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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY DIVISION
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Governor (*Maga'håga*)
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Lt. Governor (*Sigundo Maga'låhi*)

September 8, 2023

Invitation For Bid
GSA-034-23

Medical Records Digital Archiving and Retrieval Management Platform & Storage Services

Questions and Concerns received from Data Management Resources, LLC. on August 15, 2023.

1. Response to Xerox Corporation question #1.b. bullet item "Password Protected PDF" does not have a response. Please provide a response to this item.
Response: No. Password Protected PDF is not needed.
2. Amendment 4 specifications for the multi-function (scanner & Copier) device indicate a "Print allowance" for black and color. Print allowances are usually terms specified in MFP device lease plans. Please clarify:
 - a. Will the multi-function device be an outright purchase under this IFB, or is the device required to be under a lease agreement?
Response: No.
 - b. If under lease, please specify the lease term for the device.
Response: Please refer to page 3 of 35 of the bid packet under "Required Delivery Date: 90 days upon receipt of purchase order. For a period of one (1) year with an option to renew on a year-to-year basis for four (4) additional years, upon availability of funds."
 - c. If under lease, please specify if GBHWC is requiring to keep the device at the end of the lease term, or if the device will be returned to the vendor.
Response: The multi-function device will be returned at the end of the contract.
3. Response to DMR question #9 regarding unique document types refers to Amendment 4, which specifies "PDF, Word, Excel & JPG." This specification refers to document file formats. The Invitation for Bid prior to Amendment 4 already identified the requirement to upload PDF, Word, Excel, and JPG file formats. To clarify DMR's Question, "document type" is referring to the unique categories of documents within the consumer archival record to be uploaded and retrieved, which was not previously specified in the IFB. For Example, an Intake Screening and Evaluation form can be considered one document type; a Master Treatment Plan can be another document type; Integrated Progress Notes can be another document type, etc. How many unique document types, or unique categories of documents within the consumer archival record, are required upon system deployment?
Response: 13 Categories for Outpatient Record Index with 96 Sub-Categories
13 Categories for Inpatient Records Index with 48 Sub- Categories
All Document Type Grand Total 170

Revised 9/8/2023

4. Response to DMR question #18 refers to Amendment 4, which grants bidders only one week to prepare bids that account for the revised specifications provided in the Amendment and clarifications provided in the IFB responses. Additional time is needed to secure best pricing from the manufacturers based on the revised specifications for this IFB. We respectfully *request a two-week extension form date of distribution of follow-up responses to the above* to allow a reasonable bid preparation period from the date of receipt of GBHWC responses.

Response: Refer to Amendment #6

Please Note: Follow up/Clarification to the Questions and Concerns responses dated 09/08/2023 must be submitted to the General Services Agency via email to gsaprocurement@gsadoa.guam.gov no later than 5pm, Thursday, September 11, 2023.



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 (Email to GSA)

Received By: _____

Date: _____

Company Name: _____

Email to: gsaprocurement@gsadoa.guam.gov

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