, if necessary, by email, facsimile, or telephone and confirmed in the amendment.

### Explanation to Offerors

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the Proposal. Discrepancies, omissions, or doubts as to the meaning of the specification should be communicated in writing to the GBHWC Director. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their proposals. Interpretation, if required, shall be made in the form of an amendment to the specification/scope of work, which will be forwarded to all registered, potential offerors, and its receipt by the potential offeror should be acknowledged on the proposal form.

### Ownership of Proposal

The GBHWC has the right to retain the original proposal and other RFP response materials for our files. As such, the GBHWC may retain or dispose of copies as is lawfully deems appropriate. Proposal materials of the successful potential offeror may be reviewed by any person after the award is made. The GBHWC has the right to use any or all information/material presented in reply to the RFP, subject to the limitation outlined in the clause, Proprietary/Confidential Information. Offeror expressly agrees that the GBHWC may use the materials, and any and all ideas and adaptations of ideas contained in any proposal received in response to this solicitation for all lawful Government of Guam purposes, including but not limited to the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public

in accordance to the provisions of Guam laws and regulations. Selection or rejection of the offer will not affect this right.

### **METHOD OF AWARD**

The right is reserved as the interest of the Guam Behavioral Health and Wellness Center may require to waive any minor information or irregularity in Proposals received. GBHWC shall have the prerogative to award, amend, or reject Proposals in whole or in part. It is the policy of GBHWC to award Proposal to offerors duly authorized and licensed to conduct business in Guam.

### **NEGOTIATION AND AWARD OF CONTRACT**

GBHWC shall negotiate a contract with the most responsive and best-qualified Offeror(s) for the required services at compensation determined in writing to be fair and reasonable. Contract negotiations will be directed toward: 1) making certain that the Offeror(s) has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services; 2) determining that the Offeror(s) has the necessary academic qualifications and work experience to perform the services within the required time; and 3) agreeing upon compensation which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

#### **SUCCESSFUL NEGOTIATION OF CONTRACT WITH BEST-QUALIFIED OFFEROR(S)**

If compensation, contract requirements, and contract documents can be agreed upon with the best-qualified Offeror(s), the contract will be awarded to that Offeror(s).

#### **FAILURE TO NEGOTIATE CONTRACT WITH BEST-QUALIFIED OFFEROR(S)**

If compensation, contract requirements, or contract documents cannot be agreed upon with the best qualified Offeror(s), a written record stating the reasons therefore shall be placed in the file and GBHWC will advise such Offeror(s) of the termination of negotiations which shall be confirmed by written notice within three (3) days. Upon failure to negotiate a contract with the best-qualified Offeror(s), GBHWC will enter into negotiations with the next most qualified offeror(s). If negotiations again fail, negotiations will be terminated as provided in this Section and commence with the next qualified offeror(s).

#### **FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED**

Should GBHWC be unable to negotiate a contract with any of the Offerors initially selected as the best qualified offerors, offers may be re-solicited or additional offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with the procedures and process herein specified.

### **CANCELLATION OF RFP**

This RFP may be cancelled, or all proposals may be rejected, when written determination that doing so is in the best interest of the Government, and a contract has not been fully executed, nor a notice to proceed been delivered to awarded offeror. In the event of cancellation or rejection of all proposals, proposals that have been unsealed shall remain the property of the Government and not returned to respective offerors. A proposal that has not been unsealed (such as a late proposal) will be returned to the offeror.

### **JUSTIFICATION OF DELAY**

The offeror who is awarded the Proposal guarantees that the service will be completed within the agreed upon completion date. If, however, the awardee cannot comply with the completion requirement, it is the proposer's responsibility to advise the Guam Behavioral Health and Wellness Center in writing explaining the cause and reasons of the delay.

### **COMPLIANCE WITH ADA**

If requested, this offeror must meet all requirements of the American with Disabilities Act.

### **LICENSING**

An Offeror who has not complied with the Guam Licensing Law requirements is cautioned that GBHWC will not consider for award any Proposal Offer submitted. Specific information on licenses may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 635-1828 or by mail at P.O. Box 23607 GMF, Barrigada, Guam 96921 or online at: <https://www.guamtax.com/>.

### **GUAM INCOME TAXES**

If any work is to be performed on Guam, then the offeror may be subject to Guam Income Taxes as well as all other applicable taxes on Guam transactions. Specific information on Guam taxes may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 635-1840~42 or by mail at P.O. Box 23607 GMF, Barrigada, Guam 96921 or online at: <https://www.guamtax.com/>.

## EQUAL EMPLOYMENT OPPORTUNITY

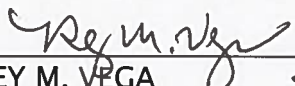
Section 3.01(1) of the Presidential Executive Order No. 10935 dated March 7, 1965, requires the offeror(s) not to discriminate against any employee or applicant for employment because of race, creed, color or national origin. The offeror(s) will take affirmative action to insure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color or national origin.

## ASSIGNMENT

Assignment will not be accepted without prior approval from GBHWC. Request for approval of assignment must be made with submission of Proposal. No assignment will be accepted if request is not made with the Proposal.

## QUESTIONS REGARDING THE REQUEST FOR PROPOSAL

Questions regarding the RFP should be written and addressed to REY M. VEGA at [rey.vega@mail.dmhsa.guam.gov](mailto:rey.vega@mail.dmhsa.guam.gov) or by fax at (671) 647-5402

  
REY M. VEGA  
Director 8/10/15

## **LIST OF FORMS TO BE COMPLETED:**

- V. Disclosure Affidavit;
- VI. Non-Collusion Affidavit;
- VII. Affidavit re No Gratuities and Kickbacks;
- VIII. Affidavit re Ethical Standards;
- IX. Declaration re Compliance with U.S. DOL Wage Determination
- X. Affidavit re Contingent Fees
- XI. Civil Rights Requirements
- XII. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- XIII. Limited English Proficiency Certification
- XIV. Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations SMA 170
- XV. GBHWC Proposal Signature
- XVI. GBHWC Submission of Licenses

## V. DISCLOSURE AFFIDAVIT

### AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

☐ The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.

☐ The offeror is a corporation, partnership, joint venture, or association known as \_\_\_\_\_ *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: \_\_\_\_\_

AG Procurement Form 002 (Rev. Nov. 17, 2005)

\_\_\_\_\_

ISLAND OF GUAM

1. *Journal of the American Medical Association*, 2000; 283: 2689-2693.

4 § 3126(b).

**the offeror's officers, representatives, agents, subcontractors, and employees.**

Officer, if the offeror is a corporation.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

## VII. NO GRATUITIES OR KICKBACKS AFFIDAVIT

### AFFIDAVIT RE GRATUITIES OR KICKBACKS

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_  
[state name of affiant signing below], being  
first duly sworn, deposes and says that:

1. The name of the offering firm or individual is [state name of offeror company]  
\_\_\_\_\_. Affiant is \_\_\_\_\_ [state one  
of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing  
identified bid or proposal.

2. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have violated, are violating the prohibition against  
gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of  
offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4 §  
11107(e).

3. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers,  
representatives, agents, subcontractors, or employees have offered, given or agreed to give, any  
government of Guam employee or former government employee, any payment, gift, kickback, gratuity or  
offer of employment in connection with the offeror's proposal.

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of  
the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

AG Procurement Form 004 (Jul. 12, 2010)

## VIII. ETHICAL STANDARDS AFFIDAVIT

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### AFFIDAVIT RE ETHICAL STANDARDS

CITY OF \_\_\_\_\_ )  
ISLAND OF GUAM ) ss.  
)

\_\_\_\_\_[state name of affiant signing below], being first  
duly sworn, deposes and says that:

The affiant is \_\_\_\_\_ [state one of the following: the offeror,  
a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the  
best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or  
employees of offeror have knowingly influenced any government of Guam employee to breach any of the  
ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or  
she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence  
any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article  
11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

AG Procurement Form 005 (Jul. 12, 2010)

## IX. DECLARATION re COMPLIANCE WITH U.S. DOL WAGE DETERMINATION

### DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

Procurement No.: \_\_\_\_\_

Name of Offeror Company: \_\_\_\_\_

I, \_\_\_\_\_ hereby **certify under penalty of perjury**:

(1) That I am \_\_\_\_\_ [*please select one: the offeror, a partner of the offeror, an officer of the offeror*] making the bid or proposal in the foregoing identified procurement;

(2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

#### **§ 5801. Wage Determination Established.**

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

#### **§ 5802. Benefits.**

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

(3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;

(4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [*INSTRUCTIONS - Please attach!*]

\_\_\_\_\_  
Signature

AG Procurement Form 006 (Feb. 16, 2010)

**X. AFFIDAVIT re CONTINGENT FEES**

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**AFFIDAVIT RE CONTINGENT FEES**

CITY OF \_\_\_\_\_ )  
 ) ss.  
ISLAND OF GUAM )

\_\_\_\_\_[*state name of affiant signing below*], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is [*state name of company*]  
\_\_\_\_\_.

2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).

3. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. This statement is made pursuant to 2 GAR Division 4 11108(h).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

\_\_\_\_\_  
Signature of one of the following:

Offeror, if the offeror is an individual;  
Partner, if the offeror is a partnership;  
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.

AG Procurement Form 007 (Jul. 15, 2010)

## XI. CIVIL RIGHTS REQUIREMENTS

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Guam Behavior Health and Wellness Center, Guam  
Prevention and Training  
Guam Peace Partnership for Success  
U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Federal Grant Funds

### Civil Rights Requirements

Partner/ Subrecipient/ Sub Grantee

Civil Rights Contact Person:

Title/Address:


Telephone Number:

Number of persons employed by the organizational unit:

**This form shall be submitted in the Proposal Envelope.**

**XII. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**PROJECT INFORMATION:**

**Project Name:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Data Universal Numbering System (DUNS) Number:** \_\_\_\_\_

**Principal Contact:** \_\_\_\_\_

*Firm Name / Contact Name / Title*

*Firm Address/ Phone Number/ Email Address*

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**Service Provider-**

(1) The undersigned certifies, by submission of this proposal, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agencies;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the undersigned is unable to certify to any of the statements in this certification, such Subrecipient/ Sub Grantee offeror shall attach an explanation to this proposal.

\*Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, dates of action, and the type of violation.

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of Guam.

\_\_\_\_\_  
Signature/Authorized Certifying Official

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Prospective Contractor/Organization

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Contractor License No. (if any)

### **XIII. LIMITED ENGLISH PROFICIENCY CERTIFICATION**

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Guam Behavior Health and Wellness Center, Guam  
Prevention and Training  
Guam Peace Partnership for Success  
U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Federal Grant Funds

#### Limited English Proficiency Certification

I certify that Limited English Proficiency persons have meaningful access to any services under any developed (if applicable) program(s). National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

SUBMITTED BY:

Signature:	Date:
Name:	Title:
Agency:	

**This form shall be submitted in the Proposal Envelope**

#### **XIV. ASSURANCE OF COMPLIANCE WITH SAMHSA CHARITABLE CHOICE STATUTES AND REGULATIONS SMA 170**

Guam Behavior Health and Wellness Center, Guam  
Prevention and Training  
Guam Peace Partnership for Success  
U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Federal Grant Funds

##### **Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations SMA 170**

Partner/Subrecipient/ Sub Grantee by signing certify that they will comply as applicable, with the Substance Abuse and Mental Health Services Administration (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Services Act (42 U.S.C. §§290kk, et. seq., and 300x-65) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.

SAMHSA's two Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Service (PHS) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] allow religious organizations to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services. These provisions contain important protections both for religious organizations that receive SAMHSA funding and for the individuals who receive their services, and apply to religious organizations and to State and local governments that provide substance abuse prevention and treatment services under SAMHSA grants.

APPLICANT ORGANIZATION :

\_\_\_\_\_

SUBMITTED BY:

Signature of Authorized Official:

Date:

Name of Authorized Official:

Name of Organization:

**This form shall be submitted in the Proposal Envelope.**

## **XV. GBHWC PROPOSAL SIGNATURE**

Form Dev. 08/2014)

## **GBHWC RFP FORM A**

### **PROPOSAL SIGNATURE FORM**

**For RFP #GBHWC-05-2015**

By submitting this proposal, the Offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

**OFFICIAL CONTACT.** GBHWC requests that the Offeror designate one person below to receive all documents and the method in which the documents are best delivered. GBHWC is thereby granted permission to contact the official contact named below for all communications. By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information in the proposal is accurate;
2. Offeror accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
3. Offeror certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the Chief Procurement Officer or the Director of Public Works pursuant to Guam Procurement Law.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the Offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.

**NOTE: The Offeror shall inform GBHWC immediately in writing of a change in the designated authorized representative.**

**NAME AND ADDRESS OF OFFEROR:** By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Authorized Representative

Name of Offeror: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Type of Organization: [ ] Individual [ ] Non-Profit [ ] Partnership  
[ ] Corporation [ ] Joint Venture  
[ ] Other(Specify) \_\_\_\_\_

**XVI. GBHWC SUBMISSION OF LICENSES**

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**GBHWC RFP FORM B**  
**FORM FOR SUBMITTING ALL LICENSES**  
**For RFP #GBHWC-05-2015**

*Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:*

☐ **Business License**

- ☐ from the Department of Revenue and Taxation, Government of Guam
- ☐ from a jurisdiction other than Guam: \_\_\_\_\_

☐ **Fictitious Name Registration**

- ☐ from the Department of Revenue and Taxation, Government of Guam
- ☐ from a jurisdiction other than Guam: \_\_\_\_\_

☐ **Certificate of Incorporation**

- ☐ from the Department of Revenue and Taxation, Government of Guam
- ☐ from a jurisdiction other than Guam: \_\_\_\_\_

☐ **Federal I.D.#** \_\_\_\_\_

☐ **Other Attachments. Please indicate:** \_\_\_\_\_

☐ **Please check here if there are no attachments to this form.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **XVII. PROPOSAL TEMPLATE**

- Complete and submit the Proposal template that follows.
- Insert One (1) original and three (3) sets copies in a sealed envelope.
- On the envelope, write:
  - a. Request for Proposal Number: **RFP #GBHWC-05-2015**
  - b. PROPOSAL
  - c. Proposer Name:
  - d. Proposer Address:
  - e. Time and date of submission:

**1. TITLE PAGE**

a. Name of offeror (Organization's Name):

b. Location of the offeror's principal place of business:

Physical address:

Mailing Address:

c. Telephone and facsimile numbers and e-mail address

Tel:

Fax:

E-mail address:

## 2. Table of Contents

<b>Section:</b>	<b>Page Number:</b>
3. Designations of Contact Person	
4. Business License, EIN/TIN	
5. Statement of understanding and willingness	
6. Background Summary	
7. Skills, Experience and Service Delivery	
8. Project Personnel and Community Partners	
9. Letters of Support, Awards and Certificates	
10. Reporting Systems	
11. Disclosure Affidavit	
12. Non-Collusion Affidavit	
13. Affidavit re No Gratuities and Kickbacks	
14. Affidavit re Ethical Standards	
15. Declaration re Compliance with U.S. DOL Wage Determination	
16. Affidavit re Contingent Fees	
17. Civil Rights Requirements	
18. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	
19. Limited English Proficiency Certification	
20. Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations SMA 170	
21. GBHWC Proposal Signature	
22. GBHWC Submission of Licenses	

**3. Designations of Contact Person:**

- a. His/her title:
  
- b. Mailing address:
  
- c. Contact numbers:
  
- d. Email address:

**4. Business License:**

- a. Provide a copy of license or registration as on-profit organization with the Guam Department of Revenue and Taxation.
- b. Federal Employer Identification Number (EIN):  
*Or*  
Tax identification number (TIN):

**5. Statement of Understanding and willingness:**

- a. Statement of Understanding:  
[insert here]
  
- b. Statement of Willingness:  
[insert here]

**6. Background Summary:**

Submit as an attachment to this proposal a **Needs Assessment Report** that documents evidence of what contributes to and protects from alcohol, tobacco and/or suicide and related consequences in the targeted community.

**7. Skill, Experience and Service Delivery:**

Submit as an attachment to this proposal a **Community Action Plan** specific to the organization target population that describe what appropriate prevention interventions that are data-driven, culturally relevant, comprehensive and sustainable have been selected to address identified needs and how they will be implemented and evaluated.

**8. Project Personnel and Community Partners:**

- a. Project Leader's background (education and specialized training), skills (abilities and qualifications) and state and community development work experience with similar projects:
  
- b. Staff Position Titles/Description of work responsibilities:
  
- c. Project Staff Resumes:
  
- d. Community Partners - organizations/volunteers:

**9. Letters of Support, Award and Certificates**

Submit as an attachment to this proposal at least two (2) Letters of Support

**10. Reporting System**

- a. Tracking of Process and Outcome measures reporting mechanism and Performance measures contained: see Community Action Plan.
  
- b. Tracking of Financial Activities for completion of services contained in Section III:

[describe here how the organization will track financial activities related to the completion of services]

**Please submit the following as attachments to this proposal:**

**11. Disclosure Affidavit**

**12. Non-Collusion Affidavit**

**13. Affidavit re No Gratuities and Kickbacks**

**14. Affidavit re Ethical Standards**

**15. Declaration re Compliance with U.S. DOL Wage Determination**

- 16. Affidavit re Contingent Fees**
- 17. Civil Rights Requirements**
- 18. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
- 19. Limited English Proficiency Certification**
- 20. Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations SMA 170**
- 21. GBHWC Proposal Signature**
- 22. GBHWC Submission of Licenses**

## **XVIII. BUDGET PROPOSAL TEMPLATE**

- Complete and submit the Budget Proposal template that follows.
- Insert One (1) original and three (3) sets copies in a sealed envelope.
- On the envelope, write:
  - a. Request for Proposal Number: **RFP #GBHWC-05-2015**
  - b. Budget PROPOSAL
  - c. Proposer Name:
  - d. Proposer Address:
  - e. Time and date of submission:

**BUDGET PROPOSAL**  
**3-year Budget and Justification**  
**[Insert Organization Name]**

*The list of budget items below are examples of what can be considered for inclusion in the budget. Please develop a budget specific to the applicant's proposal.*

Category		Rate	1 <sup>st</sup> Year – FY 2015- 2016 Cost	2 <sup>nd</sup> Year – FY 2017 Cost	3 <sup>rd</sup> Year – FY 2018 Cost
<b>A. Personnel</b>					
	[insert title, name, number of work hours per week]	\$ annually or hourly rate \$ x hours/week x weeks	\$	\$	\$
		<b>Total Personnel</b>	\$	\$	\$
<b>B. Benefits</b>			\$	\$	\$
	FICA or other	Rate or cost	\$	\$	\$
		<b>Total Benefits</b>	\$	\$	\$
<b>C. Travel</b>					
	[insert location, name of event to be attended, dates, number of travelers]	Cost of airfare, lodging and/or per diem + cost of conference/event/training fees x number of travelers	\$	\$	\$
		<b>Total Travel</b>	\$	\$	\$
<b>D. Supplies, Equipment, and Other</b>					
	General office supplies	Monthly rate x months	\$	\$	\$
	Equipment	Unit cost x quantity	\$	\$	\$
	Supplies and resources for organization meetings or other activities	Monthly rate x months	\$	\$	\$
	Ground transportation and fuel costs	Monthly rate x months	\$	\$	\$
	Incentives	Unit cost x participants	\$	\$	\$
		<b>Total Supplies, Equipment, and Other</b>	\$	\$	\$
<b>E. Contractual</b>					
	[insert training/event name, number of days, dates, location, number of participants]	Cost per individual x number of individuals x days	\$	\$	\$
	[insert cost of duplicating resources, number of copies]	Cost per copy x number of copies	\$	\$	\$
		<b>Total Contractual</b>	\$	\$	\$
<b>TOTAL PROPOSED BUDGET</b>			\$	\$	\$

## **JUSTIFICATION**

### **A. Personnel:**

Please describe the role and responsibilities of each position.

Additionally, please provide the name, position title, responsibilities and number of hours of staff that will work on the project but are paid from different funding source(s), if any.

### **B. Fringe Benefits:**

Please describe and justify fringe benefits requested

### **C. Travel:**

Please describe and justify travel funds requested

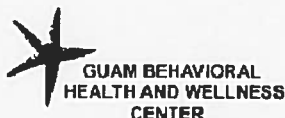
### **D. Supplies, Equipment and Other:**

Please describe and justify supplies, equipment and other budget items requested

### **E. Contractual:**

Please describe what each contractual budget items will accomplish and how it relates to the overall project.

## XIX. REGISTRATION FORM



REQUEST FOR PROPOSALS  
NO. RFP #GBHWC-05-2015



### **PREVENTION EDUCATION AND COMMUNITY EMPOWERMENT (PEACE) PARTNERSHIPS FOR SUCCESS Community Action Plan Implementation and Evaluation**

#### REGISTRATION FORM

The individual, firm, entity or organization identified below is an interested party, and/or "potential Offeror" to the RFP #GBHWC-05-2015 and will receive changes, amendments, inquiries, and/or related correspondence in accordance with the Guam Procurement Regulations. However, GBHWC will not be liable for failure to provide notice to any party who did not register accurate and current contact information.

Name of Organization or Individual:

Time/Date/Signature:

Contact Mailing Address:

Facsimile Number(s):

Point of Contact (POC) of Official Representative:

POC Contact Number(s)

Tel:

Fax:

Email Address:

#### **GBHWC ACKNOWLEDGEMENT**

Print name:

Time & Date:

\_\_\_\_\_  
Signature

#### **SPECIAL REQUEST OR REMARK:**

For those reviewing this proposal from the website, this registration form can be dropped off at 790 Governor Carlos G. Camacho Road, Tamuning, Guam, during weekdays, except Holidays and weekends, faxed at 671-477-9076 or emailed to maria.izada@mail.dmhsa.guam.gov.