



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
(Ahension Setbision Hinirat)
Telephone (Telifon): (671) 475-1707/1708/1720



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

August 16, 2023

Invitation For Bid
GSA-034-23

AMENDMENT #4

Medical Records Digital Archiving and Retrieval Management Platform & Storage Services

1.) Amend page 3 of 35.

From:

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) **1:00pm**, Date: **07/20/2023** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

To now read:

This bid shall be submitted in duplicate and sealed to the issuing office above no later than (Time) **9:00am**, Date: **08/28/2023** and shall be publicly opened. Bid submitted after the time and date specified above shall be rejected. See attached General Terms and Conditions, and Sealed Bid Solicitation for details.

2.) Amend page 3 of 35.

From:

Issuing Office:
General Services Agency
Government of Guam
148 Route 1, Marine Drive
Piti, Guam 96915

To now read:

Issuing Office:
General Services Agency
Government of Guam
2nd Floor ITC Bldg. Rm 215
Tamuning Guam 96931

3.) Amend and replace page 34 of 35 with attached "Revised page 34 of 35" dated August 14, 2023.

4.) Amend and replace page 34 of 35 with attached "Revised page 34 of 35" dated August 14, 2023.

All others remain unchanged.

JoyJean Arceo
Acting Chief Procurement Officer*

*By appointment of Director of the Department of Administration effective July 26, 2023 through September 26, 2023.

Please Print

Acknowledgement Copy (Re-Fax to GSA)

Received By: _____

Date: _____

Company Name: _____

E-mail to: gsaprocurment@gsadog.guam.gov

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	PRICE EXTENSION
1.0	Medical Records Digital Achieving and Retrieval System with Cloud Based Data Storage Services	1	EA	\$ _____	\$ _____

SPECIFICATIONS:

BIDDING ON OR REMARKS

•Cloud Base Software as a service (SAAS) Data Storage System.
A minimum up-time of 99.9% (24/7 Operations)

•24/7 operation & Online Helpdesk Support

•U.S. Based Data Storage Location with capacity to store 3 terabytes or additional 1 terabyte of storage space if needed

•Must Provide Customer Service Support during regular office hours (8am to 5pm, M-F)

•Provide Project Management and Consultation
-The vendor will provide a manager for the deployment of the project and be available as a consultant for the project.

•End User Training on the System, (3) Train the trainers

•Provide one multi-function (scanner & Copier) device equipment for records/documents to include warranty throughout the extent of the contract. The device must be capable of scanning and copying up to 50 PPM or better and must also have the Ethernet LAN speed at 10/100/1000.

-Must have 4 trays and 1 side tray with a capacity of 3000 or more

-Regular Letter and Legal size paper only

-Function also as a printer with post script driver language

-Scanned image format will be PDF searchable

-Scan resolution of 600 x 600 dpi

-Print allowance of (Black = 10,000); (Color =5000)

•Provide warranty for the multi-function device with a repair service turnaround of 1 to 2 days.

•Out of the 60,000 records identified for this BID, the anticipated number of physical charts to be scanned, categorized and uploaded into the system be GBHWC Medical Records staff averages 1,250 records/month

•Web/End User Interface

•Create User Accounts these access levels (Read-Only-100; Read and Write-10; Read, write and Delete Access-2)
There will be about 25 concurrent users at any given time.

•Ability to create Demographic fields that are searchable (First, Last Name; DOB; Social Security; Medical Records Number)

•Ability to create folders, sub-folders, categories within the sub-folders

•Ability to scan documents, create the descriptions and upload to designated folders, sub-folders and/or categories within the consumer archival record with the following document type (PDF; Word, Excel & JPG)

•Ability to integrate within Microsoft Office Application

•Ability to convert formats such as PDF; Word; Excel; JPG

•Ability to organize contents for browsing and viewing

SPECIFICATIONS:**BIDDING ON OR REMARKS**

- Support different file type within the system
- Ability to upload documents into the system (PDF; Word; Excel; JPG)
- Ability to “drag and drop” documents into the system
- Ability to support volumes of content being loaded into the system at 50PPM
- Ability to create a placeholder for documents/images
- Ability to protect documents in Check-in/check-out mode
- Administrator override capability for Check-in/Check out
- Ability to manage and control number of versions of specific document
- Provide and manage security of documents in the system
- Ability to encrypt data
- GBHWC requires that it retains the ability to off-load its data from the cloud-based data storage system upon completion of the contract period.
- Ability to provide data emergency backup and recovery mechanism such as self-replication so that data is not lost and has a recovery time of no longer than 30min.
Vendor will provide and maintain the secondary back-up.
- Ability to manage active and inactive users
- Provide search options for documents in the system
- Provide advance search options
- Ability to maintain search history
- Ability for user to create notes on documents in the system
- Ability to notify user of changes in the system (deletion, modification etc.)
- Ability to allow Email Attachments
- Provide administrator ability to manage the platform
- Ability to generate audit reports
- HIPAA Password Requirement Compliance 90days

Bidding On:**Brand:****Model:****Product #:****Date of Delivery:**

Specifications have been prepared and developed by: Barsen Adelbai, Management Analyst III
Reviewed and approved by: Debbie Paulino, Certifying Officer
Approved by: THERESA C. ARRIOLA, Director, GBHWC