RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
PROCUREMENT APPEALS

DATE: MII21

TIME: 2:59 DAM ZIPM BY: JMF

EME NO OPA-PA: 21-312

## OPA-PA-21-012

## REQUEST FOR PROPOSAL NO.: RE-SOLICITATION GPA-RFP-21-002

## PROFESSIONAL PRINTING, MAILING AND PROCESSING SERVICES RELATING TO UTILITY CUSTOMER BILLING

## TABLE OF CONTENTS OPA PA-21-012

- Tab 1: Certification of Completed Procurement Record Page 1
- Tab 2: Email correspondence dated October 26, 2021, memorandums to GPA Staff Attorney, Attorney General and letters to bidders notifying of Stay of Procurement resulting the Notice of Receipt of Appeal, Ref.: OPA-PA-21-012 dated October 25, 2021 by Mr. James M. Maher, Esq., Attorney for Appellant Graphic Center, Inc. Page 3
- Tab 3: Email correspondence dated October 26, 2021, Graphic Center, Inc.'s acknowledgement of Stay of Procurement Letter Page 35
- Tab 4: Email correspondence, cancellation of calendar schedule for committee review of InfoSend Inc.'s Best & Final Offer on October 26, 2021 Page 68
- Tab 5: Email correspondence dated October 25, 2021, acknowledgement of the Notice of Receipt of Appeal, Ref.: OPA-PA-21-012 Page 69
- Tab 6: Office of Public Accountability Notice of Receipt of Appeal, OPA-PA-21-012 dated October 25, 2021 Page 70
- Tab 7: Email correspondence, calendar schedule for committee review of InfoSend Inc.'s Best & Final Offer on October 26, 2021 Page 86
- Tab 8: Email correspondence dated October 21, 2021, receipt of InfoSend Inc.'s Best & Final Offer (price proposal) Page 87
- Tab 9: Email correspondence dated October 20, 2021, receipt of InfoSend Inc.'s acknowledgement of GPA memo request dated October 18, 2021 Page 95
- Tab 10: Official Receipt No.: 2021714 dated October 19, 2021, Graphic Center, Inc.'s payment for Freedom of Information Act (FOIA) documents Page 97
- Tab 11: Email correspondence dated October 19, 2021, GPA memo request for InfoSend Inc.'s Best & Final Offer (price proposal) Page 100
- Tab 12: Email correspondence follow up dated October 18, 2021 to InfoSend Inc. with reference to the issued "Lift of Stay" letter dated October 08, 2021 Page 120
- Tab 13: Email correspondence dated October 11, 2021, memorandums to GPA Staff Attorney, Attorney General and letters to bidders notifying of Lift of Stay resulting the Protest of Graphic Center dated August 30, 2021 Page 173
- Tab 14: Email correspondence dated September 17, 2021 to Staff Attorney with reference to Evaluation Committee's findings (memo dated September 01, 2021) on Graphic Center's protest Page 193
- Tab 15: Evaluation committee attendance sheet dated September 01, 2021 Page 201
- Tab 16: Email correspondence dated September 01, 2021, memorandums to GPA Staff Attorney, Attorney General and letters to bidders notifying of Stay of Procurement resulting the Protest resulting the Protest of Graphic Center dated August 30, 2021 Page 213

- Tab 17: Graphic Center protest letter dated August 30, 2021 Page 236
- Tab 18: Official Receipt No.: 2021703 dated August 26, 2021, Graphic Center Inc.'s payment for Freedom of Information Act (FOIA) documents Page 238
- Tab 19: Freedom of Information Act (FOIA) response letter dated August 25, 2021 to Graphic Center Page 241
- Tab 20: Evaluation Committee's memo dated August 26, 2021, request for InfoSend Inc.'s Best & Final Offer (price proposal) Page 242
- Tab 21: Committee Evaluation Attendance Sheet dated August 26, 2021 Page 245
- Tab 22: InfoSend Inc.'s Price Proposal dated August 18, 2021 Page 246
- Tab 23: Email correspondence dated August 19, 2021 with reference to Graphic Center's Freedom of Information Act (FOIA) letter dated August 19, 2021 Page 268
- Tab 24: Email correspondence dated August 18, 2021 with reference to InfoSend's letter dated August 11, 2021 requesting for the submission of their price proposal Page 275
- Tab 25: Email correspondence dated August 18, 2021 with reference to Moonlight BPO's letter dated August 11, 2021 of their proposal disqualification Page 279
- Tab 26: Email correspondence dated August 18, 2021 with reference to Graphic Center's letter dated August 11, 2021 notice of the Authority's selection of the best qualified offeror Page 281
- Tab 27: Evaluation Committee Recommendation memo dated July 28, 2021 resulting their evaluation of RFP proposals submitted by Graphic Center & InfoSend Inc. Page 298
- Tab 28: Evaluation Committee Attendance Sheet dated July 27, 2021 Page 307
- Tab 29: Evaluation Committee Attendance Sheet dated July 20, 2021 Page 308
- Tab 30: Evaluation Committee Attendance Sheet dated July 15, 2021 Page 309
- Tab 31: InfoSend's clarification response letter dated July 02, 2021 Page 313
- Tab 32: Email correspondence dated July 02, 2021, clarification letter to InfoSend Inc. Page 324
- Tab 33: Evaluation Committee Memo dated June 22, 2021 requesting for clarification on InfoSend's RFP Proposal Page 334
- Tab 34: Committee Evaluation Attendance Sheet dated June 18, 2021 Page 335
- Tab 35: Non-Disclosure Agreement/Statement of Impairment and Warranty of Confidentiality for committee Members Page 336
- Tab 36: Committee Evaluation Attendance Sheet dated June 17, 2021 Page 338
- Tab 37: Committee Evaluation Attendance Sheet dated June 15, 2021 Page 340
- Tab 38: Email correspondence from Staff Attorney dated June 07, 2021 in response to Moonlight BPO's non-compliance with the affidavit requirements Page 347

- Tab 39: Abstract of RFPs dated June 03, 2021 for the Re-Solicitation GPA-RFP-21-002, Professional Printing, Mailing, and Processing Services Relating to Utility Customer Billing Page 357
- Tab 40: InfoSend Inc.'s RFP Proposal Page 360
- Tab 41: Graphic Center's RFP Proposal Page 434
- Tab 42: Email correspondence dated May 28, 2021, acknowledgement of Amendment No.: I from Graphic Center Page 483
- Tab 43: Email correspondence dated May 27, 2021, acknowledgement of Graphic Center's inquiry Page 486
- Tab 44: Request for Proposal No.: RE-SOLICITATION GPA-RFP-21-002 Register Page 488
- Tab 45: Request for Proposal No.: RE-SOLICITAITON GPA-RFP-21-002 Package Page 504
- Tab 46: Advertisement (The Guam Daily Post and Pacific Daily News) Page 566
- Tab 47: Planned Procurement Determination Memo dated July 13, 2020 Page 642
- Tab 48: Committee Evaluation Selection Memo dated May 03, 2020 Page 643
- Tab 49: CCU Resolution No.: 2021-10 Page 645