



Office of the Attorney General
 Alicia G. Limtiaco
 Attorney General of Guam
 Civil Division
 287 West O'Brien Drive
 Hagåtña, Guam 96910 • USA
 (671) 475-3324 • (671) 472-2493 (Fax)
 www.guamattorneygeneral.com
 Attorneys for the Purchasing Agency

RECEIVED
 OFFICE OF THE PUBLIC AUDITOR
 PROCUREMENT APPEALS

JUL 30 2008

TIME: 11:15 AM
 BY: AC
 FILE No. OPA-PA 08-008

**BEFORE THE OFFICE OF THE PUBLIC AUDITOR
 PROCUREMENT APPEAL**

IN THE APPEAL OF:) DOCKET NO.: OPA-PA-08-008
)
 LATTE TREATMENT CENTER, INC.,)
)
 Appellant.) **SUPPLEMENTAL DOCUMENTS**

1. Notice of Appeal
2. Letter from Luis Valdez to Public Auditor stamped received 05/08/08.
3. Notice of Award addressed to Marc Zackheim dated 12/14/07.
4. Notice of Intent to Award addressed to Carlos Perez dated 12/14/07.
5. Memorandum dated 12/13/07 with evaluation and score sheets attached.
6. Letter dated 11/08/07 with Request for Proposal attached.

Respectfully submitted this 30th day of July, 2008.

OFFICE OF THE ATTORNEY GENERAL
 Alicia G. Limtiaco, Attorney General

By: David J. Highsmith
DAVID J. HIGHSMITH
 Assistant Attorney General

ORIGINAL



OFFICE OF THE PUBLIC AUDITOR

RECEIVED
OFFICE OF THE PUBLIC AUDITOR
PROCUREMENT APPEALS

Appendix A: Notice of Appeal Form
PROCUREMENT APPEAL

MAY 30 2008

TIME: 2:10 PM
BY: I. Cunaotao
FILE No. OPA-PA-08-008

PART I- To be completed by OPA

In the Appeal of)

NOTICE OF APPEAL

LATTE TREATMENT CENTER
(Name of Company), APPELLANT)

Docket No. OPA-PA-08-008

PART II- Appellant Information

Name: LATTE TREATMENT CENTER
Mailing Address: PMB- 377-G 415 CHALAN SAN ANTONIO
TAMUNING GU
Business Address: _____
Daytime Contact No: 777-1144

PART III- Appeal Information

- A) Purchasing Agency: _____
B) Identification/Number of Procurement, Solicitation, or Contract: RFP/DMHSA 014-08
C) Decision being appealed was made on 15 MAY (date) by:
____ Chief Procurement Officer ____ Director of Public Works Head of Purchasing Agency
VIA OFFICE OF ATTORNEY GENERAL

Note: You must serve the Agency checked here with a copy of this Appeal within 24 hours of filing.

D) Appeal is made from:

(Please select one and attach a copy of the Decision to this form)

- Decision on Protest of Method, Solicitation or Award
 Decision on Debarment or Suspension
 Decision on Contract or Breach of Contract Controversy
(Excluding claims of money owed to or by the government)
 Determination on Award not Stayed Pending Protest or Appeal
(Agency decision that award pending protest or appeal was necessary to protect the substantial interests of the government of Guam)

E) Names of Competing Bidders, Offerors, or Contractors known to Appellant:

DR. ZACHEM,
ASSOCIATES IN CLINICAL
PSYCHOLOGY

PART IV- Form and Filing

In addition to this form, the Rules of Procedure for Procurement Appeals require the submission together with this form of additional information, including BUT NOT LIMITED TO:

1. A concise, logically arranged, and direct statement of the grounds for appeal;
2. A statement specifying the ruling requested;
3. Supporting exhibits, evidence, or documents to substantiate any claims and the grounds for appeal unless not available within the filing time in which case the expected availability date shall be indicated.

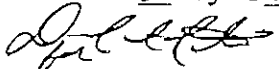
Note: Please refer to 2 GAR § 12104 for the full text of filing requirements.

PART V- Declaration Re Court Action

Pursuant to 5 GCA Chapter 5, unless the court requests, expects, or otherwise expresses interest in a decision by the Public Auditor, the Office of the Public Auditor will not take action on any appeal where action concerning the protest or appeal has commenced in any court.

The undersigned party does hereby confirm that to the best of his or her knowledge, no case or action concerning the subject of this Appeal has been commenced in court. All parties are required to and the undersigned party agrees to notify the Office of the Public Auditor within 24 hours if court action commences regarding this Appeal or the underlying procurement action.

Submitted this 30 day of MAY, 2008.


By: LUIS VALDES
APPELLANT

or

By: _____
Appellant's Duly Authorized Representative
(Address)
(Phone No.)

APPENDIX A

Latte Treatment Center, LLC
308 Fr. Duenas Drive Tamuning, Guam 96913
Phone 671-475-5390 Fax 671-475-5392

RECEIVED
OFFICE OF THE PUBLIC AUDITOR
PROCUREMENT APPEALS

To: Ms. Doris Flores-Brooks
Guam Public Auditor
PNB Archbishop (Ext. 201)
238 Archbishop Flores Street
Hagatna, Guam 96910

MAY 30 2008
TIME: 2:10 PM
BY: T. C. [Signature]
FILE No. OPA-PA - 08-008

Re: Letter of Appeal on the Notice of Protest Decision

Dear Madame Public Auditor,

Please be advised that the Latte Treatment Center filed a letter of protest pursuant to Chapter 5 of the Guam Procurement Law and Chapter 3 Source Selection and Contract Formation regarding RFP/DMHSASA 014-08, as shown in the letter to DMHSA, dated 21 December 2007 (Attachment 1). Also be advised that the Attorney General's Office issued a decision on the protest, as shown in the letter, dated 15 May 2008 (Attachment 2).

Pursuant to Chapter 5 of the Guam Procurement Law, Article 9, § 5425, Authority to Resolve Protested Solicitations and Awards, the Latte Treatment Center hereby files an appeal to the notice of protest decision. Please find Latte's response to the AAG's comments at Attachment 3, in highlighted and bold print.

The following supporting documents are also attached:

- Attachment 4 – Original Latte Treatment Center and DMHSA Contract
- Attachment 5 – Letter of Intent

As you will find in the attached documentation, there have been *numerous* irregularities that have led the Latte Treatment Center to file a protest. In Latte's opinion, the RFP process as required by procurement law and regulations was significantly flawed, as explained in Attachment 3. Therefore, Latte is submitting this appeal since it is not satisfied with the protest decision, and is, therefore, seeking a decision from the Public Auditor. If you have any questions, please contact me at 1-713-854-8731 or Eddy Reyes, Administrator, Latte Treatment Center at 777-1144.

I look forward to mutual resolution of the subject matter.

Sincerely,



Luis A. Valdes, PhD
Executive Director

PCF# 07-1141

DEADLINE: ASAP!

CASE # _____ CASE NAME: _____

TYPE OF DOCUMENT: Letter to Carlos Perez re Luis Vallas Re: TGI RAP

FILE: SUPERIOR COURT OTHER _____
 DISTRICT COURT

SERVE: Latk. Treatment Center

NUMBER OF COPIES (TOTAL) _____

SPECIAL INSTRUCTIONS _____

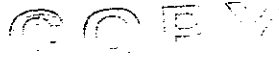
RETURN FILE COPY W/ ACKNOWLEDGEMENT OF RECEIPT PREPARE AFFIDAVIT OF SERVICE

ATTORNEY: D. Anagnostis by etc

SHELF COPY TO INDEX

DATE: 02/16/15

DMHSA-18



department of
**MENTAL HEALTH &
SUBSTANCE ABUSE**

Dipartimento Sañu Hinasso
Yan Abuson Amot

December 14, 2007

Marc Zackheim, Ph.D
Associates in Clinical Psychology, P.C.
1801 shore Acres Road
Lake Bluff, Illinois 60044

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

ANDREA M. LEITHEISER, M.A., Ph.D.
Director, *Acting*

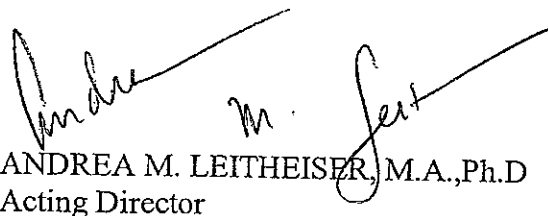
Subject: Notice of Award: Therapeutic Group Home Child/Adolescent Residential Program (RFP/DMHSA-014-08)

Thank you for your submission on the above RFP. The evaluation committee met and made a recommendation to the Acting Director. On December 13, 2007 the approval was made to procure your services.

For your information, the unsuccessful vendor was given until 5:00PM on December 24, 2007 should they wish to appeal or protest the award of this contract.

My staff will be contacting you to complete the process of the award.

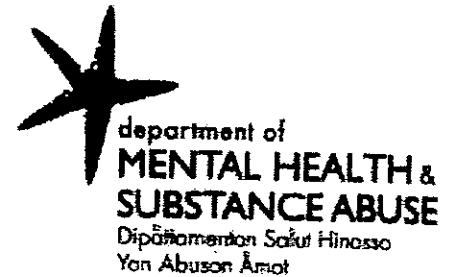
Should you require additional information, please contact Rena Borja, ASO at 647-5326 or via fax at 647-5402.



ANDREA M. LEITHEISER, M.A., Ph.D
Acting Director

DMHSA - 19

COPY



December 14, 2007

Carlos Perez
Latte Treatment Center, LLC
308 Fr. Duenas Drive
Tamuning, Guam 96913

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

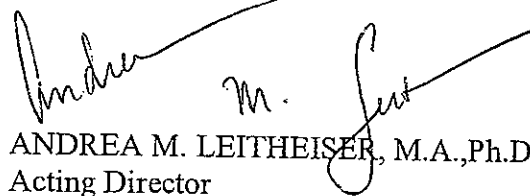
ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

Subject: Notice of Intent to Award: Therapeutic Group Home Child/Adolescent
Residential Program (RFP/DMHSA-014-08)

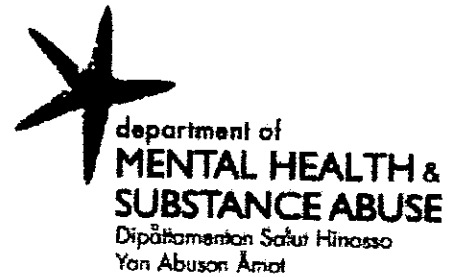
Thank you for your submission on the above RFP. The evaluation committee met and made a recommendation to the Acting Director. On December 13, 2007 the approval was to procure the services of Marc Zackheim, Associates in Clinical Psychology, PC.

Should you decide to appeal or protest the awarding of this contract, you have until 5:00 PM on December 24, 2007 to submit your appeal or protest in writing to DMHSA.

Should you require additional information, please contact Rena Borja, ASO at 647-5326 or via fax at 647-5402.



ANDREA M. LEITHEISER, M.A., Ph.D.
Acting Director



December 13, 2007

To: Acting Director

Fr: Rena Borja, ASO *RB*

Subject: Recommendation for RFP DMHSA 014-08
Therapeutic Group Home Services

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

The request for proposal for the Program Management and Operational Services for the Therapeutic Group was opened on Tuesday, December 11, 2007 at 2:00 pm by the following individuals, Annie Unpingco, Judith Avery, Mary Weakley and I. I requested, Ms. Claudia Acfalle, GSA Administrator to oversee our process and she was in attendance when we opened and stayed through the first opening.

There were two proposals, Latte Treatment Center, LLC and Marc Zackheim-Associates in Clinical Psychology, PC.

The following is the RFP Evaluation scores:

Latte Treatment Center	268
Marc Zackheim	374

Based on the evaluation process, the committee recommends Marc Zackheim.

Upon your approval, I will proceed to the next step in the process.

Approved

Disapproved

Andrea M. Leitheiser

ANDREA M. LEITHEISER, M.A., PH.D. Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company:

hale treatment

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Evaluator 1 Score	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Evaluator 5 Score	TOTAL
A written plan describing how the offeror will implement the Requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment and Crisis Response Services	30 Points	<u>20</u>	<u>25</u>	<u>20</u>	<u>10</u>	<u>1</u>	<u>76</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services	35 Points	<u>20</u>	<u>20</u>	<u>25</u>	<u>10</u>	<u>1</u>	<u>85</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway	25 Points	<u>16</u>	<u>23</u>	<u>25</u>	<u>10</u>	<u>1</u>	<u>74</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements	10 Points	<u>10</u>	<u>9</u>	<u>10</u>	<u>5</u>	<u>1</u>	<u>34</u>
Total Points	100 Points	<u>66</u>	<u>77</u>	<u>90</u>	<u>35</u>	<u>7</u>	<u>268</u>
Evaluator No.:	1	2	3	4	5		
Evaluator's Initial:	<u>AN</u>	<u>JA</u>	<u>MMS</u>	<u>AK</u>	<u>1</u>		
Date:	<u>12.11.07</u>	<u>11 Dec 07</u>	<u>12.11.07</u>	<u>12.11.07</u>	<u>12.11.07</u>		

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company:

Lette Treatment Center, LLC
308 Fr. Duenas Dr.
Tamuning Gm. 96913

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>20</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>20^{AW}</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>16</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>66</u>

Evaluator Number: 1

Name: Annie E. B. Unpingco

Title: Administrator, Child-Adolescent Services Division

Annie E. B. Unpingco
Signature of Evaluator

12-11-07
Date

Staff description with various Directorships unclear in their roles + functions such as Program Director, Executive Director and Director - are they same people?
Some missing info. indicated as attachment but not attached or available.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Latte Treatment Center, LLC
308 Fr. Duenas Drive
Tamuning, GU 96913

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	25 <u>29</u> <i>J</i>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>20</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>23</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	10 <u>9</u> <i>J</i>
Total Points	100 Points	<u>77</u>

Evaluator Number: 2

Name: Judith AVERY

Title: Nursing Administrator

J. Avery
Signature of Evaluator

11 Dec. 07
Date

No RN or Nutritionist indicated.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Latta Treatment Center

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>20</u> <i>msf</i>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>35</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>25</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>90</u> <i>msf</i>

Evaluator Number: 3

Name: Mary Weakley

Title: Social Services Supervisor

Mary Weakley
Signature of Evaluator

12.11.07
Date

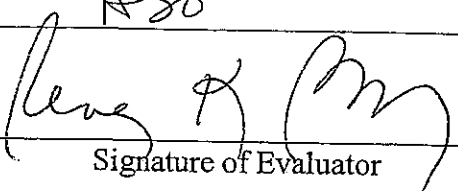
Hand to follow table of contents when reviewing document.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer Company: Kathe Treatment Ctr

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services <i>Service delivery was too broad</i>	30 Points	<u>10</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>10</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway. <i>no comps or pasts</i>	25 Points	<u>10</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>5</u>
Total Points	100 Points	<u>35</u>

Evaluator Number: 4
Name: Zena Bogja
Title: ASO

Signature of Evaluator

12-11-07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company:

Mare Zack-Gueim
Associates in Clinical
Psychology PC

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Evaluator 1 Score	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Evaluator 5 Score	TOTAL
A written plan describing how the offeror will implement the Requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment and Crisis Response Services	30 Points	<u>30</u>	<u>30</u>	<u>30</u>	<u>25</u>	<u>✓</u>	<u>115</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services	35 Points	<u>33</u>	<u>33</u>	<u>35</u>	<u>30</u>	<u>✓</u>	<u>131</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway	25 Points	<u>24</u>	<u>22</u>	<u>25</u>	<u>20</u>	<u>✓</u>	<u>91</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements	10 Points	<u>9</u>	<u>8</u>	<u>10</u>	<u>10</u>	<u>✓</u>	<u>37</u>
Total Points	100 Points	<u>96</u>	<u>93</u>	<u>100</u>	<u>85</u>	<u>✓</u>	<u>374</u>

Evaluator No.:

1

fu

Evaluator's Initial:

Date:

12.11.07

2

jea

11 Dec 07

3

ymw

12.11.07

4

lu

12.11.07

5

✓

✓

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Marc Zackheim
Associates in Clinical Psych.
1801 Shore Acres Rd.
Lake Bluff, Ill. 60044

RFP Title: **Program Management and Operational Services for THERAPEUTIC
GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>33</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>24</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>9</u>
Total Points	100 Points	<u>96</u>

Evaluator Number: 1

Name: Annie F. B. Unpingco

Title: Administrator, Child Adol. Services Div.

Annie F. B. Unpingco
Signature of Evaluator

12.11.07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer: MARC Zacheim, PhD
 Company: ASSOC. IN CLINICAL PSYCHOLOGY, P.C.
1801 Shore Area Rd.
Lake Bluff, Illinois 60044

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>33</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>03</u> <u>22</u> <u>25</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>8</u>
Total Points	100 Points	<u>93</u>

Evaluator Number: 2

Name: Judith Avey

Title: Nursing Administrator

J. Avey
Signature of Evaluator

11 Dec. 07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Associates In Clinical Psychology Inc.

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>35</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>25</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>100</u>

Evaluator Number: 3

Name: Mary Weasley

Title: Social Services Supervisor

Mary Weasley
Signature of Evaluator

12-11-07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company: Marc Zaekheim

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>25</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>30</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>20</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements. <i>detailed well</i>	10 Points	<u>10</u>
Total Points	100 Points	<u>85</u>

Evaluator Number: H
Name: Renee Borja
Title: ASO

Renee Borja
Signature of Evaluator

12/17
Date

Department of Mental Health and Substance Abuse
RFP Evaluations

Evaluators Attendance Sheet

RFP Title: **Program Management and Operational Services for
THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Date: _____

Evaluator 1:

Name: Annie Unpingco
Title: CASD Administrator
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 477-5338
Email: annie.unpingco@mail.dmhsa.guam.gov

Evaluator 2:

Name: Dr. Judith Avery
Title: Psychiatric Nurse Administrator
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5350
Email: judith.avery@mail.dmsa.guam.gov

Evaluator 3:

Name: Mary Weakley
Title: Social Services Supervisor
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5405
Email: mary.weakley@mail.dmhsa.guam.gov

Department of Mental Health and Substance Abuse
RFP Evaluations

Evaluators Attendance Sheet

RFP Title: **Program Management and Operational Services for
THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Date: _____

Evaluator 4:

Name: Rena K. Borja
Title: Administrative Services Officer
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5326
Email: rena.borja@mail.dmhsa.guam.gov

Evaluator 5:

Name: _____
Title: _____
Organization: _____
Address: _____

Contact No.: _____
Email: _____

CHECK LIST for CONTENTS OF THE PROPOSAL

FM2300 -160
received
 12/31/07

RFP No. DMHSA-014-08

**Program Management and Operational Services for
 THERAPEUTIC GROUP HOME**

Closed: November 26, 2007 @ 3:00pm

At a minimum, each proposal shall contain:

- Title Page should include; the name of the offeror, the location of the offeror's principal place of business.
- Table of Contents
- Background Summary
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics
- A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- Facilities or Plans to Secure Facilities
- Personnel (be specific and include minimum qualifications of each staff)
 - Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Provide an example of a typical staffing plan; shift schedule
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- Service Delivery
 - Describe methods to meet cultural and geographic needs
 - Describe interventions
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror

CHECK LIST for CONTENTS OF THE PROPOSAL

RFP No. DMHSA-014-08

Program Management and Operational Services for
THERAPEUTIC GROUP HOME

Closed: November 26, 2007 @ 3:00pm

- A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services in section III. Services Required
- Letters, awards, or other forms of recognition that demonstrates confidence in the work performed by the Offeror
- Reporting System
 - Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III

Submission Form for Proposals Form A

Proposal Signature Form B

Proposal for Submitting All Licenses Form C

Non-Collusion Affidavit Form D

Disclosure Affidavit Form E

Official Opening

Date: 12/11/07

Time: 2pm

Proposer Name: Marc Zackheim

Address: _____

Proposal Opened by:

Name: Rena Boorja

Title: ASO

Date: 12/11/07

Witness:

1. Annie Lapinco
2. Judith Audrey
3. Mary Weasley
4. Rena Boorja
5. _____

1. Annie Lapinco
2. Judith Audrey
3. Mary Weasley
4. _____
5. _____

DEPARTMENT OF MENTAL HEALTH & SUBSTANCE ABUSE

790 Governor Carlos G. Camacho Road, Tamuning, Guam 96911 - Phone: 671-647-5335 - Fax: 671-649-6948

CHECK LIST for CONTENTS OF THE PROPOSAL

FM 2300-161
received
12/21/07

RFP No. DMHSA-014-08

Program Management and Operational Services for
THERAPEUTIC GROUP HOME

Closed: November 26, 2007 @ 3:00pm

At a minimum, each proposal shall contain:

- Title Page should include; the name of the offeror, the location of the offeror's principal place of business.
- Table of Contents
- Background Summary
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics
- A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- Facilities or Plans to Secure Facilities
- Personnel (be specific and include minimum qualifications of each staff)
 - Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
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 - Describe interventions
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror

DEPARTMENT OF MENTAL HEALTH & SUBSTANCE ABUSE

790 Governor Carlos G. Camacho Road, Tamuning, Guam 96911 - Phone: 671-647-5335 - Fax: 671-649-6948

CHECK LIST for CONTENTS OF THE PROPOSAL

RFP No. DMHSA-014-08

Program Management and Operational Services for THERAPEUTIC GROUP HOME

Closed: November 26, 2007 @ 3:00pm

- A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services in section III. Services Required
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Submission Form for Proposals Form A

Proposal Signature Form B

Proposal for Submitting All Licenses Form C

Non-Collusion Affidavit Form D

Disclosure Affidavit Form E

Official Opening

Date: 12/11/07

Time: 2:00pm

Proposer Name: Wattle Treatment Ctr

Address: _____

Proposal Opened by:

Name: Rena Borja

Title: ASD

Date: 12/11/07

Witness:

1. Annie Luyingco
2. Judith Muey
3. Mary Weakley
4. Rena Borja
5. _____

1. Annie Luyingco
2. Judith Muey
3. Mary Weakley
4. _____
5. _____

ASSOCIATES IN CLINICAL PSYCHOLOGY, P.C.

PLYMOUTH OFFICE
400 INDIANA AVENUE
PLYMOUTH, IN 46563
(574) 936-7790
FAX (574) 936-7794

24 HOUR SERVICE (630) 355-1433
POST OFFICE BOX 810
OR
POST OFFICE BOX 477
PLYMOUTH, IN 46563

THERAPEUTIC GROUP HOME
317 WEST MONROE STREET
PLYMOUTH, IN 46563
(574) 936-8004 • (574) 936-8168
FAX (574) 936-8225

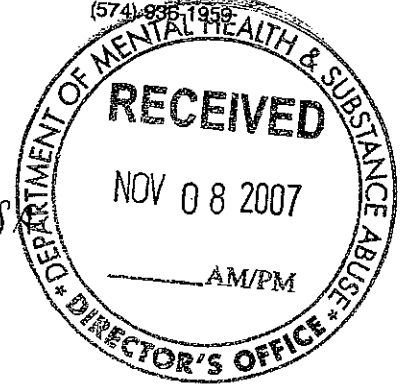
ILLINOIS OFFICE
1801 SHORE ACRES ROAD
LAKE BLUFF, IL 60044
(630) 355-1433
FAX (847) 295-9841

TRANSITIONAL INDEPENDENT LIVING
GROUP HOME
404 INDIANA AVENUE
PLYMOUTH, IN 46563
(574) 936-8610
FAX (574) 936-5510

TRANSITIONAL INDEPENDENT LIVING
GROUP HOME
505 NORTH PLUM STREET
PLYMOUTH, IN 46563
(574) 936-1959

received
11/21/07

11/7/07



FAA to Dr Andrea Leitherson, DMHS
from Dr Marc Zuckerman, ACP

(Jm)

(671) 649 6948

My FAA

Phone 847 295 9840

20 NOV 07

RENA:
PER ANDREA, SHE WANTED
ME TO GIVE THIS TO
YOU FOR YOUR FILE.

ERI



DEPARTMENT OF REVENUE AND TAXATION
GOVERNMENT OF GUAM

FILE NO: F-2690

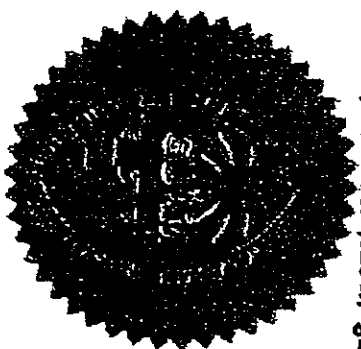
Certificate of Authority

This Certificate of Authority is hereby issued to:

ASSOCIATES IN CLINICAL PSYCHOLOGY, P.C.

a corporation organized under the laws of the State of ILLINOIS, U.S.A. as a foreign corporation in Guam. This certificate authorizes the foreign corporation to transact business in Guam, pursuant to Title 18, Guam Code Annotated, Section 7108 (a).

This Certificate of Authority does not relieve said corporation from the requirements of obtaining a Qualification License pursuant to Title 11, Guam Code Annotated, Business License Law.



IN WITNESS WHEREOF, I have subscribed my name officially and hereon impressed my Seal of Office, City of San Juan, Guam, GUAM, on this 31st day of October, 2007.

Artemio B. Ilagan
ARTEMIO B. ILAGAN
Director of Revenue and Taxation

DEPARTMENT OF MENTAL HEALTH SUBSTANCE ABUSE

REQUEST FOR PROPOSAL (RFP)

NO. DMHSA-014-08

Program Management and Operational Services for Therapeutic Group Home (Child/Adolescent Residential Program)

TODAY'S DATE	AGENCY/ ORGANIZATION	MAILING ADDRESS	CONTACT PERSON	CONTACT TEL NO. (PHONE/FAX/EMAIL)
11/14/07	LATTE	308 FATHER DUNN DR TAMUNING GU 96913	DANIEL CANTU	(PH) 687-6172 (FAX) (EMAIL)
E M A I L E D TO DR.		ZACKHEIM @	zackrew@aol.com	(PH) (FAX) (EMAIL)
11-20-2007	G.L.S.C.	113 Bradley Place Hagåtña, Guam 96910	Rebecca Perez Santo Tomas	(PH) 477-9811 (FAX) (EMAIL)
				(PH) (FAX) (EMAIL)
				(PH) (FAX) (EMAIL)
				(PH) (FAX) (EMAIL)
				(PH) (FAX) (EMAIL)
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				(PH) (FAX) (EMAIL)
				(PH) (FAX) (EMAIL)

RFP PICKED UP, 2 RFPs SUBMITTED @ 11:00 PM

CLOSED MONDAY, NOV 26, 2007 @ 11:00 PM

Rec'd 11/26/07 -3:05pm

(Signature)

BOE disagrees with suspension of teachers' compensation plan

By Monett G. Deposa
Variety News Staff

SAIPAN — The Board of Education yesterday expressed its disagreement with the Public School System's decision to temporarily suspend the pay raises for certain teachers due to funding problems.

BOE Chairman Roman C. Benavente and other board members reiterated their support for the new salary schedule for teachers and other PSS employees.

Board member Lucy Blanco-Maramba, who offered a motion to fulfill this commitment, also

recommended the approval of hiring needed personnel such as an administrative assistant and a legal counsel.

"We have to remain true to our commitment when we adopted the compensation plan and we have to live with that," she said. "This is something that

we need to seriously provide them because it's also a way of getting more highly qualified teachers for our schools."

The board members said whether there is available money for the purpose or not, BOE and PSS will explore other ways to secure funding for the teachers' compensation.

"They said they want to see an improvement in the school system's relationship with the Legislature through a pro-active approach."

Board member Herman T. Guerrero said PSS should honor the commitment made to the educators.

The board also approved the formulation of a financial master plan for PSS in order to address its budget problems.

The PSS leadership earlier said it was planning to suspend the pay hike for teachers who passed the Praxis tests due to lack of funding.

The new compensation plan was adopted by the board last year and identified a core

sponding budget source from the CNMI government.

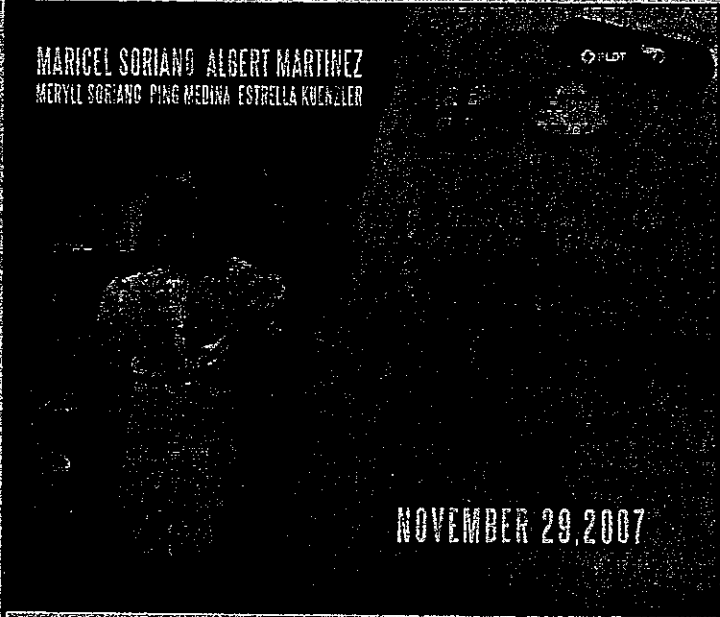
But because of the failure of the fiscal administration to restore the \$2 million it borrowed from the fiscal year 2006 of PSS, there is no funds left for the pay hikes.

Yesterday, BOE disclosed that PSS is still short of personnel funding for its pay period 18 which board members hope will be addressed by the administration.

"What we want to see for our teachers is that they are treated with fairness to make sure that PSS will remain quality educators," Benavente said.

That still has to be heard from the board. Association of Commonwealth Teachers president Betty Miller said yesterday.

"We're very happy that the board is showing its commitment to our teachers," she said. "The compensation plan is something that is already in place and is expected to be enforced."



MENTAL HEALTH & SUBSTANCE ABUSE

PUBLIC NOTICE

REQUEST FOR PROPOSALS

PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC GROUP HOME PROGRAM

REF No. RFP/DMHSA-014-08

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED) which includes Day Treatment Program and Crisis Emergency Services.

RFP packages may be picked up at the Department of Mental Health and Substance Abuse (DMHSA) Office, located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam 96913 Monday thru Friday excluding holidays between 8:00 a.m. and 5:00 p.m. The deadline for receipt of proposals is **no later than 3:00 pm, Monday, November 26, 2007, Guam Standard Time**. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

DMHSA 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 DMHSA and/or for whatever reason allowed by law and/or regulation, and/or for whatever reason whatsoever.

For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 644-5948.

ANDREA M. LERHEISER, M.A., Ph.D.
Acting Director



Roman C. Benavente

Miller may be the new teacher rep

By Monett G. Deposa
Variety News Staff

SAIPAN — The president of the Association of Commonwealth Teachers is the likely choice to replace Betty Miller on the Board of Education as no one has expressed an interest to run again.

Betty Miller, the acting vice principal of San Vicente Elementary School, will be ACT's candidate in an election that will be held in June, are other candidates for teacher representative.

Wednesday was the original deadline for the submission of candidates, and according to ACT's former vice president,

same Verbara, there has not been any inquiries or declared candidates as of yesterday.

Most of the calls I had received affirmed what ACT had already decided, which was to recommend its president to the Governor for appointment to BOE, Verbara told Variety in an e-mail.

He said ACT extended the deadline for filing of candidates to today, Nov. 16.

What's coming out even from the non-members is that ACT is the only organized teachers' group and that those who are not members will go along with his decision, Verbara said.

Elly P. Galma, Honorary Governor
GSA GENERAL SERVICES AGENCY
(A Pension Subsidy Unit)
Department of Administration
Government of Guam
148 Route 1 Marine Corps Drive, P.O. Box 9631
Tel: 472-7107 | Fax: 472-5217 | 475-246 / 323-122

Michael W. Cruz, M.D.
Honorary Governor

BID INVITATION

BID No. **GSA-003-08**

For: **LEASE OF OFFICE SPACE**

Opening Date: **NOVEMBER 30, 2007** Time: **10:00 a.m.**

Place: **GENERAL SERVICES AGENCY, P.O. BOX 9631**

INTERESTED PARTIES MAY PICK UP FORMS SPECIFICATIONS AT SAID PLACE

CLAUDIA S. AGUIAR
Chief Procurement Officer

By C. Villa

SAIPA

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PUBLIC NOTICE REQUEST FOR PROPOSALS

PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC GROUP HOME PROGRAM RFP No. RFP/DMHSA-014-08



The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED), which includes Day Treatment Program and Crisis Emergency Services.

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For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 649-6948.

/s/ ANDREA M. LEITHEISER, M.A., Ph.D.
Acting Director

Rotary Clubs donate dictionaries for students



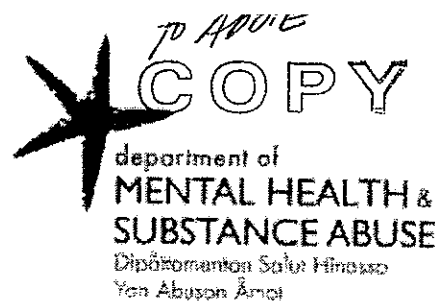
First Lady Joann Camacho, center, is assisted by the presidents of all four Rotary Clubs of Guam: Assistant District Governor David Igho from Saipan, Rotary District Governor Sakamoto and other Rotarians from Japan representing the dictionaries donated by the Rotary Clubs of Guam to Tamuning Elementary School third graders. The Rotary Clubs funded the project based on a study that children at this age are more likely to learn and retain new words. Photo courtesy of the First Lady's Office.

Guam Guard undergoes

WMD training

By Tina A. San Agustin
Vale News Staff

someone was sitting there



November 8, 2007

DMHSA 08-11006

MEMORANDUM

To: Chief Procurement Officer
General Services Agency

From: Director

Subject: REQUEST FOR RFP NUMBER

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

Hafa Adai!

This is to request a number for the attached Request for Proposal entitled "Program Management and Operational Services for Therapeutic Group Home Child/Adolescent Residential Program."

Your attention to this matter is appreciated. For any questions or additional information, you may contact Rena Borja, Administrative Services Officer, at 647-5326.

Dangkulo Na Si Yu'os Ma'ase!

Laura E. Post MD
ACTING DIRECTOR
for ANDREA M. LEITHEISER, M.A., Ph.D.
Acting

Attachment

GENERAL SERVICES AGENCY
1000 Route 1
Marine Drive
Piti, Guam 96925
NOV 8 2007

REQUEST FOR PROPOSALS

RFP No: RFP/DMHSA-014-08

Program Management and Operational Services

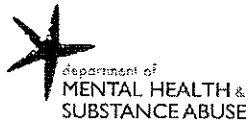
for

**THERAPEUTIC GROUP HOME
Child/Adolescent Residential Program**

Date: November 13, 2007

TABLE OF CONTENTS

- I. PUBLIC NOTICE
- II. REQUEST FOR PROPOSALS
- III. SERVICES REQUIRED
SCOPE OF WORK
- IV. PROPOSAL PROVISIONS
- V. SUBMISSION FORM FOR PROPOSALS – FORM A
- VI. PROPOSAL SIGNATURE FORM – FORM B
- VII. FORM FOR SUBMITTING ALL LICENSES - FORM C
- VIII. NON COLLUSION AFFIDAVIT – FORM D
- IX. DISCLOSURE AFFIDAVIT - FORM E
- VI. ATTACHMENT – DMHSA Organizational Chart



I. PUBLIC NOTICE

REQUEST FOR PROPOSALS

PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC GROUP HOME PROGRAM RFP No. RFP/DMHSA-014-08

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED), which includes Day Treatment Program and Crisis Emergency Services.

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ANDREA M. LEITHEISER, M.A. Ph.D.
Acting Director

II. Request for Proposals

Issued By:

Proposal No.:

DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE

RFP No **RFP/DMHSA-014-08**

Name and Location of Operations:

Division of Agency:

790 Governor Carlos G. Camacho Road
Tamuning, Guam

Child/Adolescent Services Division

INSTRUCTIONS TO PROPOSERS

III. SERVICES REQUIRED

The Department of Mental Health and Substance Abuse is requesting proposals from individuals and/or companies for Program Management and operational services for a 24-hour Therapeutic Group Home, to care for children/adolescents with Serious Emotional Disturbances (SED). The home will serve children and adolescents who are enrolled in I Famagu'onta and include crisis hotline, crisis response team and emergency respite services. The crisis hotline will be serviced by phone. The crisis response team will provide assessment and referral disposition at the scene of the crisis. Emergency respite services will be provided in a group home or in an appropriate treatment setting and for the duration of the acuity. Consumers of the services may be assisted in crisis resolution; de-escalation; behavioral management; medication management; problem solving; appropriate coping behaviors; and personal safety. Caregivers shall ensure that all consumers of the program are made to feel important, respected culturally and validated.

Program management and operations must include professional services, staffing, acquisition of equipment to include maintenance, purchase and management of supplies and nourishments; the maintaining of all utilities to include: power, water, telephone, cable television, and Internet services and facility; and the acquisition and maintenance of any other supports needed to effectively operate an Emergency Crisis Response Program. Individuals and/or companies must be licensed TO practice and do business on Guam and must be available to provide full time scope of services as outlined in the request for proposal.

Program Objective:

A Therapeutic group home, serves children and adolescents with Serious Emotional Disturbances. It provides mental health and related services to children and adolescents who are enrolled in I Famagu'onta. It will include a Day Treatment Program COMPRISED of educational instruction and therapeutic intervention to children and adolescent living in the home as well as for those who are referred to Rays of Hope for a Day Treatment educational instruction Program and Emergency respite services: (over-night/bed space).

SCOPE OF SERVICES

The following specifications outline the requirements for the proposed program, which the Department of Mental Health and Substance Abuse expects to be adhered to and implemented should the contract be awarded.

To provide comprehensive mental health and related services that include therapeutic group home, day treatment, respite care and crisis response services within a continuum of care for children/adolescents with severe emotional and mental health problems. The services are as follows:

- A. Services for consumers shall include, but not limited to the following: milieu therapy; case-management services to assist consumers with their needs as identified in their Individualized Service Plan (ISP) / Wraparound Plan and updated periodically; socialization skills; community living and independent living skills training; self care and domestic skills; positive behavior management training, educational instructions; vocational skills training, individual and family support counseling; medication management, and recreational therapy in the homes as well as integrating with community activities and I Famagu'on-ta sponsored activities.
- B. Development of an Individualized Service Plan/Wraparound Plans will be coordinated with the Department's Wrap Coordinator/Social Worker, the family, child/youth and service providers of the Contractor.
- C. The number of admissions will be defined by policies and procedures of the Contractor as approved by the DMHSA and the Child-Adolescent Services Division (CASD). The referral of individuals requesting utilization of the Therapeutic Group Home services shall be directed to DMHSA/CASD for assessment and appropriate placement. The Contractor and DMHSA/CASD will collaborate when managing the number of admissions to this program considering the needs of the child/adolescent, the current level of acuity, and any other presenting clinical conditions. DMHSA/CASD policies and procedures will determine the next appropriate program available for referral not accepted.
- D. Policies and Procedures of the Contractor as approved by DMHSA/CASD will define criteria for admission into the Day Treatment Program (Rays of Hope). As this has an educational instruction component, admission would be coordinated in collaboration with the school system (GPSS).
- E. All policies and procedures of the contractor will be subject to review and approval by DMHSA. Policies and procedures of the Contractor as approved by DMHSA/CASD will define criteria for the utilization of the crisis response and respite services. Assessment for suicide and mental health status assessment to determine appropriate intervention shall be conducted. The Contractor and DMHSA/CASD will collaborate in managing the number of admissions to this service considering the needs of the child/youth, the current level of acuity, and any other presenting clinical conditions.

- F. Final decisions regarding all admissions will be determined by DMHSA/CASD Clinical staff.
- G. Maximum of enrollment of no more than ten (10) minors to the 24/7 component of the program per facility at any one time.
- H. The staff of each facility will include a program manager/supervisor, social worker and direct care workers THAT will serve and monitor the residents to the program providing 24 hours a day, 7 days a week to include weekends and holidays.
- I. Provide a Guam licensed psychologist and licensed psychiatrist on island to be available to provide the services as required by the ISP/Wrap Plan of the child/youth.
- J. Provide a registered nurse for the medical needs and concerns of the consumers, and to carry out the requirements of the attending psychiatrist and for medical monitoring.
- K. Provide a nutritionist on staff to plan and oversee the preparation of the meals for the children and youth.
- L. Provide a social worker to serve as a liaison for the homes and work in collaboration with DMHSA social workers/wrap coordinators.
- M. Be responsible for the recruitment, hiring and contracting of appropriate program supports to effectively operate and manage a 24-hour therapeutic group home program.
- N. ALL recruits for the Therapeutic Group Home, Respite Care Services, Day Treatment and Crisis Response Services must have the following clearances before getting hired: Drug and Alcohol, Police and Court clearances.
- O. NO applicants with a sexual offender record shall provide services or be employed at any time at any of these homes, the Therapeutic Group Home, Day Treatment Program/Rays of Hope, Respite Care or Crisis Response Services and or be employed at any time serving children and youth with the Department of Mental Health and Substance Abuse.
- P. Offerors who have been charged must submit an affidavit outlining the charges and dispositions to include statement of innocence and court clearance.
- Q. Crisis Response Services for consumers shall include, but not limited to the following: immediate phone response, support, evaluation, referral and triage; on site crisis assessment and management and transportation to a safe and appropriate setting for emergency bed space and respite care.

- R. Develop and implement a transition (discharge) and after care plan in collaboration with the Wrap Coordinator/Social Worker and the Wrap Team (family and child/youth).
- S. The staffing of the crisis hotline will include a trained crisis worker to provide response 24 hours a day, 7 days a week.
- T. The crisis response team will include a minimum of two responders to the crisis site when necessary. Staffing must be adequate to meet the type of emergency and in compliance with the established policies and procedures.
- U. Maintain staff certification in: CPR, First Aid, Health Certificate in Food Preparation and Sanitation, CPI or similar training in crisis/behavior management and intervention, and other mutually agreed certifications that would be required to provide optimum services. A copy of staff certifications and or re-certifications must be made available for review and provided to DMHSA upon request.
- V. Program staff must possess and maintain current, required Guam licenses.
- W. Patients admitted in the Child Inpatient Unit (CIU) will be followed by the Contractor's psychiatrist in collaboration with DMHSA psychiatrist and clinical staff and in accordance with DMHSA policy and procedures.
- X. Provide access to medication as prescribed by authorized physician in accordance with DMHSA policy, and in collaboration with DMHSA Psychiatrists, and aid in administering of medication in accordance with federal and local laws, rules, regulation and policy.
- Y. Disseminate program information regarding the Therapeutic Group Home program, Day Treatment, Respite Care, Crisis Response Services as well as additional services and opportunities available to the public and pertinent service providers.
- Z. Establish internal policies and procedures governing the operations and administration of the program (e.g. standard operating procedures, Consumer's Manual, etc.) and provide a copy to DMHSA for review and approval.
- AA. Transportation of consumers to access public recreation facilities, educational facilities, public health center, convenience stores and food establishments and access to other locations as needed to provide for the well being of the consumer.

- BB. Ensure the active promotion of community integration, inclusion and independence of each resident, appropriate to the situation and circumstances of each individual, to include but not limited to transportation and supervision to such events.
- CC. Ensure that the "best practice model" for services to individuals with severe emotional and mental health needs is applied in the operation and administration at all times.
- DD. All Management and Clinical issues and concerns regarding the Therapeutic Group Home, Day Treatment (Rays of Hope) and Crisis Response Services shall be addressed with the CASD Administrator who will then brief the DMHSA Director and Medical Director. In the event the CASD Administrator is unavailable, issues and concerns will be reported directly to the Director
- EE. Authorized DMHSA personnel conducting regulatory functions shall have access to enter any and all the homes providing services for the children and youth at any given time.
- FF. Ensure that the following philosophy of a System of Care, to include the Core Values and Guiding Principles are applied within the operation and administration of the program, and are a part of the vision for community-based integrated services:

The Core Values are:

1. Child and Family Centered
2. Strengths Based
3. Community Based
4. Culturally Competent

Guiding Principles:

1. Access to a comprehensive array of services
2. Individualized services using a wraparound approach
3. Least restrictive environment
4. Full family participation
5. Integrated services
6. Care coordination
7. Early Identification and Intervention
8. Smooth transitions
9. Rights of child protected
10. Non-discriminatory and culturally appropriate
11. Collaboration among all stakeholders.

- FF. Minimum Services must include but will not be limited to:
 - a. Operational Services:
 1. The purchase and management of supplies, food and filtered water.

2. The maintaining of all utilities to include: power, gas/propane, water, telephone, cable and Internet services.
- b. Services shall include the following support services:
1. Personal Management- Perform appropriate individual grooming/hygiene activities (bathing; dressing up in appropriate and clean clothes) with minimal supervision.
 2. Nutritional Services- Provide meals during emergency respite services.
 3. Medication Services- Supervise medication administration.
 4. Behavioral Management- Able to increasingly control emotional and behavioral functioning so that transition to a less restrictive level of care might be possible.
 5. Problem Solving- Able to identify and discuss problems in a timely and appropriate manner.
 6. Personal Safety Awareness- Ensure that all safety issues are assessed, appropriately managed and documented.
 7. Therapy/Counseling- Learn appropriate and acceptable behaviors. Aid in the resolution of personal problems.
 8. Educational Management- Able to participate in academic, educational activities to the extent possible with increasingly reduced supervision and increase academic productivity.
 9. Vocational Development- Build skills and training for employment, and assist transition-aged clients in obtaining employment.
 10. Home Management- Able to clean their bedroom as well as the communal rooms with increasingly reduced supervision. Able to appropriately perform household chores, yard maintenance, and laundry with increasingly reduced supervision.
 11. Daily Time Management- Able to wake up at an appropriate time with increasingly reduced supervision. Able to participate in the scheduling of their day with program staff. Able to utilize and maintain their day's schedule with increasingly reduced supervision.

12. Money Management- Able to develop and maintain a personal budget with increasingly reduced supervision.
13. Participate in Community-based and Home-based activities.

IV. PROPOSAL PROVISIONS

TIME AND DURATION OF THE WORK INVOLVED

It is anticipated that the services contained in Section III entitled "Scope of Work" will begin December 1, 2007 and will be procured through September 30, 2009, at which time the contract will terminate.

RECEIPT OF PROPOSALS

The deadline for receipt of proposals by DMHSA is **no later than 3:00 pm, Monday, November 26, 2007**, Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

Mailing & Delivery Address:

Department of Mental Health and Substance Abuse
Attn.: Andrea M. Leitheiser, M.A. Ph.D., Acting Director
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96911

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 DMHSA on or before the deadline date and time. Proposals received through the mail will not be accepted if the stamped date on the package is after the indicated due date for submission. Under no circumstances will the Department of Mental Health and Substance Abuse accept a late Proposal.

OPENING OF PROPOSALS

Proposals shall be opened 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. Disclosure of Proposals and modifications shall be shown only to authorized personnel having a legitimate interest in them.

CONTRACTOR QUALIFICATIONS

The Department of Mental Health and Substance Abuse requires offerors to present satisfactory evidence that the PROPOSAL meets minimum requirements as set forth in Section III and complies with any and all mandates as required to be fully qualified. The Offeror must be able to show that he/she has the following:

- a License to conduct business and clinical practice in the territory of Guam, and submit Drug and Alcohol, Police and Court clearances.
- b Shall be duly authorized to act on behalf of the owner to facilitate the execution of any and all documents required.

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.

AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require revising or amending 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 firms 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 offerors known to have received a Request for Proposal. Amendments shall be distributed within a reasonable time to allow prospective firm 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 telegram or telephone and confirmed in the amendment.

GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AUTHORITY

This Request for Proposal (RFP) solicitation is issued subject to all the provisions of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations (copies are available for inspection at Child/adolescent Services Agency). The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.

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 named contact individual of the requesting agency/department for interpretation. 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, which will be forwarded to all prospective offerors, and its receipt by the offeror should be acknowledged on the Proposal form.

METHOD OF AWARD

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

REJECTION

The Department of Mental Health and Substance Abuse shall have the prerogatives to reject Proposals in whole or in part if a determination is made such in the public interest.

LICENSING

An Offeror who has not complied with the Guam Licensing Law is cautioned that the Department of Mental Health and Substance Abuse 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) 635-1815 or by mail at P.O. Box 23607, GMF, Guam 96921 or online at: <http://ns.gov.gu/government> or www.admin.gov.gu/revtax.

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 the Department of Mental Health and Substance Abuse the right to terminate the contractor 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 contractors upon contracts or sales secure or made through bona fide established commercial or selling agencies maintained by the contractors for the propose of securing business.

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 vendor cannot comply with the completion requirement, it is the vendor's responsibility to advise the Department of Mental Health and Substance Abuse in writing explaining the cause and reasons of the delay.

EQUAL EMPLOYMENT OPPORTUNITY

Section 3.01(1) of the Presidential Executive Order No. 10935 dated March 7, 1965, requires the offeror not to discriminate against any employee or applicant for employment because of race, creed, color or national origin. The offeror 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 the Department of Mental Health and Substance Abuse. 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.

DETERMINATION OF RESPONSIBILITY OF OFFERORS

DMHSA reserves the right for securing 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 Child/adolescent Terms and Conditions.

STANDARD FOR DETERMINATION OF MOST QUALIFIED OFFEROR

In determining the most qualified Proposer, DMHSA shall be guided by the following:

- The ability, capacity, and skill of the offeror to perform.
- Whether the offeror can perform promptly or within the specified time.
- The character, integrity, reputation, judgment experience, and efficiency of the offeror.
- The quality of performance of the offeror with regards to awards previously made to him/her.
- The previous and existing compliance by the offeror with laws and regulations relative to procurement.
- The sufficiency of the financial resources and ability of the offeror to perform.
- Can the offeror meet the specifications of the Request for Proposal (RFP).
- If requested, the offeror must meet all American with Disabilities Act regulations and requirements.
- The number and scope of the conditions attached to the Proposal.

PRE-PROPOSAL CONFERENCES

Pre-Proposal conferences will be permitted anytime prior to the date established herein for submission of Proposals. The conferences will be conducted only to explain the procurement requirements for this Request for Proposal. The Authority will notify all offerors of any substantive clarification provided in response to any inquiry. The Authority will extend the due date if such information significantly amends the solicitation or makes compliance with the original proposed due date impractical.

PROPOSALS

The Proposer 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. 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 DMHSA as being incomplete.

GENERAL INTENTION

It is the declared and acknowledged intention and meaning that the Proposer provides DMHSA with services for immediate accessibility.

COMPETENCY OF PROPOSERS

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

PROPOSAL ENVELOPE

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

FORM OF PROPOSAL

All Proposals must be submitted in writing. It should include a listing of current and former business clients and a description 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 a firm, the Proposal should include a resume of the firm's principal(s).

FORM OF SUBMITTAL

All proposals must be submitted in writing in the English language. Four (4) sets (one (1) original and three (3) copies) are required. The name and contact numbers for the Consultant's principal point of contact regarding the proposal shall be specified. Copies of company brochures or other information that will assist DMHSA in the selection process can be submitted.

CONTENTS OF THE PROPOSAL

Please address each item in the order as presented below

At a minimum, each proposal shall contain:

- a. Title Page should include: the name of the offeror, the location of the offeror's principal place of business.
- b. Table of Contents
- c. Background Summary:
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics;
- d. A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.

- e. Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- f. Facilities or Plans to Secure Facilities
- g. Personnel (be specific and include minimum qualifications of each staff)
 - Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Provide an example of a typical staffing plan; shift schedule.
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- h. Service Delivery
 - Describe methods to meet cultural and geographic needs
 - Describe interventions.
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror;
- i. A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services contained in section III. Services Required;
- j. Letters, awards, or other forms of recognition that demonstrate confidence in the work performed by the offeror;
- k. Reporting System
 - Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III;

MODIFICATION / ALTERATION

After the receipt and opening of Proposals and at its option, DMHSA 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, please bear in mind that Proposals should be submitted initially on your 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 at any time prior to the conclusion of discussions.

PROPOSAL SELECTION

The Department of Mental Health and Substance Abuse will be responsible for final selection of the best proposal. DMHSA's legal counsel and/or Administrative Services Officer will be responsible for preparing a legally binding contract that conforms to the scope of work and the selected proposal.

EVALUATION CRITERIA FOR SELECTION

After receipt of all proposals, a selection team may be convened to select the most responsive and responsible offerors. This is commonly known as "short-listing." The evaluation factors and their relative importance that will be used in the evaluation of the proposals are:

- A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services, (30 points)
- The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services. (35 points)
- Experience in successfully managing projects, inclusive of similar projects accomplished or underway. (25 points)
- Demonstrated ability to meet schedules, deadlines or reporting requirements. (10 points)

SELECTION OF BEST-QUALIFIED OFFERORS

1. After conclusion of validation of qualifications, evaluation, and discussion as provided in the section "Modification/Alteration", DMHSA will select in the order of their respective qualification and evaluation ranking, no fewer than three (3) acceptable Proposals (or such lesser number if less than three acceptable Proposals were received) deemed to be the best qualified to provide the required services, and must receive a minimum of 70% total rating.

SUBMISSION OF FEE (S)

The offerors determined to be best qualified will be notified to submit to DMHSA at a time specified by DMHSA and prior to commencement of negotiations, their fee to perform the required services and must also be in compliance with P.L. 25-111:2.

NEGOTIATION AND AWARD OF CONTRACT

DMHSA shall negotiate a contract with the best-qualified offeror 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 has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services; (2) determining that the offeror will make available the necessary personnel 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.

NOTICE OF AWARD AND EXECUTION OF CONTRACT

DMHSA will endeavor to notify all respondents on or about 30 days after the deadline for receipt of proposals, that DMHSA has selected a consultant to negotiate a contract. Written notice of award will be public information and made a part of the contract file.

SUCCESSFUL NEGOTIATION OF CONTRACT WITH BEST-QUALIFIED OFFEROR

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

FAILURE TO NEGOTIATE CONTRACT WITH BEST-QUALIFIED OFFEROR

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

FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED

Should DMHSA be unable to negotiate a contract with any of the offerors initially selected as the best qualified offerors, offers may be resolicited 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.

QUESTIONS REGARDING THE REQUEST FOR PROPOSAL

Questions regarding the RFP should be directed to Andrea M. Leitheiser, M.A. Ph.D., Acting Director, at (671) 647-5330 or by fax at (671) 649-6948

ANDREA M. LEITHEISER, M.A., Ph.D.
DMHSA Acting Director

VI. ATTACHMENT

Organizational Chart of DMHSA in relation to Therapeutic group home

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

ORGANIZATIONAL CHART

DIRECTOR

**CHILD-ADOLESCENT SERVICES DIVISION
ADMINISTRATOR**

**THERAPEUTIC GROUP HOME
(Crisis Response and respite care)**

**RAYS OF HOPE
DAY TREATMENT**



Department of Mental Health and Substance Abuse

SUBMISSION FORM FOR PROPOSALS

- Please fill out this form completely.
Include all requested documentation (in hard copy) when submitting this form.
Please submit the proposal in a sealed envelope to the issuing office above before (Time), on (Date). An original proposal plus five (5) copies should be submitted. Proposals submitted via facsimile will NOT be accepted.
Proposals submitted after the time and date specified as the deadline will be rejected.

PROPOSED PROJECT TITLE: THERAPEUTIC GROUP HOME (Child and Adolescent Services) (RFP/DMHSA-023-07)

NOTE TO OFFERORS: All proposals are subject to the terms and conditions specified in the Request for Proposals package. The undersigned offers and agrees to furnish within the time specified, the services at the price to be agreed upon, unless otherwise specified by the offeror. In consideration of the expense of the government in opening, tabulating, and evaluating this and other offers, and for other consideration, the undersigned agrees that this proposal remains firm and irrevocable for sixty (60) calendar days from the date of opening.

INDICATE WHETHER: [] INDIVIDUAL [] PARTNERSHIP
[] JOINT VENTURE [] CORPORATION
[] OTHER (please specify)

If Corporation, incorporated in: on(date)

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:

(Signature)
(Print Name)
(Print Title)

TO BE COMPLETED ONLY UPON AWARD:

Contract No: Amount:\$ Date:

Contracting Officer:

Name and Address of Contractor Signature and Title of Person Authorized to sign this contract:



Department of Mental Health and Substance Abuse

PROPOSAL SIGNATURE FORM for RFP/DMHSA-014-08

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.

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.

Signature of Authorized Representative

Type or Print Name and Title

Name of Offeror: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Type of Organization: [] Individual [] Non-Profit [] Partnership

[] Corporation [] Joint Venture

[] Other(Specify) _____

FORM B



Department of Mental Health and Substance Abuse

**FORM FOR SUBMITTING ALL LICENSES
for RFP/DMHSA-014-08**

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: _____

FORM C



Department of Mental Health and Substance Abuse

**NON-COLLUSION AFFIDAVIT
For RFP/DMHSA-014-08**

Name of Offeror Firm or Individual: _____

Territory of GUAM)
)ss.
Hagatna, GUAM)

_____, being first duly sworn,
deposes and says:

This he/she is _____ (the offeror, a partner of the offeror, an officer of the offeror) making the foregoing identified bid or proposal; that such bid or proposal is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, sought by an agreement or collusion, or offer, and has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the Government of Guam or any other offeror, or to secure any advantage against the Government of Guam or any person interested in the proposed contract; and that all statements in this affidavit and proposal are true.

Signature of:
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 _____, 200____.

NOTARY PUBLIC
My Commission expires _____.



Department of Mental Health and Substance Abuse

**DISCLOSURE AFFIDAVIT
For RFP/DMHSA-023-07**

Territory of GUAM)
)ss.
Hagatna, GUAM)

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

The offeror is an individual or sole proprietor and owns the entire interest in the offeror company.

The offeror is a corporation, partnership, joint venture, or association, and the persons, companies, partners, or joint ventures who have held more than 10% of the shares or interest in the offeror business during the past twelve months are as follows *[if none, please so state]*:

Name	Address	% of Shares or Interest Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 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 this affidavit is submitted are as follows *[if none, please so state]*:

Name	Address	Compensation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated: _____

Signature of: _____
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 _____ 200 ____.

NOTARY PUBLIC
My Commission expires: _____