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AUG 15 2017

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Ref: RFP/DPHSS-2017-008 (CMS) Request for Clarification

The following is provided in response to your request received on Friday, August 11, 2017:

Question 1: Section VIII, 1a, 1b and 1c specify minimum qualifications for individuals in the Executive/Program Director, Program Manager, and Social Worker positions respectively, but there are no qualifications specified for the Case Worker position. Does this imply that it will be the Offeror to establish the minimum qualifications for the Case Worker position?

Response 1: Yes, Offeror is to establish the positions descriptions for the Case Worker position. Section IV. OFFEROR'S BACKGROUND INFORMATION, 3. OFFEROR'S PROGRAM PERSONNEL on page 19 of 130 states:

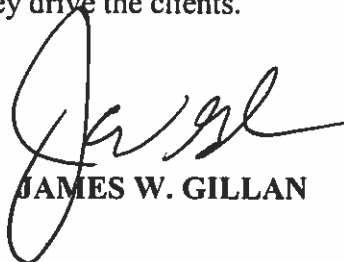
Describe your organization's proposed personnel for this program. **Attach a proposed organizational chart and position description of each proposed position.** The organizational chart shall illustrate the placement of this program in relationship to all other programs and businesses under your organization. The position descriptions shall contain minimum qualifications, abilities and responsibilities of persons who shall be assigned to provide the required services. All employed program personnel shall meet the requirements and qualifications set forth in their respective position description. The organization shall ensure the key positions identified in this RFP meet all employment requirements and qualifications, abilities and responsibilities as stipulated in this RFP.

Question 2: Section VIII, 2, c, prohibits the retention of current employees or recruitment of new employees who were convicted of alcohol offenses. We inquired with the Superior Court of Guam as to the list of these offenses, which includes: driving under the influence, driving with open container in car, contributing to the delinquency of a minor and public intoxication. Although this requirement has been specified in previous RFP specifications, we are requesting clarification as to the prohibition rationale for these misdemeanor convictions especially if client transport is not provided.

Response 2:

Section VIII, 2 c. page 51 of 130, states: Under no condition shall an applicant be accepted or an employee retained for this program if: (2) He/she has been convicted of an alcohol offense....

The requirement that no applicant be accepted or an employee retained for this program who has been convicted of an alcohol offense is based on the premise that the employees who provide services for our seniors are professionals who do not possess a history that could impede on the professional relationship the case managers would have with their clients; is based on their role and function as a case manager and not whether they drive the clients.



JAMES W. GILLAN