



REQUEST FOR PROPOSAL (RFP)

RFP NO. PAG-022-001

ORACLE E1 FUNCTIONAL CONSULTANT

ADDENDUM NO. 1

November 29, 2021

This addendum shall form a part of the RFP Documents. Failure by offeror to acknowledge receipt of this Addendum in RFP Documents shall be grounds for a disqualification of the proposal.

NOTICE TO OFFERORS: The RFP referenced above is hereby amended to include the following as part of RFP documents:

- I. Minutes of the Pre-Proposal Conference (see attachment).**
- II. AGENDA – Pre-Proposal Conference on November 8, 2021 at 10:00am**
- III. Sign-In Sheet – Listing of Individuals/Firms in Attendance**

**RORY J. RESPICIO
GENERAL MANAGER**

ACKNOWLEDGED BY:

NAME OF PROPOSER: _____
AUTHORIZED SIGNATURE: _____
PRINT NAME: _____
DATE: _____

MINUTES OF PRE-PROPOSAL CONFERENCE

November 8, 2021

- 10:00 am PAG Introductions- Denise Calvo/ Mark Cabrera- Procurement
Prospective Offeror-Kevin Tagay
- 10:02 am Mark: Purpose of the pre-proposal conference was to provide information to all potential offerors on the solicitation, with an explanation of the process.
Mark: Questions must be put in writing and designated to the General Manager and e-mailed as indicated on the agenda. May be e-mailed or faxed.
The deadline for questions and concerns will be on November 12, 2021
Submittal will be on the 1st floor of the administration building and due on November 19, 2021
- 10:03 am Mark: Must have one original and 5 copies. All required AG forms for this proposal should be included in you submittal.
- 10:04 am Mark: Addendum will be prepare and provided to registered offerors.
- 10:05 am Mark: Nothing stated in this preproposal changes anything in this RFP, only through an amendment that will be distributed to all that registers for this RFP.
- 10:06 am You may register online at portofguam.com
- 10:07 am Kevin: What is the Port using- JD Edwards?
Mark: The Port previously used JD Edwards World, and now we have Enterprise 1- as it includes many modules. The Port wants a Consultant to explore the solutions within the modules.
Kevin: Where there some customizations?
Mark: Yes.
Mark: Please do provide your questions in writing so that we may officially respond to your concerns.
- 10:10 am MEETING ADJOURNED



PRE-PROPOSAL CONFERENCE AGENDA

RFP-PAG-022-001 Oracle E1 Functional Consultant

Date: November 8, 2021

Time: 10:00 a.m.

Location: PAG Boardroom

- I. **Introduction**
 - a. PAG Representatives
 - b. Others
- II. **Intent and Purpose**
 - a. Intent of RFP: PAG solicits proposals from qualified professionals to provide Oracle E1 Functional Consulting
 - b. Purpose of Pre-Proposal Conference: This meeting is to explain the requirements of this RFP and provide the potential Offeror's a better understanding of the solicitation process.
- III. **Description of Services:** The services required are indicated in the Scope of Services found in the attachment for this RFP.
- IV. **RFP Process and Requirements:**
 - a. **Deadline to submit Questions & Concerns (Q&C):** Friday, November 12, 2021 – NO LATER THAN 5:00 P.M. at close of business CHST, (Chamorro Standard Time) and addressed to: General Manager, Mr. Rory J. Respicio at rjrespicio@portofguam.com, and Attn: Mr. Mark A. Cabrera at macabrera@portofguam.com and pagprocurement@portofguam.com and can be send via fax to (671) 472-1439.
 - b. **Submission Deadline:** Friday, November 19, 2021 at 2:00 PM CHST (Chamorro Standard Time), 1st Floor Port Procurement Office Admin Bldg. NO LATE SUBMITTALS WILL BE ACCEPTED.
 - c. **Required copies:** One (1) complete original, five (5) hard copies, one (1) copy in an electronic device (USB), or one (1) CD containing the complete proposal in PDF format.
 - d. Special Reminders to Prospective Offerors, Special Provisions and required AG Forms for Submittal:
 - Form 002 - Affidavit Disclosing Ownership and Commissions
 - Form 003 - Affidavit re Non-Collusion
 - Form 004 - Affidavit Re No Gratuities/Kickbacks
 - Form 005 - Affidavit re Ethical Standards
 - Form 006 - Declaration re Compliance with U.S. DOL Wage Determination
 - Form 007 – Affidavit re Contingent Fees
 - Special Provisions: Restriction against Sex Offenders Employed by services providers to Government of Guam from working on Government property.
 - Business License

An Addendum will be prepared and issued to all registered Offerors containing today's meeting minutes. Questions and Concerns shall be submitted in writing and addressed to Port General Manager Mr. Rory J. Respicio at rjrespicio@portofguam.com and attention to Mr. Mark A. Cabrera at macabrera@portofguam.com and pagprocurement@portofguam.com.

Once an Addendum has been issued, all registered Offerors are required to acknowledge receipt of it.

Questions / Inquiries (if any)

- a. **Reminder:** Nothing stated at this Pre-Proposal Conference shall change the RFP unless a change is made by written Amendment (§3109(g)(4)).
- b. Amendments will be provided to all registered Offerors only

V. **Registered Offeror**

A Registered Offeror is one who registered with PAG Procurement Office. If you have not obtained the RFP packet and registered, you may register and download RFP material, at no cost, from the Port's website: <http://www.portofguam.com/bids-and-rfps>.

VI. **MEETING ADJOURNED.**

Time: 10:12am

Procurement Staff Initial: WR



ATTENDANCE SHEET

Date: 11/8/2021

Time: 10:00 (AM/PM)

Location: PAG Board Rm

Project No.: RFP-PAG-022-001

Project Description: Oracle E1 Functional Consultant

NAME	COMPANY NAME	CONTACT #
Kevin Tagay	Compacific	637-6677
Mark Cabreun	PAG - Procurement	477-5931 ext. 276
Denise Calvo	PAG Procurement	X-307

NOTES - Procurement only
