# Mayors' Council of Guam

*Konsehelon Mahot Guåhan*

February 11, 2026

**Questions & Concerns**
INVITATION FOR BID NO. MCOG-26-002
Automated Management System for Residential Verifications

The following questions/concerns were received by Data Management Systems on December 31, 2025.

1. **Question:** Relative to the Bid Guarantee requirement, will MCOG accept a Standby Irrevocable Letter of Credit?

**Response:** As per the Bid Packet on page 28 of 44, **Pursuant to 5 GCA § 5212, all competitive sealed bidding for the procurement of supplies or services exceeding $25,000.00 a 15% Bid Security of the total bid price must accompany the bid package. The bid bond or Certified Cashier's Check will serve as Bid Security for this procurement.** A standby irrevocable letter of credit is not accepted as a valid form of bid security for this procurement process. The acceptable forms of bid security are Certified Cashier's Check which will serve as Bid Security for this procurement as specified in the bid packet, as indicated on page 1 of 44.

2. **Question:** Relative to specification for Training for all Administrative Assistants and Municipal Clerks, please confirm if the total number to be trained is 44 end users.

**Response:** As indicated on page 42 of 44 the training is requested for all Administrative Assistants, Municipal Clerks, and other staff. The total number of end users to be trained is 50.

3. **Question:** Relative to specification for "Data Migration: Migrate and import all existing residential verification data from Excel, Word, Google Docs, and other formats, including required data fields into data management system":

a. **Question:** Will the migrated data require re-verification, or is it assumed that the data to be migrated has already been validated and a verification of residency can be issued against the migrated data?

**Response:** a. The migrated data will require re-validation upon execution of and prior to importation of the new automated management system.

b. **Question:** Does this migration include migrating scanned documents/images, such as PDFs and JPGs? If so, what is the total file size of the documents/images to be migrated? Scanned Documents: Migration does include scanned documents (PDFs and JPGs).

**Response:** b. Yes, Migration must include scanned documents both (PDFs and JPGs). The total file size of these existing documents per district are attached. (File Title: MCOG-26-002 Attachment A – File Size per district)

4. **Question:** Relative to specification for "Distribution: Requests must be downloadable, printable, and emailable with standard verbiage," does "Requests" refer to the completed mayor's Residential Verifications?

**Response:** Yes. "Requests" refers to the completed Mayors Residential Verifications.

5. **Question:** Relative to specification to "upload supporting documents":

a. Please list the types of supporting documents to be uploaded.

**Response:** a. Supporting documents to be uploaded are such as Lease Agreements, Utility Bills, Mortgage Statements, and Transfer of Residency documents (from previous municipalities), etc.

b. Does every request for residential verification require supporting documents?

 **Response:** b. Yes.

c. **Question:** What is the average volume of supporting documents associated with a single verification request?

**Response:** c. At average volume may be depended on the type of supporting documents needed per requestor or household. Average may vary.

6. Should MCOG responses require further clarification for IFB specification clarity, will MCOG accept follow-up questions to MCOG responses?

**Response:** Yes, only relative to responses provided in this Question and response.

7. We respectfully request the deadline for submission be extended to two weeks from the date of MCOG's distribution of responses to bidder questions to allow for adequate time to prepare a bid response.

**Response:** Please see Amendment #3.

*** *NOTHING ELSE FOLLOWS* ***

**JOYJEAN R. ARCEO**
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