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 Attorney General of Guam  
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**RECEIVED**  
 OFFICE OF PUBLIC ACCOUNTABILITY  
 PROCUREMENT APPEALS

DATE: 5/31/19  
 TIME: 1:00  AM  PM BY: Thygn  
 FILE NO OPA-PA: 19-005

**THE OFFICE OF PUBLIC ACCOUNTABILITY  
 PROCUREMENT APPEAL**

<p><b>IN THE APPEAL OF:</b></p> <p><b>TAKECARE INSURANCE COMPANY,          INC.,</b></p> <p style="text-align: center;"><b>Appellant,</b></p> <p style="text-align: center;"><b>AND</b></p> <p><b>DEPARTMENT OF ADMINISTRATION,</b></p> <p style="text-align: center;"><b>Purchasing Agency.</b></p>	<p>) DOCKET NO. OPA-PA-19-005          )          )          )          ) <b>DEPARTMENT OF ADMINISTRATION</b>          ) <b>PROCUREMENT RECORD</b>          )          )          )          )          )          )          )          )          )          )</p>
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Comes Now, Department of Administration (“DOA”), through its undersigned counsel, herein files the Procurement Record, as outlined in 5 G.C.A. § 5249, and other documents contained in the record, in this appeal of a protest for the Proposal, Procurement No. DOA/HRD-RFP-GHI-20-001, (“RFP”) as follows.

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**COPY**

1. Determinations (Bate Stamp # 000001)
2. Memorandum regarding the establishment of the Negotiation Team (Bate Stamp # 000005)
3. Communication for concurrence to remain in FY20 Group Health Insurance (Bate Stamp #000061 and #000084)
4. Published Notice in newspaper of general circulation (Bate Stamp #000083)
5. Communication regarding RFP Proposal (Bate Stamp #000087)
6. Communication regarding protest (Bate Stamp #000090)
7. Communication regarding the negotiation team (Bate Stamp #000095)
8. Confidentiality and Non-Disclosure Affidavit (Bate Stamp #000120)
9. Aon Calendar/Schedule (Bate Stamp #000173)
10. Communication and Discussion Logs (Bate Stamp #000182)

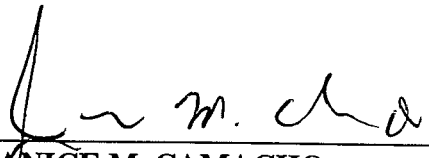
Submitted this 31<sup>st</sup> day of May, 2019.

**OFFICE OF THE ATTORNEY GENERAL**  
**Leevin Taitano Camacho, Attorney General**

By:

  
\_\_\_\_\_  
**JOSEPH A. PEREZ**  
Assistant Attorney General

By:

  
\_\_\_\_\_  
**JANICE M. CAMACHO**  
Assistant Attorney General



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

Government of Guam  
(Gubetnomenton Guahan)  
Department of Administration  
(Dipattamenton Atmenestration)  
Post Office Box 884 Hagatña, Guam 96932  
Tel: (671) 475-1221/1250 \* Fax: (671) 477-3671



Edward M. Birn  
Director  
Vincent P. Arriola  
Deputy Director

HRD No.: 18-876

NOV 16 2018

**MEMORANDUM**

To: Personnel Services Administrator, Human Resources Division  
From: Director, Department of Administration  
Subject: Request for Written Determination of Need

Buenas yan Hafa Adai! The Government of Guam is preparing to issue the FY2020 Group Health Insurance Request for Proposal to provide health insurance coverage to its employees, retirees, survivors and their dependents. This procurement is issued to insure an estimated 18,000+ members.

As required under 5 GCA §5249(e), Records of Procurement Action, this is inquire as to whether such personnel or resources are available under the Government of Guam.

Si Yu'us Ma'ase.

Edward M. Birn, Director  
Department of Administration

000001



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

Government of Guam  
(Gubetnomention Guahan)  
Department of Administration  
(Dipattamenton Atmenestration)  
HUMAN RESOURCES DIVISION  
(Dibision Inadilanto yan Guinaha Para Taotao)  
Post Office Box 884 Hagatña, Guam 96932  
Tel: (671) 475-1288/1249 \* Fax: (671) 477-3671



Edward M. Birn  
Director  
Vincent P. Arriola  
Deputy Director

HRD NO.: 18-876

*[Handwritten Signature]*

NOV 27 2018

MEMORANDUM

To: Director, Department of Administration  
From: Personnel Services Administrator, Human Resources Division  
Subject: **Request for Written Determination of Need**

*Buenas Yan Hafa Adai!* This is in response to your memorandum dated November 16, 2018, requesting a written determination to procure professional services for the FY2020 Group Health Insurance to provide health insurance coverage to its employees, retirees, survivors and their dependents.

In accordance with the provisions of 2 GAR Div. 4 §3114(c), our office has conducted a review to comply with your request and we have concluded that we do not have the personnel or resources within our line agencies that are immediately available to meet the requirements of the services described in the scope of work to be performed. Therefore, the Department of Administration may proceed with the request for proposals for the 2020 Group Health Insurance.

If you have any questions or require further information, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1219. *Dangkolo na Agradesimiento!*

*[Handwritten Signature]*  
SHANE G.L. NGATA

000002





**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
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**Edward M. Birn**  
Director  
**Edith C. Pangellnan**  
Deputy Director

**JAN 15 2019**

**MEMORANDUM**

**TO:** Procurement Record  
**FROM:** Chairperson, Health Insurance Negotiating Team  
**RE:** FY20 Health Insurance Program for Procurement of Health Insurance Services  
**SUBJECT:** Written Determination of Need to procure health insurance benefits pursuant to 4 GCA §4301(a).

Statement of Findings

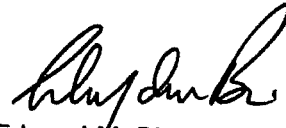
1. 4 GCA 4 GCA §4301(a) authorizes I Maga'lahi (the Governor) to enter contracts and reject proposals, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam.
2. 4 GCA 4 GCA §4301(c) authorizes a Negotiating Team to examine the financial information of the prepaid health insurance companies, health care providers or other legal entities for the purpose of developing the most economical and beneficial health plan for the government of Guam employees and retirees, and foster children.
3. The government of Guam acquires group health insurance each fiscal year.
4. The administration of health insurance coverage is a complicated and specialized business field as there are risk factors that are better handled by industry professionals in the insurance business.
5. The government of Guam requested if such personnel were available to perform the requested services. The government has determined that such personnel does not have the expertise, professional personnel or reinsurers to provide health insurance coverage.
6. The nature of the relationship to be established between the Government and the insurance company will be as a business contractual arrangement where premiums will be remitted in exchange for covered services for medical, vision and dental insurance pursuant to the terms of the contract.

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7. The government has developed a draft contract to be attached to the Request for Proposal that will outline how services are to be utilized, subject to negotiations. The government fully intends to implement the written contractual plan for utilizing such services which will be included in the contractual statement of work once negotiations have been completed.

Conclusions

1. The Department of Administration determines that the need to procure the services of qualified health insurance company (ies) is in the best interest of the government of Guam.
2. The Department of Administration determines that by procuring qualified health insurance company (ies), the government of Guam will be ensuring that its employees, retirees, survivors, and foster children under the legal custody of the Child Protective Services Division of the Department of Public Health and Social Services are insured for quality healthcare coverage.



Edward M. Birn, Director  
Department of Administration

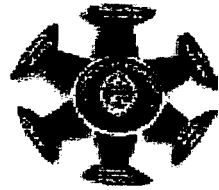
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*Rec'd  
1/22/19*



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-028

**JAN 22 2019**

**Memorandum**

**TO:** Director, Bureau of Budget and Management Research (BBMR)  
**FROM:** Director, Department of Administration  
**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Director of the Bureau of Budget and Management Research (BBMR), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

**Attachments**

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**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
Thursday, February 28, 2019	9 AM - 11 AM/1 PM - 3 PM	DOA, ITC Building, Director's Conference Room, 2nd floor	Aon/Negotiations Committee	Strategy Meeting with Health Negotiations Committee. Members to bring in completed notarized affidavits.
Friday, March 01, 2019	TBA	N/A	Aon/DOA	Vendor Data Requests. Final edits to RFP.
Monday, April 01, 2019	8:00 AM	N/A	Aon/DOA	Release RFP via DOA web site.
Friday, May 03, 2019	TBA	DOA, ITC Building, Director's Office, 2nd floor	Aon/DOA	Proposals due from carriers.
May 9-24, 2019	TBA	DOA, ITC Building, Director's Conference Room, 2nd floor	DOA/Negotiations Committee	Review for compliance/scoring.
Weeks of June 3 and June 10, 2019 (June 3 - June 14)	8:00 AM - 5:00 PM	DOA, ITC Building, DOA Training Room, 2nd floor	Aon/Negotiations Committee	Negotiations with prospective carriers. Team wrap up.
End of June 2019	TBA	N/A	Aon/Negotiations Committee	Draft for Governor's Briefing Memo.
Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

\_\_\_\_\_

POSITION TITLE

Guam )  
 ) ss  
City of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public in and for Guam, personally appeared \_\_\_\_\_, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

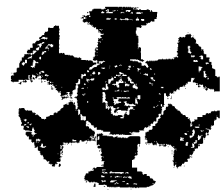
By: \_\_\_\_\_  
Notary Public

enacted  
1/24/19



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

**JAN 22 2019**

HRD No.: 19-027

**Memorandum**

**TO:** Administrator, Department of Integrated Services for Individuals with Disabilities (DISID)

**FROM:** Director, Department of Administration

**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Administrator of the Department of Integrated Services for Individuals with Disabilities (DISID), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the pre-negotiations and negotiation meetings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

000009

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

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- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
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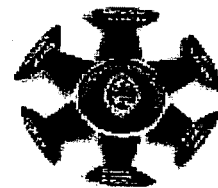


*to  
to [unclear] @ [unclear] . 1/19*



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-031

**JAN 22 2019**

**Memorandum**

**TO:** Superintendent, Department of Education (DOE)  
**FROM:** Director, Department of Administration  
**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Superintendent of the Department of Education (DOE), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

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Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

**Attachments**

000013

# FY20 Group Health Insurance Program

tentative timeline as of 1.24.19

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- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
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- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

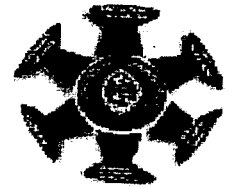


Barks



Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
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Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

JAN 22 2019

HRD No.: 19-032

Memorandum

TO: Director, Government of Guam Retirement Fund (GGRF)

FROM: Director, Department of Administration

SUBJECT: FY2020 Group Health Insurance Negotiation Team

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Director of the Government of Guam Retirement Fund (GGRF), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

Please note that you or your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

000017

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
Thursday, February 28, 2019	9 AM - 11 AM/1 PM - 3 PM	DOA, ITC Building, Director's Conference Room, 2nd floor	Aon/Negotiations Committee	Strategy Meeting with Health Negotiations Committee. Members to bring in completed notarized affidavits.
Friday, March 01, 2019	TBA	N/A	Aon/DOA	Vendor Data Requests. Final edits to RFP.
Monday, April 01, 2019	8:00 AM	N/A	Aon/DOA	Release RFP via DOA web site.
Friday, May 03, 2019	TBA	DOA, ITC Building, Director's Office, 2nd floor	Aon/DOA	Proposals due from carriers.
May 9-24, 2019	TBA	DOA, ITC Building, Director's Conference Room, 2nd floor	DOA/Negotiations Committee	Review for compliance/scoring.
Weeks of June 3 and June 10, 2019 (June 3 - June 14)	8:00 AM - 5:00 PM	DOA, ITC Building, DOA Training Room, 2nd floor	Aon/Negotiations Committee	Negotiations with prospective carriers. Team wrap up.
End of June 2019	TBA	N/A	Aon/Negotiations Committee	Draft for Governor's Briefing. Memo.
Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

\_\_\_\_\_

POSITION TITLE

\_\_\_\_\_

Guam )  
 ) ss  
City of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public in and for Guam, personally appeared \_\_\_\_\_, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

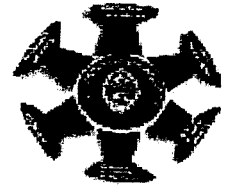
By: \_\_\_\_\_  
Notary Public

Chas Case  
1/15/19  
Chas Case @ Guam Placement . com



Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

JAN 22 2019

HRD No.: 09-029

The Honorable Katherine A. Maraman, Chief Justice  
Judiciary of Guam  
Ste. 300 Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

SUBJECT: FY2020 Group Health Insurance Negotiating Team

Dear Chief Justice:

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of an employee representative from the Judicial Branch to be appointed by the Chief Justice of the Judiciary of Guam to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your department's employee representative to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your department's appointment to the FY2020 Group Health Insurance Negotiating Team meetings. You may send the information via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

000021

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
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Monday, April 01, 2019	8:00 AM	N/A	Aon/DOA	Release RFP via DOA web site.
Friday, May 03, 2019	TBA	DOA, ITC Building, Director's Office, 2nd floor	Aon/DOA	Proposals due from carriers.
May 9-24, 2019	TBA	DOA, ITC Building, Director's Conference Room, 2nd floor	DOA/Negotiations Committee	Review for compliance/scoring.
Weeks of June 3 and June 10, 2019 (June 3 - June 14)	8:00 AM - 5:00 PM	DOA, ITC Building, DOA Training Room, 2nd floor	Aon/Negotiations Committee	Negotiations with prospective carriers. Team wrap up.
End of June 2019	TBA	N/A	Aon/Negotiations Committee	Draft for Governor's Briefing Memo.
Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

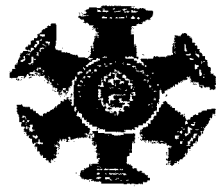


5/10/19  
dox 12/1/19



Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
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TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director  
Edith C. Pangellinan  
Deputy Director

JAN 22 2019

HRD No.: 19-030

The Honorable Tina Muna Barnes, Speaker  
35<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910

SUBJECT: FY2020 Group Health Insurance Negotiating Team

Dear Speaker:

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of an employee representative from the Legislative Branch to be appointed by the Speaker of the Legislature of Guam to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your department's employee representative to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your department's appointment to the FY2020 Group Health Insurance Negotiating Team meetings. You may send the information via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'asel*

EDWARD M. BIRN, Director

Attachments

000025

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
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## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
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- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

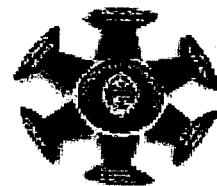


1/24/19



Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
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Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

JAN 22 2019

HRD No.: 09-032A

Memorandum

TO: Board of Trustees, Government of Guam Retirement Fund (GGRF)  
FROM: Director, Department of Administration  
SUBJECT: FY2020 Group Health Insurance Negotiating Team

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of a retiree who is a member of the Government of Guam Retirement Fund (GGRF), to be appointed by the Board of Trustees, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to the aforementioned law, we respectfully request the name of the appointed retiree in preparation for the FY2020 Group Health Insurance Negotiations. We request that you advise our office of your representative via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

Please note your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

000029

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
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Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

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- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
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- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

\_\_\_\_\_

POSITION TITLE

Guam )  
 ) ss  
City of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public in and for Guam, personally appeared \_\_\_\_\_, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

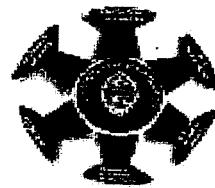
By: \_\_\_\_\_  
Notary Public

*Leonora Candaso  
naomi.sablan@doa.guam.gov*



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-034

**JAN 22 2019**

Memorandum

**TO: The Governor**  
**FROM: Director, Department of Administration**  
**SUBJECT: FY2020 Group Health Insurance Negotiation Team**

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of one (1) member of the general public, appointed by the Governor, to serve as a statutory member of the negotiations committee. The appointed member shall not be an employee of the Government of Guam, a health insurance company, hospital or medical provider, or an appointee by the Governor to any government agency, board or commission, and who shall affirm by affidavit that he or she agrees to comply with all provisions in Chapter 15 of Title 4 of the Elected Officers, Appointed Officers and Public Employees of the government of Guam.

This is to respectfully request that you appoint a representative to serve in the FY2020 Group Health Insurance Negotiations.

Please advise our office of your appointee, via email, at [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. A meeting with the negotiating team and consultants is scheduled for February 28, 2019. Please note that the representative's attendance throughout the pre-negotiations meeting and negotiations proceedings is crucial. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion by your appointed representative prior to the February meeting as required pursuant to the Rules of Procedures

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

Attachments

000033

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

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Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

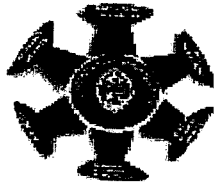
- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public





**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

**JAN 22 2019**

HRD No.: 19-036

**The Honorable Joe S. San Agustin, Senator**  
Chairperson, Committee on Appropriations and Adjudication  
35<sup>th</sup> Guam Legislature  
163 Chalan Santo Papa  
Hagatna, Guam 96910

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

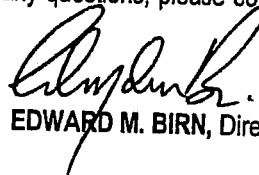
Dear Senator:

*Hafa Adai!* Pursuant to Title 4, GSA §4302(c), the Chairperson of the Committee on Appropriations, or the successor committee of the Legislature of Guam, or his or her designee, shall sit as an ex-officio non-voting member of the negotiating team. We respectfully request your confirmation to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the negotiation meetings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179.  
*Si Yu'us Ma'ase!*

  
EDWARD M. BIRN, Director

Attachments

000037

**FY20 Group Health Insurance Program**  
tentative timeline as of 1.24.19

Date (Guam Time)	Time	Location	Parties Involved	Details
Thursday, February 28, 2019	9 AM - 11 AM/1 PM - 3 PM	DOA, ITC Building, Director's Conference Room, 2nd floor	Aon/Negotiations Committee	Strategy Meeting with Health Negotiations Committee. Members to bring in completed notarized affidavits.
Friday, March 01, 2019	TBA	N/A	Aon/DOA	Vendor Data Requests. Final edits to RFP.
Monday, April 01, 2019	8:00 AM	N/A	Aon/DOA	Release RFP via DOA web site.
Friday, May 03, 2019	TBA	DOA, ITC Building, Director's Office, 2nd floor	Aon/DOA	Proposals due from carriers.
May 9-24, 2019	TBA	DOA, ITC Building, Director's Conference Room, 2nd floor	DOA/Negotiations Committee	Review for compliance/scoring.
Weeks of June 3 and June 10, 2019 (June 3 - June 14)	8:00 AM - 5:00 PM	DOA, ITC Building, DOA Training Room, 2nd floor	Aon/Negotiations Committee	Negotiations with prospective carriers. Team wrap up.
End of June 2019	TBA	N/A	Aon/Negotiations Committee	Draft for Governor's Briefing Memo.
Wednesday, July 31, 2019		N/A	Aon/Negotiations Committee	Notice to Legislature due.

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

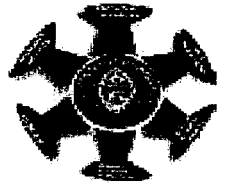
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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

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**Edward M. Birn**  
Director  
**Edith C. Pangellinan**  
Deputy Director

HRD No.: 19-035

**JAN 22 2019**

**The Honorable Therese Terlaje, Senator**  
Chairperson, Committee on Health  
35<sup>th</sup> Guam Legislature  
163 Chalan Santo Papa  
Hagatna, Guam 96910

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

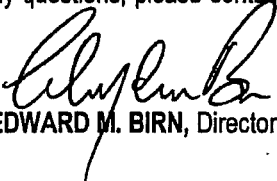
Dear Senator:

*Hafa Adai!* Pursuant to Title 4, GSA §4302(c), the Chairperson of the Committee on Health, or the successor committee of the Legislature of Guam, or his or her designee, shall sit as an ex-officio non-voting member of the negotiating team. We respectfully request your confirmation to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

  
**EDWARD M. BIRN, Director**

Atatchments

000041

## FY20 Group Health Insurance Program

tentative timeline as of 1.24.19

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## FY20 Group Health Insurance Program

tentative timeline as of 1.24.19

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Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

\_\_\_\_\_

POSITION TITLE

Guam )  
 ) ss  
City of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public in and for Guam, personally appeared \_\_\_\_\_, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

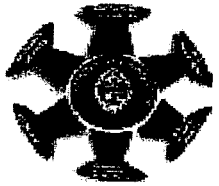
By: \_\_\_\_\_

Notary Public



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birm**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-027

**Memorandum**

**TO:** Administrator, Department of Integrated Services for Individuals with Disabilities (DISID)

**FROM:** Director, Department of Administration

**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

*sm*  
*1/18/19*

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Administrator of the Department of Integrated Services for Individuals with Disabilities (DISID), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the pre-negotiations and negotiation meetings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

**EDWARD M. BIRM, Director**

Attachments

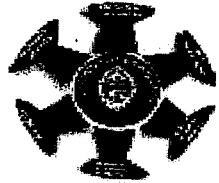
*sm*  
*1/17/19*

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Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

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Edward M. Birn  
Director  
Edith C. Pangellinan  
Deputy Director

HRD No.: 19-028

Memorandum

TO: Director, Bureau of Budget and Management Research (BBMR)  
FROM: Director, Department of Administration  
SUBJECT: FY2020 Group Health Insurance Negotiation Team

sm  
1/18/19

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Director of the Bureau of Budget and Management Research (BBMR), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

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Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

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1/17/19

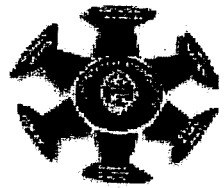
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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

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**Edward M. Birn**  
Director  
**Edith C. Pangellinan**  
Deputy Director

HRD No.: 09-029

**The Honorable Katherine A. Maraman, Chief Justice**  
Ste. 300 Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

66  
1/18/19

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

Dear Chief Justice:

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of an employee representative from the Judicial Branch to be appointed by the Chief Justice of the Judiciary of Guam to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your department's employee representative to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your department's appointment to the FY2020 Group Health Insurance Negotiating Team meetings. You may send the information via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

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**EDWARD M. BIRN, Director**

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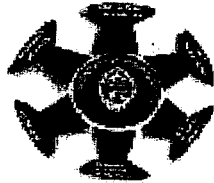
*1/17/19*

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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-030

**The Honorable Tina Muna Barnes, Speaker**  
35<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910

*sm*  
1/18/19

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

Dear Speaker:

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of an employee representative from the Legislative Branch to be appointed by the Speaker of the Legislature of Guam to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your department's employee representative to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your department's appointment to the FY2020 Group Health Insurance Negotiating Team meetings. You may send the information via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

Attachments

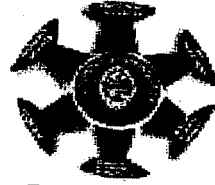
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1/17/19

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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-031

Memorandum

**TO:** Superintendent, Department of Education (DOE)  
**FROM:** Director, Department of Administration  
**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

*SM*  
*1/18/19*

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Superintendent of the Department of Education (DOE), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

Please note that you or your representative's attendance throughout the pre-negotiation and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

Attachments

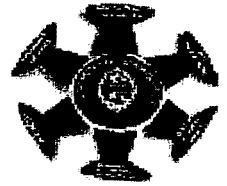
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*1/17/19*

000053



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangellinan**  
Deputy Director

HRD No.: 19-032

Memorandum

TO: Director, Government of Guam Retirement Fund (GGRF)  
FROM: Director, Department of Administration  
SUBJECT: FY2020 Group Health Insurance Negotiation Team

*EW*  
1/18/19

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of the Director of the Government of Guam Retirement Fund (GGRF), or his or her designee, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to law, your department is a statutory member of the negotiating team. Therefore, we respectfully request your confirmation to attend the FY2020 Group Health Insurance negotiation meetings.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

Please note that you or your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

EDWARD M. BIRN, Director

Attachments

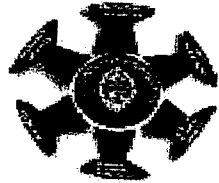
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1/17/19

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Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
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TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

HRD No.: 09-032A

Memorandum

TO: Board of Trustees, Government of Guam Retirement Fund (GGRF)  
FROM: Director, Department of Administration  
SUBJECT: FY2020 Group Health Insurance Negotiating Team

cm  
1/17/19

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of a retiree who is a member of the Government of Guam Retirement Fund (GGRF), to be appointed by the Board of Trustees, to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Pursuant to the aforementioned law, we respectfully request the name of the appointed retiree in preparation for the FY2020 Group Health Insurance Negotiations. We request that you advise our office of your representative via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures

Please note your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'asel!*

EDWARD M. BIRN, Director

Attachments

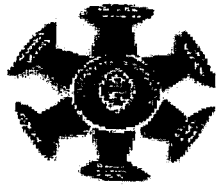
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1/17/19

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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-034

Memorandum

**TO:** The Governor  
**FROM:** Director, Department of Administration  
**SUBJECT:** FY2020 Group Health Insurance Negotiation Team

sm  
1/18/19

*Hafa Adai!* Pursuant to Title 4 GCA, Chapter 4, §4302(c) the Government of Guam Health Insurance Negotiating Team shall consist of one (1) member of the general public, appointed by the Governor, to serve as a statutory member of the negotiations committee. The appointed member shall not be an employee of the Government of Guam, a health insurance company, hospital or medical provider, or an appointee by the Governor to any government agency, board or commission, and who shall affirm by affidavit that he or she agrees to comply with all provisions in Chapter 15 of Title 4 of the Elected Officers, Appointed Officers and Public Employees of the government of Guam.

This is to respectfully request that you appoint a representative to serve in the FY2020 Group Health Insurance Negotiations.

Please advise our office of your appointee, via email, at [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. A meeting with the negotiating team and consultants is scheduled for February 28, 2019. Please note that the representative's attendance throughout the pre-negotiations meeting and negotiations proceedings is crucial. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion by your appointed representative prior to the February meeting as required pursuant to the Rules of Procedures

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN**, Director

Attachments

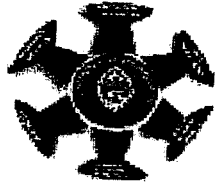
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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-035

**The Honorable Therese Terlaje, Senator**  
Chairperson, Committee on Health  
35<sup>th</sup> Guam Legislature  
163 Chalan Santo Papa  
Hagatna, Guam 96910

sm  
1/18/19

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

Dear Senator:

*Hafa Adai!* Pursuant to Title 4, GSA §4302(c), the Chairperson of the Committee on Health, or the successor committee of the Legislature of Guam, or his or her designee, shall sit as an ex-officio non-voting member of the negotiating team. We respectfully request your confirmation to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

Atatchments

Edith C. Pangelinan  
1/18/19

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**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-036

**The Honorable Joe S. San Agustin, Senator**  
Chairperson, Committee on Appropriations and Adjudication  
35<sup>th</sup> Guam Legislature  
163 Chalan Santo Papa  
Hagatna, Guam 96910

sm  
1/18/19

**SUBJECT: FY2020 Group Health Insurance Negotiating Team**

Dear Senator:

*Hafa Adai!* Pursuant to Title 4, GSA §4302(c), the Chairperson of the Committee on Appropriations, or the successor committee of the Legislature of Guam, or his or her designee, shall sit as an ex-officio non-voting member of the negotiating team. We respectfully request your confirmation to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Please advise our office of your confirmation to participate in the FY2020 Group Health Insurance Negotiating Team meetings, or provide the name of your representative should you decide to appoint one. You may send your confirmation via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that you or your representative's attendance throughout the negotiation meetings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179.  
*Si Yu'us Ma'ase!*

**EDWARD M. BIRN, Director**

Attachments

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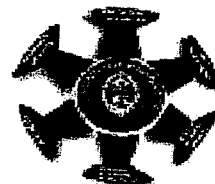
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Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
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(Ufisinan Direktot)  
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Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

HRD No.: 19-073

Memorandum

TO: Attorney General, Office of the Attorney General  
FROM: Director, Department of Administration  
SUBJECT: FY2020 Group Health Insurance Negotiation Team

EM  
1/18/19

*Hafa Adai!* Title 4 GCA, Chapter 4, §4302(c) authorizes a committee to negotiate with interested health insurance carriers for the most economical and beneficial health plan for government of Guam employees, retirees and survivors.

Your department had served as an advisory member of the negotiations committee, and therefore, we respectfully request for a member of your staff to be appointed to the FY2020 Group Health Insurance Negotiations Committee.

Please inform the DOA, Human Resources Division, Employee Benefits Branch of your department's representative via email to [leonora.candaso@doa.guam.gov](mailto:leonora.candaso@doa.guam.gov) and [naomi.sablan@doa.guam.gov](mailto:naomi.sablan@doa.guam.gov) by January 31, 2019. An initial meeting with the team, to include the government's consultants, is scheduled for February 28, 2019. Attached are timelines for the negotiations process for scheduling purposes. Also attached is a Confidentiality and Non-Disclosure Affidavit for completion prior to the February meeting as required pursuant to the Rules of Procedures.

Please note that your representative's attendance throughout the pre-negotiation meetings and negotiations proceedings is crucial.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296. *Si Yu'us Ma'ase!*

*ad/n/19*

EDWARD M. BIRN, Director

Attachments

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**Leonora P. Candaso**

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**From:** Leonora P. Candaso  
**Sent:** Wednesday, March 06, 2019 11:08 AM  
**To:** 'John Weisenberger'  
**Subject:** RE: Health Insurance

Thank you John for the information. Language is clear. RSP pays. I brought this up to Aon and will bring this up to the team for reinforcement at negotiations.

Please keep me updated on the meeting with SC.

Thanks again!

**From:** John Weisenberger [mailto:jmw\_guam@yahoo.com]  
**Sent:** Thursday, February 21, 2019 11:46 AM  
**To:** Leonora P. Candaso  
**Subject:** Re: Health Insurance

Hi Leonora,

It was nice to see you yesterday. I was reminded of the work we did before my retirement representing the healthcare negotiating team; this was always very satisfying work.

So, despite what I may have said yesterday, I would enjoy working on that team as a representative (as opposed to working for the team as its lawyer).

If the governor chose to appoint me, I would serve gladly. Please remember that I already turned her down for the ethics commission; so, if she is hesitant to invest time in appointing me, feel free to tell your contact person that you have spoken to me and I am agreeable.

As to the question of coverage under the Selectcare contract for retirees who have Medicare A and B, and for which Medicare is their primary insurance (as federal law requires), see email below.

Section 5.17 of the Certificate says, in part:

**"For Covered Person enrolled in Medicare Parts A and B and where Medicare is primary, Company shall pay the co-payments, deductibles, and co-insurance required by Medicare and treat Covered Person as having met the Out-of-Pocket maximum under the plan for purpose of receiving benefits under this Agreement."**

Like I said, pretty clear for lawyer-speak. Even I and my local insurance agent can understand this. Also, as far as I have been able to discern, there is nothing in the contract or certificate that contradicts or minimizes the effect of this provision.

I agree with you that Aon should audit the insurers, specifically as it applies to retirees with Medicare A and B, and especially those covered under the 2000 program, as to whether this provision is being followed. I cannot speak to whether those in the 1500 program are treated the same as myself, but providers seem to suggest that there is a different approach for those in the 1500 program.

I will meet with a Selectcare representative, likely tomorrow, as to my own issue (an October m.d. visit, covered by Medicare, and for which Selectcare has denied the request of my provider to pay \$115, presumably part of my 'deductible') and keep you apprised.

Thanks again, John.



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

**DEPARTMENT OF ADMINISTRATION**  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
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Tamuning, Guam 96913  
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**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: 19-191

**FEB 25 2019**

**Honorable Tina Muna Barnes**  
**Speaker, 35<sup>th</sup> Guam Legislature**  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910

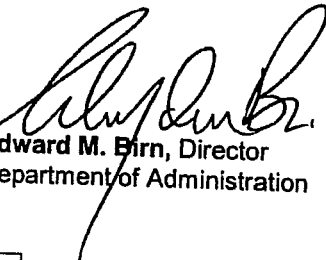
SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – concurrence to remain

Dear Madam Speaker,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'láhi (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of I Liheslaturan Guáhan (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'láhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year.

Therefore, pursuant to above, this is to respectfully request the Legislative Branch's decision to remain in the Group Health Insurance Program under the Executive Branch. **If the intent is to remain, we respectfully request your written concurrence pursuant to the above statute on or before March 1, 2019.**

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

  
Edward M. Birn, Director  
Department of Administration

Concurred:
Speaker, Tuna Muna Barnes 35 <sup>th</sup> Guam Legislature
Date

CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

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Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
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Edward M. Birn  
Director  
Edith C. Pangellinan  
Deputy Director

HRD No.: 19-190

FEB 25 2019

The Honorable Katherine A. Maraman, Chief Justice  
Judiciary of Guam  
Ste. 300 Guam Judicial Center  
120 West O'Brien Drive  
Hagatna, Guam 96910

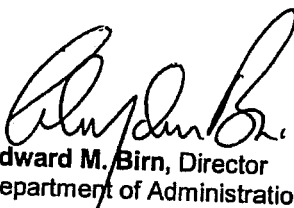
SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – concurrence to remain

Dear Chief Justice,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'låhi (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of I Liheslaturan Guåhan (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'låhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year.

Therefore, pursuant to above, this is to respectfully request the Judiciary's Branch's decision to remain in the Group Health Insurance Program under the Executive Branch. **If the intent is to remain, we respectfully request your written concurrence pursuant to the above statute on or before March 1, 2019.**

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

  
Edward M. Birn, Director  
Department of Administration

<p>Concurred:</p> <p>Chief Justice, Katherine A. Maraman Judiciary of Guam</p> <p>Date</p>
--

CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

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Lourdes A. Leon Guerrero  
 Governor  
 Joshua F. Tenorio  
 Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
 (DIPATTAMENTON ATMENESTRASION)  
 DIRECTOR'S OFFICE  
 (Ufisinan Direktot)

#590 South Marine Corp Drive, Suite 224  
 Tamuning, Guam 96913  
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 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
 Director  
 Edith C. Pangellinan  
 Deputy Director

HRD No.: 19-191

FEB 25 2019

Honorable Tina Muna Barnes  
 Speaker, 35<sup>th</sup> Guam Legislature  
 Guam Congress Building  
 163 Chalan Santo Papa  
 Hagatna, Guam 96910


SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – concurrence to remain


Dear Madam Speaker,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'láhi (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of I Liheslaturan Guåhan (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'láhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year.

Therefore, pursuant to above, this is to respectfully request the Legislative Branch's decision to remain in the Group Health Insurance Program under the Executive Branch. If the intent is to remain, we respectfully request your written concurrence pursuant to the above statute on or before March 1, 2019.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

  
 Edward M. Birn, Director  
 Department of Administration

Concurred:  Speaker, Tina Muna Barnes 35 <sup>th</sup> Guam Legislature  2.27.19 Date
--

CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

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Lourdes A. Leon  
Guerrero  
Governor

Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
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(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Acting Director

Edith C Pangellinan  
Deputy Director

From: Acting Director, Edward M. Birn

Date: 2/20/19

DUE DATE: \_\_\_\_\_

- To: / / Deputy Director / / Urgent
- / / Administrative Services Officer / / Action/Attention
- / / Program Coordinator
- / / Division of Accounts / / Brief Me  
Financial Manager  
Attn: \_\_\_\_\_
- Human Resources Division / / Prepare Reply for Director  
Manager *Leo*
- Office of Technology / / Prepare Reply for Governor  
Chief Technology Officer  
Data Processing Manager
- / / General Services Agency / / Represent Me  
Chief Procurement Officer
- / / Circulate
- / / File/Info

REMARKS: *Ed M Birn*  
\_\_\_\_\_  
\_\_\_\_\_

000064



Lourdes A. Leon Guerrero  
Governor  
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMONTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
#590 South Marine Corp Drive, Suite 224  
Tamuning, Guam 96913  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birm  
Director  
Edith C. Pangellnan  
Deputy Director

HRD No.: 19-191

FEB 25 2019

Honorable Tina Muna Barnes  
Speaker, 35<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910


SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – concurrence to remain


Dear Madam Speaker,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'láhi (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of I Liheslaturan Guåhan (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'láhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year.

Therefore, pursuant to above, this is to respectfully request the Legislative Branch's decision to remain in the Group Health Insurance Program under the Executive Branch. **If the intent is to remain, we respectfully request your written concurrence pursuant to the above statute on or before March 1, 2019.**

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

  
Edward M. Birm, Director  
Department of Administration

Concurred:

Speaker, Tina Muna Barnes 35 <sup>th</sup> Guam Legislature
2.27.19
Date

Department of Administration Human Resources Division
FEB 28 2019
Administrative Branch

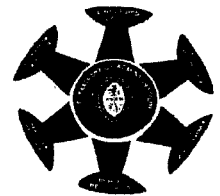
CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

000065



**Lourdes A. Leon Guerrero**  
Governor  
**Joshua F. Tenorio**  
Lieutenant Governor

**DEPARTMENT OF ADMINISTRATION**  
(DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
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Tamuning, Guam 96913  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Edward M. Birn**  
Director  
**Edith C. Pangelinan**  
Deputy Director

HRD No.: \_\_\_\_\_

**Honorable Tina Muna Barnes**  
Speaker, 35<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagatna, Guam 96910

Handwritten: 2/25/19

**SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – Legislative Branch**

Dear Madam Speaker,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'Lahi is authorized to enter into contracts with insurance companies, for group insurance, but not limited to, hospital for the purpose companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'láhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year.

Therefore, pursuant to above, this is to respectfully request the Legislative Branch's decision to participate in the Group Health Insurance Program under the Executive Branch. **If the intent is to remain, we respectfully request your written concurrence pursuant to the above statute no later than February 27, 2019.**

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

**Edward M. Birn, Director**  
Department of Administration

<p>Concurred:</p>  <p>_____ Speaker, Tuna Muna Barnes 35<sup>th</sup> Guam Legislature</p>  <p>_____ Date</p>
---

CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

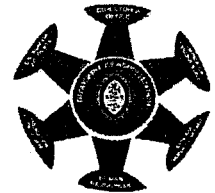
000066





Lourdes A. Leon Guerrero  
 Governor  
 Joshua F. Tenorio  
 Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
 (DIPATTAMENTON ATMENESTRASION)  
 DIRECTOR'S OFFICE  
 (Ufisinan Direktot)  
 #590 South Marine Corp Drive, Suite 224  
 Tamuning, Guam 96913  
 Post Office Box 884 \* Hagåtña, Guam 96932  
 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
 Director  
 Edith C. Pangelinan  
 Deputy Director

FEB 27 2019

HRD No.: 19- 207

Melanie Mendiola  
 Guam Economic Development Agency (GEDA)  
 Acting Administrator / Chief Executive Officer  
 590 S. Marine Corps Drive  
 ITC Building, Suite 511  
 Tamuning, Guam 96913

SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – Intent to participate


Dear Ms. Mendiola,

*Hafa Adai!* Pursuant to Title 4, §4301(a), I Maga'låhi (the Governor) is authorized to enter contracts and reject proposals, with the written concurrence of the Speaker of I Liheslaturan Guåhan (the Guam Legislature) or the Chief Justice of the Supreme Court of Guam whose consents may be withheld in their sole discretion, with one (1) or more insurance companies, authorized to do business in Guam, for group insurance, including, but not limited to, hospitalization, medical care, life, and accident, for all employees or separate groups of employees, and foster children, of the government of Guam. If the Legislative or Judicial Branches of government elect to enter into separate contracts for their employees as authorized in § 4301(c), I Maga'låhi shall obtain the written concurrence of the Branch electing to remain with the Executive Branch on or before March 1 of each year. **Notwithstanding any authority granted in each entity's enabling legislation to procure separate health insurance coverage, all entities in the Executive Branch, including autonomous and semi-autonomous agencies, public corporations and authorities, shall participate in the Government of Guam Group Health Insurance Program.**

As you are aware, GEDA is currently not participating under the Government of Guam's Group Health Plan Program (GHIP) procured under the Executive Branch. Please advise if GEDA will continue to procure their own health insurance contract for the upcoming FY20 benefit year or if they will participate under the GHIP under the Executive Branch.

**We respectfully request a response on or before March 1, 2019.**

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'asel*



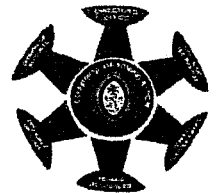
Edward M. Birn, Director  
 Department of Administration

000067



**Lourdes A. Leon Guerrero**  
*Governor*  
**Joshua F. Tenorio**  
*Lieutenant Governor*

**DEPARTMENT OF ADMINISTRATION**  
 (DIPATTAMENTON ATMENESTRASION)  
**DIRECTOR'S OFFICE**  
 (Ufisinan Direktot)  
 #590 South Marine Corp Drive, Suite 224  
 Tamuning, Guam 96913  
 Post Office Box 884 \* Hagåtña, Guam 96932  
 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Edward M. Birn**  
*Director*  
**Edith C. Pangelinan**  
*Deputy Director*

/ / GEDA will not participate under the GHIP under the Executive Branch.

/ / GEDA will participate under the GHIP under the Executive Branch.

---

Melanie Mendiola, GEDA  
 Acting Administrator / Chief Executive Officer

---

Date

CC: F:\FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC



Lourdes A. Leon Guerrero  
 Governor  
 Joshua F. Tenorio  
 Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
 (DIPATTAMENTON ATMENESTRASION)  
 DIRECTOR'S OFFICE  
 (Ufisinan Direktot)  
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 Post Office Box 884 \* Hagåtña, Guam 96932  
 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
 Director  
 Edith C. Pangellinan  
 Deputy Director

FEB 27 2019

HRD No.: 19-

Melanie Mendiola  
 Guam Economic Development Agency (GEDA)  
 Acting Administrator / Chief Executive Officer  
 590 S. Marine Corps Drive  
 ITC Building, Suite 511  
 Tamuning, Guam 96913

SUBJECT: Fiscal Year 2020 (FY20) Group Health Insurance – Intent to participate

Dear Ms. Mendiola,

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As you are aware, GEDA is currently not participating under the Government of Guam's Group Health Plan Program (GHIP) procured under the Executive Branch. Please advise if GEDA will continue to procure their own health insurance contract for the upcoming FY20 benefit year or if they will participate under the GHIP under the Executive Branch.

We respectfully request a response on or before March 1, 2019.

Thank you for your cooperation. Should you have any questions, please contact our office at 475-1103/1296/1179. *Si Yu'us Ma'ase!*

Edward M. Birn, Director  
 Department of Administration

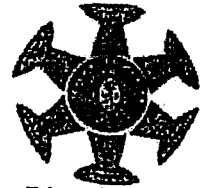
ROUTING  
 Mel  Ricky  Austin  
 RPD  BD  ASD  CD  PFD  CEDS

000069



Lourdes A. Leon Guerrero  
 Governor  
 Joshua F. Tenorio  
 Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
 (DIPATTAMENTON ATMENESTRASION)  
 DIRECTOR'S OFFICE  
 (Ufisinan Direktol)  
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 Tamuning, Guam 96913  
 Post Office Box 884 \* Hagåtña, Guam 96932  
 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
 Director  
 Edith C. Pangellinan  
 Deputy Director

/ / GEDA will not participate under the GHIP under the Executive Branch.

GEDA will participate under the GHIP under the Executive Branch.

---

Melanie Mendiola, GEDA  
 Acting Administrator / Chief Executive Officer *MB*

---

Date

CC: F:FY2020 Group Health\Legislative & Judiciary Separate Solicitation\LPC

000070



# JUDICIARY OF GUAM

Administrative Office of the Courts  
120 West O'Brien Drive · Hagåtña, Guam 96910-5174  
Telephone: (671)475-3544 · Facsimile: (671)477-3184

KATHERINE A. MARAMAN  
Chief Justice

JOHN Q. LIZAMA  
Administrator of the Courts

## ACKNOWLEDGMENT RECEIPT

DATE: FEBRUARY 28, 2019

DOCUMENT: ELECTION FOR SEPARATE HEALTH INSURANCE

TO	RECEIVED BY (SIGN & PRINT NAME)	DATE	TIME
Edward M. Bim Director Department of Administration			

**RECEIVED**  
*ja* MAR 01 2019 11:11  
 DEPT OF ADMINISTRATION  
 DIRECTOR'S OFFICE

000071



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: 671 475-3511 • Fax: 671 477-3181



HON. KATHERINE A. MARAMAN  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III  
PRESIDING JUDGE  
JOHN Q. LIZAMA  
ADMINISTRATOR OF THE COURTS

February 28, 2019

VIA: Hand Delivery/ U.S. Mail

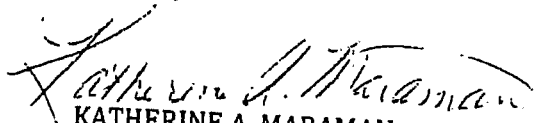
Edward M. Birn, Director  
DEPARTMENT OF ADMINISTRATION  
#590 South Marine Corp Drive, Suite 224  
Tamuning, Guam 96913  
Post Office Box 884  
Hagåtña, Guam 96932

**RE: Your Letter of February 25, 2019/  
Fiscal Year 2020 (FY20) Group Health Insurance**

Dear Mr. Birn,

*Buenas!* Thank you for your letter of February 25, 2019 in which you requested, pursuant to 4 GCA §4301(a), the status of whether the Judicial Branch through the Chief Justice of the Supreme Court of Guam, will elect to enter into a separate contract for group health insurance or elect to remain with the Executive Branch. Please be advised that at this time, the Judicial Branch will elect to enter into a separate contract for their employees group health insurance, as authorized in 4 GCA §4301(c). The Judicial Branch however, reserves all rights under 4 GCA §4301.

Sincerely,

  
KATHERINE A. MARAMAN  
Chief Justice

2-5-19

**HRD NO: 19- 216**  
HUMAN RESOURCES DIVISION  
MANAGER'S OFFICE  
ROUTING SLIP

**FROM:** JUDICIARY OF GUAM  
**SUBJECT:** FY2020 GROUP HEALTH INSURANCE  
**RE:** ELECTION TO ENTER INTO SEPARATE CONTRACT  
**TO:**

- |  |   |
|--|---|
| <input type="checkbox"/> ADMIN                   | <input checked="" type="checkbox"/> ACTION    |
| <input checked="" type="checkbox"/> BENEFITS     | <input checked="" type="checkbox"/> ATTENTION |
| <input type="checkbox"/> CLASSIFICATION          | <input type="checkbox"/> FOR FILE             |
| <input type="checkbox"/> DRUG TESTING            | <input type="checkbox"/> PROFILE DUE          |
| <input type="checkbox"/> EEO                     | <input type="checkbox"/> SEE ME TO            |
| <input type="checkbox"/> EMR                     |   |
| <input type="checkbox"/> RECORDS                 |   |
| <input type="checkbox"/> RECRUITMENT             |   |
| <input type="checkbox"/> REGULATORY & COMPLIANCE |   |
| <input type="checkbox"/> TRAINING & DEVELOPMENT  |   |
| <input type="checkbox"/> TESTING                 |   |

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHANE GL NGATA, MANAGER DATE



Lourdes A. Leon Guerrero  
Governor

Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ofisinan Direktot)

Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director

Edith C. Pangalinan  
Deputy Director

From: Director, Edward M. Birn

Date: MAR 01 2019

DUE DATE: \_\_\_\_\_

To: // Deputy Director

// URGENT

// ASO

// ACTION/ATTENTION

// PC

// BRIEF ME

// Division of Accounts  
Financial Manager

// PREPARE REPLY FOR DIRECTOR

// PREPARE REPLY FOR GOVERNOR

Human Resources Division  
Manager (LEO)

// REPRESENT ME

// CIRCULATE

// General Services Agency  
Chief Procurement Officer

FILE/INFO

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *LEO 3/1/19* \_\_\_\_\_  
\_\_\_\_\_

000074





# JUDICIARY OF GUAM

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3544 • Fax: (671) 477-3184



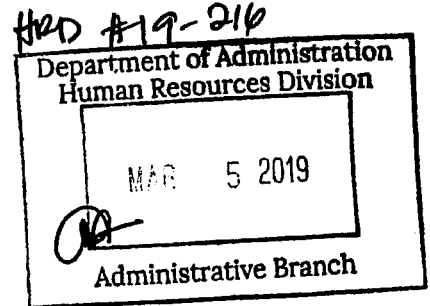
HON. KATHERINE A. MARAMAN  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III  
PRESIDING JUDGE  
JOHN Q. LIZAMA  
ADMINISTRATOR OF THE COURTS

February 28, 2019

VIA: Hand Delivery/ U.S. Mail

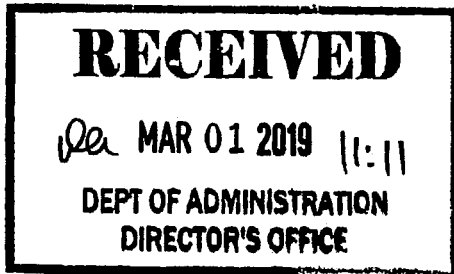
Edward M. Birn, Director  
DEPARTMENT OF ADMINISTRATION  
#590 South Marine Corp Drive, Suite 224  
Tamuning, Guam 96913  
Post Office Box 884  
Hagåtña, Guam 96932



**RE: Your Letter of February 25, 2019/  
Fiscal Year 2020 (FY20) Group Health Insurance**

Dear Mr. Birn,

*Buenas!* Thank you for your letter of February 25, 2019 in which you requested, pursuant to 4 GCA §4301(a), the status of whether the Judicial Branch through the Chief Justice of the Supreme Court of Guam, will elect to enter into a separate contract for group health insurance or elect to remain with the Executive Branch. Please be advised that at this time, the Judicial Branch will elect to enter into a separate contract for their employees group health insurance, as authorized in 4 GCA §4301(c). The Judicial Branch however, reserves all rights under 4 GCA §4301.



Sincerely,

*Katherine A. Maraman*  
KATHERINE A. MARAMAN  
Chief Justice

*Rec'd Bengt 3/5/19*



Lourdes A. Leon Guerrero  
Governor

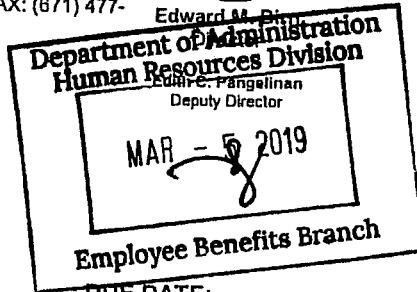
Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE

(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn



From: Director, Edward M. Birn

Date: MAR 05 2019

DUE DATE: \_\_\_\_\_

To: // Deputy Director

// URGENT

// ASO

ACTION/ATTENTION

// PC

// BRIEF ME

// Division of Accounts  
Financial Manager

// PREPARE REPLY FOR DIRECTOR

// PREPARE REPLY FOR GOVERNOR

Human Resources Division  
Manager (LEO)

// REPRESENT ME

// CIRCULATE

// General Services Agency  
Chief Procurement Officer

FILE/INFO

REMARKS: \_\_\_\_\_

*Pl. share with negotiating team at next meeting. [Signature]*

SCANNED 3/5/19 @ 1:53pm  
TO LEO

000076



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: 671 475-3511 • Fax: 671 477-3181



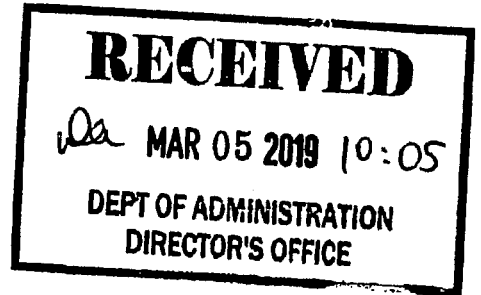
HON. KATHERINE A. MARAMAN  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III  
PRESIDING JUDGE  
JOHN Q. LIZAMA  
ADMINISTRATOR OF THE COURTS

February 28, 2019

VIA: Hand Delivery/ U.S. Mail

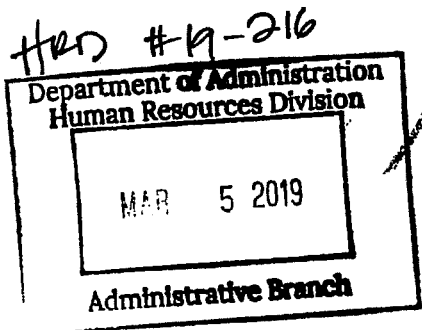
Edward M. Birn, Director  
DEPARTMENT OF ADMINISTRATION  
#590 South Marine Corp Drive, Suite 224  
Tamuning, Guam 96913  
Post Office Box 884  
Hagåtña, Guam 96932



**RE: Your Letter of February 25, 2019/  
Fiscal Year 2020 (FY20) Group Health Insurance**

Dear Mr. Birn,

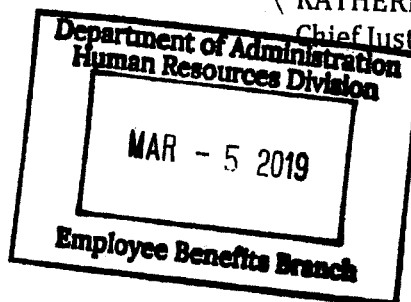
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Sincerely,

*Katherine A. Maraman*  
KATHERINE A. MARAMAN

Chief Justice

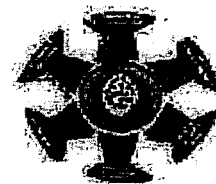


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Lourdes A. Leon Guerrero  
Governor  
Joshua Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birm  
Director  
Edith C. Pangelinan  
Deputy Director

March 20, 2019

Ms. Tricee P. Limtiaco  
Assistant General Manager, Administration  
Guam Power Authority  
P.O. Box 2977  
Hagatna, Guam 96932-2977

Via Email: [tlimtiaco@gpaqwa.com](mailto:tlimtiaco@gpaqwa.com)

RE: FY20 Group Health Insurance

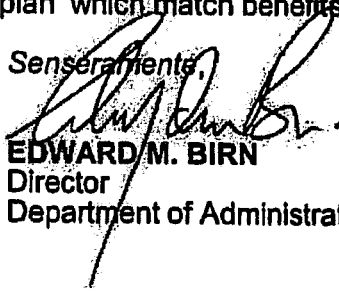
*Buenas yan Hafa Adai!*

Thank you for your letter of March 19, 2019 regarding the FY20 Government of Guam Group Health Insurance Program.

Your request was included in the agenda for today's meeting and I will be responding on behalf of the Negotiating Team.

The employees of the authority may be assured that the negotiations are conducted to insure that all Government of Guam employees, retirees and their dependents are offered the best available healthcare plan which match benefits with cost.

Senserafiants,

  
EDWARD M. BIRM  
Director  
Department of Administration

cc: Edith C. Pangelinan, Deputy Director, DOA  
Leo Candaso, PSIV, DOA-Insurance & Benefits Section

000078



# GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN  
P.O. BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

March 19, 2019

Mr. Edward M. Birm  
Director  
Department of Administration  
P.O. Box 884  
Hagåtña, Guam 96932  
*Via Email: [edward.birm@doa.guam.gov](mailto:edward.birm@doa.guam.gov)*

Re: FY20 GROUP HEALTH INSURANCE

Dear Mr. Birm:

*Buenas yan Håfa Adai!*

The Guam Power Authority has over 460 active employees, and over 300 retired employees. As such, GPA has a vested interest in the outcome of the annual Government of Guam Group Health Insurance RFP.

As the Department of Administration prepares to issue *Requests for Proposals re. FY20 Group Health Insurance*, please be advised that GPA respectfully requests to be granted *observer status* on the FY20 GovGuam Health Care Negotiating Team.

Please direct correspondence and schedules to me at [tlimtiaco@gpawva.com](mailto:tlimtiaco@gpawva.com).

Thank you for your kind consideration. We look forward to observing the FY20 GovGuam Health Care negotiations.

Si Yu'os Ma'åse'.

X

---

TRICEE P. LIMTIACO  
Assistant General Manager, Administration

General Manager's Office (671) 648-3225 • Fax (671) 648-3290

000079



Lourdes A. Leon Guerrero  
Governor  
Joshua Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
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Edward M. Birn  
Director  
Edith C. Pangelinan  
Deputy Director

March 29, 2019

Mr. Christopher M. Budasi  
Assistant General Manager, Administration and Support  
Guam Waterworks Authority  
P.O. Box 3010  
Hagåtña, Guam 96932  
Via Email: [cbudasi@guamwaterworks.org](mailto:cbudasi@guamwaterworks.org)

**RE: FY20 Group Health Insurance**

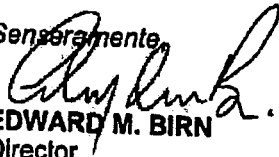
*Buenas yan Hafa Adai!* Thank you for your letter of March 19<sup>th</sup>.

As you know, the Government Health Insurance Negotiating Team's conduct and mandate is clearly governed by statute (4GCA§4302).

The direction is to negotiate and procure the most economical proposal for all government employees. You may be assured that the team takes its duties and responsibilities very seriously and it is confident of achieving the best result for the Government. There is no separate provision for individual units to adopt differential rates for agencies other than certain agencies prescribed in statute. Indeed, such a process may prove to be the detriment of the Government as a whole. You may recall that the Public Auditor had recommended that health insurance rates be blended to achieve savings, not disaggregated.

With respect to your request to attend the team meetings as an observer. The team has adopted procedures designed to preserve the confidentiality essential to this and other procurement negotiations. It is the consensus of the team that the admission of observers is not consistent with maintaining this confidentiality. You may also be assured that the interests of our employees and retirees are of utmost concern to team members who work hard to achieve the optimal coverage for employees and retirees align with economic goals.

*Sensera mento,*

  
EDWARD M. BIRN  
Director  
Department of Administration

cc: Miguel C. Bordallo, General Manager, GPA  
Edith C. Pangelinan, Deputy Director, DOA  
Leo Candaso, PSIV, DOA, HRD-Benefits

000080

**GUAM WATERWORKS AUTHORITY**

Aturidat Kinalamten Hanom Guahan

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

P.O. Box 3010, Hagatña, Guam 96932

Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

March 22, 2019

Mr. Edward M. Birm  
Acting Director  
Department of Administration  
P.O. Box 884  
Hagatña, Guam 96932  
Via Email: [edward.birm@doa.guam.gov](mailto:edward.birm@doa.guam.gov)

Re: **MEDICAL AND DENTAL CLAIMS DATA FOR GWA EMPLOYEES AND RETIREES**

Dear Mr. Birm:

The Guam Waterworks Authority ("GWA") contributes more than \$3.5 million toward medical and dental insurance premiums for employees and retirees each year. GWA is interested to analyze the cost to provide health insurance to employees and retirees to research if there are opportunities to reduce this expense and pass the savings on to ratepayers

GWA is formally requesting you provide the de-identified claims level detail for GWA employees and retirees submitted to the Government of Guam Health Insurance Program negotiating team pursuant to 4GCA § 4302(g):

*"...all health insurance companies or health care providers contracted to provide health care to government of Guam employees and retirees shall provide the negotiating team...and the Office of Finance and Budget fifteen (15) months of detailed claims utilization and cost information from period October 1 to September 30 of the previous fiscal year, and October 1 to December 31 of the current fiscal year, no later than March 1 for the final updated data for the previous fiscal year in electronic database file format such as Microsoft Access or Microsoft Excel."*

The detailed claims utilization and cost information requested only includes de-identified health information as permitted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and does not include any protected health information as defined in such act. Additionally, for billing purposes, health insurance claims systems are designed to track information at the subgroup level, so the parsing of this information is possible. If the current information in your possession can't segregate GWA employee and retiree data, then can you request the information be segregated in the FY 2020 Invitation to Bid which is authorized in 4GCA § 4302(g)(4)(E)?

Best Regards,



Christopher M. Budasi  
Assistant General Manager – Administration & Support

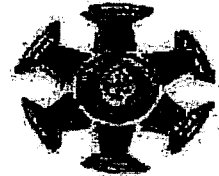
cc: Miguel C. Bordallo, General Manager, Guam Waterworks Authority

000081



Lourdes A. Leon Guerrero  
Governor  
Joshua Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director  
Edith C. Pangellinan  
Deputy Director

March 29, 2019

Ms. Tricee P. Limtiaco  
Assistant General Manager, Administration  
Guam Power Authority  
P.O. Box 2977  
Hagatna, Guam 96932  
Via Email: [tlimtiaco@gpaqwa.com](mailto:tlimtiaco@gpaqwa.com)

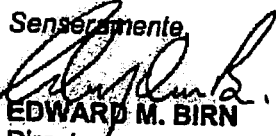
**RE: FY20 Group Health Insurance**

*Buenas yan Hafa Adail* Thank you for your letter of March 19<sup>th</sup>.

As you know, the Government Health Insurance Negotiating Team's conduct and mandate is clearly governed by statute (4GCA§4302).

The direction is to negotiate and procure the most economical proposal for all government employees. You may be assured that the team takes its duties and responsibilities very seriously and it is confident of achieving the best result for the Government. There is no separate provision for individual units to adopt differential rates for agencies other than certain agencies prescribed in statute. Indeed, such a process may prove to be the detriment of the Government as a whole. You may recall that the Public Auditor had recommended that health insurance rates be blended to achieve savings, not disaggregated.

With respect to your request to attend the team meetings as an observer, The team has adopted procedures designed to preserve the confidentiality essential to this and other procurement negotiations. It is the consensus of the team that the admission of observers is not consistent with maintaining this confidentiality. You may also be assured that the interests of our employees and retirees are of utmost concern to team members who work hard to achieve the optimal coverage for employees and retirees align with economic goals.

Sensengente  
  
EDWARD M. BIRN  
Director  
Department of Administration

cc: Edith C. Pangellinan, Deputy Director, DOA  
Leo Cardaso, PSIV, DOA, HRD-Benefits

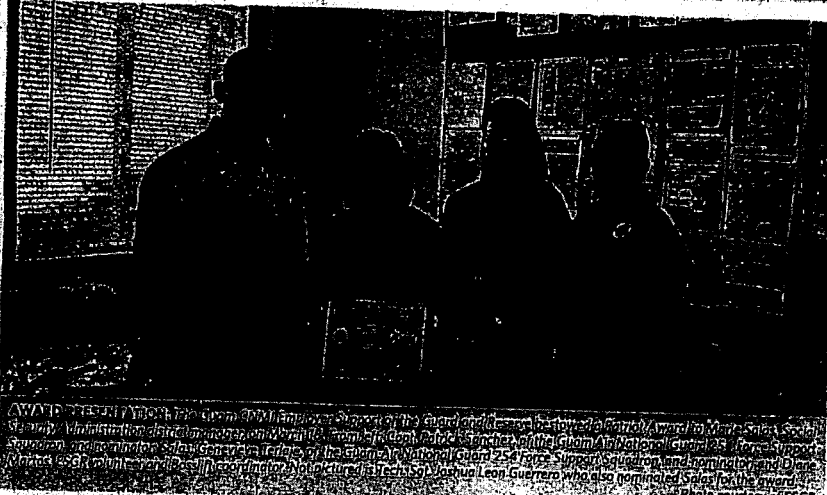
000082



ST advertisements

GUAM DAILY POST • MONDAY, APRIL 1, 2019

CURRENCY EXCHANGE RATES	Keep posted and get more data and details online. Log on to see real time market data with our stock market tool at <a href="http://postguam.com/stock-market">postguam.com/stock-market</a>
March 29, 2019 week ending	62.606 PHP 110.78 JPY 1,136.93 KRW 30,842 TWD NT\$ 6,7239 CNY 1,4095 AUD A\$ 0.8902 EUR €



AWARD PRESENTATION BY THE GUAM CNMI EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR) TO ERIC BARCINAS AND GERALDINE PABLO. PHOTO COURTESY OF ESGR.

## Patriot Awards recognize local supervisors



Eric Barcinas Geraldine Pablo

The Guam CNMI Employer Support of the Guard and Reserve (ESGR) recently presented Patriot Awards to Guam employers.

The Patriot Awards recognize supervisors who have provided direct support to their service member employees, according to an ESGR news release issued last week.

**Winners**

The Patriot Awards were given to Eric Barcinas, Atlantis Submarine operations manager; Geraldine Pablo, principal of Marcial A. Sabian Elementary School in Agat; and Marley Salas, Social Security Administration district manager.

(Daily Post Staff)


## Facebook CEO calls for updated internet regulations

WASHINGTON (Reuters) — Facebook CEO Mark Zuckerberg called on Saturday for regulators to play a more active role in establishing rules that govern the internet as the world's largest social media platform struggles to combat disinformation.


Zuckerberg, whose company is under pressure for failing to adequately police content and protect user privacy on its platform, wrote in a Washington Post article that a "standard regulatory approach" for removing content would help keep internet companies accountable.

By updating the rules for the internet, we can give the world's best about-face. The freedom to explore and express themselves and to build new things will be protected, not just from modern harms, but from the old ones, too.

The comments followed a Washington Post report that the U.S. government and Facebook were negotiating a "multibillion-dollar" settlement over the company's privacy lapses.



**DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
HUMAN RESOURCES DIVISION**  
(Dibision Inasikento yan Guinaha Para Taotao)  
Post Office Box 894 • Hagåtña, Guam 96932  
TEL: (671) 475-1288/1103 • FAX: (671) 477-3871



Edward M. Birn  
Director  
Edik C. Pangasinan  
Deputy Director

---

**REQUEST FOR PROPOSAL (RFP)**  
DQA/HRD-RFP-GH-20-001  
**FY2020 Group Health Insurance Program**

The Government of Guam is accepting proposals from interested and qualified health insurance companies licensed under the applicable Guam laws, to provide health insurance coverage for eligible government of Guam active employees, retired employees, survivors of retired employees, their dependents, and foster children under the legal custody of the Child Protective Services Division of the Department of Public Health and Social Services.

The RFP is available on the Department of Administration, Human Resources Division's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov) at no charge.

All questions regarding this RFP must be submitted in writing and received by the Director of the Department of Administration, as identified in the RFP.

All hard copies of the entire proposal must be received by the Director of the Department of Administration no later than 4:00 p.m., May 03, 2019, Chamorro standard time.

Should you have any questions regarding this RFP, please call the Human Resources Division, Department of Administration at (671) 475-1179/1298

**/s/ Edward M. Birn, Director**  
Department of Administration

**LORENZO A. LEON GUERRERO**  
Governor of Guam  
Fajardo Super Center

**JOSHUA S. TENDRON**  
U.S. Governor of Guam  
Española 100 Marine Corps Center

**GUAM ECONOMIC DEVELOPMENT AUTHORITY**  
Promoting  
Attitude and Vision Through Economic Growth

**MELANIE MENDIOLA**  
Chief Executive Officer / Administrator  
Calle de la Victoria 6040

**ANTHONY "BUCKY" HERNADEZ**  
Deputy Administrator  
Española 100

---

**Notice of Availability Private Activity Bonds:  
Volume Cap Reservation for 2018**

Private Activity Bonds (PABs) are tax-exempt bonds issued by public entities to provide below-market financing for certain types of private projects that serve a public purpose, as specified by Federal tax law. Federal tax law also imposes a number of other restrictions and requirements on the issuance of Private Activity Bonds, among which is a "volume cap" at the state level that limits the amount of PABs that can be issued each year. (Guam is treated as a state for this purpose) Each state receives an annual PAB federal law allows unused volume cap to be carried forward for future use; carry forward amounts expire after three years.

The total available volume cap for Private Activity Bonds in Guam, inclusive of unused volume cap carried forward, is \$258,227,750. The available carry forward volume cap is allocated among the permitted types of bonds as follows:

- Qualified Mortgage Bonds or Mortgage Credit Certificates - \$54,965,125
- Qualified Redevelopment Bonds - \$22,440,211
- Mass Commuting Facilities - \$22,440,211
- Solid Waste Disposal Facilities - \$9,383,943
- Qualified Residential Rental Projects - \$77,735,750
- Facilities for local furnishing of Electric Energy - \$30,191,921
- Qualified Enterprise Zone Facility Bonds - \$41,070,543

The Guam Economic Development Authority (GEDA) pursuant to Section 148 of the Internal Revenue Code of 1986 and GEDA's authority to issue project revenue bonds pursuant to Chapter 64 of Title 32 of the Guam Code Annotated, is issuing this Notice of Availability of Private Activity Bonds allocation. Applications will be made available at GEDA's office located at the 330 South Marine Corps Drive, ITC Building, Suite 511, Tamuning, Guam 96913 or on the GEDA website at [www.investguam.com](http://www.investguam.com). The submission deadline for all applicants to be considered for available volume cap is May 31, 2019. All allocations for private activity bonds are issued on a competitive basis.

**/s/ Melanie Mendiola, Chief Executive Officer / Administrator**  
This ad was paid by GEDA General Fund.

330 S. Marine Corps, Dr. Suite 511 ITC Building | Tamuning, GUAM 96913 | 747.647.4332 FAX: 747.649.4146  
[www.investguam.com](http://www.investguam.com)

000083

5/20/19

HRD NO: 19- 439

HUMAN RESOURCES DIVISION  
MANAGER'S OFFICE  
ROUTING SLIP

FROM: CHIEF JUSTICE, JUDICIARY OF GUAM

SUBJECT: FY2020 GROUP HEALTH INSURANCE

RE: INTENT TO ENTER INTO A SEPARATE CONTRACT

TO:

- |  |  |
|--|--|
| <input type="checkbox"/> ADMIN                   | <input checked="" type="checkbox"/> ACTION |
| <input checked="" type="checkbox"/> BENEFITS     | <input type="checkbox"/> ATTENTION         |
| <input type="checkbox"/> CLASSIFICATION          | <input type="checkbox"/> FOR FILE          |
| <input type="checkbox"/> DRUG TESTING            | <input type="checkbox"/> PROFILE DUE _____ |
| <input type="checkbox"/> EEO                     | <input type="checkbox"/> SEE ME TO _____   |
| <input type="checkbox"/> EMR                     |  |
| <input type="checkbox"/> RECORDS                 |  |
| <input type="checkbox"/> RECRUITMENT             |  |
| <input type="checkbox"/> REGULATORY & COMPLIANCE |  |
| <input type="checkbox"/> TRAINING & DEVELOPMENT  |  |
| <input type="checkbox"/> TESTING                 |  |

*Received 5/21/19*

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*SGM*  
SHANE GL NGATA, MANAGER

*5/2/19*  
DATE



Lourdes A.  
Leon Guerrero  
Governor

Joshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktol)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Director

Edith C. Pangalinan  
Deputy Director

From: Director, Edward M. Birn

Date: APR 29 2019

DUE DATE: \_\_\_\_\_

To: // Deputy Director

// ASO

// PC

// Division of Accounts  
Financial Manager

Human Resources Division  
Manager *(Benefits)*

// General Services Agency  
Chief Procurement Officer

// URGENT

ACTION/ATTENTION

// BRIEF ME

// PREPARE REPLY FOR DIRECTOR

// PREPARE REPLY FOR GOVERNOR

// REPRESENT ME

// CIRCULATE

FILE/INFO

REMARKS: \_\_\_\_\_

*Edith C. Pangalinan*  
4/30/19

000085



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: 671 475-3514 • Fax: 671 477-3181

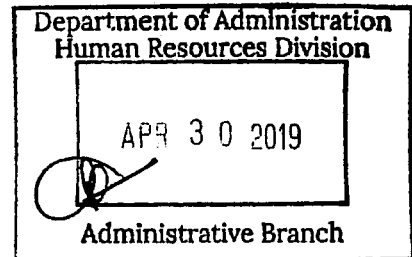


HON. KATHERINE A. MARAMAN  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA III  
PRESIDING JUDGE  
JOHN Q. LIZAMA  
ADMINISTRATOR OF THE COURTS

April 29, 2019

The Honorable Lourdes A. Leon Guerrero  
*Maga' hãgan Guðhan*  
Governor of Guam  
Office of the Governor  
513 West Marine Corps Drive  
Ricardo J. Bordallo Governor's Complex  
Hagåtña, Guam 96910



RE: *Fiscal Year 2020 (FY20) Group Health Insurance*

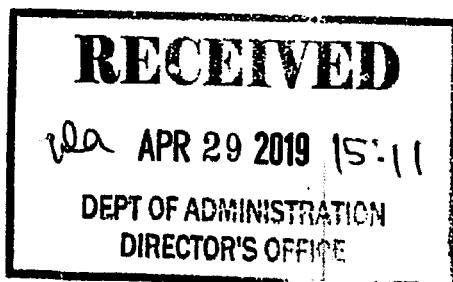
Dear Governor Leon Guerrero:

*Buenas!* On or about February 28, 2019, the Judicial Branch sent notice of its intent, at that time, to enter into a separate contract for group health insurance pursuant to 4 GCA §4301(c). Since that time, Public Law 35-2 was signed into law requiring consideration of only those companies or entities providing Health Insurance to the Government of Guam whose in-network coverage includes all public and private hospitals operating in Guam. The passage of Public Law 35-2 now requires that the Judicial Branch withdraw its notice of intent to enter into a separate contract for group insurance, given the uncertainty of those companies or entities that will be able to contract for the health insurance needs of the employees of the Judicial Branch. As such, the Judicial Branch retains all rights under 4 GCA §§4301-4308.

Sincerely,

*Katherine A. Maraman*  
KATHERINE A. MARAMAN  
Chief Justice

CC: Mr. Edward Birn, Director, Guam Department of Administration



000086

**Leonora P. Candaso**

---

**From:** Edward M. Birn  
**Sent:** Monday, May 06, 2019 12:00 PM  
**To:** Leonora P. Candaso  
**Subject:** RE: DB Insurance RFP Proposal

Not that I know of.

**From:** Leonora P. Candaso  
**Sent:** Monday, May 06, 2019 11:50 AM  
**To:** Edward M. Birn <Edward.Birn@doa.guam.gov>  
**Subject:** FW: DB Insurance RFP Proposal  
**Importance:** High

Sir,

Are you aware if anything was mentioned to the press regarding proposals received?

Thank you.

**From:** Venida Farnum [<mailto:vfarnum@netcarelifeandhealth.com>]  
**Sent:** Monday, May 06, 2019 11:14 AM  
**To:** Leonora P. Candaso  
**Subject:** DB Insurance RFP Proposal  
**Importance:** High

Good Morning Leo,

The media article in today's Post mentioned DOA is in receipt of only two (2) GovGuam RFP proposals from SelectCare and Aetna for DOA/HRD-RFP-GHI-20-001. Can you kindly confirm that DOA is receipt of DB's proposal?

Thank you,

Venida

Venida A. Farnum  
Manager, Group Administration  
424 W. O'Brien Drive  
Julale Center, Ste 200  
Hagatna, GU 96910  
Tel: 671-472-3610  
Fax: 671-472-3615  
[vfarnum@netcarelifeandhealth.com](mailto:vfarnum@netcarelifeandhealth.com)



**NetCare**  
Your Health. Our Passion.

**WEMAKECAREHAPPEN!**

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WhatsApp Chat with Edward Birn

5/8/19, 10:37 AM

Edward Birn: For procurement record from Eric Plinske.

Ed, this is Eric. I'm in Manila and will be back on Friday. GRMC would be glad to meet with you or your legal advisors about the TakeCare situation and about what the truth is about what was offered by grmc to TakeCare we don't offer

carve out contracts for only one market such as govguam. We contract with health plans for all their members. We told NetCare that if TakeCare wants to contract thru them that it has to be for network access for all their members with no

buy up requirement, not just govguam. TakeCare refuses. Aetna is contracted for all their business, not just govguam. Eric: I have not yet received a formal comment from our attorney on the protest. When we have, I will let you

know. Hopefully your legal team won't make a decision without talking to us to ensure they got all the facts and both sides to the story.

5/8/19, 10:41 AM

LCandaso: Noted.

**Leonora P. Candaso**

---

**From:** Leonora P. Candaso  
**Sent:** Monday, May 06, 2019 11:44 AM  
**Subject:** FW: Letter of Protest received DOA/HRD-RFP-GHI-20-001  
  
**Importance:** High

Dear prospective offerors,

On behalf of the committee chair, this is to advise you that the Government of Guam is in receipt of a letter of protest which is currently in review. All proposals received will remain sealed pending further review of the letter.

Thank you.

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

**CONFIDENTIALITY NOTICE:**

If you have received this e-mail in error, please immediately notify the sender by return e-mail and delete this e-mail and any attachments from your computer system. To the extent the information in this e-mail and any attachments contain protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191; 43 CFR Parts 160 and 164; it is confidential and/or privileged. This email may also be confidential and/or privileged under **Federal Law and Guam Law**. The e-mail is for the use of only the individual or entity named above. If you are not the intended recipient, or any authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this e-mail and its attachments is strictly prohibited.



**Leonora P. Candaso**

---

**From:** Leonora P. Candaso  
**Sent:** Monday, May 06, 2019 10:50 AM  
**Cc:** Edward Birn  
**Subject:** Letter of Protest received DOA/HRD-RFP-GHI-20-001

**Importance:** High

Dear prospective offerors,

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Thank you.

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

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**Leonora P. Candaso**

---

**From:** Leonora P. Candaso  
**Sent:** Friday, May 24, 2019 10:41 AM  
**Cc:** Edward Birn; Edith Pangelinan  
**Subject:** RE: Letter of Protest received DOA/HRD-RFP-GHI-20-001  
**Importance:** High

Dear Prospective Offerors,

The government has denied the Letter of Protest received. **Please be informed that the stay remains in place.** The offeror filing the protest may appeal the government's decision to deny. If there is no appeal after the allotted deadline then we may proceed with the procurement process. We will keep you notified as such.

Thank you.

**From:** Leonora P. Candaso  
**Sent:** Monday, May 06, 2019 11:44 AM  
**Subject:** FW: Letter of Protest received DOA/HRD-RFP-GHI-20-001  
**Importance:** High

Dear prospective offerors,

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Thank you.

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

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**Leonora P. Candaso**

---

**From:** Shannon Taitano <staitano@guamag.org>  
**Sent:** Friday, May 24, 2019 11:24 AM  
**To:** Leonora P. Candaso; Angela Flores (angela.flores@bbmr.guam.gov); Edith C. Pangelinan; Edward M. Birn; Jocelyn De Guia; Jon Fernandez; Joseph Cabana; Joseph Mesngon; Judith D Gagan; Lester Carlson; Marcus Pido; Mike Carlson; Naomi Sablan; Paula Blas; Paula Blas; Robert Cruz; Senator Terlaje; Shane G Ngata; Stephen Caulk (stephen.caulk@aon.com); Suzanne Kohlman (suzanne.kohlmann@aon.com); Trey Sarsfield  
**Subject:** RE: Timeline to file appeal

We were served a notice of appeal from TakeCare.

**From:** Leonora P. Candaso <Leonora.Candaso@doa.guam.gov>  
**Sent:** Friday, May 24, 2019 10:45 AM  
**To:** Angela Flores (angela.flores@bbmr.guam.gov) <angela.flores@bbmr.guam.gov>; Edith C. Pangelinan <Edith.Pangelinan@doa.guam.gov>; Edward M. Birn <Edward.Birn@doa.guam.gov>; Jocelyn De Guia <jocedg@gmail.com>; Jon Fernandez <jonfernandez@gdoe.net>; Joseph Cabana <joseph.senatorsa@gmail.com>; Joseph Mesngon <joe.senatorsa@gmail.com>; Judith D Gagan <Judith.Gagan@doa.guam.gov>; Lester Carlson <lester.carlson@bbmr.guam.gov>; Marcus Pido <mypido@gdoe.net>; Mike Carlson <miteeguam@gmail.com>; Naomi Sablan <Naomi.Sablan@doa.guam.gov>; Paula Blas <pmblas@lte.net>; Paula Blas <pmblas@ggrf.com>; Robert Cruz <racruz@guamcourts.org>; Senator Terlaje <tmterlaje@gmail.com>; Shane G Ngata <Shane.Ngata@doa.guam.gov>; Shannon Taitano <staitano@guamag.org>; Stephen Caulk (stephen.caulk@aon.com) <stephen.caulk@aon.com>; Suzanne Kohlman (suzanne.kohlmann@aon.com) <suzanne.kohlmann@aon.com>; Trey Sarsfield <trey.sarsfield@aon.com>  
**Subject:** Timeline to file appeal

Team Members,

The letter of denial was delivered to TakeCare on 5.21.19. As per legal, TakeCare has 15 days after receipt of the decision to appeal. The stay remains in place until after the 15 days unless TakeCare files the appeal. If TakeCare does not appeal after the deadline then we may proceed with the procurement process.

Prospective Offerors were notified of the stay as well in light of the government denying the protest.

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

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**Leonora P. Candaso**

---

**From:** Leonora P. Candaso  
**Sent:** Tuesday, May 28, 2019 9:10 AM  
**To:** Edward Birn  
**Subject:** FW: status with negotiating team

I advised John that I removed him from the email distribution list.

Do you know if another person has been appointed? In light of the protest and the delayed status, if John returns and no one is appointed, we can probably add him back on.

Leo

**From:** John Weisenberger [mailto:jmw\_guam@yahoo.com]  
**Sent:** Friday, May 24, 2019 2:08 PM  
**To:** Leonora P. Candaso  
**Subject:** status with negotiating team

Hi Leonora,

I have not heard a thing from Ed Birn or the office of the Governor about my status on the negotiating team. I did speak briefly with Governor Leon Guerrero on the same Friday that the proposals were due, and the same day that Take Care filed its protest, that she intended to replace me.

Can I assume that I have been replaced? Does anyone wish to tell me that it is a fate accompli?

Oh well. Too bad. As soon as the protest was filed my travel problem was resolved.

Let me know what you are able to share. Thanks, John.

**Leonora P. Candaso**

---

**From:** pmbblas@ggrf.com  
**Sent:** Friday, January 25, 2019 9:23 AM  
**To:** Leonora P. Candaso  
**Cc:** Naomi Sablan  
**Subject:** Re: GGRF and Retiree rep FY20 Negotiations Team

**Importance:** High

Hi Leo,

In response to your email, the following are the FY-20 Health Insurance Negotiations representatives:

Primary Rep: Paula M. Blas, Director, Government of Guam Retirement Fund

Alternate Rep: To be determined

Retiree Representative: Mike Carlson, Retiree, Government of Guam Retirement Fund

Thank you,

Paula

On 2019-01-24 16:43, Leonora P. Candaso wrote:

- > Hi Paula,
- >
- > Please see attached referenced memo requesting for GGRF and retiree
- > representatives to the FY20 Negs.
- >
- > Kindly respond to myself and Naomi Sablan via email.
- >
- > Leonora P. Candaso
- > Personnel Specialist IV
- > Employee Benefits Section
- > Human Resources Division
- > Dept. of Administration
- >
- > CONFIDENTIALITY NOTICE:
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- > the intended recipient, or any authorized representative of the

> intended recipient, you are hereby notified that any review,  
> dissemination or copying of this e-mail and its attachments is  
> strictly prohibited.

**Leonora P. Candaso**

---

**From:** Senator Therese Terlaje <senatorterlajeguam@gmail.com>  
**Sent:** Wednesday, January 30, 2019 5:24 PM  
**To:** Leonora P. Candaso  
**Cc:** Naomi Sablan  
**Subject:** Re: Committee on Health FY20 Negotiations Team

Hafa adai Director Birn,

I am confirming that I will participate in the FY 2020 Group Health Insurance Negotiating Team meetings.

Sincerely,  
Therese Terlaje

--  
**Office of Senator Therese M. Terlaje**

**Committee on Health, Tourism, Historic Preservation, Land and Justice**

*I Mina'trentai Singko na Liheslaturan Guåhan*

35th Guam Legislature

Office Location: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagåtña, Guam 96910

Mailing address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

T: (671) 472-3586 F: (671) 969-3590 Email: [senatorterlajeguam@gmail.com](mailto:senatorterlajeguam@gmail.com)

website: [www.senatorterlaje.com](http://www.senatorterlaje.com)

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On Thu, Jan 24, 2019 at 5:06 PM Leonora P. Candaso <[Leonora.Candaso@doa.guam.gov](mailto:Leonora.Candaso@doa.guam.gov)> wrote:

Dear Senator,

Please see attached referenced memo requesting a representative for the FY20 Negs. Committee.

Kindly respond to myself and Naomi Sablan via email.

*1/30/19*

**HRD NO: 19- 076**

**HUMAN RESOURCES DIVISION  
MANAGER'S OFFICE  
ROUTING SLIP**

**FROM: SENATOR JOE S SAN AGUSIN**

**SUBJECT: REPRESENTATIVE TO FY2020 GHI NEGOTIATING TEAM**

**RE: JAQMESNGON**

**TO:**

- |  |  |
|--|--|
| <input type="checkbox"/> ADMIN                   | <input checked="" type="checkbox"/> ACTION |
| <input checked="" type="checkbox"/> BENEFITS     | <input type="checkbox"/> ATTENTION         |
| <input type="checkbox"/> CLASSIFICATION          | <input type="checkbox"/> FOR FILE          |
| <input type="checkbox"/> DRUG TESTING            | <input type="checkbox"/> PROFILE DUE       |
| <input type="checkbox"/> EEO                     | <input type="checkbox"/> SEE ME TO         |
| <input type="checkbox"/> EMR                     |  |
| <input type="checkbox"/> RECORDS                 |  |
| <input type="checkbox"/> RECRUITMENT             |  |
| <input type="checkbox"/> REGULATORY & COMPLIANCE |  |
| <input type="checkbox"/> TRAINING & DEVELOPMENT  |  |
| <input type="checkbox"/> TESTING                 |  |

**REMARKS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*SN*      *1/30/19*  
**SHANE GL NGATA, MANAGER**      **DATE**

000098





Lourdes A. Leon  
Guerrero  
Governor

Ioshua F. Tenorio  
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edward M. Birn  
Acting Director

Edith C Pangelinan  
Deputy Director

From: Acting Director, Edward M. Birn

Date: JAN 28 2019

DUE DATE: \_\_\_\_\_

To: // Deputy Director

// Urgent

// Administrative Services Officer  Action/Attention

// Program Coordinator

// Division of Accounts Financial Manager // Brief Me  
Attn: \_\_\_\_\_

Human Resources Division Manager (Leo) // Prepare Reply for Director

// Office of Technology Chief Technology Officer // Prepare Reply for Governor  
Data Processing Manager

// General Services Agency Chief Procurement Officer // Represent Me

// Circulate

File/Info

REMARKS: \_\_\_\_\_

*Edith C Pangelinan*  
1/28/19

000099

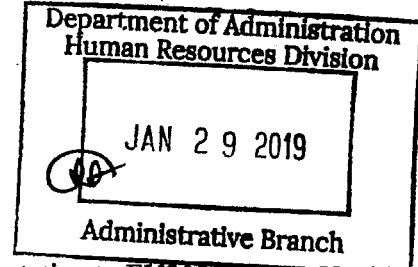


**SENATOR JOE S. SAN AGUSTIN**  
 Chairman, Committee on General Government Operations,  
 Appropriations, Housing, & Office of Finance and Budget  
 I Mina' Trentai-Singko na Liheslaturan Guåhan - Thirty-Fifth Guam Legislature

January 28, 2019

Edward Birn  
 Director  
 Department of Administration  
 PO Box 864  
 Hagatna, Guam 96932

*please  
 send*



RE: Designation of Legislative Appropriations Committee Representative to FY2020 Group Health Insurance Negotiating Team

Dear Director Birn:

*Hafa Adai!* I am in receipt of your letter dated January 22, 2019, relative to my participation in the FY2020 Group Health Insurance Negotiating Team.

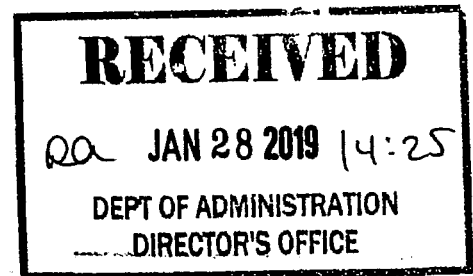
Therefore, as Chairman of the Committee on Appropriations and pursuant to Title 4, GCA, §4302(c)(1)(K), I am designating Mr. Joseph A. Q. Mesngon as my representative to the Negotiating Team.

Should you have any questions, please do not hesitate to contact me.

Si Yu'os Ma'ase'!

*[Handwritten signature of Senator Joe S. San Agustin]*

Senator Joe S. San Agustin  
 Chairman, Committee on General Government, Appropriations,  
 Housing, & Finance and Budget



*Rec'd  
 1/28/19  
 [Signature]*



Office of the Speaker  
**TINA ROSE MUÑA BARNES**  
*I Mina'trentai Singko Na Liheslaturan Guahan*

January 29, 2019

Edward M. Birn  
Acting-Director  
Department of Administration  
P.O. Box 884  
Hagåtña, Guam 96932


**Subject: FY 2020 Group Health Insurance Negotiating Team Appointee**

Dear Acting-Director Birn:

*Buenas yan Håfa Adai!* Per my authority as Speaker of *I Liheslaturan Guahan*, pursuant to § 4302(c)(1)(E) of Title 4, Guam Code Annotated, I have appointed **Joe Cabana** as the employee representative of the Legislative Branch for the Negotiating Team.

If you have any questions, please contact our office at 477-2520 or email [speaker@guamlegislature.org](mailto:speaker@guamlegislature.org).

*Si Yu'os Ma'åse'*

  
**TINA ROSE MUÑA BARNES**  
Speaker



Address: 633 W. Chalan Santo Papa, Hagåtña, GU 96932  
Phone: (671) 477-2520 | Email: [speaker@guamlegislature.org](mailto:speaker@guamlegislature.org) | Website: [www.guamlegislature.org](http://www.guamlegislature.org)

000-101

2.5.19

HRD NO: 19- 111

HUMAN RESOURCES DIVISION  
MANAGER'S OFFICE  
ROUTING SLIP

FROM: DIRECTOR, DEPARTMENT OF EDUCATION  
SUBJECT: FY2020 GROUP HEALTH INSURANCE NEGOTIATING TEAM  
RE: CONFIRMATION - AMSANTOS, MPIDO

TO:

- ADMIN
- BENEFITS
- CLASSIFICATION
- DRUG TESTING
- EEO
- EMR
- RECORDS
- RECRUITMENT
- REGULATORY & COMPLIANCE
- TRAINING & DEVELOPMENT
- TESTING
- ACTION
- ATTENTION
- FOR FILE
- PROFILE DUE \_\_\_\_\_
- SEE ME TO \_\_\_\_\_

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*sgn* SHANE GL NGATA, MANAGER      *2/6/19* DATE



DEPARTMENT OF ADMINISTRATION  
 (DIPATTAMENTON ATMENESTRASION)  
 DIRECTOR'S OFFICE  
 (Ufisiñan Direktot)  
 Post Office Box 884 \* Hagåtña, Guam 96932  
 TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



Edes A. Leon  
 Guerrero  
 Governor

Joshua F. Tenorio  
 Lieutenant Governor

Edward M. Birn  
 Acting Director

Edith C Pangellinan  
 Deputy Director

From: Acting Director, Edward M. Birn

**FEB 04 2019**

Date: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

- To: // Deputy Director // Urgent
- // Administrative Services Officer  Action/Attention
- // Program Coordinator
- // Division of Accounts Financial Manager // Brief Me
- Attn: \_\_\_\_\_
- Human Resources Division Manager *Attn: Les C. Brugada* // Prepare Reply for Director
- // Office of Technology Chief Technology Officer // Prepare Reply for Governor
- // Data Processing Manager
- // General Services Agency Chief Procurement Officer // Represent Me
- // Circulate
- File/Info

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



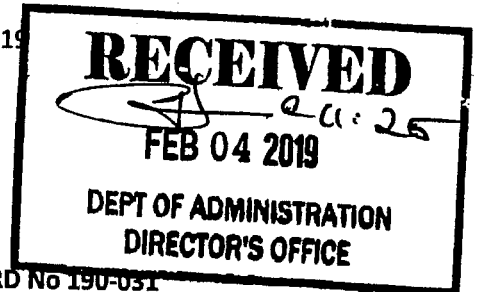
**DEPARTMENT OF EDUCATION  
OFFICE OF THE SUPERINTENDENT**

www.gdoe.net  
501 Mariner Avenue  
Barrigada, Guam 96913  
Telephone: (671) 300-1547/1536 • Fax: (671) 472-5001  
Email: jonfernandez@gdoe.net



**JON J. P. FERNANDEZ**  
Superintendent of Education

January 31, 2019



**MEMORANDUM**

**TO:** Director, Department of Administration  
**FROM:** Superintendent of Education  
**SUBJECT:** FY2020 Group Health Insurance Negotiation Team, HRD No 190-031

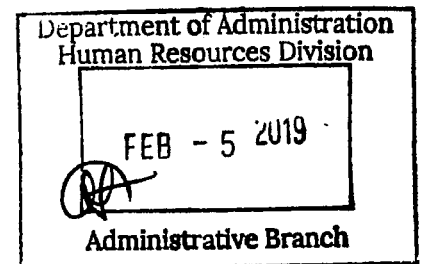
Hafa Adai! Thank you for your memorandum dated January 22, 2019. I confirm that the Guam Department of Education (GDOE) will participate on the FY2020 Group Health Insurance Negotiation Team.

Antonette Muna Santos and Marcus Pido are designated as my representatives. I believe the copy of the affidavit that was provided along with your memo may have a second page that was not attached. I understand that my representatives will have to sign the affidavit in order to participate.

The representatives will attend the initial meeting and have been given a copy of the proposed timeline. They can be reached as follows:

Antonette Muna Santos, Personnel Administrator  
[amunasantos@gdoe.net](mailto:amunasantos@gdoe.net)  
300-1606

Marcus Pido, Program Coordinator III  
[mypido@gdoe.net](mailto:mypido@gdoe.net)  
300-1580



We recognize the importance of this process and look forward to participating.

Senseramente,

*[Signature]*  
/s/ JON J.P. FERNANDEZ

cc: Antonette Muna Santos  
Marcus Pido  
Deputy Superintendent, FAS

000104



HON. KATHERINE A. MARAMAN  
CHIEF JUSTICE

# JUDICIARY OF GUAM

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3544 • Fax: (671) 477-3184



HON. ALBERTO C. LAMORENA III  
PRESIDING JUDGE  
JOHN Q. LIZAMA  
ADMINISTRATOR OF THE COURTS

February 12, 2019


Edward M. Birn  
Director  
Department of Administration  
P.O. Box 884  
Hagatna, Guam 96932

Dear Mr. Birn:

*Hafa adai!* On behalf of the Judiciary of Guam, I am confirming our participation on the FY2020 Group Health Insurance Negotiating Team and thus hereby designate Mr. Robert S. Cruz, Deputy Administrative Director, as the Judiciary's representative.

Mr. Cruz will be in attendance of all negotiation meetings when scheduled. Please contact him at 475-3128 for further coordination or should you have any questions or concerns.

*Senseramente,*

  
JOHN Q. LIZAMA  
Administrator of the Courts

CONCURRED:

  
KATHERINE A. MARAMAN  
Chief Justice

Cc: Robert S. Cruz, Deputy Administrative Director  
Barbara T. Perez, Human Resources Administrator

"The Judiciary of Guam is an equal opportunity provider and employer."

000105

**Leonora P. Candaso**

---

**From:** Carissa Pangelinan  
**Sent:** Monday, February 18, 2019 8:03 PM  
**To:** Rita Sotomayor; Leonora P. Candaso  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan; Shannon Taitano  
**Subject:** Re: FY20 Team representative DISID

Hafa Adai Leo,

I am designating Jeffery Warfield to represent DISID in the FY20 Group Health Insurance Negotiation Team.

Thank you,

*Carissa E. Pangelinan, MPA*

**Deputy Director, Guam Behavioral Health & Wellness Center**

**Acting Director, DISID**

Tel: 671-647-1901 Fax: 671-649-6948

Email: carissa.pangelinan@gbhwc.guam.gov

---

**From:** Rita Sotomayor  
**Sent:** Monday, February 18, 2019 4:04 PM  
**To:** Leonora P. Candaso  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan; Shannon Taitano; Carissa Pangelinan  
**Subject:** RE: FY20 Team representative DISID

Hafa Adai Leo,

Please be advised that Ms. Carissa Pangelinan, DISID's Acting Director, approved my recommendation to appoint Mr. Jeffery Warfield as the DISID Team Representative for tomorrow's meeting. Mr. Warfield represented DISID during last year's Team Meetings in the absence of the DISID Director and is committed to attend the FY 2020 Team Meetings as the DISID Representative unless other arrangements are made.

Please let me know if you have any further questions or concerns.

Sincerely,

Rita

*Rita Sotomayor*  
*Department of Integrated Services for Individuals with Disabilities (DISID)*  
*Phone: (671) 475-4642/4644*  
*Fax: (671) 477-8958*

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---

**From:** Leonora P. Candaso  
**Sent:** Monday, February 18, 2019 3:07 PM  
**To:** Rita Sotomayor  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan; Shannon Taitano  
**Subject:** RE: FY20 Team representative DISID

Hi Rita,

Thank you again for providing us with the name of the representative. Pursuant to statute, the administrator of DISID or his/her designee is a member of the Negotiating Team.

Just to verify and to ensure that we are complying with statute, please confirm that this appointment is being directed from DISID's administrator (or acting administrator). If at all possible, please cc the administrator (or acting administrator) when responding to this email.

I appreciate your assistance.

Thank you again,

Leo

---

**From:** Leonora P. Candaso  
**Sent:** Monday, February 18, 2019 2:50 PM  
**To:** Rita Sotomayor  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan  
**Subject:** RE: FY20 Team representative DISID

Thank you Rita.

---

**From:** Rita Sotomayor  
**Sent:** Monday, February 18, 2019 12:38 PM  
**To:** Leonora P. Candaso  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan  
**Subject:** RE: FY20 Team representative DISID

Hafa Adai Leo,

Please be advised that Mr. Jeffery Warfield will be the Representative for DISID at tomorrow's meeting. I will forward the Rules of Procedure and Confidentiality & Non-Disclosure Affidavit to Mr. Warfield.

My apologies for the delayed response. Thank you for your patience and understanding.

Sincerely,

Rita

*Rita Sotomayor*  
*Department of Integrated Services for Individuals with Disabilities (DISID)*  
*Phone: (671) 475-4642/4644*  
*Fax: (671) 477-8958*

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---

**From:** Leonora P. Candaso  
**Sent:** Monday, February 18, 2019 9:01 AM  
**To:** Rita Sotomayor  
**Cc:** Edward M. Birn; Edith C. Pangelinan; Naomi Sablan  
**Subject:** FY20 Team representative DISID

Hi Rita,

Can you advise of the status of the representative for DISID?

We have a meeting tomorrow and I don't believe I received confirmation on DISID's representative. As per the Rules of Procedures, we need a quorum of 7 voting members in which DISID is deemed a voting member. I apologize in advance if a memo was already sent to DOA and kindly ask that you resend it to me.

Thank you, Leo

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

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**BUREAU OF BUDGET & MANAGEMENT RESEARCH**

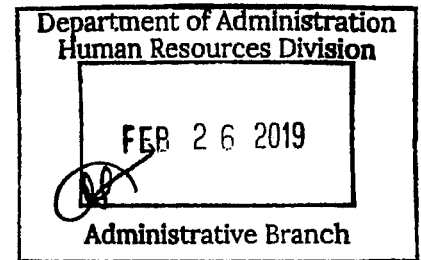
OFFICE OF THE GOVERNOR  
Post Office Box 2950, Hagåtña Guam 96932

**LOURDES A. LEON GUERRERO**  
GOVERNOR

**JOSHUA F. TENORIO**  
LIEUTENANT GOVERNOR

**LESTER L. CARLSON JR.**  
ACTING DIRECTOR

**FEB 21 2019**



**MEMORANDUM**

**To:** Acting Director, Department of Administration  
**From:** Acting Director, Bureau of Budget and Management Research  
**Subject:** Government of Guam Health Insurance Alternate Representative  
**Re:** Angela S. Flores

Buenas yan Hafa Adai.

Please be advised that effective immediately and until further notice, Ms. Angela S. Flores has been designated as the bureau's alternate representative for the Government of Guam Health Insurance Negotiating Team.

If you should have any questions regarding this matter, please contact my office.

Si Yu'os Ma'ase.

  
WILLIAM P. TAITINGFONG



000109



Senator  
**THERESE M. TERLAJE**

*I Mina'trental Singko na Liheslaturan Guåhan*

35th Guam Legislature

Committee on Health, Tourism, Historic Preservation, Land and Justice

February 27, 2019

***Sent via electronic mail***

edward.birn@doa.guam.gov

Mr. Edward Birn  
Director  
Department of Administration  
P.O. Box 884  
Hagåtña, Guam 96932

*Håfa adai* Director Birn,

This letter is to designate my Committee Director, Jocelyn de Guia as my representative to the FY2020 Group Health Insurance Negotiating Team meetings, in the event that I am unable to attend the meetings. We will submit a Confidentiality and Non-Disclosure Affidavit for Jocelyn de Guia.

Thank you for your consideration. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Therese M. Terlaje

Chairperson, Committee on Health, Tourism, Historic Preservation, Land and Justice

---

Mailing Address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

Office Address: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagåtña, Guam 96910

Tel: (671) 472-3586 | Fax: (671) 969-3590 | Email: [senatorterlajeguam@gmail.com](mailto:senatorterlajeguam@gmail.com)

[www.senatorterlaje.com](http://www.senatorterlaje.com)

000110

**Naomi Sablan**

---

**From:** Senator Therese Terlaje <senatorterlajeguam@gmail.com>  
**Sent:** Wednesday, February 27, 2019 9:46 AM  
**To:** Edward M. Birn  
**Cc:** Naomi Sablan; Leonora P. Candaso  
**Subject:** Re: Committee on Health FY20 Negotiations Team  
**Attachments:** Health Insurance Negotiating Team JdG designee letter\_FY2020.pdf

February 27, 2019

*Sent via electronic mail*  
[edward.birn@doa.guam.gov](mailto:edward.birn@doa.guam.gov)

Mr. Edward Birn  
Director  
Department of Administration  
P.O. Box 884  
Hagåtña, Guam 96932

*Håfa adai* Director Birn,

This letter is to designate my Committee Director, Jocelyn de Guia as my representative to the FY2020 Group Health Insurance Negotiating Team meetings, in the event that I am unable to attend the meetings. We will submit a Confidentiality and Non-Disclosure Affidavit for Jocelyn de Guia.

Thank you for your consideration. Please feel free to contact me if you have any questions or concerns.

Sincerely,  
Therese M. Terlaje  
Chairperson, Committee on Health, Tourism, Historic Preservation, Land and Justice

--  
**Office of Senator Therese M. Terlaje**  
**Committee on Health, Tourism, Historic Preservation, Land and Justice**

*I Mina'trentai Singko na Liheslaturan Guåhan*  
35th Guam Legislature

Office Location: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagåtña, Guam 96910

Mailing address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

T: (671) 472-3586 F: (671) 969-3590 Email: [senatorterlajeguam@gmail.com](mailto:senatorterlajeguam@gmail.com)

website: [www.senatorterlaje.com](http://www.senatorterlaje.com)

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On Thu, Jan 24, 2019 at 5:06 PM Leonora P. Candaso <[Leonora.Candaso@doa.guam.gov](mailto:Leonora.Candaso@doa.guam.gov)> wrote:

Dear Senator,

Please see attached referenced memo requesting a representative for the FY20 Negs. Committee.

Kindly respond to myself and Naomi Sablan via email.

Leonora P. Candaso  
Personnel Specialist IV  
Employee Benefits Section  
Human Resources Division  
Dept. of Administration

**CONFIDENTIALITY NOTICE:**

If you have received this e-mail in error, please immediately notify the sender by return e-mail and delete this e-mail and any attachments from your computer system. To the extent the information in this e-mail and any attachments contain protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191; 43 CFR Parts 160 and 164; it is confidential and/or privileged. This email may also be confidential and/or privileged under **Federal Law and Guam Law**. The e-mail is for the use of only the individual or entity named above. If you are not the intended recipient, or any authorized representative of the intended recipient, you are hereby notified that any review, dissemination or copying of this e-mail and its attachments is strictly prohibited.

**Leonora P. Candaso**

---

**From:** Antonette(Toni) Muna Santos <amunasantos@gdoe.net>  
**Sent:** Thursday, February 28, 2019 5:04 PM  
**To:** Leonora P. Candaso  
**Cc:** Edith C. Pangelinan; Edward M. Birn; Marcus Pido; Taling M. Taitano; Naomi Sablan  
**Subject:** Re: FY20 Team Meeting/Aon - GDOE Representative Replacement

Hafa Adai,

The official memo is forthcoming from the Superintendent, Ms. Sylvia Calvo is identified as my replacement and the alternate for GDOE. Therefore, Marcus Pido is GDOE primary. Sylvia has been provided the affidavit and will submit.

Thank You,  
Toni

On Thu, Feb 28, 2019 at 4:56 PM Leonora P. Candaso <[Leonora.Candaso@doa.guam.gov](mailto:Leonora.Candaso@doa.guam.gov)> wrote:

Thank you Antonette.

Please have Sylvia complete the affidavit prior to attending any meetings or being out on the email notices.

Also, can you advise who will be the primary representative?

Thank you.

**From:** Antonette(Toni) Muna Santos [mailto:[amunasantos@gdoe.net](mailto:amunasantos@gdoe.net)]  
**Sent:** Thursday, February 28, 2019 11:08 AM  
**To:** Leonora P. Candaso  
**Cc:** Edith C. Pangelinan; Edward M. Birn; Marcus Pido; Taling M. Taitano  
**Subject:** Re: FY20 Team Meeting/Aon - GDOE Representative Replacement

Hafa Adai,

My sincere apologies for the moments notice, please be advised that there will be a change in representation from GDOE. The replacement in my place will be Ms. Sylvia Calvo, please let me know if Ms. Sylvia Calvo

will be permitted to attend the meeting this afternoon. An official memo to this effect is forthcoming, additionally I can provide Ms. Sylvia Calvo the affidavit form to fill out to include all relevant documents information received.

Sincerely,

Antonette "Toni" Muna Santos

On Thu, Feb 28, 2019 at 10:06 AM Leonora P. Candaso <[Leonora.Candaso@doa.guam.gov](mailto:Leonora.Candaso@doa.guam.gov)> wrote:

Team,

Please be reminded of the 1 pm meeting today. If needed, the team will also meet on Friday at 9 am -11:30 am.

Thank you.

-----Original Appointment-----

From: Leonora P. Candaso

Sent: Thursday, February 21, 2019 2:39 PM

To: Angela Flores ([angela.flores@bbmr.guam.gov](mailto:angela.flores@bbmr.guam.gov))

Subject: FW: FY20 Team Meeting/Aon

When: Thursday, February 28, 2019 1:00 PM-5:00 PM (UTC+10:00) Guam, Port Moresby.

Where: DOA, 2nd floor

-----Original Appointment-----

From: Leonora P. Candaso

Sent: Wednesday, February 20, 2019 10:24 AM

To: Leonora P. Candaso; Antonette(Toni) Muna Santos; Edith Pangelinan; Edward Birn; Jeffrey Warfield; Joseph Cabana; Joseph Mesngon; Judith Gagan; Lester Carlson; Marcus Pido; Mike Carlson; Naomi Sablan; Paula Blas; Paula Blas; Robert Cruz; Senator Terlaje; Shannon Taitano; Stephen Caulk

([stephen.caulk@aon.com](mailto:stephen.caulk@aon.com)<<mailto:stephen.caulk@aon.com>>); Suzanne Kohlman

([suzanne.kohlmann@aon.com](mailto:suzanne.kohlmann@aon.com)<<mailto:suzanne.kohlmann@aon.com>>); Trey Sarsfield

Subject: FY20 Team Meeting/Aon

When: Thursday, February 28, 2019 1:00 PM-5:00 PM (UTC+10:00) Guam, Port Moresby.

Where: DOA, 2nd floor

Apologies for the typo below, continuation meeting for Friday (if needed), will be 9 am to 11 am.



Thank you.

Team,

As discussed, Aon will be on-site next week. Please take note of meeting dates and time:

- \* Thursday, February 28, 1 pm to 5 pm
- \* Friday, March 1, 9 pm to 11 pm (continuation from Thursday, if needed)

Please advise of attendance status.

Thank you.

-----  
  
Warm Regards,

**Antonette "Toni" Muña Santos**

**Administrator, Personnel**

**Department of Education**

**501 Mariner Avenue**

**Barrigada, Guam 96913**

**Location: Bldg B - Tiyan**

**Every Student: Responsible, Respectful and Ready for Life!**

671 475-0496

GDOE SY 2018-2019

-----  
Warm Regards,  
**Antonette "Toni" Muña Santos**

**Administrator, Personnel  
Department of Education  
501 Mariner Avenue  
Barrigada, Guam 96913  
Location: Bldg B - Tiyán**

**Every Student: Responsible, Respectful and Ready for Life!  
671 475-0496**

GDOE SY 2018-2019



**DEPARTMENT OF EDUCATION  
OFFICE OF THE SUPERINTENDENT**

www.gdoe.net  
501 Mariner Avenue  
Barrigada, Guam 96913  
Telephone: (671) 300-1547 • Fax: (671) 472-5001  
Email: jfernandez@gdoe.net



**JON J.P. FERNANDEZ**  
Superintendent of Education

February 28, 2019

Mr. Edward M. Birn  
Director  
Department of Administration  
GITC Building 590 S. Marine Corps Dr.,  
Tamuning, Guam 96913

**RE: Guam Department of Education Alternate Representative for Health Plan Negotiations**

Dear Mr. Birn:

***Hafa Adai yan Buenas!*** For the FY2020 Group Health Insurance Negotiations, please be informed that Ms. Sylvia T. Calvo, School Program Consultant of the Division of Curriculum and Instructional Improvement will serve as alternative representative for the Guam Department of Education and the replacement of Ms. Antonette Muña Santos.

Should you have any questions, please contact Ms. Calvo at 300-1633, email: [stcalvo@gdoe.net](mailto:stcalvo@gdoe.net)

Thank You.

Senseramente,

  
JON J.P. FERNANDEZ  
Superintendent of Education

c: Deputy Superintendent of Curriculum & Instructional Improvement  
Sylvia T. Calvo, School Program Consultant

000117



**Phyliss Leon Guerrero**  
ACTING  
DIRECTOR

## Department of Integrated Services for Individuals with Disabilities

Dipattamenton Programa Para I Maninutet  
Government of Guam



**Lourdes A. Leon Guerrero**  
GOVERNOR  
**Joshua F. Tenorio**  
LIEUTENANT GOVERNOR

April 23, 2019

Honorable Lourdes A. Leon Guerrero  
*Maga'huga Guåhan*  
513 West Marine Corps Drive  
Ricardo J. Bordallo Complex  
Hagatna, Guam 96910

*Buenas yan Hafa Adai* Governor Leon Guerrero,

Pursuant to Subsection (c) of §4302 of Article 3, Chapter 4, Title 4, Guam Code Annotated, it is with great pleasure that I nominate Matthew C. Santos, Deputy Director, Bureau of Statistics and Plans as designee for the Department of Integrated Services for Individuals with Disabilities (DISID) to be part of the Government of Guam Health Insurance Negotiating Team.

If you have any questions or concerns about the matter above, please do not hesitate to contact me at 475-4642.

*Senseramente,*

*Phyliss Leon Guerrero*  
Phyliss Leon Guerrero

Cc: Edward Birn, Director  
Department of Administration

238 Archbishop FC Flores St., DNA Building, Ste 601, Hagatna, Guam 96910  
Phone: 475-4642/4644 • Fax: 477-8958

000118

**Leonora P. Candaso**

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**From:** Leonora P. Candaso  
**Sent:** Monday, May 06, 2019 9:52 AM  
**To:** Jeffery Warfield  
**Cc:** Phyliss LeonGuerrero  
**Subject:** RE: New DISID Appointee

Thank you Jeff. It has been a pleasure working with you. Your insights and contribution to the team are appreciated.

Leo

**From:** Jeffery Warfield  
**Sent:** Monday, May 06, 2019 9:49 AM  
**To:** Leonora P. Candaso  
**Cc:** Phyliss LeonGuerrero  
**Subject:** Re: New DISID Appointee

Hafa Adai Leo,

Yes, I should be removed from both the email threads and WhatsApp group. Thanks for your assistance and support.

---

**From:** Leonora P. Candaso  
**Sent:** Monday, May 6, 2019 9:00 AM  
**To:** Jeffery Warfield  
**Subject:** RE: New DISID Appointee

Thank you Jeff. We received a memo from DISID assigning a rep. Although, the memo assigned a representative, it did not specifically say to remove you which I am not sure if you are an alternate or the new assigned person is the alternate. However, to avoid any issues, I will remove you from the email trails until we can get clarification.

Thank you.

**From:** Jeffery Warfield  
**Sent:** Wednesday, April 24, 2019 11:15 AM  
**To:** Leonora P. Candaso  
**Subject:** New DISID Appointee

Hafa Adai,

I was just informed this morning that I will no longer be attending the Health Insurance Negotiations Meetings. I'm not sure at this point who will be replacing me, but I'm sure the Director will be informing you of who the replacement is.

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

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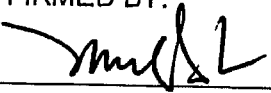
- I will not disclose to, discuss or share with any unauthorized person or group any ~~confidential and privileged~~ information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.

- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
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Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

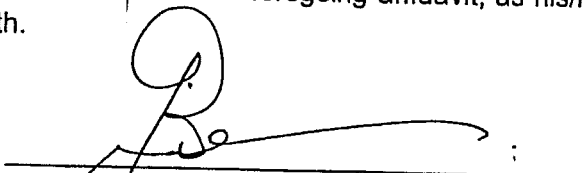
AFFIRMED BY:

  
PERSONNEL SPECIALIST I  
POSITION TITLE

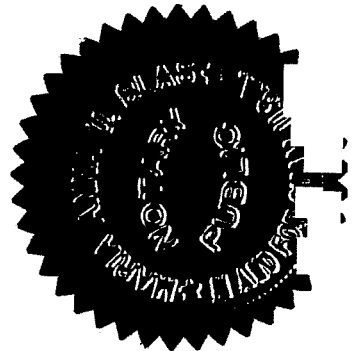
Guam )  
City of San Antonio ) ss

On this 11<sup>TH</sup> day of FEBRUARY, 2019, before me, a Notary Public in and for Guam, personally appeared NAOMI C. SANTIAGO, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By:

  
Notary Public

**MARIA ANNA U. BLAS**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **SEPT. 14, 2019**  
590 S. Marine Corps Dr. Ste. 706, Tamuning, Guam 96913



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

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By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

[Handwritten Signature]

PERSONNEL SERVICES ADMINISTRATION  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 26th day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Shane Greg Ian Lujan Nappa, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Handwritten Signature]  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

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AFFIRMED BY:

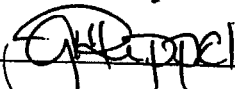


Carmen M. Astorga Administrative Officer  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 26<sup>th</sup> day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Carmen M. Astorga, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By:



Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

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AFFIRMED BY:

*Edward Mark Birn*  
Director of Administration  
POSITION TITLE

Guam )  
City of TAMUNING ) ss

On this 12<sup>th</sup> day of FEBRUARY, 2019, before me, a Notary Public in and for Guam, personally appeared EDWARD MARK BIRN, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: *[Signature]*  
Notary Public

**MARIA ANNA U. BLAS**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **SEPT. 14, 2019**  
590 S. Marine Corps Dr. Ste. 706, Tamuning, Guam 96913



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

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## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in

Public Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Dale C

Messenger Clerk

POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Dale C. Alvarez, and he/~~she~~ acknowledged for me that he/~~she~~ executed the foregoing affidavit, as his/~~her~~ voluntary act and deed for the purpose set forth.

By: G. Rippe  
Notary Public

**GABRIELA PILAR ROJAS RIPPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in

Public Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Florentina J. Salas

ASO  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Florentina Quintanilla Salas, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Signature]  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

[Signature]  
Program Coordinator  
POSITION/TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Pacita Mary A. Uncagedo, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Signature]  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public



Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

*Leonard Charles Saresfield III*  
CONSULTING ACTUARY, AON  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Leonard Charles Saresfield III, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: *Gabriela Pilar Rojas Rippe*  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Sta. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Steph Caulk  
SVP - AON  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Stephen Floyd Caulk, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: Gabriela Rojas Rippe  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Suzanne Kohlmann  
Consultant with Aon  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Suzanne Renee Kohlmann, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: G. Rippe  
Notary Public

**GABRIELA PILAR ROJAS RIPPEN**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg, Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Joseph L. Lebona  
Budget Analyst  
POSITION TITLE

Guam )  
          ) ss  
City of Tamuning )

On this 27 day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Joseph L. Lebona, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Signature]  
Notary Public

**MICHAEL D. RUDOLPH**  
Notary Public  
In and for Guam USA  
My Commission Expires: May 09, 2021  
Community First Guam Federal Credit Union  
238 Archbishop Flores St Suite 102  
Hagatna, GU 96910

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

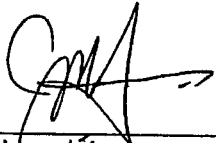
- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiating Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public



Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

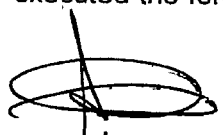
AFFIRMED BY:

Joe S. San Agustin   
Senator, 35th Guam Legislature  
POSITION TITLE

Guam )  
City of Tamuning ) ss )

On this 28th day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Joe S. San Agustin, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By:

  
Elizabeth B. Chaco

Notary Public

**ELIZABETH B. CHACO**  
NOTARY PUBLIC  
In and for Guam, U.S.A.  
My Commission Expires: **NOV. 10, 2022**  
450 Route 8, Maite Guam 96910

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Jocelyn de Guia *JJG*

Committee Director, Committee on Health, Tourism, Historic Preservation, Land and Justice  
POSITION TITLE

Guam )  
City of Hagatña ) ss

On this 27th day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Jocelyn Ann DeGuia, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: *[Signature]*  
Notary Public

ANTOINETTE P. LEON GUERRERO  
NOTARY PUBLIC  
In and for Guam, U.S.A.  
My Commission Expires: MAY 07, 2019  
Ada's Plaza Center, 173 Aspinal Ave., Ste. 203A  
Hagatna, Gu 96910



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.

- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

*Angela S. Flores*  
POSITION TITLE *Budget & Management Analyst IV*

Guam )  
City of *Tamuning* ) ss

On this *28<sup>th</sup>* day of *FEBRUARY*, 2019, before me, a Notary Public in and for Guam, personally appeared *ANGELA S. FLORES*, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: *[Signature]*  
Notary Public

**MARIA ANNA U. BLAS**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **SEPT. 14, 2019**  
590 S. Marine Corps Dr. Ste. 706, Tamuning, Guam 96913



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

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- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
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- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

*[Signature]* Lester L. Carlson Jr.

Acting Director BBMD  
POSITION TITLE

Guam )  
City of Tamuning ) ss

On this 17<sup>th</sup> day of FEBRUARY, 2019, before me, a Notary Public in and for Guam, personally appeared LESTER L. CARLSON JR., and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By:

*[Signature]*  
\_\_\_\_\_  
Notary Public

**MARIA ANNA U. BLAS**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **SEPT. 14, 2019**  
590 S. Marine Corps Dr. Ste. 706, Tamuning, Guam 96913



Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Jeffrey L. Warfield, Jr.  
SOCIAL WORKER- DISID  
POSITION TITLE

Guam )  
          ) ss  
City of Tamuning )

On this 18~~th~~ day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Jeffrey Lamont Warfield, Jr. and he/~~she~~ acknowledged for me that he/~~she~~ executed the foregoing affidavit, as his/~~her~~ voluntary act and deed for the purpose set forth.

By: G. Rippe  
Notary Public

**GABRIELA PILAR ROJAS RIPPEL**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **OCT. 03, 2019**  
590 S. Marine Corps Dr. Ste. 706 ITC Bldg. Tamuning Guam 96913

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

M.G.P.  
PROGRAM COORDINATOR III  
POSITION TITLE

Guam )  
City of Haihe ) ss

On this 8th day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Marcus Y. Rido, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Signature]  
Notary Public

**GWENDALYN P. CAMACHO**  
NOTARY PUBLIC  
In and for Guam, U.S.A.  
My Commission Expires: **MAR. 26, 2023**  
450 Route 8 Mail: GU 96910

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

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- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

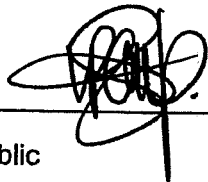
By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

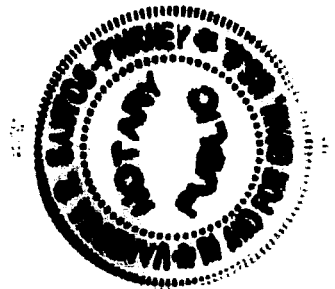
Antonette Muna Santos   
Personnel Services Administrator  
POSITION TITLE

Guam, USA )  
Village )  
City of Singiana ) ss

On this 5th day of February, 2019, before me, a Notary Public in and for Guam, personally appeared Antonette Muna Santos, and ~~he~~she acknowledged for me that ~~he~~she executed the foregoing affidavit, as ~~his~~her voluntary act and deed for the purpose set forth.

By:   
Notary Public

**VANESSA R. SANTOS-PINKNEY**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **JULY 06, 2021**  
236 Archbishop Flores Street, Suite 801, Hagatna, Guam 96910





## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

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- I will not use confidential and privileged information for my own personal purposes.
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- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in



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- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

*[Handwritten Signature]*

POSITION TITLE

Guam )  
City of Maite ) ss

On this 29<sup>th</sup> day of January, 2019, before me, a Notary Public in and for Guam, personally appeared Joseph A. Mesngon, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: *[Handwritten Signature]*

Notary Public

**AMBER MARIANO**  
NOTARY PUBLIC  
In and for Guam, U.S.A.  
My Commission Expires: NOV. 10, 2022  
450 Route 8 Maite GU 96910

## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY: *Therese M. Terlaje*

*[Handwritten Signature]*

*Chairperson, Legislative Committee on Health.*  
POSITION TITLE

Guam )  
City of *Hagåtña* ) ss

On this *15<sup>th</sup>* day of *February*, 2019, before me, a Notary Public in and for Guam, personally appeared *Therese M. Terlaje*, and ~~he~~she acknowledged for me that ~~he~~she executed the foregoing affidavit, as ~~his~~her voluntary act and deed for the purpose set forth.

By: *[Handwritten Signature]*  
Notary Public

**ANTOINETTE P. LEON GUERRERO**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **MAY 07, 2019**  
Ada's Plaza Center, 173 Aspinal Ave., Ste. 203A  
Hagåtña, Gu 96910



## CONFIDENTIALITY AND NON-DISCLOSURE AFFIDAVIT

I understand and affirm that as a member of the Negotiating Team for the Government of Guam (hereafter Negotiating Team), as a delegate of a member of the Negotiating Team, or as a consultant or attorney to the Negotiating Team, in the acquisition of group health and dental insurance for government of Guam employees, retirees, survivors and their families, I have an obligation to maintain all information that I receive in this regard in the most confidential manner and may not disclose this information to any other person except as stated herein.

- I understand and affirm that as a member, delegate, consultant or attorney of the Negotiating Team, I will have access to confidential and privileged information regarding the solicitation of group health and dental insurance coverage for Fiscal Year 2020.

*For purposes of this affirmation, "confidential and privileged information" means any fact, matter, document, or file in any form (oral, hard copy or electronic) disclosed to me or known to me which pertains to any proposal received from an offeror participating in the FY 2020 solicitation of group health and dental insurance, or which pertains to the process undertaken in the development of the solicitation, or to the review, evaluation and negotiation of a contract or contracts for Fiscal Year 2020 group health and dental insurance for employees, retirees or survivors, and their families whether or not a contract is finally executed, or which pertains to legal advice or legal memoranda in any form (oral, hard copy or electronic) provided by the Office of the Attorney General, or which pertains to advice and information in any form (oral, hard copy or electronic) provided by the actuarial consultant to the Negotiating Team.*

- I will not disclose to, discuss or share with any unauthorized person or group any confidential and privileged information, in any form, except to the extent that such disclosure, discussion or sharing is expressly authorized by law, or as required by a court of competent jurisdiction.
- I will not distribute, duplicate, use, or disclose, in whole or in part, any materials containing confidential and privileged information except as absolutely necessary to fulfill my obligations as a member, delegate, consultant or attorney of the Negotiation Team.
- I will not use confidential and privileged information for my own personal purposes.
- If I am ever uncertain whether a particular fact, matter, document, or file is covered by this affidavit, I will resolve all uncertainties in favor of preserving the confidentiality of that information.
- Further, I affirm that I will comply with all applicable provisions in Chapter 15 of Title 4 of the Guam Code Annotated, the Standard of Conduct for Elected Officers, Appointed Officers, and Public Employees of the Government of Guam, and with all applicable provisions in Chapter 5, Article 11 of Title 5 of the Guam Code Annotated, Ethics in Public

Contracting, with regard to my responsibilities as a member, delegate, consultant or attorney of the Negotiating Team.

By affixing my signature below, I affirm that I have read and understand this Confidentiality and Non-Disclosure Affidavit in its entirety, and that I agree to be bound by its terms both during my tenure as a member, delegate, consultant or attorney of the Negotiating Team and after I leave my position with the Negotiating Team.

AFFIRMED BY:

Shawn Quijano

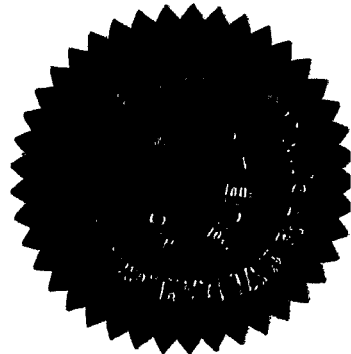
Attorney  
POSITION TITLE

Guam )  
          ) ss  
City of TAMUNING )

On this 12<sup>th</sup> day of FEBRUARY, 2019, before me, a Notary Public in and for Guam, personally appeared STANLEY JOY TATANO, and he/she acknowledged for me that he/she executed the foregoing affidavit, as his/her voluntary act and deed for the purpose set forth.

By: [Signature]  
Notary Public

**MARIA ANNA U. BLAS**  
**NOTARY PUBLIC**  
In and for Guam, U.S.A.  
My Commission Expires: **SEPT. 14, 2019**  
590 S. Marine Corps Dr. Ste. 706, Tamuning, Guam 96913



Alternative Option - earlier RFP release date

Denver, CO date	Guam date	Parties	Details
November	11/30/2018	Aon Internal	Negotiations Strategy & RFP Planning Meeting
December	Throughout month	Aon / GovGuam	Support audit of FY17 participating contract refunds
January	Throughout month	Aon	Request data to begin FY18 participating contract refunds process
February	Throughout month	Aon	Redline the RFP before Feb committee meeting
March	2/26-27/2019	Aon / GovGuam	Carrier meetings
	2/26-27/2019	Aon / GovGuam	Strategy Meetings with DOA staff
	2/28/2019	Aon / GovGuam	Strategy Meeting with negotiations committee
Throughout month	3/4/2019	Aon / GovGuam	Vendor data requests for RFP
Throughout month		Aon / GovGuam	Make final edits to RFP
Throughout month	3/29/2019	Aon	Test MFT site with current carriers
April		Aon	Finalize Client Promise and Strategic Account Review
Sun night	Mon 4/1/19	GovGuam	Release RFP
		Aon	Test MFT site with additional bidders
	Wed 4/10/2019	Carriers	Bidder Questions due
		Aon	Request updated data through March for FY18 participating contract refunds process
		Aon	Pre-Renewal Projections (Exclusive and 3-Carrier to compare against bids)
May			
Thursday night	Fri 5/3/19	Aon / GovGuam	Receive bids
		Aon	Phase I Evaluation of bids received
		Aon	Analyze bids; Vendor clarifications
		Aon	Aon scoring
		Aon	Revise projections with updated claims data
June			
	Could be any set of 2 weeks in June:	Aon / GovGuam	On-Site Negotiations
	Weeks of 6/3 and 6/10	Aon / GovGuam	Governor's Briefing Memo - complete by end of month (final 2017 ltr signed 7/7)
	Weeks of 6/10 and 6/14		
	Weeks of 6/17 and 6/24		
July			
		GovGuam	Notice to Legislature for budget

Move up to 2/4/19

Move up to 3/4

Move up to 3/13

Move up to 4/1 or 4/8

Weeks of 5/6 and 5/13

Everyone's kids out of school 5/23 or 5/24

**On-Island with DOA**  
DOA amendment 124.16

Monday, Feb. 25      Tuesday, Feb. 26      Wednesday, Feb. 27      Thursday, Feb. 28

~~9-11 DOA enrollment system demo~~  
DOA: Leo, Naomi, and ??  
Aon: Steve, Trey, Suzanne

~~9-11:30 DOA RFP, Wellness, & Strategy discussion~~  
DOA: Director, Deputy Director, Leo, Shannon, Naomi  
Aon: Steve, Trey, Suzanne

~~9-11 (10 AM-12 PM) TakeCare Market Update~~  
DOA: Director, Deputy Director, Leo, Naomi  
Aon: Steve, Trey, Suzanne

~~9-11 RFP Committee meeting~~  
Committee: all members  
DOA: Director, Deputy Director, Leo, Naomi  
Aon: Steve, Trey, Suzanne

*Cancelled  
the 26  
27*

1-3 Committee continuation time, if needed

4-3 (1:30-3:30) DOA

1-3 SelectCare Market Update  
DOA: Director, Deputy Director, Leo, Naomi  
Aon: Steve, Trey, Suzanne

strategy continuation  
DOA: Director, Deputy Director, Leo, Shannon, Naomi  
Aon: Steve, Trey, Suzanne

Social/Non-Work Gathering



# Aon's Schedule

Sunday, Feb. 24    Monday, Feb. 25    Tuesday, Feb. 26    Wednesday, Feb. 27    Thursday, Feb. 28    Friday, Mar. 1

**Acclimation Day** 9-11 DOA enrollment system demo with Tim Colton  
 9-11:30 DOA RFP & Strategy discussion (10 with Apama with Tim Colton Niroola re: wellness)  
 9-11 TakeCare Market Update  
 9-11 RFP Committee meeting  
 Work Remote

1-3 Committee continuation time, if needed

2-4 Aon Denver meet with Aon Micronesia (Dave Silva)

1-3 SelectCare Market Update

1-3 DOA strategy continuation

Social/Non-Work Shannon, Vince, and others

7:50 am Sat flight

SelectCare Attendees:

Masa Morimoto, CEO -TMPI  
Hisao Ito, COO -TMPI  
Reina Shintaku, Assistant Health Plan Specialist -TMPI  
Bobbie Howard, Chief Financial Officer -TMPI  
Frank Campillo, Health Plan Administrator -SelectCare  
Raymond Schnabel, Executive Manager -SelectCare  
Ed Calvo, Group Administration Supervisor -SelectCare  
Herman Ada, Sales Manager -SelectCare  
Alexy Dacanay, Provider Relations Manager -SelectCare

Update for Feb 2019

TakeCare Attendees:

Jeff Larsen, President  
Arvin Lojo, Health Plan Administrator  
Alicia Iseke, Health Plan Finance Administrator  
Mike Tsai, Director – Information Services  
Greg Kerrebrock, Sr. Manager – Sales & Marketing  
Grace Murphy, Sr. Manager – Medical Management  
Donabel Little, Manager – Wellness Program  
Jackie Domingo, Sr. Manager – Claims  
Joan Abraham, Sr. Supervisor – Membership Accounting  
Tom Strohmeier, Sr. Supervisor - Business Information Systems

Monday, Feb. 25		Tuesday, Feb. 26		Wednesday, Feb. 27		Thursday, Feb. 28		Friday, March 1	
<b>9-11 DOA enrollment system demo</b> DOA: Leo, Naomi DOA: HR and CTECH Ann: Steve, Trey Suzanne Canceled due to storm - Aon's flight delayed.		<b>9-11:30 DOA RFP: Walkways, &amp; Strategy discussion</b> DOA: Director, Deputy Director, Leo, Naomi DOA: Director, Deputy Director, Leo, Ann: Steve, Trey, Suzanne		<b>10-12 TakeCare Market Update</b> DOA: Director, Deputy Director, Leo, Naomi Ann: Steve, Trey, Suzanne		<b>9-11:30 (rollover, if needed) Committee Meeting: all members, DOA, and Aon</b>			
		<b>1-3 SelectCare Market Update</b> DOA: Director, Deputy Director, Leo, Naomi Ann: Steve, Trey, Suzanne		<b>1:30-3:30 DOA strategy continuation</b> DOA: Director, Deputy Director, Leo, Shannon, Naomi Ann: Steve, Trey, Suzanne		<b>1-5 RFP Committee meeting</b> Committees: all members DOA: Director, Deputy Director, Leo, Naomi Ann: Steve, Trey, Suzanne		<b>3:00 Non-Work</b>	

Sunday, Feb. 24		Monday, Feb. 25		Tuesday, Feb. 26		Wednesday, Feb. 27		Thursday, Feb. 28		Friday, Mar. 1	
<b>Acclimation Day</b> 9-11 DOA enrollment system demo with Tim Colton 9-11:30 DOA RFP & Strategy discussion (10 with Aon members, DOA, and wellness) 9-11 RFP Committee meeting		2-4 Aon Denver meet with Aon Microcella (five star)		1-3 SelectCare Market Update		1-3 DOA strategy continuation		1-3 Committee continuation time, if needed		Work Remote	
						<b>3:00 Non-Work</b>				7:50 am Let Right Employee Booklet	

2/25/2019

**SelectCare Attendees:**  
Mesa Montano, CEO -TMP1  
Rita IR, COO -TMP1  
Raine Shiffler, Assistant Health Plan Specialist -TMP1  
Bobbie Howard, Chief Financial Officer -TMP1  
Frank Campello, Health Plan Administrator -SelectCare  
Raymond Schmitt, Executive Manager -SelectCare  
Ed Calvo, Group Administrator Supervisor -SelectCare  
Lynn Adams, Sales Manager -SelectCare  
Avery Decary, Provider Relations Manager -SelectCare

**TaleoCare Attendees:**  
Jeff Larsen, President  
Arvin Lyle, Health Plan Administrator  
Alicia Isaacs, Health Plan Finance Administrator  
Mike Tait, Director - Information Services  
Greg Karabrock, Sr. Manager - Sales & Marketing  
Grace Murphy, Sr. Manager - Medical Management  
Donabel Little, Manager - Wellness Program  
Jackie Domingo, Sr. Manager - Claims  
Joan Abraham, Sr. Supervisor - Membership Accounting  
Tom Strohmeyer, Sr. Supervisor - Business Information Systems

Updated for Feb 2019





**On-Island with DOA**  
DOA amended 2/25/19

**Monday, Feb. 25** **Tuesday, Feb. 26** **Wednesday, Feb. 27** **Thursday, Feb. 28** **Friday, March 1**

~~9-11 DOA enrollment~~

~~system-demo DOA: Leo, Naomi;~~

~~DOA HR and QTECH~~

~~Aon: Steve, Trey, Suzanne~~

~~Cancelled due to storm - Aon's flight delayed.~~

9-11:30 DOA RFP, Wellness, & Strategy discussion

DOA: Director, Deputy Director, Leo, Naomi

Aon: Steve, Trey, Shannon, Naomi  
Aon: Steve, Trey, Suzanne

10 - 12 TakeCare Market Update

DOA: Director, Deputy Director, Leo, Naomi

Aon: Steve, Trey, Suzanne

9-11:30 (rollover, if needed)

Committee Meeting: all members, DOA, and Aon

*Cancelled*

1 - 5 RFP

Committee meeting  
Committee: all members

DOA: Director,

Deputy Director, Leo, Naomi

Aon: Steve, Trey, Suzanne

*App/Network*

1:30-3:30 DOA strategy continuation

DOA: Director, Deputy Director, Leo, Shannon, Naomi

Aon: Steve, Trey, Suzanne

1-3 SelectCare Market Update

DOA: Director, Deputy Director, Leo, Naomi

Aon: Steve, Trey, Suzanne

Social/Non-Work

**Aon's Schedule**

Sunday, Feb. 24    Monday, Feb. 25    Tuesday, Feb. 26    Wednesday, Feb. 27    Thursday, Feb. 28    Friday, Mar. 1

Acclimation Day    9-11 DOA enrollment system demo with Tim Colton    9-11:30 DOA RFP & Strategy discussion (10 with Aparna Niroola re: wellness)    9-11 TakeCare Market Update    9-11 RFP Committee meeting    Work Remote

*Cancelled  
Moved to* ↓

1-3 Committee continuation time, if needed

2-4 Aon Denver meet with Aon Micronesia (Dave Silva)    1-3 SelectCare Market Update    1-3 DOA strategy continuation

Social/Non-Work Shannon, Vince, and others

7:50 am Sat flight

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Hisa Ito, COO -TMPI  
Reina Shintaku, Assistant Health Plan Specialist -TMPI  
Bobbie Howard, Chief Financial Officer -TMPI  
Frank Campillo, Health Plan Administrator -SelectCare  
Raymond Schnabel, Executive Manager -SelectCare  
Ed Calvo, Group Administration Supervisor -SelectCare  
Herman Ada, Sales Manager -SelectCare  
Alexy Dacanay, Provider Relations Manager -SelectCare

Update for Feb 2019

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Jeff Larsen, President  
Arvin Lojo, Health Plan Administrator  
Alicia Iseke, Health Plan Finance Administrator  
Mike Tsai, Director – Information Services  
Greg Kerrebrock, Sr. Manager – Sales & Marketing  
Grace Murphy, Sr. Manager – Medical Management  
Donabel Little, Manager – Wellness Program  
Jackie Domingo, Sr. Manager – Claims  
Joan Abraham, Sr. Supervisor – Membership Accounting  
Tom Strohmeyer, Sr. Supervisor - Business Information Systems



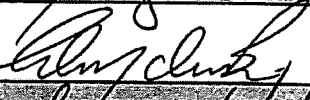
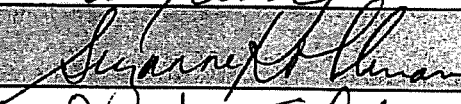
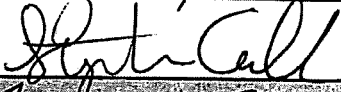
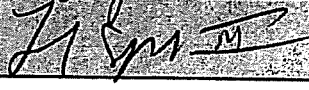
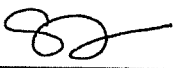
WELLNESS STRATEGY DISCUSSION - DPHSS

DIRECTORS OFFICE 2/26/19 9AM - 11:30AM

#	DATE	NAME	
1	2.26.19	SHANNON TAITANO	need PHS presentation [Handwritten signatures and notes]
2	2/26/2019	NAOMI EBBIAN	
3	2/26/19	Edith Pangelinan	
4	2/26/19	Patrick Weiss	
5	2/26/19	Stephen Caulk	
6	2-26-19	SUZANNE KOHLMANN	
7	2-26-19	TRACY STURGEON	
8	2/26/19	Edward Lwin	
9	2/26/19	Remona Canale	
10	2/26/19	conference call Ann-Caparra	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			000182

DOA STRATEGY CONTINUATION

DIRECTORS OFFICE 02/27/2019 1:30P - 3:30PM

#	DATE	NAME	SIGNATURE
1	2/27/19	NAOMI SAPIAN	
2	"	LEONORA CANOAS	
3	"	Edith Pangelinan	
4	"	Edwin Swin	
5	"	Suzanne Kohlmann	
6		Stephen Caulk	
7		TREY SALSFIELD	
8		SHANNON TAITANO	
9			
10			
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15			
16			
17			
18			
19			
20			
21			
22			000183

**Communications Log****FY20 GHIP**

<b>NO.</b>	<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>SUBJECT</b>
1.	11.16.18	DOA Director, Edward Birn	Personnel Services Administrator	Request for Written Determination of Need
2.	11.27.18	Shane Ngata	Director, DOA	Response to request for Determination of Need request of 11.16.18
3.	12.8.18	Aon, Suzanne Kohlman	L. Candaso	Draft timeline for FY20 Program Year
4.	12.12.18 through 12.18.18	L Candaso	Shannon Taitano	Written Determination of Need
5.	12.14.18	Shannon Taitano (S Taitano)	L Candaso	Determination of Need
6.	1.4.2019	S Taitano	L Candaso	Determination of Need to procure health services
7.	1.15.19	Director	Procurement File	Written Determination of Need
8.	1.22.19	Director	FY20 Team	Committee Memo
9.	1.24.19	L Candaso	FY20 Team	Committee Memo
10.	1.28.19	Department Heads	DOA	Committee Memo
11.	2.7.19	Aon	DOA	Conference Call
12.	2.8.19	L Candaso	FY20 Team	Meeting notice
13.	2.13.19	Conference call with Aon, DOA and S Taitano		FY20 RFP
14.	2.19.19	Team Meeting	Team Meeting	Meeting
15.	2.20.19	L Candaso	Team	Whatsapp chat – create
16.	2.20.19	L Candaso	Team	Schedule – Aon on site visit
17.	2.21.19	Senator Terlaje	L Candaso	Bill 30-35 and documents



**Communications Log**

**FY20 GHIP**

<b>NO.</b>	<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>SUBJECT</b>
18.	2.22.19	Meeting-Director, Deputy, legal counsel	Meeting	Bill 30-35
19.	2.25.19	Senator Terlaje	L Candaso	Testimonies on Bill 30-35
20.	2.25.19	Senator Terlaje	LCandaso	PI Capital GRMC
21.	2.25.19	L Candaso	S Taitano	Inquiry on judicial and legislature opting out
22.	2.27.19	Melanie Mendiola, GEDA	DOA	Intent for FY20
23.	2.27.19	Speaker Barnes	DOA	Legislature's intent for health contract
24.	3.1.19	GEDA	DOA	Status on health insurance plan
25.	3.1.19	Judiciary of Guam	DOA	Status on health insurance plan
26.	3.6.19	Aon	DOA	Conference call
27.		DOA	Legal and Aon	RFP administrative
28.	3.11.19	Aon	Team	Draft RFP
29.	3.19.19	Tricee Limtiaco, GM, GPA	DOA	Health Insurance RFP
30.	3.19.19	Marcus Pido, DOE	Team	FY20 draft RFP
31.	3.19.19	S Taitano	Team	FY20 draft RFP
32.	3.19.19	S Taitano	Team	FY20 draft RFP
33.	3.20.19	GWA and GPA	Team Chair	Request to observe
34.	3.21.19	DOA	GPA	Response to request to observe
35.	3.21.19	DOA	GWA	Response to request to observe

**Communications Log**

**FY20 GHIP**

<b>NO.</b>	<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>SUBJECT</b>
36.	3.21.19	Mike Carlson	Team	RFP
37.	3.21.19	DOA	DOA	Written Determinations
38.	3.22.19	GWA	DOA	GWA Claims Data
39.	3.26.19	Mike Carlson	Team	Draft Review
40.	4.1.19	FY20	FY20	FY20 RFP issuance
41.	4.1.19	DOA	GWA	FY20 GHIP
42.	4.1.19	DOA	GPA	FY20 GHIP
43.	4.1.19	Troy Torres	LCandaso	FY20 procurement
44.	4.1.19 – 4.3.19	Prospective offerors	DOA	Acknowledgement of Receipt of RFP
45.	4.2.19	Prospective Offeror	LCandaso	FY20 RFP issuance inquiry
46.	4.2.19	Prospective Offeror	LCandaso	FY20 RFP
47.	4.2.19		All Prospective Carriers	Amendment I
48.	4.3.19		All Prospective Carriers	Excel File for Amendment I
49.	4.2.19	RFP	RFP	Publication
50.	4.8.19	RFP	RFP	Publication
51.	4.11.19	RFP	RFP	Publication
52.	4.11.19	Prospective offerors		GG responses to inquiries –Amendment II
53.	4.12.19	Prospective Offeror	Lcandaso	Clarification questions
54.	4.19.19	Suzanne Kohlman	Offerors	SFTS set up information
55.	4.23.19	Phyliss Leon Guerrero	Governor of Guam	DISID appointment letter



**Communications Log**

**FY20 GHIP**

<b>NO.</b>	<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>SUBJECT</b>
56.	4.24.19	Jeff Warsfield	LCandaso	DISID's rep
57.	4.24.19	STaitano	LCandaso	Guidance
58.	4.26.19	GovGuam	Offerors	Amendment III - Pending responses for amendment II
59.	4.30.19	Prospective Offeror	LCandaso	Aon SFTS
60.	5.1.19	Suzanne Kohlman	Prospective Offeror	Aon SFTS
61.	5.1.-19 – 5.2.19	STaitano, Aon & LCandaso		RFP
62.	5.2.19	Prospective Offeror	EBirn	Chat message re: claims information
63.	5.3.19		Offerors	Amendment IV
64.	4.5.19	Prospective Offeror	EBirn	Inquiries
65.	4.10.19	STaitano, Aon, & LCandaso	STaitano, Aon, & LCandaso	Inquiries from carriers
66.	5.3.19	Joseph Husslein	EBirn	Letter of Protest
67.	5.6.19	DOA	FY20 Team	Letter of Protest
68.	5.6.19	LCandaso	Offerors	Advised of Letter of Protest
69.	5.6.19 (received) Letter dated 4.29.19	Judiciary	DOA	FY2020 GHI – PL 35-2
70.	5.6.19	LCandaso	STaitano	Letter of Protest/Website
71.	5.8.19	Offeror	EBirn	Text chat
72.	5.13.19	STaitano	EBirn	Response to TakeCare's letter of protest

**FY20 GHIP RFP****Meeting Log**

<b>NO.</b>	<b>DATE</b>		<b>SUBJECT</b>
1.	2.19.19	Team Meeting	FY20 RFP
2.	2.26.19	DOA/PHSS	GG Wellness Program
3.	2.26.19	Current Carriers SC	Market Update – Status Check
4.	2.27.19	Current Carrier TC	Market Update – Status Check
5.	2.27.19	DOA/Aon	RFP discussions
6.	2.28.19	Team	RFP discussions
7.	3.6.19	Aon/DOA	Conference call
8.	3.20.19	Team	Team Meeting