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TRANSMITTAL SHEET

TO: Prospective Bidder
FROM: Hospital Administrator/CEO, Acting
DATE: September 20, 2024
**SUBJECT: GMHA RFP-003 – Recruitment Services for Nurses and Other
Healthcare Professionals
Amendment 1**
PAGES: 2 including cover sheet

NOTES:

An acknowledgement via a return email would be appreciated as soon as possible.

DATE / VENDOR ACKNOWLEDGEMENT

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GUAM MEMORIAL HOSPITAL AUTHORITY

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AMENDMENT #1
GMHA RFP 003-2024
FOR EMPLOYMENT RECRUITMENT SERVICES
FOR
NURSES AND OTHER HEALTHCARE PROFESSIONALS
September 20, 2024

This amendment is in response to a clarification received from Pansee Limited.

CLARIFICATION #1:

I am writing to ask a few questions regarding RFP No 003-2024: Recruitment Services. Please see my inquires below:

1.1 Scope of Services

B. a. Recruitment Qualification Requirements (p.4)

- i. eligibility to work in the United States**
- ii. certification to work in Guam**

PANSEE provides services for recruiting **international** healthcare professionals. Due to the nature of our services, these professionals are based in South Korea and possess valid US healthcare licenses. However, they do not have eligibility to work or valid Guam healthcare licenses at the time of recruitment upon receiving a job offer and visa sponsorship from the hospital, they will be able to obtain a valid work visa (H1B visa, EB3 green card, etc.), a social security number, and a Guam license.

GMHA RESPONSE: GMHA does not intend to engage in a sponsorship program at this time. GMHA may provide a conditional offer of employment, subject to the health care professional having a work authorization visa and appropriate license or certification.

CLARIFICATION #2:

e. Relocation (p.5)

- ii. reimbursable travel and accommodation expenses**

This clause states that the "Firm must obtain prior written approval from GMHA for any reimbursable travel and accommodation expenses." Does this mean GMHA is providing temporary accommodation and a flight to work in Guam?

GMHA RESPONSE: No. GMHA is unable to provide temporary accommodations nor pay for health care professional's flight to Guam. This subsection is hereby deleted from the RFP.

CLARIFICATION #3:

f. On-Boarding (p.5)

ii. complete the hospital's orientation and training requirements within 30 days

Since the Guam Boards of healthcare professionals require a SSN before submitting the endorsement application, healthcare professionals may not be able to work until their SSN and licenses are issued. The typical processing time for a SSN is 2-3 weeks. Given this timeline, they may not be able to complete the hospital orientation and training within 30 days.

GMHA RESPONSE: This section is amended to state "complete the hospital's orientation and training requirements within the first 30 days of the health care professional's start date.

CLARIFICATION #4:

1.2 Contents of the proposal

C. Guam business license requirement (p.6)

PANSEE is a company operating in South Korea. We did not obtain a local business license when we worked with GRMC or CHCC in Saipan; rather, we provided a W-8BEN-E form. Does this suffice the business license requirement?

GMHA RESPONSE: No. The W-8BEN-E form is different from a Business License. Potential offerors are recommended to consult with the Guam Department of Revenue and Taxation or legal counsel of their choice.

CLARIFICATION #5:

1.18 Contract/Agency Relationship (p.12)

Contract term: 1 year period, renew for two (2) additional one (1) year terms, with total term of three (3) years.

International healthcare professional recruitment necessitates visa processing. For employment-based immigration, this process typically takes about 2 - 3 years. If the immigration climate changes, this process can take longer, potentially exceeding the total term of three (3) years specified in this clause. We may need to request the contract term renewable for more than two (2) additional one-year terms.

GMHA RESPONSE: GMHA does not intend to engage in a sponsorship program at this time. However, this section of the RFP is amended to read as "The initial contract term is for a one (1) year period, with an option to renew for four (4) additional one (1) year terms; the contract term shall not exceed a total term of five (5) years."

CLARIFICATIONS #6:

Guam Memorial Hospital Authority Sealed RFP Solicitation Instructions RFP

5. G All proposals shall be submitted in writing or mailed to the GMHA no later than 4:00pm Chamorro Standard time, on Friday, September 27, 2024 (p.19)

This clause does not clarify whether the proposals must physically arrive at GMHA or simply be mailed out by Friday, September 27, 2024. We plan to use FedEx to mail the document from South Korea. Can we mail the proposals by Friday, September 27, 2024, with the expected delivery date being the following Friday?

GMHA RESPONSE: This section of the RFP, and anywhere else the deadline for proposal submission is mentioned, is amended to read as "All proposals shall be submitted in writing and delivered to Guam Memorial Hospital Authority (GMHA) Materials Management Office no later than 4:00 pm ChST on October 4, 2024"

Please acknowledge receipt of this amendment by signing and sending back to Materials Management by fax at 671-649-3640 or email to materials.mgmt@gmha.org.

If you have any questions, please feel free to address your letter to Lillian Perez-Posadas MN, RN, and fax to the Materials Management Office at 671-649-3640 or email to the materials.mgmt@gmha.org.

Sincerely,



DOLORES PANGELINAN

Hospital Materials Management Administrator

ACKNOWLEDGMENT:

PRINT NAME

SIGNATURE DATE